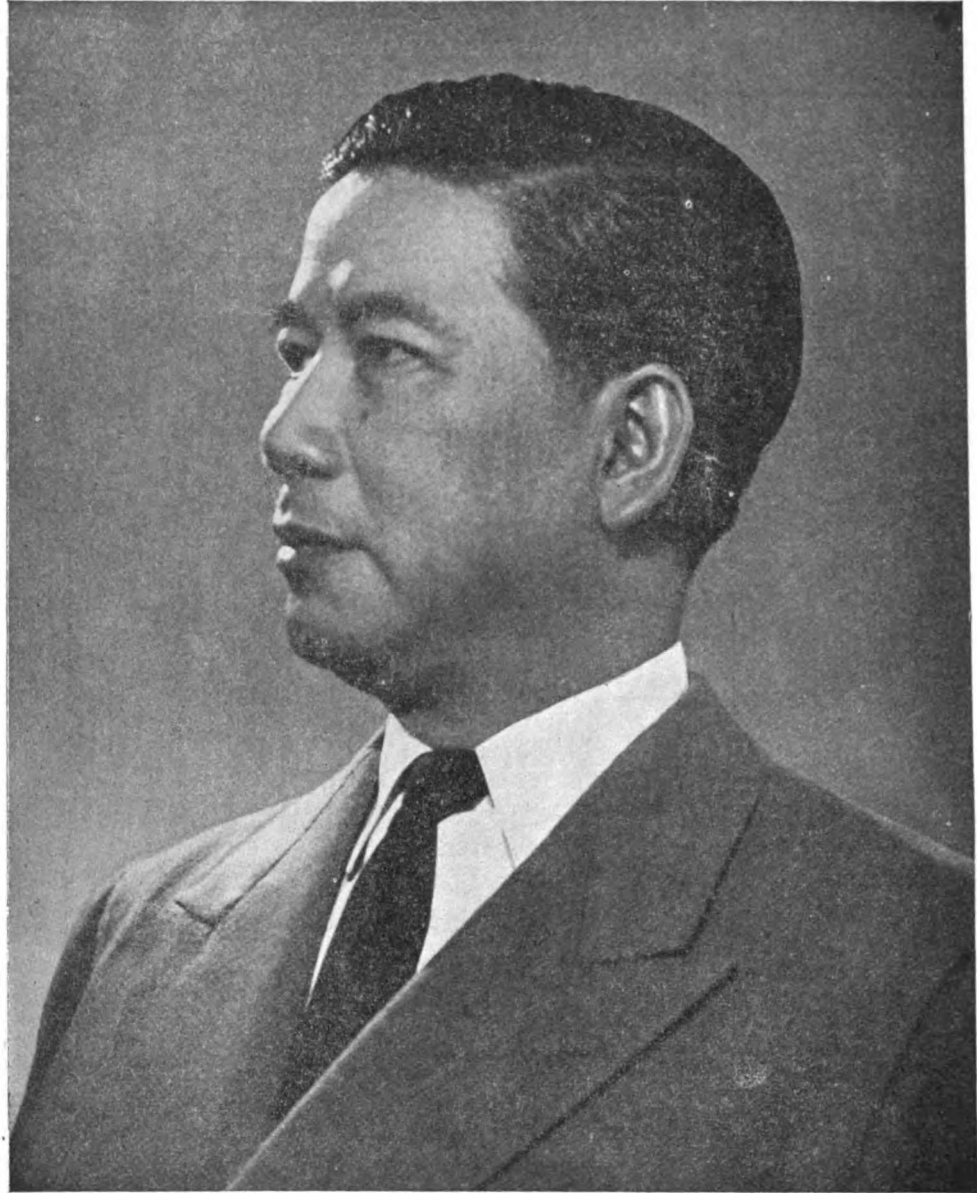


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NATIONAL INSTITUTE OF ADMINISTRATION



**VIET NAM GOVERNMENT
ORGANIZATION MANUAL**



President Ngô Đình Diêm

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VIET NAM GOVERNMENT ORGANIZATION MANUAL 1957-58

MAY 1, 1958



NATIONAL INSTITUTE OF ADMINISTRATION
RESEARCH AND DOCUMENTATION DIVISION
SAIGON, VIET NAM

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FOREWORD

The proclamation of the Constitution of the Republic of Viet Nam on October 26, 1956 opened a new page in the history of Viet Nam.

Since his access to power President Ngô Đình Diêm has given much attention to the reorganization of the administrative machinery to make it more suitable to the needs of the new and democratic Viet Nam.

The National Institute of Administration has been entrusted with the mission of training the cadres of the new administrative organization, gathering and studying documents relating to public administration, and suggesting ways to improve and renovate the administrative system of Viet Nam.

Realizing that knowledge about our system of government will help our friends abroad have a better understanding of Viet Nam, we feel that it is necessary to publish in English a manual on the organization of the Vietnamese Government.

The chore was a difficult one. To satisfy new needs some administrative agencies have become extremely complex. Many services have been abolished and new ones established while this manual was being compiled. Moreover, the Institute is a new organization and did not have all the necessary documents at hand. In order to get the necessary information we have had to send questionnaires and interviewers to the various governmental agencies as well as keep up with the newest changes published in the *Công Báo* (Official Journal). The information gathered was then rewritten to make it more readable.

Foreword

It is our hope that this *Viet Nam Government Organization Manual 1957-58*, the first ever published in English on the subject, will serve its purpose.

Our thanks go to all the agencies of the Government for their cooperation; to the Michigan State University Group in Viet Nam for its assistance in the publication of this book; and finally to Mr. Nguyễn Ngọc Linh and Viet Nam Translation and Research Service for doing research for this project, translating the information into English, and supervising the printing of this Manual.

Vu Quốc Thông,
Rector, National Institute of Administration

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CONTENTS

Foreword	vii
Contents	ix
Presidential Message to the Constituent Assembly	xi
Constitution of the Republic of Viet Nam	1
Legislative Branch	25
Executive Branch	45
Executive Office of the President	48
Executive Departments	80
Interior	80
Justice	86
Foreign Affairs	100
Finance	110
National Economy	129
Information and Youth	146
Education	159
Health	174
Labor	182
Agriculture	186
National Defense	198
Public Works and Communications	206
Land Property and Agrarian Reform	231
Reconstruction and City Planning	242
Appendix : Organization Charts	253
Index	269

PRESIDENTIAL MESSAGE TO THE CONSTITUENT ASSEMBLY

By virtue of the mandate which the Nation vested in me by the referendum of October 23, 1955, and by the terms of the provisional Constitutional Act, I have the honor to transmit to the National Assembly my viewpoint on the constitutional problem.

Numerous constitutions have been drawn up and promulgated in the past with the intention of setting up Democracy. During the 18th and 19th centuries, constitutions were drawn up which established political regimes that later became known as democracies, in which individualism and economic liberalism were advocated as formulas to emancipate man and to lead mankind toward happiness.

While this system in its application brought relative freedom to a minority of citizens, at the same time it lessened the effectiveness of the State, which became impotent to defend collective interests and to solve social problems.

The events preceding the two World Wars revealed these weaknesses more than ever before, and in certain states led to the birth of fascism which aims at a concentration of powers and a personal dictatorship.

On the same pretext of organizing power effectively and achieve social justice, another reaction has been manifested in the form of communism and the so-called popular democracies. At the cost of heavy restrictions and the sacrifice of individual liberties, these systems have merely imposed party dictatorships.

Viet Nam Government Organization Manual

Even in the regimes of political democracy which were faithful to the traditional concept of democracy, an important current of ideas has for a number of years led thinkers and jurists to revise the basic notions of modern democracies, as well as their methods and structures.

Most democratic states have endeavored, either by constitutional changes or by legislative enactment, to modify their political institutions in important respects. Although they have been diverse, these transformations of Public Law which aim at reconciling the demands of collective discipline and social justice with those of individual liberty reveal a personalistic tendency. In addition to the negative liberties of a political nature, it is recognized that the human person has positive freedoms, a number of freedoms of an economic and social nature. At the same time the State, organized on a more democratic basis, is given a wider, more stable and more effective grant of power to bring positive assistance to the citizen against the massive dangers of materialist civilization, and to guarantee to him the right to live and exercise his liberties.

Viet Nam welcomes gladly the teaching born of the experience of these democratic states, all the more as it is consistent with the political humanism and the historical situation of Viet Nam.

Placed by its geographical position at the outpost of the Free World, at the confluence of great currents of thought and on one of the great axes of human migration, Viet Nam is continually exposed to multiple dangers which threaten its political stability. Thus the grave problems which we have to solve now are not transitory or accidental phenomena. The risks of relapsing into anarchy and servitude brought about by the internal feudalism or foreign imperialism that lies in wait for all newly emancipated peoples weigh more heavily on our country than on others, because of our geographical position. This is all the more true since the communism which has been established in

Presidential Message

the North constitutes a continuing latent menace for South Viet Nam. Even after reunification, Viet Nam, located at the nerve center between great demographic masses, will remain a sensitive zone subject to instability.

These, Gentlemen, are the present tendencies of public law among free peoples and the constant geopolitical fact of Viet Nam.

It is in the light of these experiences, of these realities, and of the tradition of Vietnamese humanism that I invite you to examine the problems of the future political regime of our country. In that which concerns us as Vietnamese, we must increase tenfold the dialectical efforts by which our elders in democracy have tried to smooth the conflict between social justice and liberty for the sake of the human person.

Faced with the massive forces of material and political oppression which threaten us constantly, we feel more than other the peoples essential necessity of grounding our political life in a clear cut and solid basis; and to rigorously concentrate the successive stages of our action along the same line towards an increasingly great democratic progress.

Such a basis can only be a spiritualist one; such a line, that which the human person follows in his innermost reality as in his community life, in his transcendent vocation as in his free pursuit of intellectual, moral and spiritual perfection.

Thus we affirm our faith in the absolute value of the human person, whose dignity antedates society and whose destiny is greater than time.

We affirm that the sole legitimate end and object of the State is to protect the fundamental rights of the human person to existence and to the free development of his intellectual, moral and spiritual life.

We affirm that democracy is neither material happiness nor the supremacy of numbers. Democracy is essentially a permanent effort to find the right political means for assuring to all citizens the right of free development and of maximum initiative, responsibility and spiritual life.

Viet Nam Government Organization Manual

In the name of these principles, we solemnly declare:

1. Viet Nam is an independent Republic, one and indivisible.

2. Citizens are born free and equal before the law. The State should assure them equal conditions for the exercise of their rights and the accomplishment of their duties. It owes aid and protection to the family so that harmonious family life can develop. Citizens have the right to a secure and peaceful life, to justly remunerated work, to sufficient individual property to assure a dignified and free life, to democratic freedoms, and to the full development of their personalities.

They have the duty of developing the national heritage for the Common Good and for universal peace, of safeguarding freedom and democracy, of defending the Nation and the Republic against all those who seek to destroy the foundation of the common life and the Constitution.

3. Sovereignty belongs to the people.

The elected National Assembly is vested with legislative competence.

The President of the Republic, also elected by universal, direct and secret ballot, is vested with executive competence. The family vote is admitted, and the voting rights and eligibility of women is recognized. The separation of powers should be clear and the responsibilities of the different organs of the State well defined, and their activities well coordinated to assure a maximum of stability and efficiency. A High Court of Justice will be established to decide cases of high treason.

4. The judiciary should be independent in order to make an efficacious contribution to the defense of the Republic, of order, of freedom, and of Democracy.

Presidential Message

5. A Supreme Court should be organized for the control of the constitutionality of laws.

6. Economic forces should associate in the exercise of power in the form of a National Economic Council composed of representatives of union and professional groups and which will present suggestions and opinions on bills of economic interest.

The constitutional principles which have just been outlined are intended to guarantee to the individual the full development of his capacities, and to the State a harmonious and fruitful functioning of its organs by means of the correct working of concerted actions and reciprocal control.

You are to decide upon a question of major interest to the Nation. On the solution that you will have chosen will depend the future and the prosperity of Viet Nam. I am convinced that you will succeed in this historic mission.

**THE CONSTITUTION
OF THE
REPUBLIC OF VIET NAM**

PREAMBLE

Confident in the glorious and eternal destiny of the Vietnamese State and Nation, a destiny which is guaranteed by the victorious struggles of our ancestors and indomitable will of our people;

Confident in the perpetuity of our civilization which rests on spiritual foundations and the propagation of which is the duty of all citizens;

Confident in the transcendent value of the human person whose free, harmonious, and complete development as an individual and as a responsible member of society must be the object of all State activities;

Conscious that the Constitution must satisfy the aspirations of the entire Nation from the point of Ca Mau to the gate of Nam Quan, these aspirations being:

— to consolidate the national independence and the struggle against all forms of domination and imperialism;

— to safeguard liberty for each individual and for the Nation;

— to create in the respect for the human person, for the benefit of all classes of the population, a political, economic, social, and cultural democratic regime;

Conscious that liberty, which is the ability to obey reason and moral precepts, can only be preserved if collective security is assured and the legitimate rights of men respected;

Conscious that our nation being located at the crossroad of international lines of communications and migrations, our people is ready to receive all currents of progress with a view to perfecting before the Almighty and before Humanity its mission which is the edification of a humanistic civilization for the safeguard and the development of man in his entirety;

We, Members of the National Constituent Assembly,

After deliberation, adopt the Constitution, the purpose of which is as follows:

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CHAPTER I

BASIC PROVISIONS

Article 1.— Viet Nam is an independent, unified, territorially indivisible Republic.

Article 2.— Sovereignty resides in the whole people.

Article 3.— The Nation vests the executive functions in a President elected by the people, and the legislative functions in a National Assembly also elected by the people. The separation of powers between the executive and the legislative agencies must be clear. The activities of the executive and legislative agencies must be brought into harmony.

The President is vested with the leadership of the Nation.

Article 4.— The Executive, the Legislative and the Judiciary have as their responsibility the defense of freedom, democracy, the republican form of Government, and public order.

The Judiciary shall have a status which guarantees its independent character.

Article 5.— All citizens, without distinction of sex, are born equal in dignity, rights and duties, and must act towards each other in a spirit of fraternity and solidarity.

The State recognizes and guarantees the fundamental rights of the human person in his individual capacity and in his capacity as member of the community.

Viet Nam Government Organization Manual

The State shall endeavour to establish for all equal opportunities and the necessary conditions for the enjoyment of rights and the performance of duties.

The State shall aid economic development, cultural creation, and scientific and technical expansion and progress.

Article 6.— Every citizen has duties towards the Fatherland, the community, and fellow-citizens in the pursuit of the harmonious and complete development of his personality and that of others.

Article 7.— All activities having as their object the direct or indirect propagation or establishment of Communism in whatever form shall be contrary to the principles embodied in the present Constitution.

Article 8.— The Republic of Viet Nam shall adhere to the principles of international law which are not contrary to the exercise of national sovereignty and the realization of the equality of nations.

The Republic shall endeavour to contribute to the maintenance of world peace and security as well as to strengthen the bonds of friendship which unite it with other peoples on a basis of freedom and equality.

CHAPTER II

RIGHTS AND DUTIES OF THE CITIZEN

Article 9.— Every citizen has the right to life, liberty and security and integrity of his person.

Article 10.— No one may be illegally arrested, detained, or exiled.

Except in cases of *flagrante delicto*, no arrest may be carried out without a mandate of the competent authorities, and which does not conform with the conditions and procedures prescribed by law.

The Constitution of the Republic of Viet Nam

In accordance with the procedures prescribed by law the accused in cases of crime or misdemeanour shall have the right to choose their defense or request that one be designated for them.

Article 11.— No person may be tortured or subjected to brutal, inhuman, or degrading punishment or treatment.

Article 12.— The private life, family, home dignity, and reputation of every citizen shall be respected.

The privacy of correspondence may not be violated except on order of the Courts or in cases necessitated by the protection of public security or the preservation of public order.

Everybody shall be entitled to the protection of the law against illegal interference.

Article 13.— All citizens have the right to circulate and likewise reside freely on the national territory, except in those cases prohibited by law for reasons of public health or public security.

All citizens have the right to go abroad, except in the cases of restriction by law for security, national defense, economic, or financial reasons or in the public interest.

Article 14.— Every one has the right and the duty to work. Pay shall be equal for equal work.

Every one who works shall be entitled to an equitable remuneration guaranteeing to him and to his family an existence consistent with his human dignity.

Article 15.— Every citizen has the right to freedom of thought, and, within the limits set by law, of meeting and association.

Article 16.— Every citizen has the right to freedom of expression. This right may not be used for false accusations, slander, outrages against public morals, incitations to internal disturbances, or for the overthrow of the republican form of Government.

Viet Nam Government Organization Manual

Every citizen has the right to liberty of press in order to establish a truthful and constructive opinion which the State must defend against all efforts to distort the truth.

Article 17.— Every citizen has the right to freedom of belief, religious practice and teaching, provided that the exercise of these rights shall not be contrary to morality.

Article 18.— In accordance with the procedures and conditions prescribed by law, every citizen has the right to vote, and to take part in the direction of public affairs, either directly or through his representatives.

Article 19.— Every citizen has the right to hold public office, according to his abilities and on a basis of equality.

Article 20.— The State recognizes and guarantees the right of private property.

The law shall fix the procedures of acquisition and enjoyment of the right of property so that every one may become a proprietor and in order to assure to the human person a worthy and free life, and at the same time to construct a prosperous society.

In the circumstances prescribed by law and on the condition of compensation, the State may expropriate private property in the public interest.

Article 21.— The State shall facilitate the use of savings in acquiring dwelling, agricultural land and shares in business corporations.

Article 22.— Every citizen has the right to set up economic associations, provided the aim of such associations is not to establish illegal monopoly in order to engage in speculation and manipulation of the economy.

The State shall encourage and facilitate associations for the purpose of mutual aid, the intent of which is not speculation.

The Constitution of the Republic of Viet Nam

The State does not recognize business monopoly except in cases determined by law for reasons of national defense, security or public utility.

Article 23.— The right to free trade unions and the right to strike are recognized and shall be exercised in conformity with the procedures and conditions prescribed by law.

Public officials have no right to strike.

The right to strike is not recognized in regard to the personnel and the workers in those activities related to national defense, public security or the needs indispensable to the life of the community.

A law shall determine the branches of activities mentioned hereabove and guarantee to the personnel and workers of these branches a special status with the purpose of protecting the rights of the personnel and workers in those branches.

Article 24.— Within the limits of its capacity and economic progress, the State shall take effective measures of assistance in cases of unemployment, old age, illness, natural disaster or other misfortunes.

Article 25.— The State recognizes the family as the foundation of society.

The State shall encourage and facilitate the formation of families and the fulfillment of the mission of the family, especially in regard to maternity and infant care.

The State shall encourage the cohesion of the family.

Article 26.— The State shall endeavour to give every citizen a compulsory and free basic education.

Every citizen has the right to pursue his studies.

Those who are capable but lack private means shall be helped in the pursuit of their studies.

Viet Nam Government Organization Manual

The State shall recognize the right of parents to choose the schools for their children, and of associations as well as individuals to open schools in accordance with conditions fixed by law.

The State can recognize private institutions of university or technical education which satisfy the legal requirements. The diplomas granted by these institutions may be recognized by the State.

Article 27.— Every citizen has the right to participate in cultural and scientific activities, and to enjoy the benefits of the fine arts and of technical progress. Authors shall enjoy legal protection for their spiritual and material rights relating to scientific inventions, and literary or artistic production.

Article 28.— The rights of each citizen shall be exercised in conformity with the procedures and conditions prescribed by law.

The rights of each citizen shall be subjected only to those legal restrictions fixed by law in order to ensure respect for the rights of other citizens and satisfaction of the legitimate requirements of general security, morality, public order, and national defense.

Whoever abuses the rights recognized by the Constitution with the object of jeopardizing the republican form of Government, the democratic regime, national freedom, independence, and unity shall be deprived of his rights.

Article 29.— Every citizen has the duty of respecting and defending the Constitution and the law.

Every citizen has the duty of defending the fatherland, the republican form of Government, freedom, and democracy.

Every citizen must fulfill his military obligations in conformity with the procedure and in the limits prescribed by law.

Every one has the duty of contributing to public expenditure in proportion to his means.

CHAPTER III

THE PRESIDENT OF THE REPUBLIC

Article 30.— The President of the Republic shall be elected by universal and direct suffrage with secret ballot, in an election in which all electors throughout the country may participate.

A law shall determine the procedures of the election of the President of the Republic.

The Vice-President of the Republic shall be elected simultaneously with the President of the Republic and on the same ticket.

Article 31.— Those citizens shall have the right to be a candidate for President or Vice-President of the Republic who shall have fulfilled all of the following conditions :

1.— To have been born on Vietnamese territory and possess Vietnamese nationality without interruption since birth or to have recovered Vietnamese nationality prior to the date of the promulgation of the Constitution.

2.— To have had residence on the national territory with or without interruption for a period of at least fifteen years.

3.— To be forty years of age.

4.— To enjoy the right of citizenship; the offices of President or Vice-President of the Republic shall be incompatible with any other paid or unpaid activity in the private domain.

Article 32.— The President and the Vice-President of the Republic shall be elected for five years.

They shall be eligible for re-election for two terms.

Article 33.— The terms of the President and of the Vice-President of the Republic shall expire exactly at noon,

Viet Nam Government Organization Manual

on the last day of the sixtieth month beginning from the day they effectively take office, and the terms of the new President and Vice-President shall begin at the same moment.

The functions of the President and the Vice-President of the Republic may come to an end before the normal term in the following circumstances :

1.— Death.

2.— Incapacity, because of serious and prolonged illness, to exercise the powers and fulfill the duties of the office. This incapacity must be ascertained by the National Assembly with a majority of $\frac{4}{5}$ of the total number of Deputies, after medical examination and cross-examination.

3.— Resignation duly tendered to the National Assembly.

4.— Deposition by the Special Court of Justice, under Article 81.

Article 34.— The election of a new President and of a new Vice-President of the Republic shall take place on a Sunday, three weeks before the expiration of the terms of the President and Vice-President of the Republic in office.

In case of cessation of function before the expiration of the presidential term, the Vice-President of the Republic shall exercise the functions of President until the end of the term.

Under the circumstances mentioned in the preceding paragraph, in the case in which there shall be no Vice-President of the Republic or in which the Vice-President of the Republic for some reason cannot fulfill the presidential function, the President of the National Assembly shall temporarily exercise the function of President of the Republic in order to expedite current affairs and to organize the election of a new President and a new Vice-President of the Republic within a maximum period of two months. In this case, the first Vice-President of the Assembly shall assume the acting Presidency of the National Assembly.

The Constitution of the Republic of Viet Nam

Article 35.— The President of the Republic shall conclude and, after approval by the National Assembly, ratify international treaties and conventions.

The President of the Republic shall appoint ambassadors, accredit foreign diplomatic representatives and represent the Nation in its relations with foreign countries.

Article 36.— With the agreement of one half of the members of the National Assembly, the President of the Republic shall declare war and conclude treaties of peace.

Article 37.— The President of the Republic shall appoint and dismiss all military and civil servants in conformance with existing laws, except in cases where the Constitution shall prescribe special procedures.

The President of the Republic shall be the Supreme Commander of the armed forces.

The President of the Republic shall bestow all decorations.

The President of the Republic shall exert the right of pardon, of mitigation, commutation, cancellation of penalty.

Article 38.— In case of war or internal disturbances, the term of office of the Deputies as defined in the Constitution shall be automatically extended at the expiration of their normal terms of office.

In case an electoral district shall be placed in a state of emergency, of alert or of siege, the President of the Republic may extend the term of office of the Deputies of that district.

However, general or partial elections must be organized at the latest within six months of the end of the special circumstances referred to in the two previous paragraphs.

Article 39.— The President of the Republic shall communicate with the National Assembly by means of messages.

The President of the Republic may attend the sessions of the National Assembly and speak before it.

Viet Nam Government Organization Manual

Each year, at the beginning of the second regular session of the National Assembly and whenever he deems it necessary, the President of the Republic shall inform the National Assembly on the state of the nation and on the domestic and foreign policies of the Government.

Article 40.— The President of the Republic may, with the consent of the Assembly, organize a referendum. The results of the referendum must be respected by the President of the Republic and the National Assembly.

Article 41.— Between two sessions of the National Assembly the President of the Republic may, for reasons of emergency, sign orders in council.

The orders in council shall be transmitted immediately after their signature to the Bureau of the Assembly. If the National Assembly does not reject these orders in council during its next regular session, they shall become laws.

Article 42.— In cases of emergency, war, internal disturbances, or financial or economic crises, the National Assembly may vote a law conferring on the President the power to sign orders in council for a definite time and within definite limits, with a view to enforcing the policy defined by the National Assembly in the law by which it delegates power to the President.

The orders in council must be communicated to the Bureau of the National Assembly immediately after their signature. Thirty days after the expiration of the time limit defined in the law delegating the power, these orders in council shall become laws proper if the National Assembly does not reject them.

Article 43.— In case the budget should not have been voted upon within the period defined in Article 60, the President of the Republic may sign budgetary orders in council for the financial period following. In each quarter the President of the Republic may expend one fourth of the

budget until the time when the National Assembly shall have taken a final vote on the law concerning the budget.

In the budgetary law the National Assembly must solve the problems resulting from the rejection or alteration of the provisions of the budgetary orders in council.

Article 44.— The President of the Republic may sign a decree proclaiming a state of emergency, alert or siege in one or many areas; this decree may temporarily suspend the application of one or many laws in these areas.

Article 45.— Upon assuming office the President of the Republic shall take the following oath: "I solemnly swear: to fulfill the obligations of President of the Republic to the best of my ability,

to respect and defend the Constitution,

to serve the Fatherland faithfully and to devote myself entirely to the public interest".

Article 46.— The President of the Republic shall be assisted by a Vice-President of the Republic, Secretaries of State and Under-Secretaries of State. The two last mentioned shall be appointed by the President of the Republic and shall be responsible to him.

Article 47.— Secretaries of State and Under-Secretaries of State may confer with the President and the Vice-President of the National Assembly and the Chairmen of the Committees of the National Assembly in order to give explanations on problems relative to legislation.

CHAPTER IV

THE NATIONAL ASSEMBLY

Section I.— The Deputies

Article 48.— The electoral law shall fix the number of Deputies to the National Assembly and the electoral constituencies.

Viet Nam Government Organization Manual

Article 49.— The Deputies shall be elected by universal and direct suffrage with secret ballot, according to procedures and conditions fixed by the electoral law.

Article 50.— Those citizens may be candidates for the National Assembly who :

1.— Possess Vietnamese nationality without interruption since birth, or have obtained Vietnamese nationality at least five years prior thereto or recovered Vietnamese nationality at least three years prior thereto exclusive of those who have recovered Vietnamese nationality before the date of the promulgation of the Constitution ;

2.— Enjoy their rights of citizenship ;

3.— Are fully twenty-five years of age before election day ;

4.— Fulfill all the other conditions laid down in the electoral law.

However, in special cases where persons have recovered or acquired Vietnamese nationality and have rendered exceptional service to the Fatherland, the President may by decree reduce the five and three year requirements cited above.

Article 51.— The term of office of the Deputies shall be three years. The Deputies may be reelected.

The election of a new National Assembly shall take place one month prior to the expiration of the term of the existing legislature.

Article 52.— When a Deputy resigns, dies, or terminates his mandate for any reason whatsoever, the election of a replacement shall take place within three months. There shall be no election for a replacement if the vacancy occurs less than six months prior to the end of the original term of office.

Article 53.— The mandate of a Deputy is incompatible with any other remunerated public function or with any

other elected office. Civil servants who are elected shall take leave of absence; military personnel elected shall be demobilized.

The mandate of a Deputy is incompatible with the office of a Secretary or Under-Secretary of State.

However, Deputies may be charged with special missions lasting not more than twelve months each nor exceeding *in toto* one half of the life of the legislature. While discharging such special assignments, Deputies shall not have the right to debate or vote in the National Assembly or its committees.

Deputies may serve as teachers in universities and higher technical schools.

In no case may Deputies participate in competitive bidding sponsored by government organs, or enter into contracts with them.

Article 54.— No Deputy may be pursued, arrested, incarcerated, or sentenced because of anything he may have said or any vote he may have cast in the Assembly or any of its committees.

Except in cases of high treason, injury to the security of the State, or *flagrante delicto* no Deputy may be pursued, arrested, incarcerated, or sentenced during the whole period of National Assembly sessions, including the time for repairing to the Assembly and returning from it.

Section 2.— The Power of the National Assembly

Article 55.— The National Assembly votes the laws. It approves international treaties and convocations.

Section 3.— Legislative Procedures

Article 56.— Deputies may introduce proposals for laws in the National Assembly; the President of the Republic may submit bills of law to the National Assembly for its examination.

Viet Nam Government Organization Manual

Article 57.— Bills of law and proposals for law which are approved by the Assembly shall be transmitted to the President within a period of seven full days. The President must promulgate such laws within a period of thirty full days from the date of receipt. In a case declared by the Assembly to be urgent, the period for promulgation shall be reduced to seven full days.

Article 58.— During the period allowed for promulgation, the President may transmit to the Assembly an explanatory message calling upon that body to reconsider one or several provisions of a law which it has approved.

With a second reading of the bill, the Assembly, if it rejects the modifications proposed by the President's message, will enact the law by a roll call vote of three-fourths of its membership.

Article 59.— If during the period provided in Article 57, the President of the Republic neither promulgates nor returns to the National Assembly for reconsideration a text which it had earlier approved, that text shall become law.

Article 60.— Budget proposals must be sent to the Bureau of the Assembly before the 30th of September. The Budget shall be voted before December 31.

Article 61.— Deputies have the right to initiate expenditures but at the same time they shall propose corresponding new receipts.

Section 4.— Functioning of the National Assembly

Article 62.— The National Assembly shall meet in regular and special sessions.

Article 63.— Each year there shall be two regular sessions: one beginning on the first Monday of April and one beginning on the first Monday of October. Neither regular session shall last more than three months.

The Constitution of the Republic of Viet Nam

Article 64.— The National Assembly shall be convened in special session if the President of the Republic or more than one-half of the membership of the Assembly so demand. When convened by the President, the agenda of the special session is to be fixed by him.

When convened on the demand of the Deputies, the agenda is to be fixed by the Bureau of the Assembly.

The duration of each special session may not exceed thirty days.

Article 65.— The National Assembly shall meet in public. However, it may meet in closed session if a majority of over one-half of the members present or the President of the Republic so demand.

Verbatim accounts of the discussions and documents produced in the Assembly, except for the accounts of closed sessions, shall be published in the Official Journal.

Article 66.— To control the regularity of the elections of its members, the National Assembly shall set up a Control Committee with the responsibility to report on this matter.

The National Assembly has the full power of decision.

Article 67.— The National Assembly will elect a Bureau composed of a President, two Vice-Presidents, one Secretary-General, three Assistant Secretaries-General, and the necessary staff.

The Assembly shall designate various committees.

Article 68.— The National Assembly shall prescribe its own internal regulations especially with regard to :

The internal organization of the Assembly and its Bureau;

The Assembly's rules of procedures and the powers of the Bureau;

Discipline within the Assembly and disciplinary sanctions;

The composition and functions of committees.

Viet Nam Government Organization Manual

Article 69.— A bill of law or proposal for law approved by the National Assembly shall be valid only if the majority vote received is not inferior to one-third the total number of Deputies.

CHAPTER V

THE JUDGES

Article 70.— To discharge the duties set forth in Article 4, the judicial system shall be organized in accordance with the principles of the equality of all persons before the law and of the independence of the magistrates on the bench.

Article 71.— Judges shall make decisions according to their own consciences, with respect for the law and the interest of the Nation.

Article 72.— Under the supervision of the Department of Justice, the public prosecutors shall supervise the application of the law, the respect for morals, and public order.

Article 73.— There shall be established a High Council of the Judiciary with the mission of supervising the application of the Statute of the public prosecutors.

The organization, functions and powers of the High Council of the Judiciary shall be determined by law.

CHAPTER VI

THE SPECIAL COURT OF JUSTICE

Article 74.— The Special Court of Justice shall be a court competent to judge the President and Vice-President of the Republic, the President of the High Court of Appeals, and the President of the Constitutional Court in cases where charges of treason or high crimes are brought against them.

The Constitution of the Republic of Viet Nam

Article 75.— The Special Court of Justice shall include the following :

- President of the High Court of Appeals, *President* ;
- Fifteen Deputies elected by the National Assembly for each legislature, *Counselors*.

When the President of the High Court of Appeals is the accused, the President of the Constitutional Court shall sit as President of the Special Court of Justice.

Article 76.— The Commission of Inquiry of the Special Court of Justice shall include five Deputies elected by the National Assembly for each legislature.

Article 77.— Charges shall be brought in accordance with the following conditions :

- a) A motion containing the reasons for the charges shall be signed by three-fifths of the membership of the Assembly fifteen days before debate begins.
- b) That motion shall be approved by two-thirds of the membership of the Assembly.
- c) Deputies sitting on the Special Court of Justice or on the Commission of Inquiry shall not have the right to present a motion of charges or to vote on that motion.

Article 78.— The functions of the accused shall be suspended from the date of passage of the motion of accusation by the National Assembly until the decision of the Special Court of Justice is rendered. During that period, the procedures set forth in Article 34, paragraphs 2 and 3, shall obtain.

Article 79.— The Commission of Inquiry shall have the right to summon witnesses and to compel interested agencies to place secret documents and files at its disposal. The Commission of Inquiry shall present its report within two months unless a delay of an additional month should be accorded by the Special Court of Justice.

Viet Nam Government Organization Manual

Article 80.— The Special Court of Justice shall convene to hear the statements of the Commission of Inquiry and the accused; it shall render its decision by a three-fourths vote of the membership of the Court.

Article 81.— If the accused is found guilty, the Special Court of Justice shall declare his removal from office. This decision shall enter into force immediately.

CHAPTER VII

THE NATIONAL ECONOMIC COUNCIL

Article 82.— The National Economic Council shall have the function of suggesting ideas and rendering its opinion on economic proposals.

The National Economic Council shall be chosen from among professional associations, from the various branches of economic activity, from various social organizations relating to the economy, and from among economists.

Membership in the National Economic Council is incompatible with membership in the National Assembly.

Article 83.— The Vice-President of the Republic shall be the chairman of the National Economic Council.

Article 84.— A law shall fix the organization and functioning of the National Economic Council.

CHAPTER VIII

THE CONSTITUTIONAL COURT

Article 85.— A Constitutional Court shall decide the constitutionality of laws, orders in council, and administrative regulations.

of Justice shall convene a Commission of Inquiry and a decision by a three-fourths majority.

found guilty, the Special Commission shall remove him from office. The President shall act immediately.

ECONOMIC COUNCIL

The Economic Council shall be composed of representatives from the various branches of the national economy and social organizations, including economists.

Members of the Economic Council shall be chosen from among economists, social organizations, and the various branches of the national economy.

The Economic Council is an advisory body to the National Assembly.

The President of the Republic shall appoint and dismiss members of the Economic Council.

The organization and functioning of the Economic Council shall be determined by the President of the Republic.

COURT

The Court shall decide the cases of administrative and judicial nature.

Article 86.— For each term of the National Assembly the Constitutional Court shall consist of :

— A chairman appointed by the President with the consent of the National Assembly ;

— Four high-ranking judges or lawyers appointed by the President ;

— Four Deputies elected by the National Assembly.

Article 87.— The Constitutional Court shall receive petitions for decisions on the constitutionality of laws, orders in council and administrative regulations submitted to it by the various courts.

The decisions of the Constitutional Court shall have the effect of suspending the application of unconstitutional clauses from the date the decision is published in the Official Journal.

Article 88.— A law shall determine the organization and functioning of the Constitutional Court as well as the procedure to be followed before that body.

CHAPTER IX

AMENDMENT OF THE CONSTITUTION

Article 89.— Articles 1, 2, 3 and 4 and this article of the Constitution shall be neither amended nor abrogated.

Article 90.— The President of the Republic or two-thirds of the membership of the National Assembly may propose amendments to the Constitution.

Proposals for amendment of the Constitution, citing the reasons therefore must carry the necessary number of signatures and be delivered to the Bureau of the Assembly.

Article 91.— After receipt in due form of a proposed amendment to the Constitution, the Bureau of the National

Assembly shall convene a special session of the Assembly to designate a committee of at least fifteen members charged with studying the proposal and with seeking the advice of the Constitutional Court and of the President of the Republic.

Within a maximum period of sixty days the committee shall report to a special session of the Assembly.

Article 92.— The proposed constitutional amendment shall be approved or assented to by three-fourths of the total number of Deputies voting in person on a roll call vote.

Article 93.— The approved proposal shall be promulgated in accordance with the procedures set forth in Articles 57, 58 and 59.

If the amendment is returned for a second reading, the National Assembly shall then decide finally by a three-fourths vote of the total number of Deputies voting in person on a roll call vote.

CHAPTER X

GENERAL PROVISIONS

Article 94.— The Constitution shall be promulgated on October twenty-six, Nineteen hundred and fifty-six.

Article 95.— The National Assembly elected on March 4, 1956, shall be the first Legislative Assembly according to the Constitution of the Republic of Viet Nam.

The term of office of the Legislative Assembly shall begin as of the promulgation of the Constitution and shall end on the 30th of September, 1959.

Article 96.— The present President of the Republic, who was charged by the people in the referendum of October 23, 1955, with establishing a democratic regime, shall be the first President of the Republic according to the Constitution of the Republic of Viet Nam.

The Constitution of the Republic of Viet Nam

The President's term of office shall begin as of the date of promulgation of the Constitution and shall end on April 30, 1961.

Article 97.— During the first session of the first Legislative Assembly, the present President of the Republic shall designate the first Vice-President of the Republic. This designation shall be final if it is approved by the Assembly.

If the necessity of replacement arises the designation of the new Vice-President shall follow the same procedure throughout the term of the first President.

Article 98.— During the first legislative term, the President of the Republic may decree a temporary suspension of the rights of freedom of circulation and residence, of speech and the press, of assembly and association, and of formation of labor unions and strikes to meet the legitimate demands of public security and order and of national defense.

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LEGISLATIVE BRANCH

NATIONAL ASSEMBLY

Lam Son Square, Tu Do Street, Saigon.
Tel : 20.786 ; 22.442 ; 22.864.

FIRST NATIONAL ASSEMBLY

Officers *

President of the National Assembly. Trần Văn Lam
First Vice-President Phạm Văn Nhu
Second Vice-President Vũ Quốc Thông
Secretary-General. Nguyễn Phương Thiệp
First Deputy Secretary-General Nguyễn Thiệu
Second Deputy Secretary-General Bùi Tuân
Third Deputy Secretary-General. Trần Quang Ngọc
Alternate members Nguyễn Văn Đức
Hoàng Ba Vinh

Blocs

Leader of the Majority Bloc Phạm Văn Nhu
Deputy Leader of the Majority Bloc Trương Vĩnh Lê
Leader of the Minority Bloc Đỗ Mạnh Quát
Deputy Leader of the Minority Bloc . . . Nguyễn Cao Thang

* Officers listed are those of the First National Assembly. The following changes were made in 1957 : Mr. Phạm Văn Nhu became President, Mr. Vũ Quốc Thông became First Vice-President, and Mr. Trương Vĩnh Lê became Second Vice-President. Mr. Nguyễn Dương Lý replaced Mr. Trần Quang Ngọc as Third Deputy Secretary-General. Mr. Trần Văn Lam became Leader of the Majority Bloc, with Mr. Cao Văn Chiếu and Mr. Trần Văn Kha as Deputy Leaders. Mr. Nguyễn Văn Cấn replaced Mr. Nguyễn Cao Thang as Deputy Leader of the Minority Bloc.

CREATION AND AUTHORITY.— The National Assembly of the Republic of Viet Nam was originally the Constituent Assembly created by Presidential Ordinances Nos 8 and 9 of January 23, 1956. It was elected on March 1, 1956 for the purpose of drafting a Constitution. This work was completed on October 26, 1956, when the President of the Republic solemnly promulgated the Constitution of the Republic of Viet Nam. The Constituent Assembly was then disbanded, and it became the first Legislative Assembly of the nation in accordance with Article 95, Chapter 10 of the Constitution of the Republic of Viet Nam.

ORGANIZATION AND MEMBERSHIP.— The National Assembly is composed of 123 Deputies representing various political tendencies in the nation and all classes of people. Deputies are elected for three-year terms, to which they may be reelected. A Deputy must have been a citizen of Viet Nam without interruption since birth ; or have been naturalized for at least five years ; or have recovered Vietnamese citizenship for at least three years ; or have recovered Vietnamese citizenship before the date of promulgation of the Constitution. He must enjoy the full rights of citizenship, be twenty-five years of age on election day, and fulfill other conditions required by the electoral law. Deputies are elected by universal direct suffrage with secret ballot.

BUREAU OF THE NATIONAL ASSEMBLY.— The Bureau of the National Assembly was established by a vote of the Deputies on December 14, 1956.

According to Article 17 of the Internal Regulations of the National Assembly and as stated in the Constitution, this Bureau presides over the National Assembly sessions, supervises the work of the National Assembly, and organizes and controls the administrative, financial, and security agencies that are directly dependent on the National Assembly. The Bureau of the National Assembly has nine members : President, First Vice-President, Second Vice-president, Secretary-General,

First Deputy Secretary-General. Third Deputy Secretary-General. Members.

BLOCS.— According to the Internal Regulations of the National Assembly, the Deputies are grouped into two Blocs: the Majority Bloc and the Minority Bloc. The Majority Bloc is composed of 107 Deputies and the Minority Bloc of 16 Deputies. The Majority Bloc is committed to the defense of national independence, the promotion of a total democracy with freedom and the promotion of a common sense and moral Trust. Calling themselves the members of the Majority Bloc of the national independence.

COMMITTEES.— The National Assembly is handling legislation is done by the National Assembly. According to the Internal Regulations of the National Assembly, these include : Budget and Finance; Agriculture; Foreign Relations; Education and Youth; Reconstruction; National Defense; Interior ; Social Affairs; Internal Regulations; and the National Assembly.

Special committees. Most committees are headed by two members. The chairmen of the Budget Committees, however,

Each committee is composed of a certain number of members, including the chairman. The number of members may vary, but the Budget Committees have a fixed number of members: the Budget Committee at nineteen members and the other committees at fifteen, and the

First Deputy Secretary-General, Second Deputy Secretary-General, Third Deputy Secretary-General, and two alternate members.

BLOCS.— According to Articles 23, 24, and 25 of the Internal Regulations of the National Assembly, the Deputies are grouped into two Blocs. The present Majority Bloc has 107 Deputies and the Minority Bloc sixteen. The platform of the Majority Bloc includes the consolidation of the national independence, the protection of freedom, the creation of a total democracy with full respect to human personality, and the promotion of a constructive spirit consonant with common sense and moral values. Its slogan is Loyalty and Trust. Calling themselves the “Progressive Democrats,” the members of the Minority Bloc stand for the consolidation of the national independence and the realization of democracy.

COMMITTEES.— The work of preparing and recommending legislation is done largely by the Committees of the National Assembly. According to Articles 27, 28, 30, 31 of the Internal Regulations there are twelve standing committees. These include: Budget and Finances; National Economy; Agriculture; Foreign Relations and Information; Cultural Affairs, Education and Youth; Public Works, Tourism and Reconstruction; National Defense; Judiciary and Legislation; Interior; Social Action, Labor and Public Health; Internal Regulations; and Budget and Accounting of the Assembly.

Special committees are also created as necessary. Most committees are headed by a chairman who serves for two years. The chairmen of the Internal Regulations and Budget Committees, however, serve for three years.

Each committee is composed of seven to eleven members, including the chairman. The size of most committees may vary, but the Budget and Finances Committee is fixed at nineteen members, the Internal Regulations Committee at fifteen, and the Assembly Budget and Accounting

Legislative Branch

Committee at nine. Committee members are appointed by the Presidents of the two Blocs and approved by the entire body.

SESSIONS.— Chapter IV, Section 4 of the Constitution provides that “the National Assembly shall meet in regular and special sessions” (Art. 62). “Each year there shall be two regular sessions, one beginning on the first Monday of April and one beginning on the first Monday of October. Neither regular session shall last more than three months” (Art. 63). “The National Assembly shall be convened in special session if the President of the Republic or more than one-half of the membership of the Assembly so request. When convened by the President, the agenda of the special session is to be fixed by him” (Art. 64). When convened on the request of the Deputies, the agenda is to be fixed by the Bureau of the Assembly. The duration of a special session may not exceed thirty days.

All meetings of the National Assembly are normally open to the public. Closed sessions may be held if a majority of over one-half of the members present or the President of the Republic so request.

POWERS OF THE NATIONAL ASSEMBLY.— Article 55 of the Constitution (Chapter IV, Section 2) defines the powers of the National Assembly. These include the passing of laws and ratification of international treaties and agreements.

AMENDMENTS TO THE CONSTITUTION.— With the exception of Articles 1, 2, 3, 4, and 89 of the Constitution which cannot be amended or abrogated, the National Assembly is vested with the power to amend the Constitution upon the proposition of the President of the Republic or of two-thirds of the Deputies. After receipt in due form of a proposed amendment to the Constitution, the Bureau of the National Assembly shall convene a special session of the Assembly to designate a committee of at least fifteen members to study the proposal, and to consult with the Constitutional Court and the President of the Republic.

Within a maximum period of ten days after the receipt of the report to a special session, the President of the Constitutional Assembly shall approve or disapprove the amendment by a three-fourths vote on a roll call vote. The President may also be elected following the proposal of the President of the Republic and 50. If the amendment is approved by a three-fourths vote of the President of the Republic, the President of the Constitutional Assembly shall be elected by a three-fourths vote of the President of the Republic on a roll call vote.

RIGHTS OF DEPUTIES

Section 1, Chapter IV of the Constitution provides that no Deputy may be sued, arrested, or detained, nor may he have said or any other act of his or any of its committees or commissions.

Except in cases of flagrant offenses, no Deputy may be arrested, arrested, pursued, incarcerated, or detained during the sessions of the Assembly.

LEGISLATIVE PROCEDURE

Section 3, Chapter IV, of the Constitution provides that the President of the National Assembly may submit bills of law to the Constitutional Assembly for examination. Bills and proposals shall be transmitted to the President of the Constitutional Assembly within thirty days. In a case of urgency, the period may be reduced to seven full days. During the period of examination, the President may ask for a reconsideration of the bill. If the bill is not approved by the President, the bill may be re-passed by a three-fourths vote of the President of the Constitutional Assembly during the period allowed for proposal. The President may promulgate or return to the President of the Constitutional Assembly the text which it had earlier approved.

Viet Nam Government Organization Manual

Within a maximum period of sixty days the committee shall report to a special session of the Assembly. The proposed Constitutional amendment shall be accepted only if it is approved by three-fourths of the Deputies voting in person on a roll call vote. The approved proposal shall be promulgated following the procedures set forth in Articles 57, 58 and 59. If the amendment is returned for a second reading, the National Assembly shall then decide finally by a three-fourths vote of the total number of Deputies voting in person on a roll call vote.

RIGHTS OF DEPUTIES.— According to Article 54, Section 1, Chapter IV of the Constitution, no Deputy may be sued, arrested, or sentenced because of anything he may have said or any vote he may cast in the Assembly or any of its committees.

Except in cases of high treason, violation of the National Security or *flagrante delicto*, no Deputy may be arrested, pursued, incarcerated or sentenced while attending sessions of the Assembly or in going to or returning from them.

LEGISLATIVE PROCEDURES.— According to Article 56, Section 3, Chapter IV, Deputies may introduce proposals for laws in the National Assembly. The President of the Republic may submit bills of law to the National Assembly for its examination. Bills and proposals approved by the Assembly shall be transmitted to the President within a period of seven full days. The President must promulgate such laws within thirty days. In a case declared by the Assembly to be urgent, the period for promulgation shall be reduced to seven full days. During this period the President may ask for a reconsideration of one or several of the approved provisions. If the Assembly rejects the modifications proposed by the President, the bill cannot become a law unless it is repassed by a three-fourths vote of the Assembly. If during the period allowed for promulgation the President neither promulgates nor returns to the Assembly for reconsideration a text which it had earlier approved, that text shall become law.

AGENCIES DEPENDENT ON THE NATIONAL ASSEMBLY

The agencies directly dependent on the National Assembly were created by the "Resolution on the organization and management of the agencies directly dependent on the National Assembly" which was unanimously approved by the Deputies on January 11, 1957. Such agencies are under the authority of the Bureau of the Assembly in accordance with the Internal Regulations, which specify that each member of the Bureau should manage and directly supervise one agency of the Directorate General of Administrative Affairs.

Special Offices

The special offices include :

1.— The Office of the President of the National Assembly, headed by a Chief of Cabinet, which is responsible for all official records, correspondence and matters relating to the President and the Vice-Presidents of the Assembly ;

2.— The Office of the Secretary-General, headed by a Private Secretary, which has charge of all official records, correspondence and all matters relating to the Secretary-General, the Deputy Secretary-General, and the alternate members ;

3.— The Offices of the Committees, under Chiefs of Bureau, which are responsible for official documents, correspondence and all matters concerning the Chairmen and the members of the Committees.

General Directorate of Administrative Affairs

The General Directorate of Administrative Affairs is under the direct supervision of the President of the National Assembly, assisted by the Secretary-General. The Directorate is headed by an Administrator General, who directs and coordi-

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nates all its activities. The Administrator General, an employee of the National Assembly, is appointed by the Bureau of the Assembly pending final consideration of the Statute on Assembly Personnel.

The General Directorate includes :

1. The Administrative Service, composed of : a) the General Administrative Bureau responsible for the documents and correspondence of the Bureau of the Assembly and all documents concerning the Deputies ; b) the Personnel Bureau, in charge of liaison with the General Directorate of Civil Service, which administers the personnel of the Assembly ; c) the Protocol and Public Relations Bureau.

2. The Information Service, composed of : a) the Information Bureau ; b) the Press and Publications Bureau.

3. The Service of Operations, consisting of : a) the Stenographic and Minutes Bureau ; b) the Typing Bureau.

4. The Documentation Service, including : a) the Documentation and Research Bureau ; b) the Archives Bureau, which also manages the Library of the Assembly.

5. The Accounting Service, including : a) the Accounting Bureau ; b) the Materiel Bureau.

6. The Budget and Financial Control Bureau, under the direct authority of the Chairman of the Budget and Accounting Committee, which drafts the budget of the Assembly and prepares all documents necessary to the control of the execution of the budget of the Assembly.

7. The Mail Bureau.

8. The Security Bureau, which relates to the security agencies of the Government and the Army and maintains the security of the Assembly (including the offices of its Committees and the private residences of the President of the Assembly, the members of the Bureau of the Assembly, and the Committee Chairmen) and which provides the Assembly's guard of honor.

9. The Medical Bureau, which is concerned with the health of the Deputies and their families as well as the personnel of the agencies dependent on the Assembly and their families.

Composition of the Committees (1)

COMMITTEE FOR BUDGET AND FINANCE

Chairman	Ngô Sach Vinh
Deputy Chairmen	Tô Van Qua
	Truong Ngoc Khoa
General Rapporteur	Ha Nhu Chi
Rapporteurs	Duong Van My
	Dang Hiêu Khan
Secretaries.	Trần Thi Mầu
	Pham Tân Thanh
	Hoang Liêu

COMMITTEE FOR NATIONAL ECONOMY

Chairman	Dô Cao Minh
Deputy Chairman	Dô Việt Phuc
Secretaries.	Huynh Ngoc Diêp
	Lâm Phat

COMMITTEE FOR AGRICULTURE

Chairman	Dang Hiêu Khan
Deputy Chairman	Trần Quang Hao
Secretaries.	Huynh Van Thoi
	Lê Quang Hao

(1) Officers of Committees as listed as of April 1, 1958.

COMMITTEE FOR FOREIGN

Chairman

Deputy Chairman

Secretary

COMMITTEE FOR CU

Chairman

Deputy Chairman

Secretaries.

COMMITTEE FO

Chairman

Deputy Chairman

Secretary

COMMITTEE FOR THE

Chairman

Deputy Chairman

Rapporteur

Secretary

COMMITTEE

Chairman

Deputy Chairman

Rapporteur

Secretary

COMMITTEE FOR

AND

Chairman

Deputy Chairman

Secretary

COMMITTEE FOR FOREIGN RELATIONS AND INFORMATION

- Chairman Trần Văn Trai
- Deputy Chairman Cao Văn Chiếu
- Secretary Bùi Tuấn

COMMITTEE FOR CULTURAL AFFAIRS, EDUCATION, AND YOUTH

- Chairman Hà Nhu Chi
- Deputy Chairman Trịnh Hồ Uy
- Secretaries Nguyễn Huy Chương
Nguyễn Đình Hiệu

COMMITTEE FOR NATIONAL DEFENSE

- Chairman Trần Sĩ Đôn
- Deputy Chairman Nguyễn Trọng Thiên
- Secretary Nguyễn Huy Chương

COMMITTEE FOR THE JUDICIARY AND LEGISLATION

- Chairman Đỗ Mạnh Quát
- Deputy Chairman Hà Nhu Chi
- Rapporteur Cao Văn Tường
- Secretary Nguyễn Thị Phong

COMMITTEE FOR THE INTERIOR

- Chairman Võ Nhu Nguyên
- Deputy Chairman Hồ Ngân
- Rapporteur Trần Quang Ngọc
- Secretary Lâm Phát

COMMITTEE FOR SOCIAL ACTION, LABOR, AND PUBLIC HEALTH

- Chairman Nguyễn Việt Cảnh
- Deputy Chairman Ngô Khắc Tinh
- Secretary Đỗ Thị Huệ

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Committees (1)

AND FINANCE

- Ngô Sách Vinh
- Tô Văn Qua
- Trương Ngọc Khoa

Ha Nhu Chi

Duong Van My

ang Hiêu Khanh

ran Thi Mau

ham Tân Thanh

oang Liêu

ECONOMY

o Cao Minh

o Việt Phục

ynh Ngọc Diệp

n Phát

CULTURE

ng Hiêu Khanh

n Quang Hào

nh Văn Thôi

Quang Hào

ril 1, 1958.

Viet Nam Government Organization Manual

COMMITTEE FOR INTERNAL REGULATIONS

Chairman Cao Van Tuong
Deputy Chairman Lu Minh Châu
Secretary Dinh Thê Sy

**COMMITTEE FOR THE BUDGET AND ACCOUNTING
OF THE ASSEMBLY**

Chairman Trần Van Kha
Deputy Chairman Phan Van Tô
Secretary Trần Ngọc Van

DEPUTIES

Deputies in the Majority Bloc in roman (107); Deputies in the Minority Bloc in *italics* (16); total, 123; M.N.R. — Movement for National Revolution; C.A. — Citizens' Assembly; R.L.P. — Revolutionary Labor Party; M.W.P.F. — Movement to Win and Preserve Freedom; D.V.P.P. — Dai Việt Progressive Party; Ind. — Independent.

<i>Name</i>	<i>District</i>	<i>Province</i>	<i>Affiliation</i>
Anh, Nguyễn Kim	3	Châu Đốc	M.N.R.
Ba, Phan Châu	3	Long Xuyên	M.N.R.
Ban, Trần Ngọc	R 1 (1)	M.N.R.
Bau, Nguyễn Văn	3	Tra Vinh	C.A.
Bay, Nguyễn Văn	2	Bên Tre	Ind.
Cân, Nguyễn Quang	R 2 (2)	C.A.
<i>Cân, Nguyễn Văn</i>	2	Gia Định	Ind.
Canh, Nguyễn Việt	2	Vinh Long	M.N.R.
Châu, Trần	5	Quang Ngãi	M.N.R.
Châu, Lu Minh	4	Long Xuyên	M.N.R.

- (1) R 1—Electoral district including all refugees in Saigon.
(2) R 2—Electoral district including all refugees in Bà Rịa, Vũng Tàu, Long Thành, Xuân Lộc, Biên Hòa.

Legislative Branch

on Manual

NATIONAL REGULATIONS

. Cao Van Tuong
. Lu Minh Châu
. Dinh Thê Sy

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— Citizens' Assembly;
M.W.P.F. — Movement
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g Xuyên . . .	M.N.R.
.	M.N.R.
.	C.A.
Vinh	Ind.
Tre	C.A.
.	Ind.
Dinh	M.N.R.
Long	M.N.R.
g Ngai	M.N.R.
Xuyen	M.N.R.

es in Saigon.
es in Bà Rịa, Vũng Tàu,

Name	District	Province	Affiliation
Châu, Nguyễn Hữu (1).	1	Saigon	Ind.
Châu, Võ Văn	1	Vinh Long	Ind.
Chi, Hà Nhu	8	Quang Nam	Ind.
Chuong, Nguyễn Huy	R 8(2)	Ind.
Di, Lê Văn	2	Cho Lon	Ind.
Diệp, Huỳnh Ngọc	1	Bạc Liêu	C.A.
Dung, Lý Trung	R 6(3)	Ind.
Dung, Trần Trung (4).	1	Ninh Thuận	M.W.P.F.
Duong, Đào Hữu	1	Huê	M.N.R.
Duong, Kha Văn	5	Saigon	M.W.P.F.
Điêu, Trần Hữu	5	Quang Nam	Ind.
Đôn, Trần Sĩ	5	Bình Định	M.N.R.
Đức, Nguyễn Văn	3	Bạc Liêu	C.A.
Duong, Lê Minh	1	Long Xuyên	C.A.
Giai, Nguyễn Văn	2	Thu Dầu Môt	M.N.R.
Giông, Hồ	1	Quang Ngãi	M.N.R.
Hai, <i>alias</i> An, Nguyễn Văn	7	Saigon	M.W.P.F.
Hai, Nguyễn Văn	7	Bình Định	M.N.R.
Hào, Lê Quang	1	Bèn Tre	M.W.P.F.
Hào, Trần Quang	2	Sa Dec	Ind.
Hương, Repa	2	Kontum	Ind.
Hiệu, Nguyễn Đình	4	Bèn Tre	M.W.P.F.
Hồ, Trần Ba	2	Tân An	M.N.R.
Hồng, Lê Xuân	1	Darlac	C.A.
Huê, Đỗ Thị (Miss)	2	Châu Đốc	M.N.R.
Hữu, Nguyễn Đức	1	Sóc Trăng	M.N.R.
Hy, Phạm Khắc	3	Quang Ngãi	M.N.R.

- (1) The present incumbent is Duong van My, replacing Nguyễn Hữu Châu, who has been appointed Secretary of State at the Presidency.
- (2) R 8—Electoral district including all refugees living in Bèn Tre, My Tho, Vinh Long, Long Xuyên, Sóc Trăng.
- (3) R 6—Electoral district including all refugees living in Tân Bình, Gò Vấp, Thủ Đức, Gia Định.
- (4) The present incumbent is Ngô Khắc Tinh (M.N.R.), replacing Trần Trung Dũng, who has been appointed Deputy Secretary of State for National Defense.

Viet Nam Government Organization Manual

<i>Name</i>	<i>District</i>	<i>Province</i>	<i>Affiliation</i>
Kha, Trần Văn	1	Cho Lon	Ind.
Khai, Nguyễn Hữu	1	Dong Nai Thuong	M.N.R.
Khanh, Dang Hiêu	1	Binh Dinh	M.N.R.
Khoa, Trương Ngọc	4	Mỹ Tho	Ind.
Kre	2	Dòng Nai Thuong	M.N.R.
Lam, Trần Văn	3	Saigon	C.A.
Lam, Bùi Văn	2	Rach Gia	M.N.R.
Lê, Dương Văn	1	Tra Vinh	M.N.R.
Lê, Trương Vinh	4	Gia Dinh	C.A.
Liêm, Hà Huy	1	Gia Dinh	M.N.R.
Liên, Nguyễn Văn	3	Soc Trang	C.A.
Liêu, Hoàng	2	Tây Ninh	Ind.
Luong, Nguyễn Văn	6	Quang Nam	M.N.R.
Ly, Nguyễn Dương	1	Rach Gia	M.N.R.
Mâu, Trần Thị (Mrs)	3	Gia Dinh	Ind.
Minh, Đỗ Cao	2	Khanh Hoa	M.N.R.
Minh, Quang Đại	2	Ninh Thuận	Ind.
Nga, Bùi Quang	6	Binh Dinh	M.N.R.
Ngân, Hồ	2	Quang Nam	M.N.R.
Ngọc, Trần Quang	1	Thua Thiên	C.A.
Nguyễn, Võ Nhu	2	Thua Thiên	Ind.
Nhân, Lê Văn	1	Châu Đốc	M.N.R.
Nhu, Ngô Đình (Mrs) <i>née Xuân, Trần Lê</i>	R 7 (1)	Ind.
Nhu, Ngô Đình	1	Khanh Hoa	R.L.P.
Nhu, Phạm Văn	1	Quang Tri	M.N.R.
Nhuong, Đoàn	4	Thua Thiên	M.N.R.
Nu, Huỳnh Ngọc (Mrs)	2	Biên Hòa	Ind.
Phat, Lâm	R 10 (2)	M.N.R.
Phat, Trần Tân	4	Châu Đốc	M.N.R.
Phong, Nguyễn Thị (Mrs)		Bà Rịa	M.N.R.
Phuc, Đỗ Việt	R 5 (3)	M.N.R.

- (1) R 7—Electoral district including all refugees living in Tân An, Cho Lon.
 (2) R 10—Electoral district including all Nung refugees in Binh Thuận.
 (3) R 5 —Electoral district including all refugees living in Hoc Môn (Gia Dinh).

<i>Name</i>
Phuoc, Diệp Quang
Phuoc, Huỳnh Quang
Phuoc, Trương Hữu
Pok, Rmab
Qua, Tô Văn
Quat, Đỗ Mạnh
Qui, Trần Thành
Si, Võ Văn
Son, Nguyễn Ngọc
Sy, Đinh Thế
Tai, Trần
Tam, Nguyễn Quang
Tanh, Nguyễn Văn
Thanh, Phan Tân
Thanh, Trần Chánh (2)
Thang, Nguyễn Cao
Thê, Trần Hữu (3)
Thien, Nguyễn Trọng
Thiep, Nguyễn Phương
Thieu, Trương
Thieu, Nguyễn
Tho, Nguyễn Văn
Thoi, Nguyễn Thế
Thoi, Huỳnh Văn
Thong, Vũ Quốc

- (1) R 4—Electoral district in Tây Ninh.
 (2) The present incumbent is Chenh Thành, who has Information and Youth.
 (3) The present incumbent Trần Hữu Thiê, who has National Education.
 (4) R 11—Electoral district provinces of Central Viet
 (5) R 3—Electoral district in (Biên Hòa).

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Province	Affiliation	Name	District	Province	Affiliation
Phuoc, Diép Quang . . .	Ind.	Phuoc, Diép Quang . . .	2	Bac Liêu . . .	C.A.
Phuoc, Huynh Quang. . .	M.N.R.	Phuoc, Huynh Quang. . .	2	Soc Trang . . .	M.N.R.
Phuoc, Truong Huu . . .	M.N.R.	Phuoc, Truong Huu . . .	4	Soc Trang . . .	M.N.R.
Pok, Rimab	M.N.R.	Pok, Rimab	2	Pleiku	M.N.R.
Qua, Tô Van.	Ind.	Qua, Tô Van.	1	Tây Ninh	M.N.R.
Quat, Dô Manh	M.N.R.	Quat, Dô Manh	R 4 (1)	Ind.
Qui, Trân Thành	C.A.	Qui, Trân Thành	3	Cần Thơ	M.N.R.
Si, Vo Van.	M.N.R.	Si, Vo Van.	2	Cần Thơ	M.N.R.
Son, Nguyễn Ngọc.	M.N.R.	Son, Nguyễn Ngọc.	1	Kontum.	M.N.R.
Sy, Dinh Thê.	C.A.	Sy, Dinh Thê.	2	Binh Thuận	Ind.
Tài, Trần	M.N.R.	Tài, Trần	3	Binh Dinh.	C.A.
Tâm, Nguyễn Quang	C.A.	Tâm, Nguyễn Quang	1	Sa Dec	Ind.
Tanh, Nguyễn Van	Ind.	Tanh, Nguyễn Van	1	Da Nang	C.A.
Thành, Phan Tân	M.N.R.	Thành, Phan Tân	3	Cho Lon	Ind.
Thành, Trần Chanh (2)	M.N.R.	Thành, Trần Chanh (2)	1	Phu Yên	M.N.R.
Thang, Nguyễn Cao	Ind.	Thang, Nguyễn Cao	2	Quang Ngai	Ind.
Thê, Trần Huu (3)	M.N.R.	Thê, Trần Huu (3)	2	My Tho.	M.N.R.
Thiên, Nguyễn Trong.	Ind.	Thiên, Nguyễn Trong.	3	Phu Yên	M.N.R.
Thiêp, Nguyễn Phuong	M.N.R.	Thiêp, Nguyễn Phuong	1	Cần Thơ	M.N.R.
Thiêu, Truong	M.N.R.	Thiêu, Truong	7	Quang Nam	M.N.R.
Thiêu, Nguyễn	C.A.	Thiêu, Nguyễn	4	Cần Thơ	M.N.R.
Tho, Nguyễn Van	Ind.	Tho, Nguyễn Van	2	Tra Vinh	C.A.
Thoai, Nguyễn Thê.	M.N.R.	Thoai, Nguyễn Thê.	R 11 (4)	C.A.
Thoi, Huynh Van	Ind.	Thoi, Huynh Van	1	Tan An	Ind.
Thông, Vu Quốc.	Ind.	Thông, Vu Quốc.	R 3 (5)	M.W.P.F.

- (1) R 4—Electoral district including all refugees living in Thu Dầu Môt, Tây Ninh.
- (2) The present incumbent is Cao Van Chiêu (M.N.R.), replacing Trần Chanh Thành, who has been appointed Secretary of State for Information and Youth.
- (3) The present incumbent is Huynh Minh Y (M.N.R.), replacing Trần Huu Thê, who has been appointed Secretary of State for National Education.
- (4) R 11—Electoral district including all refugees living in other provinces of Central Viet Nam.
- (5) R 3—Electoral district including all refugees living in Tân Uyên (Biên Hoa).

refugees living in Tân An.
 refugees living in Bình Thuận.
 refugees living in Hoc Moc

Viet Nam Government Organization Manual

<i>Name</i>	<i>District</i>	<i>Province</i>	<i>Affiliation</i>
Thuần, Du Phuoc	1	Quang Nam	M.N.R.
Thùng, Pham Van	6	Saigon	Ind.
Tiên, Thai Manh	1	Cai Be (My Tho). . . .	R.L.P.
Tin, Nguyễn Ba.	7	Quang Ngai	M.N.R.
Tinh, Hồ Duy	2	Quang Tri.	M.N.R.
Tò, Phan Van		Hà Tiên.	Ind.
Toai, Tôn Thất.	4	Binh Dinh	Ind.
Toan, Mai Van	4	Quang Ngai	M.N.R.
Toan, Pham Van	3	My Tho	M.W.P.F.
Traï, Trần Van.	1	Thu Dầu Môt.	Ind.
Tri, Trần Van	4	Saigon	D.V.P.P.
Tri, Võ Hà		Go Công	M.W.P.F.
Trung, Lâm Van	2	Long Xuyên	R.L.P.
Truyền, Võ Van.	1	Biên Hoa	Ind.
Trung, Võ Van.	1	Binh Thuận	M.N.R.
Tuàn, Bui.	2	Phu Yên	C.A.
Tùng, Nguyễn.	6	Quang Ngai	C.A.
Tuong, Cao Van	3	Thua Thiên	M.N.R.
Tuyết, Lâm My Bach	4	Quang Nam	C.A.
Ut, Bui Quang	3	Bèn Tre.	M.W.P.F.
Uy, Trình Hồ.	3	Quang Nam	C.A.
Van, Trần Ngọc.		Vung Tàu, Côn Đảo	M.N.R.
Viên, Nguyễn Công	R 12(1)	Ind.
Viết, Nguyễn Ngọc.	1	Pleiku	M.N.R.
Vinh, Hoàng Ba.	R 9(2)	Ind.
Vinh, Lê Van.	2	Binh Dinh	Ind.
Vinh, Ngô Sach.	2	Saigon	Ind.
Xiêm, Trần Hương.		Soc Trang.	Ind.
Xung, Phan	1	Dà Lat	M.N.R.
Yut Nie Buon Rit	2	Darlac	Ind.

(1) R 12—Electoral district including all refugees living in the Highlands of South Viet Nam.

(2) R 9—Electoral district including all refugees living in Binh Thuận,

Province	Affiliates
Quang Nam . . .	M.N.R.
Quang B.igon	Ind.
Cai Be (My Tho).	R.L.P.
Quang Ngai . . .	M.N.R.
Quang Tri. . . .	M.N.R.
à Tiên.	Ind.
hinh Dinh	Ind.
Quang Ngai . . .	M.N.R.
My Tho	M.W.P.F.
Hu Dau Mot. . .	Ind.
B.igon	D.V.P.P.
o Công	M.W.P.F.
ong Xuyen . . .	R.L.P.
ên Hoa	Ind.
nh Thuàn	M.N.R.
u Yên	C.A.
ang Ngai	C.A.
ua Thiên	M.N.R.
ang Nam	C.A.
n Tre	M.W.P.F.
ang Nam	C.A.
ng Tàu, Côn Dao	M.N.R.
.	Ind.
iku	M.N.R.
.	Ind.
.	Ind.
h Dinh	Ind.
on	Ind.
Trang.	M.N.R.
Lal	Ind.
ac	Ind.

ees living in the Highlands
ees living in Binh Thuàn.

CONSTITUTIONAL COURT

CREATION AND AUTHORITY.— Chapter VIII of the Constitution created the Constitutional Court which decides on the constitutionality of laws, decrees, and administrative regulations.

ORGANIZATION.— For each term of the National Assembly, the Constitutional Court consists of a Presiding Judge appointed by the President with the consent of the National Assembly; four high-ranking judges or jurists appointed by the President and four Deputies elected by the National Assembly.

According to Article 87, Chapter VIII of the Constitution, the Constitutional Court can act only after receiving petitions for decisions on the constitutionality of the laws, decrees and administrative regulations submitted to it by the various courts.

The opinions of the Constitutional Court can suspend the application of unconstitutional laws effective the day the opinion is published in the Official Journal.

SPECIAL COURT OF JUSTICE

Presiding Judge. (Presiding Judge of the Supreme Court of Appeal)

Judges at the Court (Deputies)

Nguyễn Van Giai	Kha Van Duong
Tò Van Qua	Doàn Nhuong
Hà Huy Lièm	Trần Châu
Phan Van Tô	Hồ Ngân
Vu Quốc Thông	Nguyễn Tùng
Du Phuoc Thuàn	Vo Hà Tri
Tòn Thất Toai	Lê Van Di
Yut Nie Buon Rit	

Viet Nam Government Organization Manual

Commission of Inquiry of the Special Court (Deputies)

Pham Van Nhu
Vo Van Truyen
Ngô Sach Vinh

Trần Thành Qui
Trần Văn Tri

CREATION AND AUTHORITY.— Article 74 of Chapter VI of the Constitution provides for a Special Court competent to judge the President and Vice-President of the Republic and the Presiding Judge of the Supreme Court in cases of treason or high crimes.

The Special Court was established on December 17, 1956 when the National Assembly elected the Judges of the Court as well as the members of the Commission of Inquiry of the Special Court from among the Deputies.

ORGANIZATION.— According to Article 75 of Chapter VI of the Constitution, the Special Court is composed of the Presiding Judge of the Supreme Court of Appeals, presiding, and fifteen Deputies elected by the National Assembly for each legislative term to act as Judges of the Court. When the Presiding Judge of the Supreme Court of Appeals is accused, the Presiding Judge of the Constitutional Court presides over the Special Court.

The Commission of Inquiry of the Special Court is made up of five Deputies elected by the National Assembly for each legislative term.

PROCEDURES FOR PROSECUTION.— Charges can be brought only by the following procedure : a) A motion giving the reasons for the charges and signed by three-fifths of the membership of the Assembly has to be presented to the Bureau of the Assembly fifteen days before debate begins ; b) such motion has to be approved by two-thirds of the membership of the Assembly ; c) Deputies sitting on the Special Court or on the Commission of Inquiry cannot present a motion of charges and cannot vote on such a motion.

Special Court (Deputies)

Trần Thành Qui

Trần Văn Tri

The functions of the accused shall be suspended from the date of adoption of the motion of accusation by the National Assembly until the Special Court has handed down its opinion. During that period the provisions of Paragraphs 2 and 3 of Article 34 will apply.

The Special Court convenes to hear the report of the Commission of Inquiry and then pronounces its judgment by a three-fourth vote of the membership of the Court.

If the accused is found guilty, the Special Court shall declare him removed from office. This decision will be effective immediately.

published on December 17. Elected the Judges of the of the Commission of among the Deputies.

to Article 75 of Chapter Court is composed of of Appeals, presiding National Assembly for s of the Court. When Court of Appeals is Constitutional Court

the Special Court is the National Assembly

— Charges can be ure : a) A motion signed by three- bly has to be pre- Fifteen days before approved by two- bly ; c) Deputies e Commission of rges and cannot

EXECUTIVE BRANCH

1870-1871

THE PRESIDENT OF THE REPUBLIC OF VIET NAM

The President of the Republic of Viet Nam : Ngô Đình Diêm

According to Chapter III of the Constitution the President of the Republic is the leader of the Vietnamese people and the head of the Executive Branch of the Government, including both temporary and permanent agencies and fourteen executive departments. The heads of the executive departments (1) form the Cabinet, thus serving in an advisory capacity to the President.

The Secretaries of State heading each of these Departments are appointed by and are politically and technically responsible to the President.

The Cabinet meets under the chairmanship of the President. In addition to the heads of the executive departments, the Secretary of State at the Presidency, the Deputy Secretary of State for National Defense, the Commissioner General for Agricultural Development, and the Special Commissioner for Civic Action also attend Cabinet meetings.

The President appoints and dismisses all civil servants in administrative and technical branches. His leadership also extends to the National Assembly, to which he presents the annual budget and other programs. The President thus assumes responsibility for building a unity of purpose between the Executive and Legislative branches of the Government.

The President represents the Nation in official ceremonies, symbolizing the unity of the Vietnamese people.

(1) The fourteen executive departments are the Departments of Foreign Affairs, Interior, National Defense, Justice, Finance, National Economy, National Education, Public Works and Communications, Information and Youth, Health, Labor, Agriculture, Land Registration and Agrarian Reform, and Reconstruction and City Planning.

Viet Nam Government Organization Manual

He is responsible for the conduct of foreign policy, and after approval by the National Assembly, may ratify international treaties and conventions. He appoints ambassadors, accredits foreign diplomatic representatives, and represents the Nation in its relations with foreign countries.

As the Supreme Commander of the Armed Forces, he appoints and dismisses all officers and military servants. He exerts the right of pardon, of mitigation, commutation, and cancellation of sentences.

The President is the chairman of the following councils:

1. The Cabinet Council;
2. The National Security Council (Decree No-11 TTP of January 1, 1957);
3. The Supreme Commission on Money and Credit (Decree No 244-TTP of July 11, 1957) ;
4. The Commission on Agrarian Reform (Decree No 74-DT/CCDD of April 4, 1957) ;
5. The National Commission on Foreign Aid (Decree No 5-TTP of January 12, 1956).

The President holds office for a term of five years. He is assisted by a Vice-President who is simultaneously chosen for the same term. Both are eligible for reelection for two terms.

EXECUTIVE OFFICE OF THE PRESIDENT

Independence Palace, Thong Nhat Boulevard, Saigon.

Tel. : 21.584-5-6

CREATION AND AUTHORITY.— The Executive Office of the President, originally the Office of the Prime Minister, was established by Decree No 22-Cab/Pres of June 17, 1952, reorganized by Decrees No 18-PTT/VP of January 29, 1954, and No 64-PTT/VP of June 15, 1954, Arrêté No 126-PTT/DL of Septem-

ber 3, 1954 further reorganized the Office of the Prime Minister, and there were additional changes following Arrêtés No 662-TTP/VC of March 1, 1956, and No 1266-TTP/NV of May 15, 1956.

ORGANIZATION.— The Executive Office of the President consists of :

1. The Secretary of State at the Presidency;

2. The Directorate of the Cabinet (Decree No 126-TTP/DL of September 3, 1954, reorganized by Decrees No 154-PTT/VP/KT, 183-PTT/VP/KT, 662-TTP/CV, 1266-TTP/NV, 3020-TTP/NV and 1321-TTP/NV of October 4, 1954, October 17, 1955, March 1, 1956, May 15, 1956, December 24, 1956 and August 20, 1957);

3. The General Secretariat (Decree No 22-Cab/Pres. of June 17, 1952, reorganized by Decree No 166-PTT/VP of November 26, 1954);

4. The Service of Political and Social Studies;

5. The Special Commissariat for Chinese affairs (Executive Order No 2410-TTP/VP of September 10, 1956), responsible for studying and reporting them to the President on administrative, political, social, economic and financial problems concerning Chinese residents in Viet Nam.

Agencies attached to the Executive Office of the President :

1. The General Inspectorate of Administrative and Financial Affairs (Decree No 87-CP of October 2, 1952);

2. The General Commissariat for Refugees (Decree No 85-CP of September 17, 1954). This office, having almost completed its mission, is now curtailing its activities.

3. The National Institute of Administration (Arrêté No 483-PTT/TTK of August 9, 1955, reorganized by Arrêté No 382TTP/TTK of August 30, 1957).

4. The General Directorate of Budget and Foreign Aid

THE PRESIDENT

1 Boulevard, Saigon.

The Executive Office of the Prime Minister, was of June 17, 1952, reorganized January 29, 1954, and No 126-PTT/DL of September

Viet Nam Government Organization Manual

(Decree No 15-TTP of November 14, 1955 and Executive Order No 732-TTP/VP of April 24, 1957);

5. The General Directorate of Civil Service (Decree No 16-TTP of November 14, 1955);

6. The General Directorate of Planning (Order No 17-TTP of November 14, 1955);

7. The Special Commissariat for Civic Action (Decree No 22-TTP of November 18, 1955);

8. The General Directorate of Civil Guard (Ordinance No 5 of November 19, 1955);

9. The Central Inspectorate of Self-Defense Militia (Decree No 19-QP of April 4, 1956);

10. The Committee for Liaison with the International Control Commission (Arrêté No 230-NG of July 30, 1956);

11. The General Commissariat for Agricultural Development (Decree No 103-TTP of April 23, 1957);

12. The Directorate for Social Action in the Highlands and Midlands of Central Viet Nam (Arrêté No 302-NV of July 3, 1957);

13. The General Directorate of Social Action (Decree No 315-TTP of August 23, 1957).

14. The Permanent General Secretariat for National Defense (Decree of March 28, 1958).

The Secretary of State at the Presidency

The Executive Office of the President is under the direction of the Secretary of State at the Presidency. His function is to coordinate and supervise the agencies attached to the Executive Office of the President. He acts as chairman of the National Commission on Foreign Aid, the Commission on Statistics, the Management Board of the National Investment Fund, the Commission on Studies Abroad, and the Commission on Agrarian Reform. He is assisted by a Director of Cabinet.

Directorate of the Cabinet at the Presidency

The Directorate of the Cabinet at the Presidency, headed by a Director of Cabinet assisted by one Deputy Director, is responsible for liaison between the President and the executive departments. The Directorate distributes the correspondence and documents sent to the President's office; transmits the President's orders and instructions to the executive departments, the various agencies and the provinces; oversees the administration of such orders and instructions; prepares documents on matters to be presented at Cabinet meetings; announces decisions of the Cabinet, and, together with the General Secretariat, oversees the fulfillment of these decisions; attends to confidential, urgent or especially important matters relative to political administration, money and finance, refugees, agricultural development and social action; organizes Presidential trips and inspection tours; organizes or coordinates the organization of national ceremonies, including the welcoming of state guests visiting Viet Nam; reports to the President on the investigations of the Inspectorate General for Administrative and Financial Affairs; briefs the President on special reports from the executive departments, the delegations of the government and of the high-ranking officials who have been entrusted with special missions by the President; issues travel and mission orders; grants decorations; prepares and manages the budget of the Executive Office of the President; and reviews the budgets of the dependent agencies.

In addition to the above responsibilities, the Director of Cabinet supervises and coordinates the following:

1. The Special Secretariat in charge of the President's private correspondence and special missions.
2. The Press Service in charge of liaison with the domestic and foreign press. It distributes documents and press releases of the Executive Office of the President, including the

Viet Nam Government Organization Manual

President's speeches and statements; reviews the daily press; and submits to the President the news gathered from the newspapers and cables.

3. The Protocol Service in charge of protocol matters, receptions and official ceremonies, and meeting and guiding the President's guests.

4. The Service of Interior in charge of the purchasing, maintenance and repairing of equipment and furnishings in the Presidential Palace and of all the buildings dependent on the Executive Office of the President including the buildings themselves. It is in charge of arrangements for receptions.

5. The Directorate of Personnel and Accounting, in charge of:

a) The Personnel Service for the Executive Office of the President;

b) The Accounting Service responsible for the supply, maintenance, control, and inventory of materiel; for the payment of the expenditures of the Executive Office of the President; and for the control of expenditures of dependent agencies.

6. The Code Service and Private Secretariat, including:

a) The Code Bureau, which receives and sends cables and messages in code;

b) The Private Secretariat, which arranges Presidential appointments, processes Presidential correspondence, plans the President's inspection tours, and carries out special missions entrusted by the President.

7. The Military Aide, responsible for liaison with the Department of Defense and the major military organizations and for studies on military matters; and, together with the Presidential Guard, for the safety of the President and of Independence Palace and for the supervision of the President's aides-de-camp.

8. The Presidential Guard, which, with the Special Staff, is responsible for the safety of the President and Independence Palace.

9. The Service of Mail and Archives, which receives records and distributes the mail, makes copies of documents, keeps records and documents, and manages the library of Independence Palace.

10. The Complaints Bureau, which analyzes letters of complaint, denunciation, and request from individuals and organizations.

General Secretariat at the Presidency

The General Secretariat at the Presidency, under a Secretary General and Deputy Secretary General, is responsible for the study of administrative and political problems relative to the performance of executive functions. The General Secretariat at the Presidency seeks to assure consistency in the national administration. The General Secretariat also gathers documents for the national archives and for the central administrative library.

In case of the dissolution of an executive department the General Secretariat keeps the necessary records for transmittal to the succeeding agency or agencies.

From the administrative point of view the General Secretariat at the Presidency seeks to reconcile contradictions in existing regulations.

The Secretary General is assisted by :

1. A Secretariat which studies matters to be submitted to the Cabinet, carries out or supervises its decisions, calls meetings of inter-departmental councils, and assures liaison with executive departments and agencies.

2. A General Administration and Documentation Service with :

Viet Nam Government Organization Manual

a) A First Bureau which studies and revises drafts of legislation proposed by the Departments, forwards appropriate memoranda and letters to the President, studies and reports on projects of administrative reforms, coordinates administrative work in accordance with the President's instructions, and studies general administrative, economic, financial, social, and cultural problems as assigned.

b) A Second Bureau which keeps the records of the disbanded Departments and transmits them to appropriate successor agencies, administers the library at the Presidency, and gathers administrative and juridical documents.

c) A Third Bureau which is charged with matters concerning personnel administration, in liaison with the General Directorate of Civil Service; and with sending delegations to international conferences and studying their reports.

3. An Official Journal and Publications Service, which publishes an Official Journal and transmits to the offices of the provincial or city administration all official documents which are enforced in the Capital. This Service also publishes other documents and laws.

Personnel of the Executive Office of the President (1957) : 319.

Personnel of the agencies attached to the Presidency (1957) : 6,539.

Delegates of the Government

Prior to August 1954, there were a number of Regional administrative units with separate legal personality, autonomous budgets, and appointed governors. Since August 1954 the administration of the Region has been entrusted to a Committee composed of a Delegate of the Government, an Administrative and Political Commissioner (chosen among high-ranking civil servants), and a Military Commissioner (the Commanding Officer of the Military Sector).

Ordinance No 17 of October 24, 1955 abrogated the autonomous character of the Regions, and Presidential Ordinance No 57-a of October 24, 1956 completed the reorganization of the national administration and reduced the administrative responsibilities of the Government Delegate.

The Government Delegate is appointed by the President and represents the central government in a number of provinces.

As an inspector, the Delegate supervises and coordinates the public services in the provinces under his jurisdiction. As a representative of the central executive authority, he submits periodical reports to the President including suggestions on the administration of the provincial services and on security matters. The Government Delegate may also be entrusted by the President with special missions and he transmits orders from the Executive Office of the President to the Province Chiefs. In special circumstances, the Government Delegate may give orders to the Province Chiefs and the provincial services; but in such cases he must so advise the President at once. The Delegate may also be designated to represent the Government at official ceremonies in provinces under his jurisdiction and to welcome foreign delegations or visitors.

At the present time there are three government delegates: for South Viet Nam (Saigon), for Central Viet Nam and the Highlands of Central Viet Nam (Ban Mê Thuôt), and one Deputy Delegate for Central Viet Nam (Huè).

Provinces

CREATION AND AUTHORITY.— Presidential Ordinance No 57-a of October 24, 1956 reorganized the local administration of Viet Nam, conferring judicial personality and budget autonomy upon the provinces. These are administered by Chiefs of Province and deputies appointed by and responsible to the President. A Province Chief is the representative of the

Viet Nam Government Organization Manual

central government in his province rather than any particular department.

Province Chiefs are also responsible for the administration of laws and regulations, the coordination of public services, and reporting to the President and appropriate Secretaries of State. They may request the transfer of any civil servant from their provinces and are consulted on government projects to be carried out locally.

The Province Chief communicates directly with the Executive Office of the President and with the executive departments and specialized departmental agencies as necessary. Directives to the Province Chief from the executive departments must be signed by the Secretaries of State concerned. Copies of all correspondence between the Province Chief and the central government are sent to the appropriate Government Delegate, and correspondence between the executive departments and the departmental agencies at the provincial level must go through the Province Chief.

The Province Chief is responsible for maintaining public order and security through local police and security forces. In cases of emergency he may call out the army and immediately inform the President.

Province Chiefs supervise village administration, appoint the members of village councils, supervise their activities, and administer village budgets. They also appoint Canton Chiefs and their deputies.

A Province Chief does not have direct control over the military and judicial organizations in his territory, except to report to the President on violations of law.

ORGANIZATION.— The administrative organization of the province is fixed by decree. The present organization in each includes :

- a) a Province Chief ;
- b) one or more deputies ;
- c) the Office of the Province Chief ;

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d) an Administrative Service including the bureaus of accounting, personnel, and materiel ;

e) specialized provincial services such as education, health, public works and communications, information and youth, agriculture, agrarian reform, police and security, and treasury.

ADMINISTRATIVE UNITS OF SOUTH VIET NAM

Presidential Decree No 143-NV of October 22, 1956 established the following administrative units in South Viet Nam :

A. The City of Saigon includes Saigon and Cholon.

B. Twenty-two provinces as follows :

	<i>Old name</i>	<i>New name</i>	<i>Provincial Capital</i>
1.	Bà Rịa, Vung Tàu, Hoàng Sa (Spratley).	Phuoc Tuy	Phuoc Lê
2.	Biên Hoa divided into	Biên Hoa	Biên Hoa
3.		Xuân Lộc	Xuân Lộc
4.		Bà Ra	Phuoc Binh
5.	Tây Ninh	Tây Ninh	Tây Ninh
6.	Cho Lon, Tân An	Long An	Tân An
7.	Mộc Hoa	Kiên Tuong	Mộc Hoa
8.	Phong Thanh	Kiên Phong	Cao Lanh
9.	My Tho, Go Công	Dinh Tuong	My Tho
10.	Bèn Tre	Kiên Hoa	Truc Giang
11.	Vinh Long, Sa Dec	Vinh Long	Vinh Long
12.	Trà Vinh	Vinh Binh	Phu Vinh
13.	Long Xuyên, Châu Đốc	An Giang	Long Xuyên
14.	Cần Thơ	Phong Dinh	Cần Thơ
15.	Bac Liêu, Soc Trang	Ba Xuyên	Khanh Hung
16.	Rach Gia, Ha Tiên	Kiên Giang	Rach Gia
17.	Gia Dinh	Gia Dinh	Gia Dinh

Viet Nam Government Organization Manual

<i>Old name</i>	<i>New name</i>	<i>Provincial Capital</i>
18. Cà Mau	An Xuyên	Quan Long
19. Thu Dầu Một { Thu Dầu Một	Binh Duong	Phu Cuong
20. <i>divided into</i> { Hon Quan	Binh Long	An Lộc
21. part of Đồng Nai Thuong part of Binh Thuàn (Hàm Tân, Thanh Linh)	Binh Tuy	Hàm Tân
22. Côn Đảo	Côn Sơn	Côn Sơn

AGENCIES DEPENDENT ON THE EXECUTIVE OFFICE OF THE PRESIDENT

General Inspectorate of Administrative and Financial Affairs

206 Công Ly, Saigon. Tel : 20.918

CREATION AND AUTHORITY.— The General Inspectorate of Administrative and Financial Affairs was established by Decree N° 87-CP of October 2, 1952 and is now under the direct authority of the President. Arrêté N° 120-PTT/TTK of February 12, 1954 of the Prime Minister created the office of the Inspector General of Administrative and Financial Affairs and Decree N° 136-CV of May 5, 1955 fixed a special statute for the personnel of the General Inspectorate of Administrative and Financial Affairs. Decree N° 73-TTP-CV of January 11, 1957 fixed the conditions for the recruitment of Inspectors of Administrative and Financial Affairs.

The General Inspectorate of Administrative and Financial Affairs controls and oversees administrative and financial services to insure compliance with appropriate regulations ; controls the action of administrators of public

Executive Branch

funds ; prescribes remedies and locates the responsibility for errors and abuses in the management of state funds; suggests means of simplifying or improving the organization and management of the public services; and proposes means of preventing abuses. In addition to their duties as inspectors, the personnel of the Inspectorate may also be entrusted by the President with research projects and other missions regarding administrative, financial, economic, or social questions, both foreign and domestic. The General Inspectorate also has the following functions :

The Inspector General of Administrative and Financial Affairs serves as : 1) Representative of the President and presiding officer of the Administrative Board of the National Institute of Administration ; 2) Member of the Honorary Committee for the Control of Property Declarations (Decree N° 92-NV of September 23, 1954) ; 3) Chairman of the Subcommittee on Financial Control (Communiqué N° 21-TC of March 22, 1955 of the Prime Minister) ; 4) Chairman of the Control Committee of the National Agricultural Credit Agency (Decree N° 67-DT/CCDD of April 1, 1957) ; 5) Chairman of the Board of Directors of the Monetary Reserves Fund (Arrêté N° 46-DT/CCDD of January 25, 1957) created by a Decree of July 21, 1957.

A Chief Inspector of Administrative and Financial Affairs is designated to preside over the Board of Control of the National Investment Fund (Presidential Arrêté N° 103-TC of March 20, 1956).

A Chief Inspector is designated to preside over the Inter-Departmental Committee for Control of Refugee Expenditures (Arrêté N° 22-TC of January 12, 1955).

Personnel of the Inspectorate of Administrative and Financial Affairs participate in the work of the Committee examining the admittance into the Civil Service ; in modification of personnel procedures ; and in the work of the Board of Examiners selecting candidates for admittance into categories A and B (Decree N° 56-CV of April 13, 1956).

ORGANIZATION.— The Inspectorate General of Administrative and Financial Affairs, headed by an Inspector General assisted by two Chief Inspectors, includes an office responsible for incoming and outgoing mail, records, documentation, personnel management and accounting.

General Commissariat of Agricultural Development

29 Đông Khanh Blvd., Saigon. Tel : 22.344

CREATION AND AUTHORITY.— The General Commissariat of Agricultural Development was established by Presidential Decree N° 103-TTP of April 23, 1957, as a part of the Executive Office of the President, under the control and supervision of the Vice-President.

The General Commissariat of Agricultural Development studies and applies technical methods of developing wastelands, so as to increase the total area under cultivation ; distributes reclaimed land ; assists settlers in developing agricultural areas ; renders advice on methods of increasing land productivity ; submits agricultural programs to the President and supervises their realization.

ORGANIZATION.— The General Commissariat of Agricultural Development is headed by a Commissioner General with the rank of Secretary of State. It includes :

Directorate of the Cabinet

The Director of the Cabinet is assisted by a private secretary, two special projects officers and two cabinet attachés. The Directorate of the Cabinet consists of the following : 1) The Office of the Commissioner, General which carries out the policy of the Commissariat, drafts programs of action, and assures liaison with the Executive Office of the President and the various executive departments ; 2) The Private Secretariat ; 3) The office of the special projects officers and cabinet attachés, which is in charge of information and press

Inspectorate General of
ers, headed by an Inspector
ectors, includes an office
going mail, records, docu-
and accounting.

**Commissariat of
Development**

ignon. Tel : 22.344

The General Commissariat
was established by Presidential
Decree of April 23, 1957, as a part
of the President, under the control
of the President.

Agricultural Development
Centers are engaged in
methods of developing waste-
lands under cultivation; distrib-
uting and developing agricultural
products; increasing land produc-
tion; and reporting to the President and

General Commissariat of Agricul-
ture. The Commissioner General
of Agriculture. It includes :

Cabinet

assisted by a private
secretary and two cabinet
members. The cabinet
of the Commissioner General
of Agriculture, drafts programs of
agricultural development; 2) The Private
Office of the President
for agricultural projects and
information and pres-

relations and preparing conferences and studies problems
entrusted to it by the Commissioner General; 3) the Public Rela-
tions and Security Section, which looks after the security of the
agencies dependent on the General Commissariat and receives
guests of the General Commissariat.

Directly Dependent Agencies

A. The Directorate of Administrative Affairs, including :
1) the Service of General Administrative Affairs (Mail and
Records Bureau and Bureau of General Administrative
Affairs, Research, and Documentation), and 2) the Person-
nel Service.

B. The Directorate of Financial Affairs, including : 1) the
Accounting and Budget Service (Wage Bureau and the General
Accounting Bureau); and 2) the Supply and Transportation
Service (Bureaus of Supply and Equipment and Transportation).

C. The Directorate of Migration and Resettlement
including : 1) the Resettlement Service, and 2) the Census and
Statistics Service.

D. The Seeds and Nursery Service in charge of liaison
with the Agriculture Department to acquire or purchase
seeds, small plants, and fertilizers to be distributed to
the Agricultural Development Centers.

Agricultural Development Centers

The Agricultural Development Centers report directly
to the General Commissariat. Each Center is headed by a
manager, who, with an assistant manager, drafts projects
to be submitted to the Commissioner General and is respon-
sible for administering them.

Technical Directorate

This directorate includes : 1) the Service of Agricultural
Development, with Research and Technical Bureaus respon-
sible for assisting the Centers in carrying out approved

Viet Nam Government Organization Manual

projects, supplying materiel for agricultural development, and coordinating technical agencies dependent on other executive departments ; and 2) the Planning Service, with a Projects Bureau and a Records, Documentation and Library Bureau, which is in charge of investigations, data gathering, and the drafting of projects related to land development.

National Farm Machinery Agency

The National Farm Machinery Agency was created by Decree N° 44-KH of March 29, 1956 as a judicially and financially autonomous agency. The Agency has its headquarters in Saigon with regional branches. The management of the Agency is entrusted to a Board of Directors and a Managing Director. The Board of Directors includes the Vice-President of the Republic, chairman ; the Commissioner General for Agricultural Development ; the Director General of Planning, the Director General of Budget and Foreign Aid ; and one representative each from the Departments of Agrarian Reform, Agriculture, Finance, Public Works, and one landowner representing each Development Agency

The Managing Director of the Agency is appointed by the President and assisted by chiefs of sectors and subsectors and managers of the Development Centers. The Managing Director carries out the decisions of the Board of Directors and reports to the Board on the work of the Agency.

The National Farm Machinery Agency rents farm machinery to landowners, tenants, cooperatives, and public or private services ; purchases and sells farm machinery for the Agency ; and performs commercial operations related to the aims and purposes of the Agency.

Administrative, Financial and Technical Inspectorate

This inspectorate is under the direct supervision of the Vice-President and is headed by a Chief Inspector with the rank of Director. He is assisted by one or more

Inspectors and is responsible for administrative, financial and technical matters. The General Commissariat is in charge of investigating matters on the request of the Vice-President and machinery

National Inspectorate

Alexandre de Rhod

CREATION AND

of Administration was created by Decree N° 44-KH of August 1956. The Council of Ministers (Cab. SG) of April 7, 1952 organized the National Inspectorate by Arrêté N° 382-PTT/TK. This Arrêté amends the provisions

The principal purpose of the Inspectorate is to prepare the executive ranks in the Agency. It is to be composed of already government officials of competence and status that will ensure improvement ; to train students ; to provide research and study on problems of public administration ; to provide academic instruction in public administration and to advance knowledge and to advance knowledge and related subjects

ORGANIZATION.—

The Inspectorate is attached to the Executive

The Board of Administration is under the supervision of the President and is made up of the President, the Vice-President, and one representative each from the Departments of Foreign Affairs, Finance, National Defense, and the Director General of Planning.

Inspectors and is responsible for following up on the administrative, financial, and technical activities of the General Commissariat and reporting to the Vice-President; investigating matters relative to the above activities upon request of the Vice-President; and controlling farm equipment and machinery belonging to the Agency.

National Institute of Administration

4 Alexandre de Rhodes, Saigon. Tel: 23.119; Saigon 263

CREATION AND AUTHORITY.— The National Institute of Administration was founded by Presidential Arrêté No 483-PTT/TTK of August 9, 1955, annulling Arrêté No 246 Cab/SG of April 7, 1952 and subsequent Arrêtés creating and organizing the National School of Administration at Dalat. Arrêté No 382-PTT/TTK of August 30, 1957 completes and amends the provisions of Arrêté No 483.

The principal purpose of the National Institute of Administration is to prepare civil servants for positions among the executive ranks in the government; to help those who are already government employees raise their professional competence and status through academic study and self-improvement; to train students for the Public Administration Certificate; to provide research and consulting services in problems of public administration and economics; to further academic instruction in public administration and economics; and to advance knowledge in the field of administrative behavior and related subjects.

ORGANIZATION.— The National Institute of Administration is attached to the Executive Office of the President.

The Board of Administration. The National Institute of Administration is under the control of a Board of Administration made up of the President's representative, chairman; a representative each from the Departments of Interior, Foreign Affairs, Finance, National Economy, National Education, National Defense; the Dean of the Law School, the Director General of Planning, the Director General of Budget

and Foreign aid, the Director of the National Institute of Administration, a representative of the General Secretariat at the Presidency; and the Chief of the Administrative Service of the Institute, secretary.

The Board of Administration studies and suggests to the President measures to develop and supervise the work of the Institute, discusses the budget of the Institute, and considers and approves the decisions of the Curriculum Committee.

Officers. The National Institute of Administration is under the direct authority of a Director and a Deputy Director appointed by the President. The Director organizes and supervises all the activities of the Institute, enforces the discipline of the Institute, and serves as chairman of the Executive and Academic Committees. The Director is also responsible for the academic program of the students.

A. The Academic Division prepares the teaching for : 1) the General Studies Section (First year) ; 2) the Administrative Section (Second and Third year) ; 3) the Economic Section (Second and Third year) ; 4) the Highlander Section (First and Second year) ; 5) the Evening Courses Section ; and 6) the Advanced Studies Section. The Chief of Division and the Section Chiefs are elected by the Academic Committee for one academic year.

The Chief of Division supervises the Section Chiefs, professors and all lecturers and consultants ; works out the agenda of Division meetings ; fixes the schedule ; supervises the academic curriculum and the academic work of the students ; interviews each student at least once a semester ; and recommends lecturers and faculty appointments.

B. The In-Service Training Division has the basic mission of stimulating, coordinating, and guiding in-service training activities throughout the government by publishing appropriate material, furnishing expert counsel, and arranging for centralized training in special subjects. The division also is responsible for evaluating the effectiveness of training programs in the government.

Executive Branch

C. The Research and Documentation Division consists of: 1) the Research Section; 2) the Documentation Section; 3) the Liaison Section; and 4) the Library. This Division studies and gathers documents to assist the professors and students in research; studies administrative, economic and financial problems for the various governmental agencies; publishes studies and articles in public administration; trains students in research and documentation; teaches a course on research and documentation; and administers the Library of the Institute.

D. The Administrative Service includes: 1) the Mail and Records Bureau, 2) the Accounting Bureau, and 3) the Sports and Social Welfare Bureau.

E. The Committees

1. The Executive Committee, with the Director as chairman, includes the Deputy Director and the three Division Chiefs of the Institute. The Executive Committee makes decisions on matters relative to the administration of the Institute. It carries out the decisions of the Board of Administration and the Academic Committee. The Executive Committee also draws up the internal regulations of the Institute.

2. The Academic Committee is composed of the Director the Institute, chairman, the members of the Executive Committee, and the professors and assistant professors. This Committee works out the academic curriculum, and considers technical questions submitted to it by the Director or other members of the Institute. The decisions of this Committee, with the exception of those concerning the division of work among the members of the Institute and the administration of examinations, are subject to the approval of the Board of Administration.

3. The Disciplinary Council includes the Director of the Institute, chairman, the Deputy Director, two professors, and a student representative. At the beginning of each academic year the Board of Administration appoints the members of the Disciplinary Council upon recommendation by the Director.

General Directorate of Budget and Foreign Aid

7 Hồng Tháp Tu, Saigon. Tel: 22.478 ; 23.203 ; 23.912

CREATION AND AUTHORITY.— The General Directorate of Budget and Foreign Aid was created by Administrative Order No 732-PT/TVP of April 24, 1957 as a part of the Executive Office of the President. It includes the Budget Directorate, the General Directorate of Foreign Aid, and the Directorate of Obligation Control.

The Budget Directorate, formerly dependent on the Finance Department in accordance with Arrêté No 761-BTC/VP of May 7, 1955 on the organization of that Department, was transferred to the Executive Office of the President by Decree No 16-TTP of November 14, 1955 and organized by Arrêté No 1245-TTP/NS of May 8, 1955.

The General Directorate of Foreign Aid was established by Arrêté No 45 Cab/Pres of December 14, 1950, of the Prime Minister as a part of the Public Works Department. On August 13, 1952 it was transferred to the Finance Department. Arrêté No 39-PTT/VP of January 21, 1955 of the Prime Minister reorganized the Directorate and made it a part of the Planning and Reconstruction Department. Administrative Order No 545-TC of the Prime Minister (August 16, 1955) returned it to the Finance Department. Arrêté No 39-PTT/VP of January 21, 1955 and subsequent documents provide for the organization of the General Directorate of Foreign Aid.

The Obligation Control Directorate was created by Arrêté No 761-BTC/VP of May 7, 1955, modified by Arrêté No 281-BTC/VP of February 17, 1956, as an agency dependent upon the Finance Department.

The General Directorate of Budget and Foreign Aid, under the authority of a Director General who is assisted by a Deputy Director General and a Chief of Cabinet, consists of an Administrative Service, a Group of Technical Assistants, a Program and Planning Directorate, a Budgetary

Control and Execution Directorate, and a Central Purchasing Authority.

The Deputy Director General serves as Director General during the latter's absence, assists him as requested, and supervises the work of the Program and Planning Directorate and the Budgetary Control and Execution Directorate.

The Chief of Cabinet assists the Director General in the coordination and management of the various Services, follows up on routine matters, heads the Private Secretariat, and supervises the Administrative Service.

The Administrative Service consists of: 1) the Administrative Bureau, which drafts and manages the budget of the General Directorate, administers personnel and maintains equipment and premises of the General Directorate, administers service functions common to the agency, and performs other functions not falling within the responsibilities of the other services ; 2) The Mail, Records and Typing Bureau.

Group of Technical Assistants

The Group of Technical Assistants, under the direct supervision of the Director General assisted by a Chief Technical Assistant, is composed of the following Sections:

1. The Budget Preparation Section which drafts and submits to the Secretary of State at the Presidency the various budgetary procedures, and instructions ; fixes the budgetary calendar ; is responsible for putting the budget in final form and for its publication ; prepares the forms for budget presentation by the various Departments ; studies and submits to the Secretary of State at the Presidency the methods of control and execution of the national and provincial budgets and of the foreign aid programs ; studies and forwards to the Secretary of State at the Presidency drafts of budgetary regulations submitted by the various administrative agencies ; renders advice on the laws and regulations concerning the drafting and execution of the budgets ; and reviews the several autonomous budgets.

Viet Nam Government Organization Manual

2. The Economic and Financial Analysis Section, which is responsible for the budgetary policy ; studies and analyzes economic trends and evaluates their significance in terms of budget policy ; studies and submits to the Secretary of State at the Presidency estimates of the receipts of the various agencies and prepares evaluations of budgetary receipts ; calculates future fiscal and budgetary situations ; gathers the elements for presidential messages and instructions on budgetary policy ; studies the volume of public expenditures and their financing, particularly the fiscal policies with respect to the utilization of foreign aid ; studies the national revenue in relation to public expenditures and receipts ; determines and submits to the Secretary of State at the Presidency the priorities and outlines of foreign aid programs ; makes analytical and statistical studies prescribed by the Director General ; and studies and analyzes the budgets and the balance sheets of public enterprises.

3. The Organization and Methods Section, which studies and evaluates the organization, functions and efficiency of governmental agencies ; studies and suggests reorganization and improvements in work methods in the several agencies ; drafts and perfects standardized forms for financial and administrative procedures to achieve greater precision and efficiency ; studies and improves the organization of public accounts in the various liquidating agencies and agencies of accounting control and centralization ; studies and determines all the accounting codes used in the keeping of public accounts in relation with the Institute of Statistics ; fixes the standards of presentation of public accounts including those of public enterprises ; studies and coordinates machine accounting applications in the public services ; assists in the application of projected reforms.

4. The Machine Accounting Section, which is in charge of all machine accounting work requested by the various services of the General Directorate.

Each of the above sections includes technical assistants who receive allowances equal to those of a Chief of Service

other than technical assistants at the Executive Office of the President, and a Bureau Chief in charge of a clerical staff, with the exception of the Budget Preparation Section which has two Bureaus.

Program and Planning Directorate

This Directorate supervises the general execution of the National Budget; checks on the obligations, commitments liquidations, disbursements and receipts; determines quarterly allotments; examines requests for special allotments and transfers in appropriations among the various executive departments; studies requests for new funds; compares program fulfillment in the various Departments with budgetary policies and authorizations; examines and analyzes annual budgetary requests; studies, coordinates, and follows up on the drafting and budgetary programming of provincial foreign aid projects and of accounts outside the budget; makes necessary inspections to assure completion of programs within the various budgets and aid programs.

The Program and Planning Directorate consists of:

1. The Coordination Service with an Accounting Analysis Bureau and a Program Centralization Bureau.

2. The Budgetary Examiners' Group which, along with the Technical Assistants' Group (Budget Preparation), is in charge of budget drafting and of auditing the program accomplishments of the following Departments:

National Defense (one administrative examiner); Public Works and Reconstruction (one technical examiner and one administrative examiner); Agriculture, Land Reform, Agricultural Development (one technical examiner and one administrative examiner); Finance, National Economy, and others (two administrative examiners); Health, National Education, Labor, Social Action, Information and Youth (two administrative examiners with the assistance of part-time consultants); Executive Office of the President, Foreign Affairs, Interior, Justice (three administrative examiners).

Viet Nam Government Organization Manual

The Budget Examiners receive allowances equal to those of a Chief of Service.

3. The Districts are directed by Chiefs of Service who report to the Program and Planning Directorate for the drafting of the Budget and to the Budget Control and Execution Directorate for control. Their authority extends to the National and Provincial Budgets on drafting as well as on control.

Budgetary Control and Execution Directorate

This Directorate controls the commitment of funds and liquidation of expenditures with respect to documentary authorizations and fund availability, both for the National Budget and for the Special Accounts outside the Budget; centralizes the public accounts for the National Budget and the foreign aid operations; establishes monthly statements on commitments and authorized payments for the National Budget and Special Accounts outside the Budget.

The Budgetary Control and Execution Directorate is headed by a Director assisted by a Controller for Biddings, an Assistant Controller for Expenditures on the Personnel (Civilian and Military), and two Assistant Controllers for Verbal Agreements. The Controllers and Assistant Controllers receive allowances equal to those of the Chiefs of Service and Chiefs of Bureau respectively. These assistants relate to the function of Budgetary Control.

The Director is also assisted by a Chief of Service, a Chief of Bureau for the preparation of commitments and liquidations, a Chief of Bureau for the bookkeeping of excise funds and advance funds, and a Bureau Chief for the preparation of accounting statistics. These assistants relate to the function of Accounting Centralization.

Central Purchasing Authority

The Central Purchasing Authority, established by Decree No 88-TC of June 29, 1956, affords liaison with the foreign economic aid missions and the executive departments in ordering, delivering, and transporting supplies, equipment, and other goods from abroad.

General Directorate of Civil Service

233 Tu Do, Saigon. Tel : 21.930 ; 23.660

CREATION AND AUTHORITY.— The General Directorate of Civil Service was established by Arrêté N° 58-NV of January 26, 1954, and Arrêté N° 10-NV/VD of February 24, 1954 fixing the responsibilities of the Director General of Civil Service and the organization of the General Directorate.

This agency previously was in the Department of the Interior and was attached to the Executive Office of the President following Arrêté 16-TTD of November 14, 1955.

The General Directorate of Civil Service studies and drafts general statutes governing the public service ; manages the personnel of the central administration ; reviews activities of the executive departments in the management of specialized, daily, contractual, and regional personnel ; and reviews proposals of the executive departments on the organization and reorganization of the public services.

ORGANIZATION.— The General Directorate of Civil Service, under the authority of a Director General assisted by a Director and Chiefs of Service, consists of :

A. The Central Service which receives and distributes the official communications ; administers the personnel of the General Directorate in agreement with the Directorate of Personnel Management ; and is in charge of accounting, wages, and materiel. This Service includes :

1. The Private Secretariat in charge of secret documents and personal matters and official correspondence of the Director General ;
- 2) The Mail Bureau ;
- 3) the Bureau of Personnel, Accounting and Materiel.

B. The Directorate of Personnel Management which administers Vietnamese Government personnel and includes :

- 1) The Service of Management of the Civil Service Personnel, responsible for procedures in the recruitment,

Viet Nam Government Organization Manual

appointment, promotion, retirement, pension, allowances, and leaves of regular civil service employees. This Service includes: a) a First Bureau which manages the administrative personnel; and b) a Second Bureau which manages the technical and professional personnel.

2. The Service of Management of non-Civil Service Personnel, responsible for similar matters relating to non-Civil Service personnel. This Service consists of : a) a First Bureau which administers the non-Civil Service personnel of the Executive Office of the President and the Departments of Interior, Finance, and National Economy ; b) a Second Bureau which administers the non-Civil Service personnel of other departments.

C. The Directorate of Legislation and Legal Proceedings

36 Nguyễn Du, Saigon.

This Directorate drafts statutes and regulations governing the public service, prepares documents on salaries and allowances, handles legal proceedings, and studies the organization and reorganization of the public services. This Directorate consists of :

1. The Service of Legislation with : a) a First Bureau responsible for preparing documents to put into application the general statutes governing the public service, for drafting special statutes on the national categories of personnel and classifying government employees under the Civil Service ; b) a Second Bureau in charge of the decrees governing the wages and allowances, pensions and explanatory documents ;

2. The Service of Legal Proceedings with : a) a First Bureau in charge of matters relating to legal proceedings, and of legal documentation ; b) a Second Bureau responsible for personnel statistics and research on the reorganization of public services, and for the library. The Second Bureau is represented at interdepartmental commission meetings and professional civil servants' associations.

pension, allowances
employees. This Service
manages the administra-
beau which manages the

of non-Civil Service
ers relating to non-Civil
sists of : a) a First
Civil Service personnel
ident and the Depart-
tional Economy; b) a
the non-Civil Service

and Legal Proceedings
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public services. This

with : a) a First Bureau
to put into application
public service, for draft-
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edings with : a) a First
g to legal proceedings.
Second Bureau responsi-
search on the reorgan-
the library. The Second
partmental commission
ants' associations.

General Directorate of Planning

46 Bèn Chuong Duong, Saigon. Tel : 21.146 ; 21.147

CREATION AND AUTHORITY.— The General Directorate of Planning was established by Presidential Decree N° 17-TTP of November 14, 1955 and Arrêté N° 385/TTP/KH of January 25, 1956 on the organization of the Directorate.

This agency was founded on June 2, 1948 as part of the Department of Operations and Planning; on July 1, 1949 it came under the Department of Economy and Planning. On May 6, 1950, it was transferred to the Department of Public Works, Planning, and Communications, and on February 21, 1951, it was designated the Department of Planning and Reconstruction. Thereafter it came successively under the Department of Finance and Economy on July 15, 1952; the Department of National Economy and Planning on January 11, 1954; the Department of Planning and Reconstruction on September 29, 1954; and on May 10, 1955 it was assimilated with the Department of Finance and Economy. On August 16, 1955, the General Directorate of Planning was attached to the Executive Office of the President.

The General Directorate of Planning has the responsibility for studying, drafting, and supervising programs and projects for rehabilitation of the country in the fields of finance, economics, and social action. It includes projects in agriculture, industries, and communications as well as the general rehabilitation of the country and raising the living standards of its people.

ORGANIZATION.— The General Directorate of Planning, headed by a Director General and Deputy Director General, consists of the following agencies :

A. The Administrative Service in charge of administrative functions, general accounting, planning documents, and planning legislation. This Service includes: 1) the Mail

Viet Nam Government Organization Manual

Bureau ; 2) the Bureau of Personnel, Accounting, and Materiel ; 3) the Bureau of Documentation, Records, and Library ; 4) the Legislation Bureau.

B. The Directorate of Studies and Planning consisting of :

1. The Service of Economic Studies responsible for projects relative to economics, finance, agriculture, forestry, fish breeding, animal husbandry, and related industries. This Service is divided into : a) the Bureau of Economic and Financial Studies ; and b) the Bureau of Agricultural Studies.

2. The Service of Technical Studies with : a) the Bureau of Industrial and Handicraft Studies responsible for projects in industries, handicrafts, and related problems ; and b) the Bureau of Equipment which studies problems of communications (land, sea and air), electrical energy projects, hydroelectric power, multiple purpose projects, and other special problems.

3. The Service of Social Studies with ; a) the Bureau of Social Studies dealing with Health, Education, Social Action, and Social Security ; and b) the Bureau of Labor and Manpower which studies wages, professional training, vocational guidance, and distribution and maximum use of manpower.

C. The Directorate of Technical Assistance, Coordination, and Control, including :

1. The Technical Assistance Service with : a) the Technical Training Bureau, which disseminates information on various technical branches of study, centralizes applications for scholarships, carries out the decisions of the Control Commission, and generally supervises both students receiving technical training and scholarship students ; b) the Bureau of Liaison and Technical Assistance, which is responsible for liaison with government agencies and international organizations regarding technical studies abroad, supervises the carrying out of technical assistance projects, and dispatches representatives to technical international conferences.

2. The Service
composed of : a) the
b) the Control Bureau

3. The Group of
Planning is assisted by
and Vietnamese techn
nominated by the ex
the President to repr
concerned.

The General Di
on Research and Doc
Secretariat of the Com

Commission

46 Bèn Chuong

CREATION AND

Studies Abroad was cre
TTP/KH of February
training programs as n
tional purposes. It stud
the applications for f
and evaluates education
in foreign countries.

ORGANIZATION.—

is composed of : a Se
President, chairman, and
of Saigon University,
Commission on Draft I
of the Foreign Affairs I
Civil Service, and the Dir
permanent Secretary Gen
of the General Director
at the meetings.

The permanent
make decisions on routi
tions, draft documents, a

Executive Branch

2. The Service of Coordination and Control, which is composed of : a) the Bureau of Project Coordination, and b) the Control Bureau.

3. The Group of Experts. The General Directorate of Planning is assisted by a Group of Experts including foreign and Vietnamese technicians. The Vietnamese technicians are nominated by the executive departments and appointed by the President to represent each Department or Directorate concerned.

The General Directorate also includes a Committee on Research and Documentation and a Permanent General Secretariat of the Commission on Studies Abroad.

Commission on Studies Abroad

46 Bèn Chuong Duong, Saigon. Tel : 21.146

CREATION AND AUTHORITY.— The Commission on Studies Abroad was created by Presidential Arrêté N° 522-TTP/KH of February 10, 1956 with the duty of drafting training programs as necessary for the achievement of national purposes. It studies and reports to the President on the applications for foreign study and for scholarships ; and evaluates educational programs for Vietnamese youths in foreign countries.

ORGANIZATION.— The Commission on Studies Abroad is composed of : a Secretary of State representing the President, chairman, and the following members : the Rector of Saigon University, the Chairman of the Central Commission on Draft Deferments, the Secretary General of the Foreign Affairs Department, the Director General of Civil Service, and the Director General of Planning who is the permanent Secretary General of the Commission. An official of the General Directorate of Planning serves as Secretary at the meetings.

The permanent Secretary General is empowered to make decisions on routine matters, and to submit applications, draft documents, assure liaison on scholarship ques-

Viet Nam Government Organization Manual

tions, and prepare the agenda of meetings. The Commission meets at the request of the chairman and submits a report of its meetings to the President.

In cases where scholarships are provided by foreign aid agencies or international or private organizations, the Commission extends invitations to their representatives to attend appropriate meetings.

Special Commissariat for Civic Action

272 Hiên Vương, Saigon. Tel : 23.476

CREATION AND AUTHORITY.— The Special Commissariat for Civic Action was established as a part of the Executive Office of the President by Decree N° 22-TTP of November 18, 1955 and organized by Arrêté N° 13-TLP/VP of November 18, 1955. Its mission is to assure the people of the moral and material support of the Government in achieving a better life through civic activities.

To achieve this end, in addition to special missions, the Special Commissariat for Civic Action also assists executive departments in carrying out technical programs at district and village levels. Upon the request of the provincial and district authorities the Commissariat helps in the fulfillment of administrative projects at the village level. It also makes suggestions to the executive departments and their delegations on ways and means of bettering the life of the people.

ORGANIZATION.— The Special Commissariat for Civic Action is under a Special Commissioner appointed by Presidential decree. He is assisted by a Secretary General and a Central Office including :

- 1) The Private Secretariat in charge of private papers and secret documents ;
- 2) the Mail and Records Bureau ;
- 3) the Personnel Bureau ;
- 4) the Accounting and Materiel Bureau ;
- 5) the Planning and Coordination Bureau, which drafts programs of activities and supervises and assists

them by means of traveling agents; 6) the Training Bureau which organizes training courses, recruits instructors, gathers training literature, and is in charge of the political training for the entire agency.

The Special Commissariat for Civic Action has representatives in Central Viet Nam and the Highlands of Central Viet Nam. In South Viet Nam, the Commissariat directly supervises the work of the Civic Action agents. The regional representative of the Commissariat directs all Civic Action activities within his region. He is under the administrative authority of the government delegate. He is appointed by the President and has the rank of Director.

In each province there is an inspector placed under the administrative authority of the Chief of Province. He is responsible for supervising and inspecting the activities of the Civic Action groups and making special investigations as required.

In each district a mobile Civic Action group travels to all villages and hamlets to provide basic facilities for programs of health, social work, popular education, information, land reform, and security, and to train local leaders to carry on the work after the departure of the Civic Action group.

General Directorate of Civil Guard

35 Blvd. Hùng Vương, Saigon. Tel : 22.753

CREATION AND AUTHORITY.—The General Directorate of Civil Guard was established within the Department of the Interior by Ordinance No 26 of April 8, 1955 of the Prime Minister, uniting the several existing para-military organizations. Ordinance No 5 of November 19, 1955 attached it to the Executive Office of the President.

This agency is responsible for public order and security, for the supervision of law enforcement, and for the pacification of the national territory.

ORGANIZATION.— The General Directorate of Civil Guard includes :

1. A Central Agency ;
2. The Directorates of Civil Guard for South Viet Nam, the Highlands of Central Viet Nam, and Central Viet Nam. Each Directorate is administratively and technically responsible for provincial garrisons within the territory under its jurisdiction.
3. The provincial garrisons.

Central Inspectorate of Self-defense Militia

169 Blvd. Chi Lang, Phu Nhuận, Gia-Dinh
Tel : 20.322 ; Saigon 33

CREATION AND AUTHORITY.— The Central Inspectorate of Self-defense Militia was created by Decree No 49-QP of April 4, 1956 and organized by Arrêté No 1914-TT/DV of July 10, 1956 under the Executive Office of the President. Arrêté No 686-TTP/DV of April 22, 1957 provided for the reorganization of the Self-defense Militia.

The Self-defense Militia groups organized at each local administrative unit are responsible for helping the local authorities maintain the public order and security, preventing sabotage and terroristic activities, protecting public works and strategic locations, and providing emergency and disaster relief. Members of the Self-defense Militia do not have police powers.

The Central Inspectorate of Self-defense Militia is headed by a Central Inspector assisted by an Inspector at the Central Agency and six inspectors in charge of regional sectors. There are three sectors in South Viet Nam and three in Central Viet Nam. The Central Inspectorate organizes, coordinates, and supervises the Self-defense Militia groups. It consists of : 1) an Administrative Bureau ; 2) a Personnel Bureau ; 3) an Accounting and Supplies Bureau ; 4) a Security

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and Intelligence Bureau responsible for research, documentation, intelligence on enemy activities, and prevention of sabotage and reactionary activities, propaganda and information ; 5) the Training Bureau in charge of training programs for the members of the Self-defense Militia ; 6) the Private Secretariat coordinating the work of the Inspectorate and the provinces, which is in charge of correspondence and secret documents.

There are Self-defense Militia units at provincial, district, canton and village levels, and Self-defense Militia mobile units at the cantonal level.

Permanent General Secretariat for National Defense

CREATION AND AUTHORITY.— The Permanent General Secretariat for National Defense was created by a Presidential Decree of March 28, 1958, as a part of the Executive Office of the President. In conjunction with the Departments concerned it studies laws and regulations regarding defense policies, supervises the application of these laws in cooperation with military authorities, and oversees the activities of military attachés and missions abroad.

ORGANIZATION.— The Permanent General Secretariat for National Defense is headed by a Secretary General appointed by Presidential Decree. He may be assisted by a Deputy Secretary General appointed by Presidential Arrêté upon his nomination. These two positions may be occupied by either military or civilian officials.

DEPARTMENT OF THE INTERIOR

164 Tu Do, Saigon. Tel: 20.583; 20.584; 23.492

The Secretary of State for the Interior : **Lâm Lê Trinh**

CREATION AND AUTHORITY.— The Department of the Interior was established by Ordinance N^o 1 of June 2, 1948, naming the Minister of the Interior ; Decree N^o 66-NV of July 8, 1952, defining the office of the Minister of the Interior ; Arrêté N^o 21-MI/Cab of July 21, 1952, fixing the organization of the Department of the Interior, subsequently modified by Arrêtés N^o 47-MI/Cab of October 18, 1952 ; N^o 24-BNV/VP/NV of May 20, 1955 ; and N^o 17-BNV/VP of February 1, 1956. Recently Decrees N^{os} 41-NV and 42-NV of February 28, 1957 divided the activities of the Department of the Interior into two branches—Administration and Internal Security ; and Arrêté N^o 136-BNV/VP of April 1, 1957 fixed the new organization of this Department

The Department of the Interior has the responsibility :

1. To maintain internal public order and security ;
2. To control the political organizations and associations in the country, and to organize referendums and elections ;
3. To establish and supervise the administrative units and agencies of the national Government.

ORGANIZATION.— The Department of the Interior is divided into two branches, Administration and Internal Security. Each branch is headed by an Under Secretary under the direct authority of the Secretary of State for the Interior.

Administration Branch

The Under Secretary in charge of Administration manages personnel and budget matters for the Department ; signs routine interdepartmental communications ; recommends legislation for the administration of cities, provinces, and

THE INTERIOR

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Interior : Lâm Lê Trinh

— The Department of the Interior, Decree No 1 of June 2, 1948, Decree No 66-NV of July 1951, Decree No 24-BNV/VP of February 1952, Decree No 42-NV of February 1953, Decree No 10-NV of February 1954, Decree No 10-NV of February 1955, Decree No 10-NV of February 1956, Decree No 10-NV of February 1957 fixed the new

responsibility: order and security; relations and associations; referendums and administrative units of the Interior on and Internal Security under the Secretary of the Interior. Administration of the Department; provinces, and

villages ; consults with the General Directorate of Civil Service on personnel matters relating to the Secretaries of State, Chiefs of Province, Deputy Chiefs of Province, District Chiefs, and Canton Chiefs ; studies problems of minority groups and their social, cultural, and traditional customs ; studies projects to codify and reform the executive branch ; arranges for conferences, referendums, and elections, and supervises and controls the activities of the heads of administrative agencies.

In addition to acting on general or specific directives from the Secretary of State for the Interior, the Under Secretary for Administration also coordinates the efforts of the various Departments in setting-up programs to be carried out in the cities and provinces. The Under Secretary for Administration can also be empowered by the Secretary of State to requisition properties for public use and to maintain liaison with the National Assembly.

The agencies within the Administration Branch are under the authority of an Administrative Assistant to the Under Secretary assisted by a Chief of Cabinet. They consist of:

1. The Office of the Under Secretary, which includes :
 - a) an office in charge of confidential papers, protocol, appointments, receptions, inspection tours, conferences, press conferences, liaison with the various Departments, and promotions ;
 - b) a Bureau of Mail and Records.
2. The Service of Personnel, including :
 - a) the First Bureau for personnel administration of the Administration Branch (Civil Service and non-civil Service) ;
 - b) a Second Bureau for personnel administration (Civil Service and non-Civil Service) of the Department of Interior (Police and National Security, and City and Village Police).
3. The Service of Accounting, including :
 - a) the Third Bureau in charge of general accounting ;
 - b) the Fourth Bureau in charge of keeping departmental accounts of wages and materiel.

Viet Nam Government Organization Manual

4. The Service of Research consisting of : a) a Fifth Bureau which supervises the activities of administrative agencies of the Department, studies proposals for administrative reform, and coordinates the efforts of various Departments in programs involving cities and provinces; b) a Sixth Bureau which studies social, cultural, and traditional problems of minority groups and problems of landownership; c) a Seventh Bureau which prepares elections and referendums and informs the Secretary of the Interior on the activities of the National Assembly and other elected bodies.

5. The Administrative Service composed of : a) an Eighth Bureau in charge of civil and military requisitions for public use; b) a Ninth Bureau which awards permits for commercial enterprises, organizes fairs, lotteries, and fund drives, and keeps population statistics.

Internal Security Branch

The Under Secretary for Internal Security is directed by law to study special political problems, problems of entry into and exit from the country, and the organization of the national internal security system and the Police and Security forces ; to draft and enforce legislation concerning the police and internal security and the status of foreign residents ; to analyze national political developments ; to study political reports ; to supervise the maintenance of internal security and the operation of Police and Security forces as well as the activities of the Civil Guard and Self-defense Militia ; and to control political and religious organizations, associations, unions, and the possession of weapons and ammunition.

The Under Secretary for Internal Security may be directed by the Secretary of State to expel foreign residents, to forbid residence, and to order administrative imprisonment.

The agencies of the Internal Security Branch, headed by an Administrative Assistant to the Under Secretary assisted by a Chief of Cabinet, are :

Department of the Interior

1. The Office of the Under Secretary in charge of confidential matters, protocol, audiences, receptions, inspections, and conferences. It includes : a) the Mail and Records Bureau, and b) the Code Bureau.

2. The Service of Political Affairs including : a) a First Bureau, which studies the organization of internal security and directs the activities of security agencies ; b) a Second Bureau, which studies political problems relating to national security ; c) a Third Bureau, which supervises the activities of reeducation camps, carries out exile sentences, and studies measures for administrative security.

3. The Service of Control including : a) a Fourth Bureau, which controls weapons and ammunition; b) a Fifth Bureau, which controls associations, unions, meetings, press, radio, and movies.

4. The Service of Entrance and Exit and Foreign Residents which includes : a) a Sixth Bureau, which is in charge of entrance to and exit from the country ; b) a Seventh Bureau, which controls the activities of foreign residents, handles extradition, and maintains surveillance on the activities of foreign residents.

General Directorate of Police and Security

268 Vo Tanh, Saigon. Tel : 22.662

CREATION AND AUTHORITY.— The General Directorate of Police and Security was established by Arrêté N° 51-MI of April 24, 1950 of the Prime Minister, and reorganized by Arrêté N° 60-An/Min-SP-Pers. of November 29, 1951 of the Minister of Security. Arrêté N° 24-BNV/VP of May 20, 1955 on the organization of the central administrative agencies of the Department of the Interior placed the General Directorate of Police and Security under the direct authority of the Secretary of State for the Interior, but Arrêté N° 136-BNV/VP of April 1, 1957 of the Secretary of State for the Interior on the reorganization of the Department of the Interior

Viet Nam Government Organization Manual

abrogated the above arrêté, giving the General Directorate of Police and Security its present organization and adding the Police Institute to its functions.

The Directorate General of Police and Security directs the national forces of Police and Security ; gathers and studies reports on public security ; investigates attempts to disrupt the public order ; supervises the political information centers ; and controls foreign residents.

ORGANIZATION.— The General Directorate of Police and Security, headed by a Director General who is assisted by a Deputy Director General, consists of :

1. The Central Office, which is in charge of matters concerning the General Directorate, records, correspondence, and communications. This agency includes : a) the Private Secretariat, b) a Bureau of Mail and Records, c) a Personnel Bureau, d) an Accounting Bureau, e) a Building Bureau, f) a Security Bureau, g) a Training Bureau, and h) a Communication Bureau.

2. The Central Service of Investigation which conducts investigations, and makes studies. It is in charge of special police forces and of technical control, etc... This Service includes the First, Second, Third, Fourth, Fifth Bureaus, a Bureau of Technical Control, a Bureau of Studies, a Bureau of Special Investigations, a Bureau of Special Police, and a Judiciary Bureau.

3. The Central Service of Change of Residences.

Regional Agencies

There is a Directorate of Police and Security forces in each of the regions of South Viet Nam, Highlands of Central Viet Nam, and Midlands of Central Viet Nam.

In each province and city there is a local Service of Police and Security. In each District there is a Security Section.

The Police Institute

161 Tu Duc, Saigon. Tel : Saigon 072

CREATION AND AUTHORITY.— The Police Institute was established by Arrêté N° 6-BNV/VP of January 18, 1956 under the direct authority of the Secretary of State for the Interior. The Institute aims at training superior cadres in the Police and Security forces.

ORGANIZATION.— The Police Institute, under a Director and a Deputy Director, consists of :

1. An Administrative Council, which is charged with the development and general management of the Institute.
2. An Executive Committee, which determines internal policies and administers the decisions of the Administrative Council and the Division of Courses.
3. The Division of Courses, which determines the program of studies.
4. A Council on Discipline.

The Police Institute has elementary, middle, and advanced training centers.

Students are recruited from the personnel in the existing Police and Security forces. They are admitted by means of an entrance examination. Students graduating from the course receive a certificate of proficiency.

DEPARTMENT OF JUSTICE

47 Thông Nhất Blvd., Saigon. Tel : 20.420; 22.502

CREATION AND AUTHORITY.— The Justice Department was established by Decree N° 26-TP of September 19, 1949 of the Chief of State, creating the office of Secretary of State for Justice ; and Arrêté N° 584-BTP/ND of December 19, 1952 on the Central Administration of the Justice Department. This Arrêté was modified by Arrêté N° 505-BTP/ND of June 17, 1955 of the Secretary of State for Justice following the transfer of the judicial power from the French authorities to the Vietnamese Government in accordance with the Agreement of September 16, 1954.

The Justice Department is responsible for organizing and supervising the Courts and for defining the regulations governing the legal professions and the practice of private law, criminal law, civil law, and international law. The main purpose of the Justice Department is to reform and reorganize the judiciary in the interest of protecting the citizens' basic rights. The Secretary of State for Justice coordinates the judicial agencies of Viet Nam, reports to the President, and is the President's legal advisor in achieving consistent application of the laws.

ORGANIZATION.— The Justice Department includes the following central agencies :

- Directorate of the Cabinet ;
- Personnel and Accounting Directorate ;
- Directorate of Civil Law Administration ;
- Criminal Affairs Directorate.

Directorate of the Cabinet

The Directorate of the Cabinet, headed by a Director of Cabinet assisted by a Chief of Cabinet, several Special Projects Officers, a private secretary, and a number of cabinet attachés, includes :

JUSTICE

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1. The Office of the Director, in charge of confidential political documents and affairs, which assures liaison with the Executive Office of the President, the various Departments, and the Councils. It supervises the administration of the Departmental decisions and coordinates the work of the agencies within the Department.

2. The Private Secretariat in charge of protocol, receptions, correspondence, and inspection tours.

3. The National Assembly Liaison Bureau, which is in charge of liaison with the National Assembly and with other executive Departments, and which answers inquiries of the Deputies regarding their special privileges.

4. The Declaration of Property Bureau, which reviews the property statements made by Justice Department personnel as required by law.

5. The Mail and Records Bureau.

Personnel and Accounting Directorate

The Personnel and Accounting Directorate is responsible for the recruitment of departmental personnel and for release of funds expended by agencies within the Department.

This Directorate includes :

1. The Personnel Service, including : a) the Civil Service Personnel Bureau, and b) the Non-Civil Service Personnel Bureau.

2. The Accounting Service, including : a) the Disbursing and Budgetary Control Bureau, which is responsible for the allotment of funds, payment of all expenditures, and control of all accounting documents; b) the Payroll Bureau, which estimates salary costs and serves as the Disbursing Office ; and c) the Materiel Bureau, which estimates expenditures for materiel, and purchases and administers the materiel and equipment of the Justice Department, manages the loan funds, and publishes the law magazine *Pháp-lý Tập-san*.

Viet Nam Government Organization Manual

Directorate of Criminal Affairs

The Criminal Affairs Directorate studies and drafts laws and regulations on criminal affairs and procedures ; administers the penal institutions ; and examines and makes recommendations on applications for pardon, reduction of sentences, and conditional releases. This Directorate is divided into :

1. The Criminal Affairs Service with : a) the Criminal Affairs and Penal Code Bureau, which is responsible for the penal code and for action against criminals, for the procedures followed in carrying out court sentences, and for filing criminal appeals to the Supreme Court. It administers the judiciary police, the military and naval courts, and the Committee on the Principles of the Law which drafts the legal wording of the Penal Code and Procedures ; b) The Pardon and Conditional Release Bureau, which examines applications for pardon, reduction of sentences, and conditional release. It also considers requests for rehearings in cases involving crimes and misdemeanors, drafts and carries out international treaties on extradition, and prepares statistical data on criminal, civil, and commercial cases; and c) The Central Judicial Record Bureau, which issues judicial records.

2. The Penitentiary Management and Reformatory Service with : a) The Sentence Execution Bureau, which applies laws regulating the serving of sentences and administers penal institutions ; b) The Reformatory Bureau, which is responsible for research in problems of juvenile delinquency and for proposing legislation for the protection of minors.

Directorate of Civil Law Administration

The Directorate of Civil Law Administration is responsible for the organization and management of the courts of justice, for regulating the legal professions, and for the drafting of civil laws. The Directorate consists of :

1. The Judicial Administration Service with : a) The Bureau of Administration of the Courts, which is responsible

for the organization and management of the courts of justice, judicial regulations and circulars, and overall supervision of the activities of the judiciary machinery; and b) The Bureau for Control of the Legal Profession, which issues charters and supervises the Bar Association and the public notaries, and appoints and controls process servers, auctioneers and appraisers, domiciliary administrators, official referees, and trustees.

2. The Civil Code Service with : a) The Civil Legislation Bureau, which administers civil justice, examines cases of civil violation, and files appeals in civil cases; b) The Internal Civil Code, which prepares drafts of legislation, decrees, and codes relating to civil and commercial problems and procedures; c) The Bureau of International Law and Foreign Residents consisting of a First Section responsible for the application of judicial agreements with other countries; and a Second Section in charge of matters concerning the legal status of foreigners, regulations governing nationality, and changes of name and nationality.

3. The Service of General Documentation, Publication, Translation, and Library with : a) The Bureau of General Documentation and Publication, which gathers documents on legal procedures, classifies and analyzes judicial decisions, and publishes law periodicals and books; b) The Translation and Library Bureau, which translates laws, regulations and statutes, and files laws, decrees, and arrêtés.

Office of the Notary in Saigon

92 Nguyễn Du, Saigon. Tel : 20.347

CREATION AND AUTHORITY.— The Office of the Notary in Saigon was established by Ordinance 43 of November 29, 1954. Its function is to establish the authenticity of Vietnamese articles of incorporation, contracts for selling or purchasing objects of value, movables, or real estate, and other administrative and commercial documents.

At the present time there are three notaries and one probatory notary managing the work of this office.

Supreme Court of Appeal

115 Blvd. Nguyễn Huệ, Saigon. Tel: 22.488

CREATION AND AUTHORITY.— The Supreme Court of Appeal, created by Ordinance N^o 27 of September 2, 1954, occupies the highest position in the judicial system. It may review all final decisions in civil, commercial, and penal cases.

Appeal to this Court can be made only if there has been incompetency or *ultra vires* action, violation of the law, incorrect use of prescribed forms in procedures or in judgments and conflicting decisions before inferior courts. The Supreme Court of Appeal does not automatically constitute a third resort at law, nor does it deliver judgments on specific cases. It merely insures that the law has been rightly applied to the decisions under appeal. If it is its opinion that the lower judges have violated the law, it reverses their decision and transfers the case to another Court at the same level. Only in cases where the lower Court to which the case has been transferred is not of the same opinion as the Supreme Court of Appeal does the latter render a decision which is final.

Thus the Supreme Court of Appeal serves as a regulator to the other Courts and gives a certain stability and consistency to the jurisprudence.

ORGANIZATION.— The Supreme Court of Appeal has a Master of the Court, a Senior Judge, and six Judges of Appeal. It is divided into two sections :

1. The *Nisi Prius* Court, presided over by the Master of the Court assisted by two Judges of Appeal, which has the power to review and reverse the final decisions by lower courts in civil and commercial cases.

2. The Penal Court, presided over by the Senior Judge and two Judges of Appeal, which is empowered to review and reverse final decisions by penal courts (including the military courts).

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The Public Prosecutor is assisted by a Solicitor General.

The Clerk's Office is headed by a Chief Clerk of the Court assisted by court-clerks and secretaries.

Courts of Appeal

Saigon Court of Appeal

131 Công-Ly, Saigon. Tel : 21.741, Ext. 2

Huê Court of Appeal

Tam Toa, Huê. Tel : 138

CREATION AND AUTHORITY.— The Courts of Appeal were established by Ordinance No 4 of October 18, 1949, modified by Ordinances No 8 of June 20, 1950 ; No 1 of January 4, 1951 ; No 66-TP of August 24, 1951 ; No 26 of September 2, 1954 ; and No 33 of August 14, 1956.

Since the signing of the agreements of September 16, 1954, which recognize the full sovereignty of Viet Nam in judicial matters, the Vietnamese Courts have full jurisdiction over all cases involving any person residing on Vietnamese territory. The Courts are under the supervision of the Department of Justice, and fall under the judicial authority of the Supreme Court of Appeal.

The Courts of Appeal have the power to review all decisions rendered by Courts of First Instance and Courts of the Peace with Extended Jurisdiction in civil, commercial and penal cases. They also have judicial control over the Courts of First Instance and the Courts of the Peace with Extended Jurisdiction within their own territory.

There are two Courts of Appeal, located respectively in Saigon and Huê. The Saigon Court of Appeal has jurisdiction over the territory included within the administrative limits of South Viet Nam and the Highlands of Central Viet Nam. The jurisdiction of the Huê Court of Appeal extends to the territory included within the administrative limits of the Midlands of Central Viet Nam.

Viet Nam Government Organization Manual

ORGANIZATION.— Each Court of Appeal has a Master of the Court, several Senior Judges, and twelve Judges of Appeal. It is divided into :

1. The First Court, presided over by the Master of the Court assisted by two Judges of Appeal, which reviews decisions rendered by Courts of First Instance and Courts of the Peace with Extended Jurisdiction in civil and commercial cases.

2. The Second Court, which is divided into the Court of Petty Sessions and the Criminal Court. The Court of Petty Sessions, presided over by a Senior Judge assisted by two Judges of Appeal, reviews decisions rendered in cases of minor offences. The Criminal Court, presided over by a Senior Judge assisted by two Judges of Appeal and two Vietnamese citizens acting as assessors, reviews decisions rendered in criminal cases.

3. The Indictment Chamber, presided over by a Senior Judge or a Judge of Appeal assisted by two Judges of Appeal, checks all information relative to criminal cases before bringing them to court ; reviews objections to the orders of the examining magistrates; and examines applications for the restoration of civil rights.

4. The Office of the Attorney General is headed by an Attorney General who is at the same time the Director of the Regional Judicial Service. Assisted by a Solicitor General, he acts as Public Prosecutor at the sessions of the First Court, the Second Court, and the Indictment Chamber. The Attorney General supervises the work of the several courts and insures that appropriate judicial laws, ordinances, decrees, and regulations are enforced. He may also appeal the orders of the Examining Magistrate.

The Office of the Attorney General is composed of :

a) The Bureau of Trials, which studies all the criminal, civil, and petty offence cases under appeal from Courts of First Instance.

b) The Administrative Bureau, which is in charge of overall administrative matters relating to the enforcement of the laws.

c) The Accounting Bureau, which has charge of accounting, wages and pensions, personnel, and equipment.

Courts of First Instance

CREATION AND AUTHORITY.— The Courts of First Instance were created by Ordinance N^o 4 of October 18, 1949 on the organization of the Judicial Branch.

At present there are five Courts of First Instance, in Saigon, Huè, My Tho, Quang Nam, Nha Trang, respectively.

The Courts of First Instance are competent to re-hear the cases tried in the Courts of the Peace and to try in the first instance all civil, commercial, and criminal cases. They also have judicial control over the Courts of the Peace within the territory under their jurisdiction.

ORGANIZATION.— Each Court of First Instance has at least three magistrates, a Presiding Judge, an Attorney, and an Examining Magistrate. If necessary the Court can also include one or more assistant presiding judges, one or more alternate judges, and one or more assistant attorneys.

The Court is divided into :

1. The Office of the Presiding Judge. The Presiding Judge presides over the Court sessions and renders judgments. He may also try *in camera* civil and commercial cases of special urgency.

2. The Office of the Attorney. The Attorney carries out the judicial decisions, is in charge of the Judicial Police, and represents the State as a Chief Prosecutor or Assistant Prosecutor. The Attorney or his deputies must be present at all criminal or civil sessions and insure the enforcement of decisions rendered by the Court in criminal cases.

Viet Nam Government Organization Manual

3. The Office of the Examining Magistrate, which is responsible for the judicial inquiry into the cases.

4. The Office of the Court Clerk, which is responsible for drafting legal documents, keeping records, and collecting judicial fees.

Courts of the Peace with Extended Jurisdiction

CREATION AND AUTHORITY.— The Courts of the Peace with Extended Jurisdiction were created by Ordinance No 4 of October 18, 1949, on the organization of the judicial branch.

The Courts of the Peace with Extended Jurisdiction, like the Courts of First Instance, are empowered to try cases involving crimes, and misdemeanors as well as civil and commercial cases, and cases involving work accidents and labor disputes within the territory under their jurisdiction. These Courts also enforce the existing laws to maintain order and security and have judicial control over the respective Courts of the Peace.

ORGANIZATION.— Each Court of the Peace with Extended Jurisdiction only has one magistrate, who does the work of the Presiding Judge, the Attorney and the Examining Magistrate in a Court of First Instance. This Court includes :

1. The Office of the Presiding Judge and the Attorney, which receives all documents on criminal and petty offence cases and decides ordinary cases. For the trial of criminal cases the composition of the Court is completed by two Justices of the Peace or two magistrates from another Court designated by the Master of the Court. The presence of the Public Prosecutor is not compulsory in the sessions.

2. The Office of the Examining Magistrate, which makes judicial inquiries, studies problems entrusted to it

by the Office of the Attorney, and issues orders of transfer to the Indictment Chamber or the Court of Petty Sessions for trial.

3. The Office of the Court Clerk, which is responsible for drafting legal documents, and for keeping records, money, and material proofs.

Court of the Peace

CREATION AND AUTHORITY.— The Courts of the Peace were created by Ordinance No 4 of October 18, 1949, providing for the organization of the judicial branch.

The Court of the Peace occupies the lowest position in the judicial system and is under the control of the Courts of First Instance and of the Peace with Extended Jurisdiction. In addition to its conciliatory functions, it tries minor civil cases. It may also deal with petty penal offences. In misdemeanors and criminal cases, the Justice of the Peace forwards to the Attorney or the Judge of the Peace with Extended Jurisdiction concerned all reports, denunciations, and complaints which he has directly received as well as the report on the preliminary inquiry into the case.

Appeals on decisions rendered by the Justices of the Peace are brought before the appropriate Courts of First Instance or Court of the Peace with Extended Jurisdiction.

ORGANIZATION.— The Courts of the Peace each have a Justice of the Peace and an Assistant Court Clerk.

Labor Courts

CREATION AND AUTHORITY.— The Labor Courts were established by Ordinance No 15 of July 8, 1952, and reorganized by Decree No 140/TP of May 6, 1955.

The Labor Court has separate jurisdiction within its own territory over labor disputes in the public or private enterprises concerning the fulfilling of labor contracts.

Viet Nam Government Organization Manual

Appeals on the decisions of the Labor Courts are brought before the Courts of First Instance or Courts of the Peace with Extended Jurisdiction.

In the localities where there are no Labor Courts, the Courts of First Instance or of the Peace with Extended Jurisdiction are empowered to deliver judgment on labor disputes.

ORGANIZATION.— Each Labor Court is presided over by the local Justice of the Peace or by a judge exercising similar functions assisted by two representatives of the employers and two representatives of the workers acting as assessors.

The procedure before these courts is simplified. Workers involved in disputes are automatically entitled to legal counsel without fee whether they appear as plaintiff or defendant.

Military Courts

CREATION AND AUTHORITY.— The Military Courts were established in accordance with the Military Code (Decree No 8 of May 14, 1951). In each region a Military Court is given territorial jurisdiction. At present there are three military courts, in Huè, Nha Trang, and Saigon, respectively. Additional military courts may be created as necessary.

In both peace and war military courts have jurisdiction over infractions of all kinds committed by the military personnel of all grades belonging to the Vietnamese Armed Forces; over certain crimes and offences committed even by non-military personnel as authorized by law; and over crimes and offences against the security of the State whether committed by civilian or military personnel.

The military courts deal only with prosecuted cases. Their decisions are not subject to review, although petitions for cassation of their decisions may be brought before the Court of Appeal.

ORGANIZATION.— A military court is composed of five members, including a magistrate from the Court of Appeal sitting as Presiding Judge, and four military judges. Prosecutions are performed by a representative of the Government. Military Examining Magistrates are in charge of the judicial inquiry in each case.

State Council

146 Phan Dinh Phung, Saigon. Tel : 22.781

CREATION AND AUTHORITY.— The State Council was established by Ordinance No 38 of November 9, 1954 as a replacement for the Administrative Section of the Supreme Court of Justice originally established by Ordinance No 5 of October 18, 1949 and modified by Ordinance No 5 of March 29, 1954.

The State Council reviews decisions of the Administrative Court; examines applications for the annulment of decisions of the Administrative Court and administrative decisions of other courts; renders preliminary or final judgments on applications for annulment of administrative decisions involving abuse of power, violation of the law, improper jurisdiction, or lack of justified causes; and renders preliminary or final judgments on cases relating to the administrative position of civil servants nominated by Presidential arrêtés.

The State Council may also propose and comment on legislation and administrative documents, and study legal problems submitted to it by members or agencies of the government.

ORGANIZATION.— The State Council includes:

1. The Legal Section, responsible for reviewing and examining administrative cases. The Legal Section includes a presiding judge, chosen from the Chairman, the Vice Chairmen, or the Councillors of the State Council; two advisors chosen among the State Councillors; and one Commissioner of the Government chosen from the alternate

Viet Nam Government Organization Manual

Councillors. If needed, a Deputy Commissioner of the Government can be chosen from the alternate Councillors.

2. The Administrative Section, responsible for preparing legislative proposals and advice. It consists of a Chairman chosen from the Vice Chairmen or Councillors of the State Council, two advisors, and several alternate Councillors.

3. The General Assembly, presided over by the Chairman of the State Council, and including all the members of the State Council. The General Assembly convenes upon the request of either the Secretary of State for Justice, the Chairman of the State Council, or a majority of the State Councillors and alternate Councillors.

The General Assembly renders its opinion on the application of disciplinary measures against administrative judges, on important administrative cases, and other legal or legislative problems.

4. The General Secretariat, composed of a Secretary General assisted by several secretaries. The Secretariat is responsible for legal proceedings on and the recording of applications for appeals or complaints.

The members of the State Council include : a Chairman, one or two Vice Chairmen, several Councillors and alternate Councillors, a Secretary General, and several Assistant Secretaries.

The members of the State Council and those of the Administrative Court, with the exception of the Secretary General and the Assistant Secretaries, belong to the cadre of administrative judges.

Administrative Court

50 Gia Long, Saigon. Tel : Saigon 296 ; 335

CREATION AND AUTHORITY.— The Administrative Court was established by Ordinance N° 2 of January 5, 1950 and reorganized by Ordinance N° 36 of November 8, 1954.

The Administrative Court has jurisdiction over all actions for damages involving responsible administrative personnel ; actions for the annulment of administrative decisions relating to Delegates of the Government, Chiefs of Province, and civil servants named by arrêtés of the Secretaries of State, and over disputes relative to the provincial, district, and communal elections.

The Administrative Court has the power to render decisions with or without appeal on all disputes relative to direct and related taxes.

ORGANIZATION.— The Administrative Court is composed of :

1. A Presiding Judge in charge of administrative actions;
2. Two counsellors responsible for studying and reporting on documents presented by the Presiding Judge, and for assisting in judgments at the Court sessions;
3. A Commissioner of the Government, who makes recommendations on administrative actions in question, proposes changes in the appropriate regulations, and carries out the directives of the Secretary of State for Justice;
4. The Secretary General, in charge of procedures in administrative actions.

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DEPARTMENT OF FOREIGN AFFAIRS

6 Alexandre de Rhodes, Saigon. Tel : 20.326 ; 22.962

The Secretary of State for Foreign Affairs..... Vu Van Mau

CREATION AND AUTHORITY.— The Department of Foreign Affairs was created by Decree N° 25-NG of September 19, 1949 establishing the authority of the Secretary of State for Foreign Affairs, and Arrêté N° 1-MAE of January 4, 1955 organizing the Department. This arrêté was modified by Arrêté N° 133/VP of May 17, 1956.

The Department of Foreign Affairs is in charge of defining and applying the foreign policy of Viet Nam. The Department also studies international problems in the fields of politics, economics, finance, culture, social work and all other problems directly or indirectly relating to international public and private law, international transportation, and international communications. It is also responsible for drafting rules and regulations governing the residence and properties of foreigners living in Viet Nam. The Department maintains relations with foreign countries and specialized agencies of the United Nations ; carries on negotiations to conclude international agreements or treaties ; and participates in international conferences.

ORGANIZATION.— The Department of Foreign Affairs is composed of the following agencies :

Central Agencies

Office of the Secretary of State;

General Secretariat;

Directorate of Political Affairs;

Directorate of Administration, Cultural Affairs, Legislation, and Consular Affairs;

Directorate of Economic, Financial and Social Affairs;

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on. Tel : 20.326 ; 22.962

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ultural Affairs, Legis-
al and Social Affairs;

- Directorate of Personnel and Accounting;
- Directorate of International Conferences;
- Directorate of Protocol;
- Inspectorate of Embassies.

Agencies Abroad

The agencies abroad include embassies, legations, consulates general, and consulates presently established in the following countries :

Embassies in : Washington, D.C. (U.S.A.), Paris (France), London (U.K.), Tokyo (Japan), Bangkok (Thailand), Manila (Philippines), Seoul (Korea).

Legations in : Rome (Italy), Vientiane (Laos), Bonn (West Germany), Taipeh (Taiwan), Madrid (Spain).

Consulates General in : New Delhi (India), Djakarta (Indonesia), Rangoon (Burma).

Consulates in : Hong Kong, Singapore.

The Government of the Republic of Viet Nam has a diplomatic representative in Pnom-Penh (Cambodia) to protect the interests of the Vietnamese citizens residing on Cambodian territory.

Since the proclamation of the Republic forty-seven nations have extended *de jure* recognition to, and have diplomatic representation in, the Republic of Viet Nam. Viet Nam is a member of over forty international organizations or specialized agencies of the United Nations.

Office of the Secretary of State

The Secretary of State for Foreign Affairs acts on the authority delegated to him by the President, and is the chief advisor to the President on matters of foreign policy. He is responsible to the President for the operation of the agencies depending on the Department and serves as nominal Inspector of the Vietnamese embassies abroad.

Viet Nam Government Organization Manual

The Office of the Secretary of State, headed by a Director of Cabinet, processes official and personal documents and correspondence for the Secretary of State, arranges receptions, audiences, and inspection tours, and performs special studies.

The Office of the Secretary of State includes a Chief of Cabinet, a Cabinet Attaché, Special Projects Officers, and a Private Secretary. The Directorate of Protocol, the Service of Press and Information, and the Code Bureau depend directly on this office.

Directorate of Protocol

CREATION AND AUTHORITY.— The Directorate of Protocol was created on July 1, 1949, and reorganized by Arrêté No 133-VP of May 17, 1956 of the Secretary of State for Foreign Affairs.

The Directorate is responsible for matters of protocol and hierarchy, special privileges and immunities of diplomatic and consular personnel, and reception of State guests.

The Directorate also issues notifications, letters of credit, and papers to the Vietnamese consuls abroad, and grants privileges to Vietnamese diplomatic and consular personnel in accordance with principles of diplomatic immunity. This office presents Vietnamese honorary awards to foreign diplomatic and consular personnel and accepts foreign honorary awards for transmission to Vietnamese diplomatic and consular personnel.

ORGANIZATION.— The Directorate has a Director, a Deputy Director, and an Attaché.

Service of Press and Information

The Service of Press and Information is responsible for public announcements of the policies of the Government and for relations with the Vietnamese representations abroad as well as with foreign correspondents working in Viet Nam.

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Department of Foreign Affairs

The Service of Press and Information is composed of :

1. The Press Bureau, which studies and analyzes news and news reports ; prepares and releases daily press reviews in cooperation with the Department of Information, the Vietnam Press, and the National Broadcasting Directorate ; coordinates its activities with those of the Protocol Section of the Department of Information for the reception and guidance of foreign newsmen and dignitaries visiting Viet Nam.

2. The Information Bureau, which serves as liaison with the press officers of the Vietnamese embassies abroad, foreign news agencies and correspondents, and Vietnamese correspondents abroad.

Code Bureau

The Code Bureau has the responsibility :

to work out coded messages for the use of the various departments, embassies and consulates;
to receive and dispatch coded messages.

General Secretariat

The General Secretariat, created by Arrêté N° 1-MAE of January 4, 1955, amended by Arrêté N° 133/VP of May 17, 1956, is responsible for supervising and coordinating the administrative work of the agencies dependent on the Department of Foreign Affairs. It includes:

1. The Mail Bureau;
2. The Diplomatic Documents and Archives Bureau;
3. The Translation Bureau;
4. The Documentation Bureau, which gathers domestic and foreign information and operates the library.

Directorate of Political Affairs

CREATION AND AUTHORITY.— The Directorate of Political Affairs was created on July 1, 1949 and reorganized by Arrêté N° 133/VP of May 17, 1956.

Viet Nam Government Organization Manual

The Directorate is in charge of liaison with foreign embassies in Viet Nam and Vietnamese embassies abroad. It also makes recommendations to the Secretary of State for the carrying out of foreign policy.

ORGANIZATION.— This Directorate includes: 1) the Bureau of European and African Affairs ; 2) the Bureau of Asian and Australian Affairs ; 3) the Bureau of American Affairs ; 4) the Bureau of Liaison with the United Nations.

Each Bureau is responsible within its jurisdiction for gathering political information, analyzing reports on official missions and those submitted by Vietnamese embassies abroad, and drafting instructions to diplomatic representatives and agreements.

Directorate of Economic, Financial, and Social Affairs

CREATION AND AUTHORITY.— The Directorate of Economic, Financial, and Social Affairs was created on July 1, 1949 and reorganized by Arrêté N° 133/VP of May 17, 1956 of the Secretary of State for Foreign Affairs.

The Directorate is in charge of liaison with foreign countries, the United Nations, and other international organizations concerned with economic, financial, and social questions, and for the promotion of the Vietnamese economy abroad.

ORGANIZATION.— The Directorate of Economic, Financial, and Social Affairs includes :

1. The Bureau of Liaison, which is in charge of liaison with specialized international or regional organizations, specialized agencies, and national commissions;

2. The Bureau of Economic and Technical Cooperation, which is in charge of problems related to economic and technical assistance from the United Nations, from friendly countries, and from international or regional organizations ;

3. The Bureau gathers information financial, and social

4. The Bureau commercial, economic organizes international permanent attachés

Directorate of Legislation

CREATION AND AUTHORITY.— The Directorate of Administration, Cultural Affairs was created by Arrêté N° 135/VP of the Secretary of State for Foreign Affairs.

The Directorate is in charge of liaison with Vietnamese residing abroad in foreign countries ; it organizes consuls in Viet Nam ; it negotiates and signs agreements and international treaties.

ORGANIZATION

1. The Administration of Vietnamese residing abroad ; it organizes repatriates, drafts, and issues regulations for those residing abroad ; and it organizes consular corps and issues consular orders.

2. The Cultural Bureau organizes exchanges ; grants scholarships to Vietnamese and foreign students in Viet Nam ; liaison with the UNESCO.

3. The Bureau of Research and Documentation, which gathers information on economic policy, studies economic, financial, and social questions, and collects documents ;

4. The Bureau of Economic Promotion which drafts commercial, economic, financial, and technical agreements, organizes international fairs and exhibits, and assigns permanent attachés at the Vietnamese embassies abroad.

Directorate of Administration, Cultural Affairs, Legislation, and Consular Affairs

CREATION AND AUTHORITY.— The Directorate of Administration, Cultural Affairs, Legislation, and Consular Affairs was created on July 1, 1949 and reorganized by Arrêté N° 135-VP of May 17, 1956 of the Secretary of State for Foreign Affairs.

The Directorate is in charge of the census of Vietnamese residing abroad and of cultural exchanges with foreign countries ; it guarantees the authority of foreign consuls in Viet Nam ; and it studies legal aspects of drafts of agreements and international accords.

ORGANIZATION.— The Directorate of Administration, Cultural Affairs, Legislation, and Consular Affairs includes :

1. The Administrative Bureau, which takes a census of Vietnamese residing abroad ; gives assistance to and repatriates, drafts, and demobilizes Vietnamese citizens residing abroad ; gathers information on private individuals living abroad ; and supervises the return shipment of corpses and issues certificates of death.

2. The Cultural Bureau, which is in charge of cultural exchanges ; grants scholarships to Vietnamese students abroad and foreign students in Viet Nam ; and takes charge of the liaison with the UNESCO and the National Commission for UNESCO.

Viet Nam Government Organization Manual

3. The Bureau of Legislation and Legal Proceedings, which examines and interprets the legal aspects of agreements, and studies problems of international law and nationality; processes cases against foreign residents and carries out agreements concerning foreign residents.

4. The Bureau of Consular Affairs, which issues visas for travel abroad as well as diplomatic and special credentials; determines the immunities and the authority of consuls and personnel of foreign consulates in Viet Nam; fixes the status of foreign residents in Viet Nam and Vietnamese citizens residing abroad; and works out agreements on the exchange of consuls.

Directorate of Personnel and Accounting

CREATION AND AUTHORITY.— The Directorate of Personnel and Accounting was created on July 1, 1949 and reorganized by Arrêté N° 133/VP of May 17, 1956 of the Secretary of State for Foreign Affairs.

The Directorate administers the personnel of the Department and of the various embassies and consulates; keeps accounts of salaries; makes preparations for delegations to international conferences; controls loan funds; and is in charge of the maintenance of departmental buildings.

ORGANIZATION.— The Directorate of Personnel and Accounting includes :

1. The Bureau of Department Personnel, which recruits and administers personnel, and maintains liaison with the French Embassy on matters related to French employees detached to the Vietnamese government and with Vietnamese personnel detached to the French Embassy in Viet Nam or in other countries.

2. The Bureau of Embassy Personnel, which recruits and administers personnel of the various embassies.

3. The Bureau of Materiel and Embassy Financial Control, which establishes and manages loan funds, calls for bidding,

Department of Foreign Affairs

and purchases and receives materiel; maintains and controls public buildings and materiel.

4. The Bureau of Accounting, which administers the departmental budget and issues travel orders to the personnel of the Department and to special envoys and delegates to international conferences.

Directorate of International Conferences

CREATION AND AUTHORITY.— The Directorate of International Conferences was established by Arrêté No 1-MAE of January 4, 1955 and reorganized by Arrêté No 133/VP of March 17, 1956 of the Secretary of State for Foreign Affairs.

In cooperation with the departments and agencies concerned with Foreign Affairs it studies the problems relating to international conferences and dispatches representatives; follows up on the recommendations of the Vietnamese delegations returning from abroad; and organizes international conferences in Viet Nam.

ORGANIZATION.— The Directorate of International Conferences consists of:

1. The Research Bureau, which studies problems to be taken up in the international conferences and meetings; drafts directives to the representatives of Viet Nam at international conferences; and keeps records on important international organizations and conferences.

2. The Technical Bureau, which prepares representatives for participation in international conferences, organizes conferences held in Viet Nam, and maintains liaison with the departments concerned.

Inspectorate of Embassies and Consulates

The Secretary of State for Foreign Affairs is responsible for inspecting the work of Vietnamese embassies and consulates abroad.

MULTILATERAL INTERNATIONAL ORGANIZATIONS IN WHICH VIET NAM PARTICIPATES

In the sphere of international activities, Viet Nam has participated in the following international conferences and has officially become a member of the following international organizations :

I. United Nations and Specialized Agencies

	<i>Effective Date</i>
Food and Agriculture Organization of the United Nations	November 11, 1956
International Bank for Reconstruction and Development	September 16, 1956
International Civil Aviation Organization	November 18, 1954
International Labor Organization . . .	June 26, 1950
International Monetary Fund	September 16, 1956
International Telecommunications Union	August 24, 1951
United Nations Educational, Scientific and Cultural Organization (UNESCO)	June 18, 1951
Universal Postal Union	September 14, 1951
World Health Organization (WHO) . .	May 17, 1950
World Meteorological Organization . .	April 1, 1955

II. Regional Organizations

Economic Commission for Asia and the Far East (ECAFE)	October 21, 1919
Regional Committee for the West Pacific of the World Health Organization . .	May 18, 1950
Colombo Plan for Cooperative Economic Development in South and South-East Asia	October 21, 1950
Indo-Pacific Fisheries Council	January 2, 1951

III. Other

- International Office for
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- International Union a
- International Institute
- Industry
- International Commissi
- International Academy
- Permanent Internationa
- Highway Congresses
- International Commissio
- Industries
- Permanent International
- Navigation Congresses.
- International Institute of
- istration
- International Union for
- of Customs Tariffs . .
- Railway Congress Inter
- ciation
- Rubber Study Group. .
- International Union for P
- Education
- International Union of
- Organizations
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III. Other International Organizations

Effective Date

International Office for Animal Diseases	January 10, 1951
Cereals International Commission . . .	June 13, 1951
International Union against Cancer . .	October 6, 1950
International Institute of Cold Storage Industry	January 1, 1953
International Commission on Dams . .	July 25, 1950
International Academy of Diplomacy . .	March 1953
Permanent International Association of Highway Congresses	January 1, 1953
International Commission on Agricultural Industries	June 5, 1951
Permanent International Association of Navigation Congresses.	January 1, 1953
International Institute of Public Admin- istration	January 28, 1955
International Union for the Publication of Customs Tariffs	May 1, 1955
Railway Congress International Asso- ciation	December 14, 1950
Rubber Study Group.	March 22, 1951
International Union for Popular Sanitary Education	May 31, 1950
International Union of Official Travel Organizations	October 12, 1951
International Union against Venereal Diseases.	May 21, 1950

DEPARTMENT OF FINANCE

61 Nguyễn Du, Saigon. Tel : 23.026; 23.027; 22.483

CREATION AND AUTHORITY.— The Department of Finance was created by Decree N° 29-TC of September 19, 1949 establishing the office of the Secretary of State for Finance, and reorganized by Arrêté N° 761-BTC/VP of May 7, 1955 and subsequent decrees and arrêts.

Its main purpose and responsibility is to administer aspects of the national budget concerned with receipts and to draft and enforce legislation on taxation and credit agencies, control the execution of the budgets of the cities and provinces, represent and administer the national property, and supervise the retirement fund and the financial operations of credit agencies.

ORGANIZATION.— The Department of Finance consists of the following agencies:

- a) Departmental Agencies:
 - Directorate of the Cabinet;
 - General Secretariat.
- b) Dependent Agencies:
 - Inspectorate of Finance;
 - National Treasury;
 - General Directorate of Customs;
 - General Directorate of Taxation;
 - Directorate of Retirement Fund.

c) Autonomous agencies related to the Department of Finance:

- National Bank of Viet Nam;
- Commercial Bank of Viet Nam;
- Institute of Exchange.

Directorate of the Cabinet

The Directorate of the Cabinet, headed by a Director of Cabinet, includes: .

Department of Finance

1. The Office of the Director, which coordinates the activities of the Department, and handles confidential communications and correspondence.

2. The Private Secretariat, which is responsible for private papers of the Secretary, and the conduct of receptions and inspection trips.

3. The Press Bureau, which reviews relevant press statements, issues press releases, and develops programs of public information.

General Secretariat

This agency, headed by a Secretary General assisted by a Deputy Secretary General, is responsible for all administrative matters, including organization, methods, and personnel of the Department. It includes:

1. The Central Service, which is in charge of outgoing and incoming mail and general administrative matters. It includes: a) the Mail Bureau; b) the Administrative Bureau, with sections for record keeping, and telephone operation; c) the Typing Bureau.

2. The Service of Legislation, and Legal Proceedings, which includes the First Bureau in charge of legislative proceedings and research, and the Second Bureau, in charge of insurance.

3. The Service of Tax Coordination, which enforces legislation on taxation and coordinates the activities of tax agencies. It includes: a) the Bureau of Direct, Indirect, and Miscellaneous Taxation; b) the Bureau of Customs Duties, Public Property, and Registration.

4. The Service of Equipment, which buys, sells, controls, and allots government vehicles, keeps inventory lists of public property, and is responsible for obligation of expenditures for equipment. It includes: a) the First Bureau, which prepares contracts and orders and calls for bids; b) the Second Bureau,

Viet Nam Government Organization Manual

which supervises the use of public property, equipment, and vehicles ; c) the Third Bureau in charge of Mutual Assistance and Cooperatives.

5. The Personnel Service, which studies basic personnel problems, drafts personnel statutes, and supervises civil service and non-civil service personnel of the Department. It consists of : a) the First Bureau, which drafts statutes ; b) the Second Bureau, which is in charge of personnel management.

6. The Service of War Compensation, established by Arrêté N° 140-BTC/NC of January 23, 1956, which estimates war damages brought about by Japanese military operations.

7. The Accounting Directorate, which approves and keeps accounts of the expenditures of the Finance Department and those common to all the executive departments ; drafts the Budget of the Department of Finance ; prepares project statements for national budgetary receipts, drafts decrees for the establishment of advance loan funds ; checks vouchers justifying expenditures from funds reserved for the common expenditures ; inspects expenditures from non-budget funds for assistance to refugees.

The Accounting Directorate, headed by a Director assisted by a Deputy Director, includes :

a) The Disbursing Bureau, which keeps accounts of obligations falling under the authority of the Department of Finance and common expenditures, and controls the various advance loan funds ;

b) The Bureau of Expenditure Authorization, which authorizes expenditures of the Department and attached agencies and the non-budget Refugees Assistance Fund;

c) The Bureau of Receipts, which keeps accounts on all national budgetary receipts;

d) The Bureau of Refugee Affairs, which controls expenditures of the Refugees Assistance Fund, in liaison with the General Commissariat for Refugees.

8. The Directorate of Financial Affairs, which handles those of the National Bank to the national economy, legal proceedings concerning with foreign countries.

This Directorate

a) A First Bureau in charge of regulations governing money, public debt and the national situation of the Treasury, consignment funds, Treasury management, and the

b) A Second Bureau in charge of regulations governing reserves, the Investment Fund in mixed management of property, State credit, capital for equipment, and funds for agricultural management and provides capital

c) A Third Bureau in charge of regulations.

d) A Fourth Bureau in charge of foreign exchange, international funds, foreign and the financial institution sends representation and Credit.

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8. The Directorate of Circulation of Money and External Financial Affairs, which studies the Treasury's activities and those of the National Bank and credit agencies relative to the national economy, and is in charge of regulations and legal proceedings concerning exchange and financial liaison with foreign countries.

This Directorate consists of:

a) A First Bureau, which administers laws and regulations governing money; maintains the balance between the public debt and the national resources; examines the financial situation of the Treasury; and determines policies relative to consignment funds, Treasury bonds, the national debt, debt management, and the advance fund of the Treasury.

b) A Second Bureau, which is in charge of laws and regulations governing banking activities, bank notes and reserves, the Investment Fund, the participation of the State in mixed management companies, title deeds to movable property, State credit guarantees, and savings funds; provides capital for equipment and purchase of materiel; establishes funds for agricultural activities and credit for cooperatives; and provides capital for agrarian reform programs.

c) A Third Bureau, which is responsible for exchange regulations.

d) A Fourth Bureau, which administers questions of foreign exchange, import and export, foreign aid and international funds, foreign investments and repatriation of capital, and the financial interests of Viet Nam abroad. The Directorate sends representatives to the Supreme Council on Money and Credit.

Inspectorate of Finance

40 Nguyễn Huệ, Saigon. Tel. : 23.306

CREATION AND AUTHORITY.— The Inspectorate of Finance was established by Arrêté N° 761-BTC/VP of May 7, 1955 of the Finance Secretary. It is responsible for general

Viet Nam Government Organization Manual

financial supervision over agencies of the Finance Department and the execution of the national and regional budgets with the agreement of the Government Delegates and the various Departments (except the Department of Defense, which has its own General Inspectorate of Military Expenditures) and the General Commissariat for Refugees. It also supervises the management of the advance funds of the executive departments and of the General Commissariat for Refugees, the management of State companies and enterprises, mixed management companies, and all private organizations and agencies in which the interests of the Treasury are involved.

ORGANIZATION.— The Inspectorate of Finance, headed by a Director, includes :

1. The Secretariat, which is in charge of general administration, inspections, correspondence, and liaison with other departments and agencies.

2. The Group of Inspectors, which supervises public funds and those of mixed management enterprises and private organizations.

General Treasury

37 Nguyễn Huệ Avenue, Saigon. Tel: 20.645; 20.647; 20.648

CREATION AND AUTHORITY.— The General Treasury was established on October 1, 1951 as a part of the Office of the Prime Minister following the transfer of the General Treasury of Indochina from the French authorities to the Vietnamese Government. Since 1952 this agency has been under the direct authority of the Finance Department.

The activities of the General Treasury cover the entire territory of Viet Nam. It enforces laws and regulations governing Finance and the Treasury; safeguards public funds; centralizes all national taxes; collects direct taxes; administers budgetary and non-budgetary expenditures; administers retirement pensions and deposited funds.

Department of Finance

ORGANIZATION.— The General Treasury, under the authority of a Director General and a Deputy Director General acting as First Proxy, includes:

1. The Directorate of Stock Securities and Transfer of Funds, under a Director, acting as Second Proxy, including: a) the Central Fund including the cash desks of Branches 1, 2, 3; b) the Service of Tax Collections; c) the Check Control Service; d) the Bureau of Consignment Funds; e) the Bureau of Public and Private Funds Deposits.

2. The Directorate of Budget and Special Accounts, under a Director acting as Second Proxy, which includes: a) the Service of Pensions; b) the Service of Budget including the Bureau of National Budget Expenditures, the Bureau of National Budget Receipts, and the Bureau of Autonomous Budgets; c) the Service of Centralization of Provincial Accounting including the Bureau of Control and Centralization of Activities of Provincial Accountants and the Bureau of Control for Managers of Provincial and Municipal Budgets; d) the Bureau of Attachments, Allowances, Lottery, and Bonds.

3. The Accounting Service, under a Chief Accountant, which includes: a) the Bureau of Voucher Receipts; b) the Bureau of Balance Sheet and Statistics; c) the Bureau of Research and Machine Accounting; d) the Bureau of Liaison with the Banks; e) the Bureau of Special Accounts.

4. The Administrative Service, with: a) the Mail and Records Bureau; b) the Bureau of Personnel and Salaries; and c) the Bureau of Materiel.

5. The Office of the Treasury Inspectors.

General Directorate of Customs

21 Bach Dang Drive, Saigon. Tel : 20.941

CREATION AND AUTHORITY.— The General Directorate of Customs was established on January 1, 1951 as a part of the Finance Department following its transfer from the French High Commissioner's Office to the Vietnamese Government,

Viet Nam Government Organization Manual

and was reorganized by Arrêté N° 103/BTC/NV of January 17, 1955 of the Finance Department.

The activities of the General Directorate of Customs cover the entire territory of Viet Nam. It levies import and export taxes; investigates evasions of customs duties; and helps other agencies of the government levy the taxes required by law.

ORGANIZATION.— The General Directorate of Customs, headed by a Director General and a Deputy Director General, includes :

Central Organization

1. The First Service, under an Inspector, including:
a) the Bureau of Personnel and General Affairs, responsible for supervising the personnel of the entire agency, and for general affairs concerning the agency ; b) the Accounting Bureau, which computes salaries and allowances for personnel, drafts the budget, and administers expenditures; c) the Bureau of Public Property and Vehicles, in charge of maintaining the property and vehicles of the agency; d) the Bureau of Documentation, which collects documents on the activities of the agency, manages the library, and publishes the monthly Customs Magazine ; e) the Bureau of Social Affairs, in charge of social action, sports, and health matters.

2. The Second Service, under an Inspector, including:
a) the Bureau of Legislation, which suggests legal reforms and studies the foreign trade agreements; b) the Bureau of Technical Implementation, which considers individual cases; c) the Bureau of Legal Proceedings, which centralizes customs reports from the field offices, studies and suggests solutions to problems raised, and, if necessary, prosecutes offenders in court ; d) the Bureau of Statistics, which gathers the various customs declarations, compiles statistics, publishes the yearly Trade Statistical Reports, and supplies statistical data.

3. The Inspectorate of Naval Crafts, including: a) the Bureau of Naval Crafts, which operates, equips, and mans customs naval crafts; b) the Arsenal, which builds and repairs boats.

4. The Office of General Receipts, which gathers the accounts of the local customs offices all over the country, grants credit to businessmen, and collects customs duties levied in the port of Saigon.

5. The National District of Customs Enforcement, which assists the enforcement sections of the various customs offices all over the country.

6. The Bureau of Correspondence, in charge of mail, receptions, and telephone operation.

7. The Research Bureau, which analyses samples, chemical products, and raw materials subject to customs duties.

Field Organization

1. The Customs Inspectorate of the Saigon Port, which includes : a) the Bureau of Customs Duties, which keeps papers on the entry and exit of goods through the port; b) the Bureau of Control, which examines customs declarations and compares the prices listed with market prices; c) the Office of Goods Control at Nha Rông, which inspects and classifies goods and fixes customs duties on the basis of customs rates charts; d) the Office of Goods Control at the Port, which has the same responsibilities as the office at Nha Rông; e) the Office of Circulation Control, which guards the port entry and exit, controls river traffic, and oversees the discharging and storage of goods.

2. The Inspectorate of Outside Affairs, which includes: a) the Customs Office at the Post Office, which clears outgoing and incoming parcel posts; b) the Section of Customs Inspection at Tân Sơn Nhut Airport, which inspects and clears luggage and goods going through the airport.

3. The Customs Inspectors for South Viet Nam and Central Viet Nam, who direct and supervise the activities

Viet Nam Government Organization Manual

of the customs offices in the provinces and the control posts in these areas. South Viet Nam has fourteen main and two secondary customs offices and eight control posts. Central Viet Nam has ten main and four secondary customs offices and one control post.

The General Directorate of Customs also includes such agencies as the Committee for Law Amendment, which amends existing laws and regulations and drafts the Vietnamese Customs Duties Code, and the Administrative Council of the Fund for Social Action, which administers and controls the use of the Fund for Social Action of the General Directorate of Customs.

General Directorate of Taxation

35 Ham Nghi Blvd., Saigon. Tel: 20.505; 22.129; Saigon 150

CREATION AND AUTHORITY.— The General Directorate of Taxation was established by Arrêté N° 48-TC of January 31, 1955 of the Prime Minister, and reorganized by Arrêté N° 580-BTC/TV of April 13, 1955 of the Secretary of State for Finance and Arrêté N° 233-TC of August 1, 1956 of the President of the Republic.

The General Directorate of Taxation drafts legislation and regulations on direct and indirect taxes, excise taxes registration, and public property, except those taxes which are levied by the Customs Directorate; establishes, administers and studies new taxes; studies taxation projects submitted by the cities and provinces to the President; and proposes changes to the existing taxation system.

ORGANIZATION.— The General Directorate of Taxation, headed by a Director General assisted by a Deputy Director, includes:

Central Organization

A. The Service of General Affairs, with: a) the First Bureau in charge of correspondence, personnel and general administration; b) the Second Bureau, in charge of general statistics, customs reports, and accounting.

B. The Director, which in

1. The Legal Service gathers documents, laws and directives and approves tax regulations; examines tax complaints and opens prosecution Courts.

2. The Service of Tax Evasions, with: a) the Service of Tax Evasions of Individuals; b) the Service of Tax Evasions of Enterprises.

3. The Offices responsible for defining tax rates and collecting taxes are: a) the Patent Office; b) the Corporate Income Tax Office; c) the Land Tax Office.

C. The Directorate of Tax Collection, organized in the same manner as the Directorate of Taxation with a Legal Service and Tax Collection Offices in the provinces.

D. The Central Inspectorate for the enforcement of the taxes; examines the work of the Tax Collection Offices; and supervises the work of the Central Inspectorate of Gia Dinh (Eastern Sector) and the Central Inspectorate of Tho (Western Sector).

E. The Directorate of Taxation implements laws and regulations and collects taxes on

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Directorate of Taxation,
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affairs, with: a) the First
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B. The Directorate of Direct Taxation, headed by a Director, which includes:

1. The Legal Service, with: a) the First Bureau, which gathers documents and resolves routine problems, drafts laws and directives, studies financial and tax problems, and approves tax rates; b) the Second Bureau, which examines tax complaints and applications for tax exemption, and opens prosecutions and executes the decisions of the Courts.

2. The Service of Control, which investigates tax evasions, with: a) the First Bureau, which investigates private individuals; b) the Second Bureau, which investigates business enterprises.

3. The Offices of Control of Direct Taxes, which are responsible for defining the basis for taxation, establishing tax rates and collecting direct taxes. At present in Saigon there are: a) the Patent Office; b) the Personal Income Tax Office; c) the Corporate Income Tax Office; d) the Wage Office; e) the Land Tax Office.

C. The Directorate of Indirect Taxation, which is organized in the same manner as the Directorate of Direct Taxation with a Legal Service and a Control Service and eight Indirect Tax Collection Offices in Saigon.

D. The Central Inspectorate of Taxation, which oversees the enforcement of the tax laws; controls the offices of direct taxes; examines the work of the personnel in charge of indirect taxes; and supervises the work of the central or field agencies. The Central Inspectorate maintains area offices in Saigon, Gia Dinh (Eastern Sector), My Tho (Central Sector), and Can Tho (Western Sector).

E. The Directorate of Excise Taxation, which drafts and implements laws and regulations concerning the excise taxes and collects taxes on local and imported goods. It includes:

Viet Nam Government Organization Manual

1. The Office of the Director, with: a) the First Bureau, in charge of correspondence, legislation, and legal proceedings; b) the Second Bureau, in charge of taxes on salt, cigarettes, cigars; c) the Third Bureau, in charge of taxes on sugar, liquors and other excises; d) the Fourth Bureau, in charge of accounting and statistics.

2. The Central Reception Agency, which gathers the accounts of all excise tax offices.

3. The Central Control Section, which controls the collecting agents in Saigon and assists mobile control groups.

At present there are eighteen secondary Collecting Offices in Viet Nam.

F. The Directorate of Registration, Public Property, and Fiscal Stamps (229 Tu Do, Saigon. Tel: 20.931), which drafts and implements legislation relating to registration and fiscal stamps, controls the distribution of public buildings, manages properties having no owners or absentee owners, seizes properties following administrative orders or decisions of the Court, and freezes properties of the enemy or of those who have been condemned. Headed by a Director, this agency includes:

1. The Administrative Service, with three bureaus responsible for personnel, correspondence, wages, accounting, materiel, and the stock of fiscal stamps.

2. The Technical Service with: a) the Legal Bureau; b) the Public Property Bureau; c) the Bureau of Property Deposits; and d) the Control Bureau.

Tax collecting offices are established in every city and town.

Field Agencies

A. The Directorate of Taxation for the Midlands of Central Viet Nam, under a Director, includes ten provincial offices in Quang Tri, Thua Thien, Da Nang, Quang Nam, Quang Ngai, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, Binh Thuan. Each office is responsible for collecting direct and indirect taxes in its province.

B. The Directorate of Taxation for the Highlands of Central Viet Nam, under a Director, includes five provincial offices in Dalat, Di Linh, Ban Mê Thuôt, Pleiku, and Kontum.

C. The Taxation Bureau in the administrative offices of South Viet Nam, which will be reorganized into local taxation offices directly attached to the General Directorate of Taxation.

Related Commissions

Commission for Tax Reexamination.

Commission for Yearly Census of Patents.

Commission for Revision of Land Taxes.

National Retirement Fund

123 Truong Minh Giang, Saigon. Tel. 21.040 ; 23.491

CREATION AND AUTHORITY.— The National Retirement Fund was established by Arrêté N° 741 CAB/F of October 16, 1952. Until the promulgation of a more comprehensive statute, the organization and operation of the National Retirement Fund still follow the statute establishing the Retirement Fund of Indochina. Recent communiqués and arrêtés have, however, complemented and regulated the operation of this Fund.

The activities of the Fund cover the entire territory of Viet Nam.

The National Retirement Fund pays retirement pensions to regular civil service personnel who have joined the Fund and are qualified to receive this pension; to their widows and orphans; and to military personnel as provided by the National Budget.

ORGANIZATION.— The National Retirement Fund is an autonomous agency having separate legal status. It is managed by an Administrative Council. This Council includes the Secretary of State for Finance or his representa-

Viet Nam Government Organization Manual

tive, Chairman, and the following members: the personnel director of the Department of the Interior, a judge from the Department of Justice, two high-ranking civil servants in office, and a representative of the Fund beneficiaries.

Apart from the civil retirement pension there is a retirement fund for military personnel.

The National Retirement Fund consists of:

1. The Administrative Bureau, in charge of mail and personnel administration;
2. The Bureau of Retirement Pension, which computes allowances and performs audits;
3. The Financial Bureau, in charge of accounting, budgeting, salaries, and materiel.

National Bank of Viet Nam

17 Chuong Duong Drive, Saigon.

Tel : 20.491-5; 23.521-5; 22.534.

CREATION AND AUTHORITY.— The National Bank of Viet Nam was created by Ordinance No 48 of December 31, 1954 of the Chief of State following the agreement signed on December 29, 1954 transferring the power to issue banknotes from the French Government to the Governments of Laos, Cambodia, and Viet Nam.

The National Bank has the exclusive privilege of issuing banknotes and coins in Viet Nam; of safeguarding the value of Vietnamese currency; of controlling the use of credit and foreign exchange; and of advising the government on economic and financial measures.

ORGANIZATION.— The National Bank has an autonomous budget and a separate legal status. It includes a head office in Saigon and branches and agencies. The Bank may also have representatives and correspondents as needed.

Department of Finance

The Governor of the National Bank, the Board of Directors (which temporarily serves as administrative committee), and the Auditor direct, administer, and supervise the Bank.

I. The Governor of the National Bank directs the activities of the Bank, fixes the internal organization, enforces regulations governing the Bank, signs contracts and agreements approved by the Board of Directors, and is responsible for all matters pertaining to the Bank. The Governor is assisted by a Deputy Governor and the following agencies:

1. The Directorate of the Cabinet, headed by a Director of Cabinet, with: a) the Secretariat; b) the Mail Bureau; c) the Liaison Service; d) the Legal Service; e) the Administrative Service, including five bureaus: Personnel, Payroll, Materiel, Building, and Social Welfare.

2. The General Directorate of Issue, which issues banknotes and safeguards the value of the Vietnamese piastre. It includes: a) the Office of the Director General; b) the Central Service of Accounting; c) the Service of American Aid; d) the Service of Professional Fund; e) the Service of Professional Credit; and f) the Service of Issue.

3. The General Controller's Office, headed by a Controller General, with Services of Bank Inspection and Control and representatives of the Controller General at the various agencies of the Bank.

The General Directorate of Issue and the General Controller's Office have representatives in Paris.

4. The National Foreign Exchange Office, which controls and regulates foreign exchange (See page 126 for detailed information on this agency).

II. The Board of Directors, which temporarily serves as the administrative committee of the National Bank, includes: the Governor of the Bank, Chairman; the Deputy Governor, vice-chairman; and five members chosen among experts in

Viet Nam Government Organization Manual

money, banking, economics, trade, industry, and agriculture. There are also three alternate members chosen among businessmen, industrialists and farmers.

The Board of Directors supervises the activities of the Bank and sees that it does not carry out operations other than those authorized by law and the Bank statutes; rules on agreements for advances made by the Bank to the government; orders the issue or retirement and annulment of banknotes; and fixes the operation of professional credit funds.

III. **The Auditor** is responsible for overseeing the activities of the Bank; controlling the various funds, books, and accounts of the Bank; attending the Board of Directors' meetings as an advisor; submitting yearly reports to the President of the Republic; and proposing appropriate measures for the development of the National Bank.

IV. The National Bank also has a Committee for Research on Banking and Exchange. The National Bank participates in the Supreme Council on Money and Credit, the Inter-Departmental Research Council, the Inter-Departmental Committee on Statistics, and the National Committee on Price Quotation.

Commercial Bank of Viet Nam

17 Bèn Chuong Duong, Saigon. Tel: Saigon 166-B

CREATION AND AUTHORITY.— The Commercial Bank of Viet Nam was established by Presidential Decree N° 35-TC of December 13, 1955 with an autonomous budget and a separate legal status. It is responsible for deposits and deposit account operations, renting safes, issuing transferable securities, placing securities in safe custody, negotiating dividend coupons, opening confirmed, unconfirmed, revocable, and non-revocable credits, verifying documents and letters of indemnity, discounting commercial bills, advancing money on securities, loaning money on stocks and real estate, transferring money abroad, and exchanging money.

The Commercial Bank of Viet Nam is an authorized intermediary in all transactions permitted by existing laws on exchange and credit.

ORGANIZATION.— A Board of Directors and a Committee of Auditors direct and control the activities of the Commercial Bank of Viet Nam.

1. The Board of Directors include a chairman and three members. The chairman is appointed by the President of the Republic, upon the recommendation of the Supreme Council on Money and Credit. The three members are the Director of the Commercial Bank, the Controller of the Commercial Bank, and the Deputy Director of the Commercial Bank, who is the secretary of the Board.

The Chairman of the Committee of Auditors or his representative attends the meetings of the Board of Directors as an observer. The Board of Directors also has four advisors: the Director General of Planning, the Director General of Trade, the Director General of Budget and Foreign Aid, and the Director of the National Investment Fund.

2. The Director of the Commercial Bank, appointed by Presidential Arrêté upon the recommendation of the chairman of the Board of Directors and the Secretary of State for Finance, fixes the organization and responsibility of agencies within the Commercial Bank and supervises its activities; carries out the decisions of the Board of Directors, appoints the personnel; signs contracts and agreements approved by the Board of Directors; initiates acquisitions, sales, exchanges, or transactions in transferable securities and real property, and represents the Commercial Bank in judicial actions decided by the Board of Directors.

The Director of the Commercial Bank is assisted by an Advisory Council whose members are appointed by the President upon the recommendation of the chairman of the Board of Directors and the Secretary of State for Finance.

Viet Nam Government Organization Manual

3. **The Controller of the Commercial Bank** is appointed by Presidential Arrêté upon the recommendation of the chairman of the Board of Directors and the Secretary of State for Finance. The Controller is responsible for the surveillance of books and transactions of the Commercial Bank.

4. **The Auditing Committee** includes at least three members appointed by the Secretary of State for Finance. It supervises all transactions of the Commercial Bank. The Chairman of the Auditing Committee or his representative attends the meetings of the Board of Directors as an observer.

5. The Commercial Bank of Viet Nam has a number of branches and agencies, each headed by a branch manager or an agent. A controller is in charge of inspecting the operation of all branches and agencies.

The Commercial Bank appoints representatives as required.

National Foreign Exchange Office

17 Chuong Duong Drive, Saigon. Tel: 21.937; 22.196; 22.197

CREATION AND AUTHORITY.— Ordinance No 48 of December 31, 1954 establishing the National Bank, fixes the organization of the National Foreign Exchange Office as a separate agency of the National Bank. From the administrative point of view, the expenditures of the Exchange Office are supported by the National Bank. The Director General of this Office is appointed by government decree; assistants and subordinate personnel are appointed by the Governor of the National Bank. The National Foreign Exchange Office is under the authority of the Department of Finance.

The National Foreign Exchange Office was established to enforce legislation on foreign exchange. The Exchange Office has the responsibility of safeguarding the national

interests relating to
or commercial exchange
Viet Nam and Viet
of foreign currency
is no longer within
Foreign Exchange
needed for imports
program according to

ORGANIZATION

Office, headed by a
Director General, co

1. The Service
five Bureaus: Research
Accounting, Materiel,
the situation of foreign
projects of legislation
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accounting, materiel, &

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tel: 21.937; 22.196; 22.197

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interests relating to foreign currency, controlling financial or commercial exchanges, and controlling foreign property in Viet Nam and Vietnamese property abroad. The control of foreign currency allotments for imports and exports is no longer within the program of activities of the National Foreign Exchange Office because the foreign exchange needed for imports is provided through the Foreign Aid program according to special procedures.

ORGANIZATION.— The National Foreign Exchange Office, headed by a Director General, assisted by a Deputy Director General, consists of:

1. The Service of Administration and Legislation, with five Bureaus: Research and Legislation, Correspondence, Accounting, Materiel, and Personnel. This Service studies the situation of foreign exchange at home and abroad, drafts projects of legislation, amends regulations to accommodate the existing situation of foreign exchange, and has charge of accounting, materiel, and incoming and outgoing mail.

2. The Service of Financial Transfers, with bureaus for the Free Market, Financial Transfers within the Franc Area, Financial Transfers for other Monetary Areas, Currency Sales, and Student Transfers. This Service grants foreign currency needed for government expenditures and for government officials on missions abroad. Private businesses also apply to this Service for savings transfers for experts, insurance expenses, and landing fees for foreign planes and ships. The Bureau of Student Transfers delivers foreign exchange cards for students authorized by the Department of Education to continue to study abroad. The Bureau of Currency Sales examines applications for sale of foreign currency to the Exchange Office. The Free Market Bureau grants transfers at the free market rate for repatriation of profits and general expenditures of foreign businessmen, travel expenses and commercial transactions abroad, and savings of foreign personnel working in Viet Nam and not listed as experts.

3. The Service of Commercial Transfers, with three bureaus: a) the Import Bureau, with sections administering Imports from the Franc Area, Imports from other Monetary Areas,

Viet Nam Government Organization Manual

E.F.A.C. Imports; b) the Export Bureau, with the sections of Exports to the Franc Area, Exports to other Monetary Areas, and Exports to Cambodia and Laos; and c) the Clearance Bureau. This Service has charge of exports to other countries, imports from and exports to Cambodia and Laos, imports under the E.F.A.C. account, and imports not involving foreign currency. The Clearance Bureau investigates import and export operations.

4. The Service of Control and Legal Proceedings, with five bureaus: Machine Accounting, Statistics, Control, Surveillance, and Legal Proceedings. This Service examines the accounts of businesses applying for transfer of funds for expenditures and dividends and for insurance and landing fees. The Statistics Bureau gathers information on transfers through banks and forwarded by postal service and checks the legal use of transfer permits granted by the Office. The Bureau of Machine Accounting uses I.B.M. machines to keep accounts of transfers. The Bureau of Legal Proceedings investigates and prosecutes violations of exchange regulations and fixes fines.

There is also an Exchange Bureau directly dependent on the Director General of the National Foreign Exchange Office.

Bureau, with the section
Exports to other Monetary
and Laos; and c) the Clear-
charge of exports to other
ports to Cambodia and Laos
at, and imports not involving
Bureau investigates impor

and Legal Proceedings, with
Statistics, Control, Surveil-
This Service examines the
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DEPARTMENT OF NATIONAL ECONOMY

59 Gia Long, Saigon. Tel: 20.140; 22.555; 22.557

The Secretary of State for National Economy: Nguyễn Ngọc Thọ

CREATION AND AUTHORITY.— The Department of National Economy was established on September 10, 1951 by Arrêté N° 28-KT-ND of the Minister of Economy, reorganized by Arrêté N° 578-MFEN/Cab, Decree N° 3-CP of the Chief of State and Arrêtés N° 18-KT/TTK/ND of April 2, 1955, N° 33KT/TTK/ND of June 7, 1955 and N° 356-BKT/NC/ND of June 25, 1957.

The Department of National Economy studies measures to increase the national production and develop trade with foreign countries; analyzes the national and world economic developments; studies the national balance of trade and takes appropriate measures to make it favorable; drafts economic legislation and statutes, including foreign trade agreements; establishes the national program of imports and exports; and enforces laws and regulations pertaining to the national economic policy.

ORGANIZATION.— The Department of National Economy includes the Directorate of the Cabinet, the Departmental agencies, the General Directorate of Mining, Industries, and Handicrafts, and the National Institute of Statistics.

Directorate of the Cabinet

The Directorate of the Cabinet is headed by a Director of Cabinet assisted by a private secretary, cabinet attachés, experts, and special projects officers. It is divided into: a) the Office of the Secretary of State, in charge of general and confidential matters concerning trade relations with foreign countries, liaison with other Departments, and secret documents; b) the Private Secretariat, in charge of the correspondence of the Secretary of State, audiences, inspection tours, receptions, and ceremonies; and c) the Press Bureau.

Departmental Agencies

Although these agencies were formerly attached to the General Secretariat, they are now under the authority of the Secretary of State. They include:

A. The Administrative Service, which is in charge of overall administrative and technical matters of the Department, and includes: 1) the Mail and Records Bureau, 2) the Personnel Bureau, and 3) the Accounting and Supplies Bureau.

B. The Planning and Economic Relation Service, which is in charge of import-export programs and trade agreements, liaison with foreign financial agencies, and economic relations with other countries.

This Service includes: 1) the Bureau of Import-Export Programming, and 2) the Bureau of Trade Agreements and Foreign Economic Relations.

C. The Service of Credit to Small Businesses, which includes: 1) the Investigation Bureau, which investigates loan applications; 2) the Study Bureau, which examines loan applications in terms of policies of the Loan Committee and maintains liaison with the applicants and the Commercial Bank of Viet Nam; and 3) the Control Bureau, which administers loans and their recovery.

D. The Directorate of Research, Legislation, and Conferences, which analyzes drafts of statutes and laws; is in charge of legal proceedings and liaison with the Institute of Statistics and the General Directorates of the Department to centralize all economic documents; administers the library of the Department; organizes national and international exhibits, and participates in international economic conferences. It includes: 1) the Service of Legislation and Coordination, which studies matters of general legislation on the economy, taxation, and finance; participates in Inter-Departmental councils, and those involving the Board of Administration of the Railways and of the Port Authority of Saigon;

2) the Research and economic documents Library; 3) the Bureau of Information; 4) the Bureau of Information for the Department's activities and gathers documents; 5) the Bureau of Foreign and national and international relations.

E. The Directorate

1. The Service of

divided into: a) the Legal, the legal and tax status of cooperatives, and b) the cooperatives; and c) the information, and Training

2. The Service of

which includes: a) the auditing, and control of cooperatives.

3. The Service of

a) the Bureau of Credit and controls loans to cooperatives and aid programs, and manages equipment; and b) the Sale, which assists cooperatives in supply and marketing.

4. The Service of

Products, which includes Accounting, and b) the Bureau of Agricultural Products

F. The Directorate

1. The Secretariat

accounting, and approval

2. The Service of

a) the Bureau of Sea Products controls the development

Department of National Economy

2) the Research and Documentation Bureau, which gathers economic documents and administers the Departmental Library; 3) the Bureau of Legislation and Legal Proceedings; 4) the Bureau of International Conferences, which prepares for the Department's participation in international conferences and gathers documents relative to these conferences; and 5) the Bureau of Fairs and Exhibits, which organizes fairs and national and international exhibits.

E. The Directorate of Cooperatives, which includes:

1. The Service of Legislation, Information, and Training, divided into: a) the Legal Bureau, which prepares legislation on the legal and tax status of cooperatives, drafts model regulations for cooperatives, and is in charge of legal proceedings for cooperatives; and b) the Bureau of Documentation, Information, and Training.

2. The Service of Programming, Accounting, and Control, which includes: a) the Program Bureau, responsible for auditing, and controlling supplies and equipment in the cooperatives.

3. The Service of Rice Cooperatives, which includes: a) the Bureau of Credit and Accounting, which examines and controls loans to cooperatives, oversees relevant foreign aid programs, and maintains inventories of the supplies and equipment; and b) the Bureau of Rice Supply, Storage, and Sale, which assists cooperatives in resolving problems of supply and marketing.

4. The Service of Cooperatives for Other Agricultural Products, which includes: a) the Bureau of Credit and Accounting, and b) the Bureau of Supply, Storage, and Sale of Agricultural Products.

F. The Directorate of Fisheries, which includes:

1. The Secretariat, which administers personnel, accounting, and appropriate foreign aid projects.

2. The Service of Water Products, which includes : a) the Bureau of Sea Products, which regulates, guides, and controls the development and use of sea products ; b) the

Viet Nam Government Organization Manual

Bureau of River Products, which regulates, guides, and controls the development and use of river products ; and c) the Technical Bureau, which studies and renovates fishing equipment, and provides training for fishermen.

3. The Service of Fish Breeding, which performs research on sea zoology and the breeding of fish. It includes: a) the Bureau of Fish Breeding Extension, and b) the Bureau of Sea Zoology.

4. The Service of Fish Products Industries, which guides and encourages the development of industries using fish products ; drafts legislation on manufacturing techniques ; controls the processing of fish, and studies methods of canning fish. It includes : a) the Bureau of Fish Product Industries, and b) the Bureau of Research and Analysis of Fish Products.

5. The Service of Fishing Economics and Cooperatives, including: a) the Bureau of Fishing Economics, which organizes markets for fish products and plans policies relating to importing and exporting fish products; b) the Bureau of Fish Cooperatives, which encourages the establishment of cooperatives in connection with foreign aid and government assistance, and administers loans for the development of the fishing industry.

6. Five Fisheries Sectors, each under the control of a technical interprovincial Chief of Sector. These include local fisheries offices under technical bureau chiefs. These Sectors are :

a) The Tri Dinh Sector, with the central office in Da Nang and fisheries offices in Quang Tri, Thua Thien, Quang Nam, Quang Ngai, and Binh Dinh.

b) The Yen Thuan Sector, with the central office in Nha Trang and fisheries offices in Phu Yen, Khanh Hoa, Ninh Thuan, and Binh Thuan.

c) The Binh Kien Sector, with the central office in Saigon and fisheries offices in the provinces on the left

Department of National Economy

bank of the Tiên Giang river: Binh Tuy, Phuoc Tuy, Long Khanh, Biên Hoa, Gia Dinh, Binh Duong, Tay Ninh, Long An, Kiên Tuong, Dinh Tuong, Kiên Hoa, and Côn Sơn.

d) The Vinh-Xuyèn-Giang Sector, with the central office in Phong Dinh and local fisheries offices of the provinces on the right bank of the Tiên Giang river: Vinh Binh, Vinh Long, Ba Xuyèn, An Xuyèn, Kiên Giang, An Giang, Phong Dinh, and Phu Quoc Island.

e) The Highlands Sector, with the central office in Dalat and local fisheries offices of the provinces of Kontum, Pleiku, Dong Nai Thuong, and Ban Mê Thuot.

7. The Directorate of Fisheries has also set up various Experimental Centers for studying the breeding of fresh and sea-water fish.

General Directorate of Trade

59 Gia Long, Saigon. Tel: 23.831 ; 20.673

CREATION AND AUTHORITY.— The General Directorate of Trade was created by Arrêté N° 356-BKT/NC/ND of June 25, 1957, reorganizing the Department of National Economy. Its functions are to prepare, publish, and enforce legislation governing domestic and foreign trade and import and export activities, including American Aid and commercial imports.

ORGANIZATION.— The General Directorate of Trade, headed by a Director General, includes:

A. The Administrative Bureau;

B. The Service of Business Census and Statistics on Merchandise, including: a) the Bureau of Foreign Currency Files, which keeps records on imports and exports and maintains liaison with the Exchange Office; b) the Bureau of Merchandise Files, which keeps records of inventories of import and export operations; c) the Bureau of Liaison with the Customs and the Port Authority, which gathers documents relating to the storage of import and export goods stocked in harbor warehouses.

Viet Nam Government Organization Manual

The Chief of this Service is also a member of the Inter-Departmental Commission at the Harbor Customs Office, which authorizes changes in import licenses.

C. The Service of Price Fixing for Import-Export Goods, which gathers documents on current prices of export and import goods and fixes the prices thereof. This Service includes: a) the Bureau of Price Fixing for Goods Imported Under the American Aid Program, and b) the Bureau of Price Fixing for Goods Imported Outside the American Aid Program and Goods Exported to Cambodia and Laos and Other Areas.

D. The Service of Imports under the American Aid Program, which prepares the list of applications for foreign exchange, prepares and decides upon applications for import licenses, and examines modifications of import licenses. It includes: a) the Accounting Bureau, and b) the Bureau of Revision of Import Licenses.

E. The Directorate of Foreign Trade, headed by a director, which consists of:

1. The Secretariat;
2. The Service of Imports, in charge of all applications for importing merchandise, which has: a) the Bureau of Imports without Foreign Exchange using E.F.A.C. accounts or compensated exchange, and b) the Bureau of Imports with Foreign Exchange.

The Chief of the Service of Imports is a member of the Inter-Departmental Commission at the Harbor Customs Office, which approves all changes in import licenses.

3. The Service of Exports, which includes: a) the Bureau of Exports to Cambodia and Laos, and b) the Bureau of Exports to Other Countries.

4. The Service of Foreign Trade, Legislation, and Export Development, which includes: a) the Bureau of Legislation and Documentation; b) the Bureau of Export Research, Development, and Planning; and c) the Accounting Bureau.

Department of National Economy

F. The Directorate of Domestic Trade, headed by a Director, which gathers information and studies legislation relating to all industries and handicrafts in the interests of the rehabilitation of the national economy; issues commercial licenses for the purchase, sale, distribution and transportation of goods (other than the industrial raw materials listed in Arrêté N° 32-KT/ND of August 22, 1951 of the Department of Planning and National Economy as well as other kinds of raw materials such as silk and cotton under the control of the General Directorate of Mining). The Directorate of Domestic Trade consists of:

1. The Service of Administration and Legislation, which performs general administration, studies and drafts economic regulations governing trade, industries, and handicrafts for commercial cooperatives, associations and unions having a commercial character, and issues business and industrial licenses. It is divided into: a) the Secretariat, and b) the Bureau of Industrial Enterprises.

2. The Service of Distribution, Supply, Transportation, Prices, and Taxation, including: a) the Bureau of Distribution, Supply, and Transportation, which distributes commodities and issues licenses for transport and supply, and b) the Bureau of Price and Taxation, which controls prices, computes the rate of price support for export goods, and administers the Compensation Fund.

3. The Service of Economic Control, including: a) the Bureau of Legal Proceedings, which reports to the Price Control Committee on violations of economic regulations and provides liaison with the Court of Justice to prosecute violators of economic regulations; and b) the Bureau of Control, which investigates questions relating to transport and stocking of imported goods, consistency of pricing, black-marketeering and other violations of economic law, and activities of businessmen.

4. The Service of Fraud Preventions, which investigates fraudulent goods, analyzes samples relating to hygiene of

food products, administers standard weights and measures, and forwards evidence to the Attorney General's Office for prosecution. The Service includes: a) the Bureau of Fraud Prevention, and b) the Bureau of Weights and Measures.

General Directorate of Mining, Industries, and Handicrafts

59 Gia Long, Saigon. Tel: 22.030; 22.031

CREATION AND AUTHORITY.— The General Directorate of Mining, Industries, and Handicrafts was established by Arrêté N° 33-KT/TTK/ND, Article 2, of June 7, 1955 organizing the Department of National Economy. Its functions are to prepare and implement administrative, technical, economic, and financial measures relating to the operation and development of extracting and manufacturing industries.

ORGANIZATION.— The General Directorate of Mining, Industries, and Handicrafts, headed by a Director General, includes:

A. The Secretariat.

B. The Service of Patents and Trademarks, which enforces legislation on and registers patents and trademarks.

C. The Laboratory, headed by a Director, which analyzes mineral extracts and food products, and performs research and analyses of metals and raw materials used in manufacturing.

D. The Directorate of Mining, headed by a Director, which consists of:

1. The Technical Service of Mining, including: a) the Bureau of Mining Rights, which administers matters concerning the ownership of mines and draws and amends mineral maps; b) the Bureau of Mining Control, which enforces technical regulations on the exploitation of mines, quarries and springs, prepares statistics on mineral products;

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controls the distribution and use of mineral products; fixes the prices for raw materials and gasoline; maintains records for tax purposes on the areas and yields of mines; and c) the Bureau of Control over Explosives, Compressors and Industrial Safety and Hygiene.

2. The Service of Mineralogy, which makes up geological maps of Viet Nam, maintains documents on geology and minerals, and recommends prospecting for and exploitation of mineral deposits. It includes: a) the Mineralogy Bureau, and b) the Bureau of Collection of Mineral Products.

E. The Directorate of Industries and Crafts, including:

1. The Bureau of Equipment and Supply, which offers technical advice to the Service of Foreign Trade on the import and export of equipment and supplies for industries and handicrafts; and distributes and controls the use of raw materials and industrial products needed for industries and handicrafts.

2. The Technical Service, which studies the program of industrial expansion, drafts projects for industrial enterprises, and keeps a register of enterprises and industrial plants, including production statistics. It includes: a) the Bureau of Research and Technical Control, and b) the Bureau of Corporation Listing.

3. The Service of Handicrafts, which studies programs for the expansion, renovation, and marketing of handicrafts and handicraft products. It includes: a) the Bureau of Handicraft Enterprises, and b) the Bureau of Cooperatives.

National Institute of Statistics

59 Gia Long, Saigon. Tel: 22.030; 22.031

CREATION AND AUTHORITY.— The National Institute of Statistics was established by Presidential Decree No 108-KT of August 7, 1956, fixing the organization of statistical agencies in Viet Nam. This decree amended Arrêté No 12-MEN of December 10, 1949, creating the Institute of

Viet Nam Government Organization Manual

Statistics and Economic Studies of Viet Nam; Arrêté N° 262-Cab/SG of April 11, 1952, which attached the above Institute to the Office of the Prime Minister; Arrêté N° 33-KT/TTK/ND of June 7, 1955 on the organization of the Department of National Economy; and Arrêté N° 356-BKT/NC/ND of June 25, 1957, which reorganizes this Department.

The National Institute of Statistics is responsible for gathering, organizing, and revising statistical data; gathering documents relative to statistics; coordinating the statistical reports of public and private agencies financed or controlled by the government; and publishing the Annual Handbook of Statistics.

ORGANIZATION.— The National Institute of Statistics, headed by a Director, includes:

1. The Secretariat.
2. The Service of Investigation and Control, with:
 - a) the Bureau of Investigation, which prepares census projects and supporting budgetary plans, and
 - b) the Bureau of Data and Document Evaluation.
3. The Service of General Statistics, which organizes and directs statistical work through:
 - a) the Bureau of Central Statistics, in charge of studying various statistical methods; and
 - b) the Bureau of Documentation and Publication, which prepares monthly and annual reports and edits the Annual Handbook of Statistics and the Monthly Bulletin of Statistics.
4. The Service of Coordination of Statistics, which coordinates the statistical work of government agencies, trains personnel in statistics, and publishes statistical information in conjunction with other appropriate statistics agencies. It includes:
 - a) the Bureau of Coordination of Statistics Projects, and
 - b) the Bureau of Public Relations.
5. The Service of Local Statistics, which gathers and centralizes local statistics and carries out the necessary investigations. It includes local Statistics Bureaus in Cà Tho, Dalat, and Da Nang.

Saigon Chamber of Commerce

69 Tu Do, Saigon. Tel: 20.101-2; Saigon 597

CREATION AND AUTHORITY.— The Saigon Chamber of Commerce was established by Presidential Decree No 31-KT of December 7, 1955 following Ordinance No 9 of December 7, 1955 on the general statute of the chambers of commerce of Viet Nam, and Ordinance No 46 of August 6, 1956. The jurisdiction of the Saigon Chamber of Commerce extends temporarily to the Saigon area, and pending the organization of other local Chambers of Commerce, to all of South Viet Nam.

The Saigon Chamber of Commerce protects and defends the interests of business and industrial circles; renders advice to the government on industrial and commercial questions; and administers activities entrusted to it by private individuals. It may also present recommendations on legislation governing trade, industry, taxation, and the economy, as well as the rate of customs duties, priority in questions of transportation, and similar questions. It issues certificates of origin for the export of Vietnamese goods.

ORGANIZATION.— As a public organization, the Saigon Chamber of Commerce has a separate legal status and budget autonomy. It is administered by a Board of Administration including a President, two Vice-Presidents, a Secretary, and a Treasurer chosen among the members. The Saigon Chamber of Commerce drafts its own internal regulations.

Membership in the Saigon Chamber of Commerce is limited to Vietnamese citizens at least 30 years of age who are registered voters. Members are nominated to represent each commercial and industrial profession. The total number of active members should not be less than twelve or more than thirty. The term of membership is fixed at four years. Partial elections occur every two years. Members may be re-elected. Provisional members may also be elected to replace active members when necessary.

The Saigon Chamber of Commerce is financed from the income of its subordinate agencies and organizations and from secondary taxes levied on patents. It may also borrow money from the government for designated purposes.

Da Nang Chamber of Commerce

16 Dúc Lap Avenue, Da Nang

CREATION AND AUTHORITY.— The Da Nang Chamber of Commerce was established by Presidential Decree No 201-KT of December 31, 1956. Prior to 1945 it was known as the Tourane Chamber of Commerce and Agriculture.

The Da Nang Chamber of Commerce represents the interests of commercial and industrial circles. Its functions are similar to those of the Saigon Chamber of Commerce.

ORGANIZATION.— The Da Nang Chamber of Commerce is under the authority of a provisional Administrative Committee of four members and nine advisors. This Committee administers the Da Nang Chamber and helps the government organize other local chambers. It is assisted by a secretariat.

Directorate of Economy and Supply for the Midlands of Central Viet Nam

28 Thanh Thái, 9 Thông Nhất, Da Nang. Tel: 141/GKT

CREATION AND AUTHORITY.— This agency, first called the Directorate of Economy and Supply for Central Viet Nam, was established in May, 1948 to replace the provisional administrative council of Central Viet Nam. It was abolished in November 1954 and was reestablished on October 26, 1955 when it was directly attached to the Office of the Government Delegate for Central Viet Nam. Its present form and organization were fixed by Ordinance No 17 of December 24, 1955 and Ordinance No 57-a of October 24, 1956. It has been attached to the Department of National Economy since January 1, 1956. The Directorate

Department of National Economy

of Economy and Supply extends its activities to all the cities and provinces of the Midlands of Central Viet Nam.

ORGANIZATION.— The Directorate of Economy and Supply for the Midlands of Central Viet Nam, headed by a Director, consists of:

1. The Secretariat, in charge of correspondence, personnel, salary, materiel, and legal proceedings;

2. The Supply Service, including: a) the Supply Section, b) the Price Quotation Section, and c) the Economic Control Section, which is in charge of distributing rice and other rationed commodities, administering the program of supply, price quotation, and control, eradicating hoarding and black market activities, and controlling the activities of the Economic Police in the cities and provinces.

3. The Economic Service, which has three bureaus: a) the Cooperative and Credit Bureau, which organizes, controls, and regulates the operation of agricultural cooperatives; and handicraft credit funds; b) the Bureau of Trade, Handicrafts, and Industries, which organizes chambers of commerce and businessmen's associations in the provinces; drafts programs for assisting and developing handicraft industries; develops domestic and foreign markets, and consolidates existing industries; and c) the Bureau of Research and Documentation, which conducts studies on local economic prospects, reviews foreign economic magazines, and distributes information on economics and statistics. There are also local Offices of Economy directly dependent on the Directorate of Economy for Central Viet Nam for technical questions.

Directorate of Economy for the Highlands of Central Viet Nam

Yersin Road, Dalat

CREATION AND AUTHORITY.— The Directorate of Economy for the Highlands of Central Viet Nam was established by Arrêté N° 403-ND/DBCP of July 12, 1955 under the

Viet Nam Government Organization Manual

Office of the Government Delegate for the Highlands of Central Viet Nam. It was reorganized by Circular No 34-TTP/VN of December 28, 1955 and placed under the direct authority of the Department of National Economy on January 1, 1956.

This Directorate makes known to the public the existing economic laws in the provinces of the Highlands; assures the regular supply of commodities; submits proposals for the expansion of the commerce and handicraft industries, and carries out projects for the development of the economy of the Highlands.

ORGANIZATION.— The Directorate includes:

1. The Economic Service, including: a) the Administration and Records Bureau, in charge of correspondence, general administration, personnel, and accounting; b) the Regulations and Research Bureau, which studies and drafts regulations on the economy, organizes unions, cooperatives, fairs, and exhibits; and c) the Bureau of Industry, Craft, and Commerce, which enforces regulations on the economy and supply, organizes businessmen's associations, controls and distributes natural and manufactured products, and operates the Popular Credit Fund.

2. The Service of Price Control and Fraud Suppression, including: a) the Price Control Bureau, which organizes local offices of price quotations, controls and investigates prices, and applies to the Courts for the prosecution of hoarding and black-market operations; and b) the Bureau of Fraud Suppression, which investigates incoming fraudulent goods and controls the hygiene and weight of imported and local foodstuffs.

National Committee on Importation

CREATION AND AUTHORITY.— The National Committee on Importation was officially established by Arrêté No 75/KHKT/NQVT/ND of March 16, 1955 of the Minister of Planning and Reconstruction on the constitution of the

Committee. Later the Committee was placed under the authority of the General Directorate of Trade and the Bureau of Import Licenses under the National Bank was attached to it. Administrative Order No 545-TC of August 16, 1955 of the President and the General Directive of August 26, 1955 of the Director General of Trade fixed the present organization of the National Committee on Importation.

The National Committee on Importation has the responsibility of drafting regulations relating to the importation of goods under the program of American Aid; issuing foreign currency, keeping lists of goods imported, and controlling the import price and import licenses.

ORGANIZATION.— The National Committee on Importation is under the authority of the Director General of Trade, Chairman, assisted by special projects officers, a Deputy Director General, and the Secretary General of the Committee. It consists of :

1. The Bureau of Import Business Control.
2. The Service of Coordination and General Secretariat, including the Permanent Secretariat, the Bureau of Incoming Goods Accounting, and the Bureau of Statistics and Records.
3. The Service of Foreign Currency, including the Correspondence Bureau, the Price Control Bureau, and the Bureau of Foreign Currency Accounting.
4. The Service of Import License Issues, including the Correspondence Bureau and the Bureau of Control and Finance.

Advisory Council

CREATION AND AUTHORITY.— The Advisory Council was established by Decree No 28-KT of February 28, 1956 of the President of the Republic.

Viet Nam Government Organization Manual

The Advisory Council has the responsibility of studying applications for prices set on natural and manufactured products and foodstuffs. It may be called upon by the Secretary of State for National Economy on economic questions relating to price quotations. In addition the Council also contributes its opinion in cases of prosecution of illicit price rises and suggests measures for the punishment of violations of law.

ORGANIZATION.— The Advisory Council includes the Secretary of State for Economy, Chairman, and the following members: the Director General of Planning, the Director General of Trade, the Chief of the Civil Code Service (Directorate of Civil Law Administration of the Justice Department), the Chief of the Tax Coordination Service (Department of Finance), the Inspector of Pharmaceutical Laboratories (Department of Health), the Chief of the Social Assistance Service (General Directorate of Social Action), the Chief of Cabinet of the Department of Public Works and Communications, two representatives of the General Federation of Businessmen and Industrialists appointed by the Department of National Economy, two representatives of the consumers appointed by the Department of Labor, and the Chief of the Price Control Service, who is the Secretary of the Council.

Account for the Constitution of an Emergency Rice Stock

CREATION AND AUTHORITY.— The Account for the Constitution of an Emergency Rice Stock was established by Arrêté N° 574-TCKT of October 3, 1955 and Arrêté N° 53-KT/TTK/ND of October 13, 1955, fixing the composition of the administrative committee of this Account.

ORGANIZATION.— The Account is administered by a committee which has the responsibility to study and enforce measures necessary to constitute an emergency rice stock, to examine the contracts relating to the constitution of such

Department of National Economy

a stock, and to control and distribute the emergency rice stock to the various centers of consumption.

The Administrative Committee of the Account for the Constitution of an Emergency Rice Stock includes a representative of the Department of National Economy, Chairman, and four members: one representative each from the Departments of Agriculture, Land Property and Agrarian Reform, Public Works, and Finance. An official of the Department of National Economy serves as Secretary General of the Committee.

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DEPARTMENT OF INFORMATION AND YOUTH

79-81 Phan Dinh Phung, Saigon. Tel: 21.696; 21.474; 20.224

The Secretary of Information and Youth... Trần Chanh Thanh

CREATION AND AUTHORITY.— The Department of Information and Youth was established by Decree N^o 30/TTP of December 3, 1955 of the President of the Republic. This Decree changed the former Department of Information and Psychological Warfare to the present Department of Information and Youth, and transferred the General Directorate of Youth and Sports, previously a part of the Department of Education, to it.

The Department of Information and Youth aims at the following purposes:

In the field of Information, to improve the organization of the Information agencies; to establish Information centers; to organize broadcasts to foreign countries regarding the situation in Viet Nam; to support Vietnamese artists and writers in developing a free and democratic national culture; and to promulgate regulations concerning the press, the publication of books, the film industry, and the theater.

In the field of Youth, to plan youth programs designed to develop character, intelligence, health, and civic spirit; to participate in international youth and sports events; and to train youth cadres.

In the field of anti-communist activities, to denounce the crimes of the communists by means of plays, printed matter, movies, and other forms of propaganda; and to promote the anti-communist campaign at all levels of the population including the civil service.

ORGANIZATION.— The Department of Information and Youth consists of:

Central Agencies:

Directorate of the Cabinet;

INFORMATION AND YOUTH

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nd Youth... Trần Chánh Tâm

PRIORITY.— The Department is established by Decree No 30/TT of the President of the Republic. This Department of Information and Youth is the present Department of Information and Youth transferred the General Directorate of Information and Youth as a part of the Department of Information and Youth.

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unist activities, to denounce by means of plays, printed of propaganda; and to promote all levels of the population.

Department of Information

et;

- General Secretariat and dependent agencies;
- Directorate of Information and Press;
- Directorate of Psychological Warfare;
- Office of Cultural Affairs;
- General Directorate of Youth and Sports;
- Youth Cadre Training School.

Autonomous Agencies:

- General Directorate of National Broadcasting;
- Vietnam Press.

Field Agencies:

- Local Information Services;
- Local Radio Stations.

The Secretary of State

The Secretary of State for Information and Youth is responsible to the President for coordinating and guiding information agencies within the country. The Secretary of State also promotes youth movements and sports and directly supervises agencies dependent on the Department. The Secretary of State is also the chairman of the Boards of Administration of Vietnam Press and the General Directorate of National Broadcasting.

Directorate of the Cabinet

The Director of Cabinet is assisted in the field of Information by a Chief of Cabinet, two special projects officers, two Cabinet attachés and a private secretary; and in the field of Youth by a Chief of Cabinet, one special projects officer, one Cabinet attaché, and a private secretary. Within the Directorate there is also a Branch of Anti-Communist Activities.

Viet Nam Government Organization Manual

The Directorate of the Cabinet consists of:

1. The Office of the Secretary, which has charge of political, secret, and private matters; of liaison on administrative and technical problems; and of special missions. It is also responsible for supervising the offices dependent on the Department, calling meetings, and keeping records;
2. The Private Secretariat, which takes charge of all correspondence and documents, organizes the inspection tours of the Secretary of State, and keeps all secret documents and private papers of the Secretary.

General Secretariat

The General Secretariat administers technical and financial matters and coordinates the activities of the offices dependent on the Department.

The Secretary General directs the activities of the following agencies:

A. The Administrative Directorate, including:

1. The Personnel Service, in charge of supervising personnel and cadres (Bureau of Personnel and Cadres), keeping the accounts for salaries of personnel and cadres (Bureau of Salaries), drafting arrêtés on the organization of information units and interpreting statutes concerning information personnel, and offering specialized training courses and seminars (Section of General Affairs).
2. The Accounting and Materiel Service, including:
 - a) the Payment and Budget Bureau, which prepares the budget, controls the execution of the budget, approves expenditures, and drafts foreign aid projects;
 - b) the Materiel Accounting Bureau, which disburses funds for the purchase of materiel, purchases and administers materiel and equipment, and assures liaison with agencies involved in administering and inspecting the foreign aid program;
 - c) the Warehouses Bureau, which oversees the operation of state warehouses.

Department of Information and Youth

B. The Technical Directorate including:

1. The Printing Office, in charge of printing and publishing magazines, documents, charts, posters, and pictures.

2. The Motion Picture Center, which produces newsreels and documentary, educational, and propaganda films; organizes film festivals; gives technical assistance to Vietnamese and foreign producers; supervises the importation of film and movie equipment; trains film technicians; and distributes films.

3. The Radio Bureau, which repairs radio equipment, installs public address systems for official ceremonies and meetings, administers radio equipment warehouses, and supervises mobile repair units.

4. The Mechanical Bureau, which repairs automobiles and other equipment and supervises the regional mechanical centers.

5. The Mobile Motion Picture Units Section, which oversees the activities of mobile film units on trucks and on boats.

Directorate of Information and Press

79-81 Phan Dinh Phung, Saigon. Tel: 23.118

CREATION AND AUTHORITY.— The Directorate of Information and Press was created by Arrêté N° 18 bis-ND/BTT of April 20, 1953 and reorganized by Arrêté N° 88 bis ND/BTT of December 2, 1955.

The Directorate of Information and Press is directed by law to enforce regulations concerning Vietnamese or foreign language newspapers published in Viet Nam and to administer all matters relative to public information.

ORGANIZATION.— The Directorate of Information and Press consists of:

Viet Nam Government Organization Manual

1. The Information Service, with: a) a News Bureau, responsible for gathering and distributing news and documents on information, sending reporters to public meetings; b) a Translation Bureau, in charge of translating documents into Vietnamese and foreign languages; c) a Photo-Film Bureau, which takes pictures and newsreels, supplies photographs and films as authorized and supervises the darkrooms and laboratories.

2. The Press Service, with: a) a General Affairs and Press Bureau divided into an Administrative Section (responsible for the application of press regulations, permits of publication, press conferences and political files on the newspapers and correspondents); and a Press Section, which reviews the press, prepares news commentaries, serves as liaison with press circles, and prepares material for press conferences; b) the Foreign Publications Bureau, which censors foreign publications, reports on the political trends, and submits proposals directing the importation of such publications.

3. The Motion Picture Control Bureau, which oversees the political, commercial and technical aspects of motion picture production and the importation of films.

Directorate of Psychological Warfare

79-81 Phan Dinh Phung, Saigon. Tel: 21.696

CREATION AND AUTHORITY.— The Directorate of Psychological Warfare was created by Arrêté N° 88b-ND/B TT/TCTT of March 25, 1954 and was modified by Arrêté N° 257-ND/BTT of December 2, 1955 which reorganized the Department of Information and Psychological Warfare.

The Directorate of Psychological Warfare formulates and develops programs designed to maintain the national morale both inside and outside the country. Its activities cover the entire territory of Viet Nam.

Department of Information and Youth

ORGANIZATION.— The Directorate of Psychological Warfare consists of:

1. The Office of the Director, including the Private Secretariat and the Records and Documents Section. The latter is divided into the Administrative Bureau, the Correspondence Bureau, and the Documents Bureau.

2. The Service of Documentation, divided into: a) the Bureau of Political Affairs, which collects materials on political organizations and parties inside and outside the country; b) the Bureau of Social and Economic Affairs, which gathers documents on the economic and social activities inside and outside the country.

3. The Service of Psychological Action, with: a) a Bureau of Psychological Action Within the Country, divided into a Farm Section, a Workers' Section, and a City Section; b) a Bureau of Psychological Action Abroad; and c) a Bureau of Psychological Action Among the Enemy.

Office of Cultural Affairs

15 Lê Loi Avenue, Saigon. Tel: Saigon 361

CREATION AND AUTHORITY.— The Office of Cultural Affairs was created by Arrêté N° 257-ND/BTT of December 2, 1955 reorganizing the Department of Information. It began operations in August, 1956 when the director of the Office of Cultural Affairs was appointed. Its present functions are to sponsor research in science, culture, and the arts; give assistance to cultural organizations and organize cultural conferences; edit and publish cultural and artistic magazines for the Department of Information; stimulate the renaissance of Vietnamese culture.

ORGANIZATION.— The Office of Cultural Affairs includes:

1. The Secretariat, in charge of general administration, documents, and reception.

Viet Nam Government Organization Manual

2. A Bureau of Cultural Research and Documentation, in charge of gathering and studying documents in science, culture, and the arts; drawing up programs for cultural and artistic activities; managing the cultural library; and establishing and operating reading rooms.

3. A Bureau for the Popularization of Culture, which organizes artistic shows and festivals, publishes cultural magazines, gives assistance to cultural and artistic groups, and supervises the Mobile Artistic Units.

General Directorate of Youth and Sports

79-81 Phan Dinh Phung, Saigon. Tel: 20.747

CREATION AND AUTHORITY.— The General Directorate of Youth and Sports was created by Article 4 of Arrêté N° 56-LDTN/ND of December 31, 1954 on the organization of the Department of Labor and Youth. Arrêté N° 31-GD/TN/ND of November 26, 1955 made it a part of the Department of Education and Youth. Decree N° 30-TTP of December 3, 1955 of the President of the Republic transferred it to the Department of Information and Youth. Arrêté N° 106-TT/T N/ND of June 21, 1957 reorganized the General Directorate of Youth and Sports.

ORGANIZATION.— The General Directorate is under a Director General and Deputy Director. It consists of the Office of the Director General and four central services.

The Office of the Director General includes the Documents and Records Bureau and an inspection team. The Documents and Records Bureau receives administrative reports and distributes routine communications. The inspection team is headed by an inspector, assisted by an assistant inspector and three inspecting agents, in charge of applying programs of activities in youth, physical education, and sports for the cities and the provinces.

The four Services include:

Department of Information and Youth

1. The Administrative Service, with: a) the Personnel, Accounting, and Materiel Bureau, in charge of personnel, salaries, expenditures, receptions, and control of materiel; b) the Legislation and Research Bureau, responsible for studying questions relating to administration, youth and sports, training, and relevant juridical problems.

2. The Youth Service, with: a) the Youth and Women's Bureau, responsible for collecting information, and preparing statutes, programs, and regulations for organized activities of young men and women; b) the Liaison and Control Bureau, responsible for liaison with the agencies involved in conducting activities in the national or international youth organizations.

3. The Sports Service, divided into: a) the Physical Education Bureau, responsible for studying problems of physical education, working out physical education programs for the schools and for the public, and awarding diplomas in physical education; b) the Sports Bureau, responsible for documentation; coordination, liaison with the local committees sponsored by the General Association of Sports; training in remedial gymnastics; and for awarding certificates in sports.

4. The Service of Training, Information, and Education, with: a) the Bureau of Education, responsible for preparing the program and teaching material of cadre training schools, seminars, and training schools for sports and physical education personnel; b) the Bureau of Press and Information, responsible for liaison with the press and for press releases and radio broadcasts.

In every city and town there is a regional Service of Youth, Physical Education, and Sports headed by a chief of service and including a number of secondary training cadres for youth, physical, education and sports, and elementary youth cadres to administer youth activities as directed by the General Directorate and to encourage the formation of youth organizations and sports associations.

Youth Cadre Training School

639 Nguyễn Trãi, Saigon. Tel: Cholon 214

CREATION AND AUTHORITY.— The Youth Cadre Training School was established in Saigon by Arrêté No 217-GDTH/ND of June 26, 1955 under the authority of the Director General of Youth and Sports.

The Youth Cadre Training School was created for the purpose of training men and women cadres who will promote and popularize the youth movement and sports activities.

ORGANIZATION.— The Youth Cadre Training School is headed by a Principal, assisted by a General Supervisor, a Chief of the Secretariat in charge of accounting and material, and a group of specialized instructors.

Conditions for Admission and Period of Training: The students should have at least completed junior high school. Candidates must take an entrance examination consisting of an essay in Vietnamese and questions in history and geography. The intermediate course is twelve months in length, including four months of theory and eight months of practice. After the final examination, the students graduating from the school are appointed intermediate instructors.

The Youth Cadre Training School offers separate courses for men and women. The curriculum covers the following subjects: principles of political science, civics, youth organization, special projects, basic principles of physical education, regulations in sports and athletics, military training, and specialized subjects, including cooperatives, sanitation, agriculture, husbandry, social welfare, and labor.

The General Directorate of Youth and Sports also organizes regional elementary courses for District and Village cadres and leaders. The curriculum consists of classroom work to impart to the students a strong spirit and rudiments of culture and practical training in youth organization, camping, first-aid, singing, and games. The period of training lasts from two to four months according to local and financial conditions.

General Directorate of National Broadcasting

3 Phan Dinh Phung, Saigon. Tel: Saigon 277; 264

CREATION AND AUTHORITY.— The General Directorate of National Broadcasting was transferred by the French authorities to the Vietnamese Government on October 15, 1949. It began operations on January 1, 1950. It was reorganized by Arrêté N° 257/ND/BTT of December 2, 1955 and Presidential Arrêté N° 88-TT/TN of February 25, 1957 made it an autonomous public service.

ORGANIZATION.— The General Directorate of National Broadcasting is headed by a Director General and supervised by an Administrative Board composed of the Secretary of State for Information, Chairman; the Presidential Press Attaché; and the Director of the Budget.

The Administrative Board supervises the operation of the General Directorate and establishes the policy of the Directorate.

The Director General is appointed by Presidential Decree upon the recommendation of the Secretary of State for Information. He administers the offices, stations, and branches dependent on the General Directorate. The Director General is also the manager of the Saigon Radio Station.

ORGANIZATION.— The General Directorate is under the authority of a Director General, assisted by a Deputy Director who is a radio engineer serving also as Chief of the Technical Service. It includes:

1. The Office of the Director General, with: a) the Secretariat, b) the Authorization of Expenditures and Financial Control Section.

2. The Administrative Service, which includes: a) the Administrative Bureau, with the General Administrative Section, the Correspondence Section, and the Personnel Section; b) the Accounting Bureau, with the Radio Section, the Accounting Section, and the Disbursing Section.

Viet Nam Government Organization Manual

3. The Programming Service, which includes: a) the Bureau of Organization of Programs, with a Speakers' Section and a Reporters' Section; c) the Bureau of Foreign Language Broadcasts, with an English Section, a French Section, a Chinese Section, a Thai Section, and a Cambodian Section; d) the Bureau of Artistic Programs, which organizes artistic broadcasts and supplies and controls artistic programs. It is divided into a Section of Advisors, responsible for the orientation of writers and artists; a Studies Section, which exerts technical control over the artistic programs; and Sections of Poetry, Songs, Music, and Drama.

The Programming Service also includes a Secretariat under the direct authority of the Chief of Service.

4. The Technical Service includes: a) the Low Frequency Studios Technical Bureau, with the Operators' Section, the Recording Section, and the Repair and Electricity Section; b) the High Frequency (Broadcasting Center) Technical Bureau, consisting of the Phu Tho Center and the Quan Tre Center; c) the News Gathering Bureau, with a Morse Section, a Radio Section, and a Teletype Section.

In addition, there are five Sections under the direct management of the Chief of Service: a Documentation Section, a Research Section, a Wave Length Violation Control Section, an Experiment Section, and a Technical and Materiel Equipment Stock Section.

The Saigon and Regional Radio Stations

The Saigon Radio Station is under the direct management of the Director General. It is operated by the Services of the General Directorate of National Broadcasting.

Regional radio stations are located at the present time in Dalat, Nha Trang, and Huè. Each is directed by a manager and divided into a Programming and Broadcast Organization Bureau, a Technical Bureau, and an Administrative and Accounting Section under the direct supervision of the Station Manager.

Vietnam Press

116 Hồng Tháp Tu, Saigon. Tel: 20.951; Saigon 074

CREATION AND AUTHORITY.— Vietnam Press was established by Decree No 52-VP/BPTT of January 22, 1951 and reorganized by Decree No 56-Cab/Pres of August 1, 1952.

It has an autonomous budget and a separate judicial statute.

Its functions are to gather accurate, complete, and objective news; to distribute national and international news deriving from other news sources; and to encourage private information and press activities.

The Vietnam Press publishes a daily news bulletin in Vietnamese, English, and French; a daily bulletin of economic news; a confidential bulletin; and a news bulletin for release in other Asian countries.

ORGANIZATION.— The Vietnam Press is under the supervision of an Administrative Board and directly administered by a Director General. The Administrative Board is responsible for the objectivity of the news gathered and released by the Vietnam Press; supervises the work of agencies under the management of the Director General; makes recommendations on the activities of the agency in accordance with its aims and purposes. The Administrative Board consists of a representative of the President, Chairman, representatives of the Secretaries of State for Finance and Information, and a representative of the newspaper publishers. Representatives of newspaper editors and of the General Directorate of National Broadcasting also serve as non-voting members.

The Director General of the Vietnam Press is appointed by presidential decree upon the recommendation of the Administrative Board for a term of two years. He assumes the overall management of the agencies dependent on the Vietnam Press under the supervision of the Administrative Board; and selects and appoints all personnel

Viet Nam Government Organization Manual

except the chief-accountant, whose nomination must be approved by the Chairman of the Administrative Board.

The Vietnam Press is composed of:

1. The Secretariat in charge of correspondence and records;
2. The Editorial Department, which gathers news from the governmental agencies; selects and rewrites the news received; translates domestic and international news; writes features; and drafts the texts of press cables. The Editorial Department includes the Reporters' Section, the English, French and Vietnamese Sections, and the International News Section.
3. The Administrative and Accounting Section;
4. The Publications and Distribution Section, which prints and distributes the news bulletins;
5. The Research and Documentation Section;
6. The Vietnam Press Paris Bureau;
7. Correspondents in Washington, Hongkong, Bangkok, and Pnom-Penh.

DEPARTMENT OF EDUCATION

70 Lê Thanh Tôn, Saigon. Tel: 20.929; 22.376

CREATION AND AUTHORITY.— The Department of Education was created by Decree N° 46-SG of July 31, 1948 under the name of Department of Education and Rites. It then successively became Department of Education by Decree N° 83-GD of September 19, 1949; Department of Education and Youth by Decree N° 22-GD of March 8, 1952; Department of Education by Decree N° 49-CP of June 6, 1952; Department of Education and Youth by Decree N° 145-CP of May 10, 1955; and Department of Education on December 3, 1955. The Department of Education was reorganized by Decree N° 98-GD/ND of February 21, 1956 and Ordinance N° 17 of December 24, 1955. Decree N° 33-GD of September 19, 1949 stipulated that the Secretary of State for Education is responsible to the President for working out a policy on education for approval by the President, organizing and supervising elementary, secondary, and higher specialized and technical schools, the education of the populations of the Highlands and the frontier regions; scientific research; libraries; the preservation of historical documents, relics, and landmarks; and developing the arts.

ORGANIZATION.— The Department of Education, under the supervision and direction of the Secretary of Education, includes the following central, dependent, and field agencies, and specialized institutes and technical schools:

Central Agencies:

Directorate of the Cabinet; and General Secretariat.

Specialized Dependent Agencies:

University of Saigon; University of Huè; Directorate of Technical and Fine Arts Education (National Technical Center and professional schools); General Directorate of Education, which includes the Directorate of Secondary Education and the Directorate of Elementary and Popular

Viet Nam Government Organization Manual

Education; Directorate of Cultural Affairs; Institute of Archeology; Oceanographic Institute of Nha Trang; and National Library.

Regional Agencies:

Directorate of Education for South Viet Nam; Directorate of Education for the Midlands of Central Viet Nam; and Directorate of Education for the Highlands of Central Viet Nam.

Permanent Committees and Councils under the direct authority of the Department of Education:

National Committee for U.N.E.S.C.O.; National Committee for Geodesy and Earth Physics; National University Council; Supreme Council on Education; and Committee for the Administration and Improvement of Specialized Institutes.

Councils in which the Department of Education participates:

Inter-Departmental Council for In-service Training of Civil Servants; Commission on Studies Abroad; National Commission on Foreign Aid; and Commission for the Evaluation of Foreign Degrees.

Directorate of the Cabinet

The Cabinet is responsible for coordinating all the activities of the Department, receiving and sending secret documents, appointments and receptions; and matters pertaining to scholarships in higher education, foreign study, money exchange for students, and youth and social education.

The Directorate of the Cabinet consists of:

1. The Correspondence Bureau, which is in charge of liaison with the institutes, directorates, and offices outside the Department.

2. The Press Bureau, which is in charge of distributing information on the policy of the Government on education, organizing educational and cultural exhibits, and press relations.

Department of Education

3. The Higher Education Bureau, which assures liaison with the universities, the National Institute of Administration, scientific and cultural institutes, the National Technical Center, specialized schools; and international educational, scientific and cultural organizations.

The Higher Education Bureau is also in charge of evaluating foreign university degrees and of problems concerning international conferences.

4. The Bureau of Scholarships, and Foreign Study and Exchange, which is in charge of all national and foreign scholarships, assistantships, honor loans, study, and exchange permits for students.

5. The Youth and Social Education Service, including the Bureau of Physical Education and Sports, and the Bureau of Youth and Social Education.

General Secretariat

The General Secretariat includes:

1. The Service of Legislation and Planning, which is divided into a Legislation Bureau in charge of drafting general legislation, cultural conventions, and statutes of the dependent cultural and scientific institutes; and the Planning Bureau, which supervises the activities of dependent agencies and keeps Departmental statistics.

2. The Personnel Service, consisting of the Administrative and University Personnel Bureau, the Secondary and Professional School Personnel Bureau, and the Elementary School Personnel Bureau.

3. The Finance Service, divided into the Budget Bureau, the Salary Bureau, and the Materiel Bureau, which performs the accounting work of the Department.

4. The Service of Foreign Technical and Economic Aid, consisting of the Planning and Inspection Bureau, and the Foreign Aid Bureau, which is responsible for programs, school building and equipping projects, and estimating expenditures of Foreign Technical and Economic Aid.

University of Saigon

28 Trần Quy Cap, Saigon. Tel: 20.280

CREATION AND AUTHORITY.— The University of Saigon was created in accordance with the agreement on the transfer of authority of the University of Hanoi signed on May 11, 1955 between the French and Vietnamese Governments. Subsequently, Decree No 1-GD/ND of October 28, 1955 of the Secretary of State for Education provided for the temporary administration of the Saigon University during the transitional period. Prior to 1951 its name was the University of Indochina. From January 1, 1951 to May 11, 1955 the name was changed to the Joint University of Hanoi.

At present, while waiting for the new statutes of the University of Saigon to be promulgated, a Temporary Administrative Council performs the necessary administrative functions following the French pattern.

The University of Saigon aims at developing skills in Law, Medicine, Pharmacy, Science, Letters, and Architecture in accordance with the needs of the nation. It also seeks to spread the cultural influence of the University in particular, and that of the Republic of Viet Nam in general, among friendly nations of the world.

ORGANIZATION.— The Saigon University operates under an autonomous budget, and is administered by a Rector assisted by a University Council. The component organizations of the University include:

I. **The Rectorate**, central body of the University, consisting of: a) the University Council, which assists the Rector in the administration of the University; and b) the Directorate of Administration, Finance, and Cultural Affairs, headed by a Director and a Deputy Director, which assists the Rector in carrying out his responsibilities.

II. **The Faculty of Law** (17 Duy Tân, Saigon. Tel: 20.415), under the authority of a Dean, assisted by a Faculty Council

Department of Education

and a Secretariat, which is responsible for training lawyers and economists. The Faculty awards the *Licence*, Doctorate and Proficiency Certificate in Law.

III. The Faculty of Medicine and Pharmacy (28 Trần Quy Cap, Saigon. Tel: 20.280), under the authority of a Dean, assisted by a Faculty Council and a Secretariat, which is responsible for training physicians and pharmacists. The Faculty awards degrees in Medicine, Pharmacy, Dentistry, and Nursing.

IV. The Faculty of Science (Cộng Hoà Blvd., Saigon. Tel: 20.186), under the authority of a Dean, assisted by a Faculty Council and a Secretariat, which is responsible for training scientists in the fields of Physics, Chemistry, Mathematics, Zoology, Botany and Geology. The Faculty awards the Physics-Chemistry-Biology Certificate to students of Medicine and the degrees of *Licence-ès-Sciences*, *Agrégé-ès-Sciences*, and *Docteur-ès-Sciences*.

V. The Faculty of Letters (Gia Long and Nguyễn Trung Truc Streets, Saigon. Tel: Saigon 212), under the authority of a Dean, assisted by a Faculty Council and a Secretariat, which is responsible for education in the liberal arts. The Faculty awards the degree of *Licence-ès-Lettres* and in the near future will award the degree of Doctor of Letters.

VI. The Superior School of Architecture (61 bis Phan Đình Phùng, Saigon. Tel: 22.748), under the authority of a Director, assisted by a School Council and a Secretariat, which awards the degree of State Architect and is planning to award certificates in Town Planning and in Preservation of National Landmarks.

VII. The University Center (232 Minh Mạng, Saigon) headed by a Director, which is charged with receiving and housing students.

Executives	:	20
Teaching staff	:	83
Personnel	:	261
Students	:	4,000

University of Huế

CREATION AND AUTHORITY.— The University of Huế was created by Arrêté N° 95-GD of March 1, 1957.

The University offers the following courses:

1. Preparatory year in Letters;
2. First year of Law School;
3. First year of the Certificate of Proficiency in Law;
4. General Mathematics;
5. First year of State Nursing School;
6. Preparatory year of Higher School of Fine Arts;
7. Branch of the Saigon School of Medical Assistants;
8. Branch of the Saigon School of Pedagogy.

ORGANIZATION.— Courses and course offerings are parallel to those of the University of Saigon.

Directorate of Technical and Fine Arts Education

48 Phan Dinh Phung, Saigon. Tel: 20.137

CREATION AND AUTHORITY.— The Directorate of Technical and Fine Arts Education was established by Article 8 of Decree N° 21/GD/ND of March 2, 1950. Ordinance N° 58-GD/CL of February 17, 1956 established the Directorate of Technical and Fine Arts Education as a separate agency depending directly on the Department of Education. Its functions are to establish a system of technical and fine arts education as well as to supervise the organization and administration of the specialized art and technical schools.

ORGANIZATION.— The Directorate of Technical and Fine Arts Education is under the authority of a Director, assisted by a Technical Inspector and a Fine Arts Inspector. It includes:

Department of Education

1. The First Bureau, which is in charge of all matters pertaining to the system of Technical and Fine Arts Education, and of establishing and supervising the Technical and Fine Arts schools, including policy and curriculum matters concerning both classrooms and laboratories.

2. The Second Bureau, which is responsible for preparing examinations, awarding diplomas, selecting students, and organizing exhibits; liaison with the technical and artistic organizations; and student welfare. The Office of the Technical Inspector is in charge of the following schools:

At the higher level: The National Technical Center, which includes four schools (the Higher School of Public Works, the Radio-Electricity School, the Saigon School of Commerce, and the Maritime Navigation School); the National School of Arts and Crafts Engineers, the Higher School of Arts, and the National Conservatory of Music.

At the secondary level: The Cao Thang Technical Secondary School, the Huế Technical School, the Saigon Professional School, the Nha Trang Professional School.

At the elementary level:

The laboratory-classrooms in Cán Tho, Long Xuyên, My Tho, Rach Gia, Hon Quan, Bung, Nha Trang, Ban Mê Thuôt, Tân An, Vinh Long, Go Công, and the Home Economics classes in Saigon, Tân Dinh, Gia Dinh, Cho Lon, Biên Hoa, Bèn Tre, Go Công, Cán Tho, My Tho, Long Xuyên, Tân An, Thu Dầu Môt, Bung, Vinh Long, Tây Ninh, Bac Liêu, Rach Gia.

Schools of Applied Arts at Gia Dinh, Biên Hoa, and Thu Dầu Môt.

Two committees have been set up to assist the Directorate of Technical and Fine Arts Education in the study of problems pertaining to organization: a) the Study Committee on Pedagogy, Technical, and Fine Arts Schools, and b) the Committee on the Preparation of Technical Vocabulary, in charge of translating technical and fine arts terms from foreign languages.

General Directorate of Education

89 Lê Van Duyêt, Saigon. Tel: Saigon 205

CREATION AND AUTHORITY.— The General Directorate of Education, originally the Technical Bureau of the Department of Education, was created on December 30, 1948. It became the Directorate of Education on December 29, 1951. Arrêté No 21-GD/ND of February 3, 1955 and subsequent arrêtés changed it to the General Directorate of Education. It is responsible for all matters pertaining to secondary, elementary, and popular education, including programs of study, teacher training, and the reduction of illiteracy.

ORGANIZATION.— The General Directorate of Education, under the authority of a Director General, consists of:

1. The Secretariat, in charge of all documents and correspondence;

2. The Directorate of Secondary Education, under the authority of a Director assisted by two Inspectors in Letters and in Science, which includes: a) the First Bureau (Regulations), in charge of all matters concerning secondary education; b) the Second Bureau (Examinations), which prepares examinations and awards degrees; c) the Third Bureau (Publications), in charge of editing and publishing magazines, textbooks, and charts.

3. The Directorate of Elementary and Popular Education, under the authority of a Director assisted by an Inspector, which is divided into: a) the Bureau of Elementary Education, and b) the Bureau of Popular Education, in charge of supervising the anti-illiteracy campaign.

The General Directorate of Education also includes the following field agencies: Directorate of Education for South Viet Nam, Directorate of Education for the Midlands of Central Viet Nam, and Directorate of Education for the Highlands of Central Viet Nam. These agencies are being reorganized in accordance with Ordinance No 17 of December 24, 1955 on the administrative reform of the Regions.

Directorate of Cultural Affairs

266 Công Ly, Saigon. Tel: Saigon 144

CREATION AND AUTHORITY.— The Directorate of Cultural Affairs was originally the Office of Cultural Affairs of the Department of Education and Protocol. It was created on July 11, 1948; became the Service of Cultural and Artistic Affairs of the Department of Education on May 23, 1951; and the Directorate of Cultural Affairs under the General Directorate of Education by Decree N° 2-GD/ND of February 3, 1955. Ordinance N° 58-GD/CL of December 17, 1956 established the Directorate of Cultural Affairs as an independent body directly under the authority of the Department of Education.

An outside organization dependent on the Directorate of Cultural Affairs is the National Commission for UNESCO created by Decree 503-Cab/Sg of September 29, 1951 of the Prime Minister and reorganized by Decree 30-GD on March 7, 1956 of the President of the Republic.

The Directorate of Cultural Affairs is responsible for preserving and promoting the traditional culture; studying contemporary foreign cultures for the enrichment of the national culture; and liaison with UNESCO.

ORGANIZATION.— The Directorate of Cultural Affairs consists of: a) the Bureau of Cultural Affairs, which publishes a monthly cultural magazine and promotes conferences and literary contests; and b) the UNESCO Bureau, which is in charge of collaboration with UNESCO and serves as a Secretariat for the National Commission for UNESCO.

Institute of Archeology

7 Nguyễn Bình Khiêm, Saigon. Tel: Saigon 537

CREATION AND AUTHORITY.— The Institute of Archeology was established by Decree N° 19-GD of January 18, 1956 of the President of the Republic, and is directly dependent on the Department of Education.

Viet Nam Government Organization Manual

Its functions are to collect documents and conduct research on the various races and languages of the populations living on the Indochinese peninsula as well as to spread knowledge about the history of their civilization; to conduct research on the civilization of neighboring countries (India, Indonesia, China, and Japan) with special emphasis on traditional national cultures; to preserve landmarks, to search for relics, and to manage an anthropological museum.

ORGANIZATION.— The Institute of Archeology, under the authority of a Director, assisted by a Chief of Service and a number of experts, consists of:

1. The Administrative and Accounting Bureau, in charge of general administration of the Institute, correspondence with foreign cultural organizations, and liaison with the honorary and advisory members at home and abroad.

2. The Bureau of Research, in charge of collecting and translating documents about Vietnamese civilization, including its racial heritage and the influence of other countries of Asia which had relationships with Viet Nam; compiling a comprehensive dictionary of the Vietnamese language; and organizing training courses for technicians in archeology.

3. The Archeological Library, in charge of collecting documents in Chinese characters, and in Vietnamese traditional and modern script, on Vietnamese civilization; foreign publications on Vietnamese and Asian cultures; and micro-filming rare books.

4. The Research Bureau, in charge of studies on customs, local dialects and popular sayings; and on the inhabitants of the Highlands. It collects administrative and technical terms for standardizing the language; operates an anthropological museum; and investigates, indexes, and popularizes historical masterpieces and relics.

5. The Bureau of Conservation of Historical Documents, which collaborates with the Department of Reconstruction for the rehabilitation of ruins; classifies relics; maintains

Department of Education

liaison with international organizations for the conservation of historical landmarks; collects documents for and supervises and manages museums; conducts archeological explorations; trains technicians in archeology; and attends international conferences on archeology.

In addition to these various sections there is also a Museum Council.

Oceanographic Institute of Nha Trang

Câu Da, Nha Trang

CREATION AND AUTHORITY.— The Oceanographic Institute of Nha Trang was established in 1928 under the name of Oceanographic Institute of Indochina. It was transferred to the Vietnamese Government in accordance with the agreement of June 1, 1952 between the French and Vietnamese Governments, and placed under a Joint French-Vietnamese Administrative Council. Arrêté N^o 497/SD/ND of June 30, 1956 of the Department of Education put the Oceanographic Institute under the authority of this Department.

The activities of the Oceanographic Institute of Nha Trang cover the entire territory of Viet Nam, including the waters within the jurisdiction of Viet Nam. The Institute studies problems relating to physical and biological oceanography, and makes inventories of the fauna and algae in the waters bordering Viet Nam. In agreement with the National Service of Maritime Fisheries it also examines the ichthyological resources of the China Sea and the Gulf of Siam and studies the migrations of gregarious fish. In agreement with the National Service of Limnology it also carries on research on the continental waters.

ORGANIZATION.— The Oceanographic Institute of Nha Trang, under the authority of a Director, assisted by a Deputy Director and a French advisor, consists of:

1. The Scientific Division, which includes: a) the Biological Section; b) the Physical Oceanography Section

Viet Nam Government Organization Manual

responsible for studies on the depth and topography of the bottom of the sea, the temperature of the water at each depth level, the tides, the waves, the movements of the waters, navigation, and salinity. It seeks to discover the various causes governing the movements of the waters; c) the Museum Section, responsible for maintaining a Marine Museum; d) the Fisheries Research Section, which gathers information and studies equipment relating to the fishing industry.

B. The Administrative Division, which includes the Office of the Director, the Administrative Bureau in charge of correspondence and accounting, and the Laboratories.

National Library

196 Pasteur, Saigon. Tel: 20.644

CREATION AND AUTHORITY.— The National Library incorporates the General Library (the former Pierre Pasquier Central Library of Hanoi) and the South Viet Nam Library (formerly the library of the Office of the Governor of South Viet Nam).

The National Library is responsible for collecting and classifying books and magazines to provide the public with research material and reading matter. When facilities permit, the National Library will also have charge of preserving official documents transmitted by government agencies.

ORGANIZATION.— The National Library is headed by a Director assisted by a Deputy Director and a number of specialized personnel. There are two reading and research halls, located at 34 Gia Long, Saigon, and on the campus of Petrus Ky High School, on Công Hoa Blvd., Saigon, respectively.

The National Library now includes 109,040 books and 1,039 collections.

Directorate of Education for South Viet Nam

Lê Thanh Tôn, Saigon. Tel: 21.718

CREATION AND AUTHORITY.— The Directorate of Education for South Viet Nam was organized under Arrêté N° 2333-Cab/PI of October 17, 1950. It is responsible for secondary, primary, popular, and professional education.

ORGANIZATION.— The Directorate of Education for South Viet Nam includes:

1. The Secretariat;
2. The Personnel Bureau;
3. The Accounting Bureau;
4. The Secondary and Professional Education Bureau, responsible for curricula and examinations at the secondary level.
5. The Primary and Popular Education Bureau, in charge of curricula and examinations at the primary level and popular education.

Secondary and Primary School Inspectors supervise the organization of schools and teaching at the various levels.

At the provincial level, Elementary School Inspectors supervise the organization and teaching of primary, elementary, preparatory, complementary schools, and popular education courses.

Directorate of Education for the Midlands of Central Viet Nam

3 Hoang Hoa Tham, Huè. Tel: 71

CREATION AND AUTHORITY.— The Directorate of Education the Midlands of Central Viet Nam was established by Decree N° 1422-ND/VC of December, 5, 1949 of the Governor of Central Viet Nam. The Directorate has successively depended upon the Office of the Governor of

Viet Nam Government Organization Manual

Central Viet Nam, the Delegate of the Government for Central Viet Nam, and finally, the Secretary of State for Education. It has the responsibility of directing the system of education in the towns and cities of the Midlands of Central Viet Nam (elementary, secondary, professional, normal, and popular education).

ORGANIZATION.— The Directorate of Education for the Midlands of Central Viet Nam, under the authority of a Director assisted on technical matters by Inspectors of Education, includes:

1. The Correspondence Bureau, in charge of correspondence, of organizing teachers' meetings, liaison with the Office of Cultural Affairs of the Midlands of Central Viet Nam, and the internal organizations of the Directorate;
2. The Personnel Bureau;
3. The Technical Bureau, which supervises public, and private education, operates a library, issues authorizations for private schools, supervises normal and professional courses, and administers scholarships;
4. The Bureau of Accounting and Materiel;
5. The Bureau of Popular Education, in charge of organizing popular classes and libraries, distributing school supplies, and all matters pertaining to foreign aid.

The Directorate of Education for the Midlands of Central Viet Nam also directly supervises the secondary schools, the normal and professional courses; and the regional offices of primary education in Quang Tri, Huế, Da Nang, Hoi An, Quang Ngai, Quy Nhon, My Hoa, Nha Trang, and Phan Thiet.

Directorate of Education for the Highlands of Central Viet Nam

Ban Mê Thuôt

CREATION AND AUTHORITY.— The Directorate of Education for the Highlands of Central Viet Nam was estab-

Department of Education

lished in 1946 as the Directorate of Education for the Highlands of South Viet Nam, under the authority of the Secretary General of the Crown Domain. In August 1955 the secondary schools of the Highlands were transferred to the Vietnamese Government. On October 23, 1956 the Highlands were made a part of the national territory, after which the Directorate of Education for the Highlands came under the authority of the Department of Education.

The Directorate aims at promoting the national culture, spreading the use of the Vietnamese language on the Highlands, and developing the various branches of study to help the mountaineers contribute to the work of national reconstruction. The Directorate is in charge of education in the five provinces of the Highlands.

ORGANIZATION.— The Directorate consists of:

1. The Technical Bureau, in charge of the various branches of study;
2. The Personnel Bureau;
3. The Administrative Bureau, which supervises teachers from a political point of view and maintains liaison with local administrative organizations;
4. The Foreign Aid Bureau;
5. The Accounting Bureau; and
6. The Records Bureau.

There are also Education Services in Kontum, Pleiku, Darlac, Dalat, and Dong Nai Thuong.

DEPARTMENT OF HEALTH

59 Hồng Tháp Tu, Saigon. Tel: 23.431-2

The Secretary of State for Health. Trần Vy

CREATION AND AUTHORITY.— The Department of Health was established by Arrêté N^o 103-YT/VP of October 22, 1952. This Department was reorganized by Decree N^o 145-CP of May 10, 1955; Decree N^o 154-TTP of November 9, 1956; Arrêté N^o 725-YT/HC/ND of July 25, 1956; and Arrêté 1188-YT/HC/NV/CN of November 12, 1956.

The Department of Health studies methods of preserving and improving the health and living standards of the people; fights contagious diseases by administering vaccines; and supervises hospitals.

To carry out its aims, the Department of Health organizes health agencies; trains cadres and organizes courses for the training of health technicians, nurses, pharmaceutical assistants, and specialized assistants in medical laboratories; and assures liaison with international and foreign aid organizations such as the Colombo Plan, the World Health Organization, and the American Aid mission.

The Department sends delegates to international conferences.

ORGANIZATION.— The Department of Health consists of:

1. The Directorate of the Cabinet;
2. The Directorate of Administrative Affairs, Personnel, and Finance;
3. The General Directorate of Public Health and Hospitals;
4. The Team of Inspectors.

The Secretary of State for Health is appointed by and responsible to the President for all the activities of the Department.

Directorate of the Cabinet

This agency consists of:

1. The Office of the Secretary of State, which is in charge of confidential communications, supervision of the administration of the Secretary of State's decisions, liaison with the Executive Office of the President, the various Departments, and the elected bodies, and coordination of the activities of the Department.

2. The Private Secretariat, which is in charge of receptions, audience, private papers and official trips of the Secretary of State, and assigned internal matters.

3. The Press Bureau, which reviews news reports and issues press releases to radio stations and newspapers.

4. The Central Bureau of Social Health, which studies procedures to be followed in the Social Bureaus of hospitals, and receives and distributes gifts from various sources to hospital patients.

Directorate of Administrative Affairs, Personnel, and Finance

59 Hồng Tháp Tu, Saigon. Tel: 23.431

CREATION AND AUTHORITY.— The Directorate of Administrative Affairs, Personnel, and Finance was established by Arrêté N° 722-HC/NP of July 25, 1956 of the Department of Health.

ORGANIZATION.— This agency consists of:

1. The Bureau of Mail and Records, which is in charge of outgoing and incoming mail, translations, records, and purchase of newspapers and magazines for the Department of Health;

2. The Service of Legislation, General Administration, and Documentation, which consists of: a) a Bureau of Legislation and Legal Proceedings, which drafts legal documents on the organization of regional public health.

Viet Nam Government Organization Manual

agencies and authorizations for the practice of private doctors, pharmacists and dentists; and b) a Bureau of General Administration.

3. The Service of Personnel, which consists of a Bureau of Civil Service Personnel and a Bureau of non-Civil Service Personnel.

4. The Service of Finance, which consists of: a) a Bureau of Authorization of Expenditures, Payment, and Budget; b) a Bureau of Wages; c) a Bureau of Materiel, which is in charge of calling for bids, inspecting equipment, and keeping accounts on expenditures for materiel.

General Directorate of Health and Hospitals

59 Hồng Tháp Tu, Saigon. Tel: 23.431

CREATION AND AUTHORITY.— The General Directorate of Health and Hospitals was created by Arrêté N° 103-YT/VP of October 22, 1952.

The Director General of Health and Hospitals assists the Secretary of State in the direction of all activities of the Department.

ORGANIZATION.— The General Directorate of Health and Hospitals includes:

1. The Service of Preventive Medicine, which consists of: a) a Bureau of Laboratory Control, which is in charge of the organization and supervision of the Central Institute of Biological Research and provincial laboratories and liaison with the Bureau of Hygiene Experiments, the Service of Disease Eradication, the Pasteur Institute, and the Training Bureau for laboratory technicians; b) a Bureau of Health Examination for Civil Servants, which conducts health examinations for all civil servants and for candidates for government positions; c) a Bureau of Sanitary Education and Training, which organizes public sanitation projects, trains specialized agents, and administers scholarships and medical

Department of Health

libraries; d) a Bureau of International Sanitary Police, which enforces sanitation regulations and submits reports to the World Health Organization.

2. The Service of Public Sanitation, which is in charge of sanitary inspection, disinfection programs, research on food products, and malaria eradication programs. It includes: a) a Bureau of Food, Water Supply, and Waste Control; b) a Bureau of Malaria Control.

3. The Service of Overall Health, which consists of: a) a Bureau of Hospitals, which supervises hospitals and their activities from the technical point of view; b) a Bureau of Nursing, which develops training programs; c) a Bureau of Obstetrics, Pediatrics, and Public Health Training; d) a Bureau of Statistics and Reports; e) a Bureau of Communicable Diseases, which studies measures for the eradication of communicable diseases. It includes sections dealing with tuberculosis control, leprosy, cancer, eye and intestinal diseases, venereal diseases, control of rabies, and diseases caused by animals.

4. The Service of Supply of Pharmaceutical Products, which consists of: a) a Bureau of Manufacture of Pharmaceutical Products, which carries out research and manufactures pharmaceutical products; b) a Bureau of Pharmaceutical Products Management, which buys and distributes pharmaceutical products for the regional Directorates of Health; c) a Bureau of Pharmaceutical Products Control and Experimentation, which controls drugs used in Eastern and Western medical practice and imported drugs and chemicals, and analyzes drugs used in prescriptions.

5. The Bureau of Liaison and Foreign Aid, which affords technical liaison with such international health organizations and conferences as the West Pacific Branch of W.H.O. in Manila, the World Alliance Against Venereal Diseases in Paris, and the World Alliance Against Cancer, as well as world organizations for child protection. This Bureau also implements the agreement between the Pasteur Institute and the Department of Health.

Team of Inspectors

The Team of Inspectors depends directly on the Secretary of State for Health, and is under the authority of a medical inspector.

The Team of Inspectors includes:

1. The Section of Health Inspectors, which inspects and supervises hospitals and city and local sanitation services from the technical point of view, prepares reports and submits suggestions to develop and improve health organizations; suggests locations for health agencies to assure continuity in carrying out the national health program; coordinates projects for the realization of the American aid and child protection programs; and controls the practice of Eastern and Western medicine, dentistry, and obstetrics. The Health Inspectors also supervise private assistance groups and maintain technical liaison with foreign health agencies.

2. The Section of Drug Inspectors, which inspects and controls Western pharmacies and drug stock rooms, controls the manufacture of drugs for Eastern and Western medicine, and controls the importation, distribution, and use of drugs.

City and Provincial Health Services

In each city and province there is a Health Service directed by a physician, Chief of Service, and qualified medical assistants.

At the present time, there are Health Services:

In South Viet Nam: Saigon, Phuoc Tuy, Bien Hoa, Long Khanh, Phuoc Long, Tay Ninh, Long An, Kien Tuong, Kien Phong, Dinh Tuong, Kien Hoa, Vinh Long, Vinh Binh, An Giang, Phong Dinh, Ba Xuyen, Kien Giang, Gia Dinh, An Xuyen, Binh Duong, Binh Long, Binh Tuy, Con Son.

In the Midlands of Central Viet Nam: Quang Tri, Thua Thien, Quang Nam, Da Nang, Quang Ngai, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, Binh Thuan, Hue.

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In the Highlands of Central Viet Nam: Dalat, Darlac, Kontum, Pleiku, Đông Nai Thuong.

Nursing School

CREATION AND AUTHORITY.— The Nursing School was established by Arrêté N° 15-YTS/PC of April 7, 1952 as modified by Arrêté N° 216-HC/PC of July 7 1955.

ORGANIZATION.— The Nursing School in each province depends on the local authorities for administration, and the Department of Health for technical direction. It is under the authority of a Director.

The students have to fulfill the requirements of age and health, possess an elementary school degree, and pass an entrance examination. Students holding a high school diploma are exempt from this examination.

The curriculum covers two years, and includes theoretical and practical courses in nursing. The expenses for establishing and operating the School are borne by the Budget of the Health Department.

School of Medical Assistants

CREATION AND AUTHORITY.— The School of Medical Assistants was established in Saigon by Arrêté N° 213-TTP/CV of January 1, 1956 of the President of the Republic. Its purpose is to train medical technicians for local health clinics.

ORGANIZATION.— The School of Medical Assistants is under the direct authority of the Department of Education. It depends on the Department of Health for technical matters. An Administrative Committee manages and recommends policies for the School. This Committee includes: the Secretary of State for Education or his representative, Chairman; representatives of the Secretaries of State for Health, Interior, the General Directorate of Civil Service, the Faculty of Medicine, the Director of the School of Medical Assistants, and two professors and one student of the School.

Viet Nam Government Organization Manual

The School of Medical Assistants is headed by a Director and has a faculty of professors from the Faculty of Medicine, and physicians and pharmacists from the Pasteur Institute.

The students must fulfill requirements as to education (high school certificate), age, and health, and have to pass an entrance examination. Nurses of the Department of Health with a secondary school degree or candidates holding the Baccalaureate (1st part) are exempt from the entrance examination.

The curriculum includes basic sciences (first year), pathology, surgery, obstetrics (second year), treatment of common diseases, relief, and health organization and medical assistance in the countryside (third year).

The study period is three years. Graduating students are appointed in-training health assistants and are assigned to district hospitals that provide special training in public health.

The school is supported by the National Budget (Department of Education).

Course of Village Health Assistants

CREATION AND AUTHORITY.— The Course of Village Health Assistants was established by Arrêté N° 153/YT of April 19, 1956 which replaced Arrêté N° 621-CAB/SG/SC of July 5, 1953 on the organization and operation of the specialized sanitation course.

The Course of Village Health Assistants is for the purpose of training personnel in sanitation and prevention of diseases in the countryside.

ORGANIZATION.— This Course, held at the Nguyễn Văn Học Hospital in Gia Dinh and at the Huế Hospital in Central Viet Nam, is reserved for nurses of both sexes and candidates holding the elementary school diploma. Other candidates may be selected through an examination among the assistant nurses, voluntary personnel serving in hospitals, and people holding the elementary school diploma.

Each term lasts six months. Students graduating from the Course of Village Health Assistants are assigned to various posts by the Department of Health.

National Commission on Sanitation

CREATION AND AUTHORITY.— The National Commission on Sanitation, established by Arrêté N° 406-CAB/SG of August 20, 1951 of the Secretary of State for Health, studies problems of public health, hygiene, and preventive medicine.

ORGANIZATION.— The National Commission on Sanitation includes as ex-officio members the directors of local health services and local veterinary services, chiefs of city health services, and members appointed by the Secretary of State among physicians, dentists, and pharmacists working in major health organizations.

On October 25, 1956 the President of the Republic signed Ordinance N° 59 on the organization of health administration in the villages. Under this ordinance, a dispensary is to be established in each village to provide the public with medicines and medical care and to promote the application of public sanitation measures.

Each village dispensary is to be under the responsibility of a Health Assistant and/or a Maternity Nurse. The village Administrative Councils are to administer the dispensaries which are under the Chief of the Provincial Health Service for technical direction.

The head of the Village Dispensary may be assisted by a cadre specialized in husbandry to help control the markets and slaughter-houses, as well as assistant country nurses, village hygiene agents, and such other personnel as may be necessary.

DEPARTMENT OF LABOR

159 Pasteur, Saigon. Tel: 21.410; 23.092; 23.508

The Secretary of State for Labor Huynh Huu Nghia

CREATION AND AUTHORITY.— The Department of Labor was created by Decree N° 31-XLN of September 19, 1949, establishing the office of the Minister of Agriculture, Social Work, and Labor, and Arrêté N° 56-LDTN/ND of December 31, 1954, organizing the Department of Labor and Youth. The Department of Youth was subsequently assimilated by the Department of Information and Youth.

The Department of Labor is responsible for drafting and applying legislation on working conditions and wages in commercial, industrial, agricultural, handicraft, and other enterprises. The Department also mediates labor disputes, fixes arbitration procedures, and enforces regulations regarding the placement, hiring, and discharge of workers. The Department of Labor is responsible for special employment protection for war victims; the conditions of industrial health, sanitation, and safety; and protection of minimum standards of living through labor laws. The Department of Labor has recently organized orientation and professional courses for unskilled workers and others.

ORGANIZATION.— The Department of Labor includes the following agencies:

- Directorate of the Cabinet;
- General Secretariat;
- General Inspectorate of Labor and Social Security.

Directorate of the Cabinet

The Directorate of the Cabinet consists of:

1. The Office of the Director, in charge of political and confidential matters, liaison with other agencies, and special projects of the Secretary of State;

2. The Priv
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2. The Private Secretariat, in charge of internal affairs, correspondence, receptions, and official trips of the Secretary of State.

General Secretariat

The General Secretariat has charge of administrative and technical matters of the Department and coordinates the activities of the specialized Directorates.

The General Secretariat consists of:

1. The Mail and Records Bureau;

2. The Personnel and Accounting Service, which includes:
a) the Personnel Bureau; b) the Accounting Bureau, which prepares and supervises the budget of the Department and controls the accounts and approves expenditures; and c) the Bureau of Materiel, in charge of materiel, equipment, and vehicles.

3. The Service of Documentation and Research, which is composed of: a) a Bureau of Research and Documentation, and b) a Bureau of Press and Propaganda.

General Inspectorate of Labor and Social Security

159 Pasteur, Saigon. Tel: 21.410; Saigon 385

CREATION AND AUTHORITY.— The General Inspectorate of Labor and Social Security was created as a part of the Prime Minister's Office by Arrêté N° 43-Cab/Pres of December 6, 1950, and reorganized by Arrêté N° 56-LDTN/ND of December 31, 1954 of the Department of Labor and Youth.

The General Inspectorate of Labor and Social Security is responsible for studying and drafting legislation on labor, improving the material and spiritual condition of workers; establishing savings and social security funds; controlling the implementation of basic labor laws; resolving disputes

Viet Nam Government Organization Manual

between management and labor; studying and comparing Vietnamese and international labor laws; and maintaining liaison with international labor organizations.

ORGANIZATION.— The General Inspectorate of Labor and Social Security, under an Inspector General, consists of:

1. The Mail and Records Bureau;
2. The Central Labor Service, including: a) the Legislation Bureau, which interprets, drafts, and revises labor laws, studies the social legislation of other countries, and acts as Permanent Secretariat for the National Labor Consultative Committee; and b) the Bureau of Control and Coordination, responsible for labor census and for gathering and analyzing reports from the regional inspectorates.
3. The Social Security Service, including: a) the Bureau of Wages, which keeps statistics on the cost of living and on salaries; checks the wage scales against market prices, and fixes the minimum guaranteed wage and drafts legislation on wages; and b) the Bureau of Family Allowances and Social Security, which drafts regulations on family allowances; classifies specialized professions; administers the Compensation Fund and workers' pensions; makes the census of labor accidents; and promotes the economical use of labor.
4. The Service of Professional Liaison, including: a) the Bureau of Internal Liaison, responsible for liaison with unions and workers' representation in industry; appropriate collective contracts and general labor statutes; and b) the Bureau of International Liaison, which is responsible for liaison with international labor organizations and conferences.
5. The Service of Professional Training, and Vocational Guidance, including: a) the Bureau of Professional Training, which teaches unskilled workers, organizes professional training courses, and conducts final examinations; and b) the Bureau of Vocational Guidance, which gives technical psychological, and vocational tests to workers.
6. The Labor Cadre Training Course.

Regional Agencies

There are Labor Inspectorates in South Viet Nam, Central Viet Nam, and the Highlands of Central Viet Nam under the technical supervision of the General Inspectorate of Labor and Social Security.

Local Labor Services are placed under the administrative and technical authority of Regional Labor Inspectorates. In South Viet Nam there are local services in Biên Hoa, Binh Duong, Phuoc Tuy, and Tây Ninh and seven other services established in 1957 in Saigon, Gia Dinh, Dinh Tuong, Phong Dinh, Binh Long, Long Khanh, and Phuoc Long.

In the Midlands of Central Viet Nam four Labor services have been established in Thua Thiên, Da Nang, Qui Nhon, and Nha Trang.

In the Highlands of Central Viet Nam, three Labor services have been established in Dalat, Ban Mê Thuôt, and Dong Nai Thuong.

Training Course for Labor Cadres

The Training Course for Labor Cadres was opened in Saigon by Arrêté No 144 of November 14, 1956 of the Secretary of Labor for the purpose of training labor controllers and sub-controllers.

The students are selected from within and without the civil service in accordance with specified educational requirements.

The course lasts six months and includes labor laws, sociology, economics, statistics, political science, and public administration.

DEPARTMENT OF AGRICULTURE

58 Nguyễn Bình Khiêm, Saigon: Tel: 22.827; 20.587

The Secretary of State for Agriculture..... Lê Van Đông

CREATION AND AUTHORITY.— The Department of Agriculture was created by Decree No 81-CN of August 8, 1952 establishing the office of the Minister of Agriculture and Decree No 43-BCN/NA of December 4, 1952, modified by Decree No 41-BCN/ND of May 7, 1953 providing for the organization of the Department of Agriculture. Decree No 66-BCN/ND of November 19, 1954 established the Department of Agrarian Reform and Arrêté No 108-BCN/ND of May 15, 1956 reorganized the Directorate of the Cabinet and the General Secretariat. Decree No 372-PTT/TTK of May 23, 1955 of the Prime Minister, establishing the office of Secretary of State for Land Property and Agrarian Reform, has also affected the scope of activities of the Department of Agriculture.

The Department of Agriculture was established to draw up and administer the agricultural and forestry policy of the government. It prepares national plans for the guidance, assistance, and elevation of the life of people engaged in agriculture, and is responsible for national programs of economic and agricultural aid, the enforcement of national and international laws on agriculture and forestry, drafting of regulations affecting plantations, distribution of agricultural and forestry products, and providing technical assistance in the study of agriculture, forestry, and husbandry. The Department encourages the agricultural production and processing, including sericulture and the development of cottage industries. It also controls the movement, distribution, and supply of agricultural products.

In the field of animal husbandry, the Department encourages the production of livestock and related industries; provides health inspection for livestock; supervises veterinary

Department of Agriculture

service, and controls the movement and distribution of livestock and animal products.

In forestry, the Department encourages lumber production and the development of related industries, and hunting and fish-breeding in the rivers. It supervises and protects forestry reserves, authorizes the exploitation of forests and undeveloped lands, and controls the movement, distribution, and supply of timber, game, and fish.

ORGANIZATION.—The Secretary of State for Agriculture is responsible for all technical matters relating to the production and industrial uses of plants and animals, domestic or wild; and for the management and coordination of the following agencies:

Central Agencies:

Directorate of the Cabinet;
General Secretariat;
Directorate of Agriculture;
Directorate of Animal Husbandry;
Directorate of Water and Forests;
Directorate of Research and Documentation for Agriculture and Forestry;
Directorate of Agricultural Education;
Directorate of Agricultural Extension.

Advisory and Autonomous Agencies:

Bureaus of Agriculture;
Organizations for Agricultural Professions;
Rice Office.

Directorate of the Cabinet

The Directorate of the Cabinet, under the authority of a Director of Cabinet assisted by two special attachés and a private secretary, consists of:

1. The Office of the Director, responsible for political, and confidential matters within the Department; re-

Viet Nam Government Organization Manual

lations with the Presidency, the various Departments, the Assembly, and the military authorities through the Department of National Defense. This Office also prepares directives, coordinates and directs the activities of the Department, and supervises the execution of the decisions and orders of the Secretary of State.

2. The Private Secretariat, responsible for secret and private correspondence and documents; audiences and receptions; and inspection tours and visits of the Secretary of State.

3. The Press and Information Bureau, responsible for information, propaganda, and broadcasts concerning agriculture, forestry, and animal husbandry.

General Secretariat

The General Secretariat, under the direction of a Secretary General and an assistant with the rank of Director, is responsible for the coordination, supervision, and control of the administrative, financial, and technical activities of the specialized agencies, including problems involving foreign technical and economic aid.

The General Secretariat consists of:

1. The Service of Administration and Finance, including: a) the Bureau of Correspondence and Administration; b) the Bureau of Personnel; c) the Bureau of Accounting and Materiel; and d) the Bureau of Authorization of Expenditures and Budget, responsible for appropriate liaison with the Budget Directorate.

2. The Service of Planning, including: a) the Bureau of Planning, in charge of actual and proposed programs of the various Directorates in liaison with the General Directorate of Planning, the General Directorate of Budget and Foreign Aid, and the Missions of economic, technical and agricultural

assistance; b) charge of financial and Budget and including funds

3. The S consisting of: a) drafts of legislative and animal husbandry and animal husbandry gathers and disseminates forestry and husbandry library, and preparation of Statistics, which on resources and fishery products.

4. The Technical Bureau, which organizes agricultural agencies, organizes model cultural, forestry, and

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Agriculture was established
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Department of Agriculture

assistance; b) the Bureau of Foreign Aid Accounting, in charge of financial relations with the General Directorate of Budget and Foreign Aid and the foreign aid missions, including funds control.

3. The Service of Legislation and Documentation, consisting of: a) the Bureau of Legislation, which examines drafts of legislation concerning agriculture, water and forests, and animal husbandry; b) the Bureau of Documentation, which gathers and distributes materials dealing with agricultural, forestry and husbandry research, operates the Departmental library, and prepares Departmental exhibits; c) the Bureau of Statistics, which collects information, and prepares charts on resources and industrial uses of agricultural, forestry, and fishery products.

4. The Technical Service, comprising: a) the Technical Bureau, which organizes and technically supervises the regional agricultural agencies; b) the Bureau of Cooperatives, which organizes model cooperatives and develops and assists agricultural, forestry, and fishing cooperatives.

Directorate of Agriculture

58 Nguyễn Bình Khiêm, Saigon. Tel: 22.532

CREATION AND AUTHORITY.— The Directorate of Agriculture was established by Arrêté N° 43-BCN/ND of December 4, 1952 of the Secretary of State for Agriculture on the organization of the Department of Agriculture, modified by Arrêté N° 41-BCN/ND of July 7, 1955.

The Directorate of Agriculture is responsible for administering government policy concerning agricultural and forestry products, including sericulture, apiculture, and animal and botanical husbandry. It also supervises the distribution of agricultural products, carries out rural engineering projects, conducts agricultural research, and supervises regional Directorates of Agriculture and the national and regional experimental centers.

Viet Nam Government Organization Manual

ORGANIZATION.— The Directorate of Agriculture consists of:

1. The Bureau of Administration and Finance, which is responsible for correspondence and administration of expenditures, materiel, and personnel.

2. The Service of Rice Cultivation and Fish Breeding, which is responsible for selecting and distributing seeds of good quality, popularizing the use of good seeds, and experimenting with fertilizers suitable for the cultivation of rice. The Service also conducts research and experiments on fish breeding techniques and organizes and supervises fish breeding stations.

3. The Service of Agricultural Production and Industries, which conducts research on the processing and storage of the country's agricultural products; industrial use of agricultural products; and techniques in sericulture and apiculture.

4. The Service of Plant Protection and Improvement, which prepares demonstrations on plant protection and the use of insecticides; and carries on a program of research and information regarding insects and fungi harmful to plant life, the growing of mushrooms, causes of spoilage during storage, and the transportation of agricultural products.

5. The Service of Rural Engineering, which is responsible for administering agricultural hydraulics projects and projects to encourage agricultural mechanization, the building of rice-mills and storehouses, and the development of abandoned lands.

6. The Service of Soil Studies, Plant Inspection, and Analysis, which makes soil analyses, studies soil bacteria and fertility, and experiments with the manufacture of artificial fertilizers. It also conducts research on the textile processing and inspects and studies processing methods for agricultural products.

In the various regions there are: the Service of Agriculture of Central Viet Nam, the Service of Agriculture of the Highlands of South Viet Nam, and the Service of Agriculture of South Viet Nam.

Directorate of Agricultural Education

58 Nguyễn Bình Khiêm, Saigon. Tel: 22.183

CREATION AND AUTHORITY.— The Directorate of Agricultural Education was established by Article 19 of Arrêté 43-BCN/ND of December 4, 1952, on the organization of the Department of Agriculture. It prepares programs of studies in agriculture, organizes and supervises agricultural schools, and administers the programs of foreign studies in agriculture, forestry, and animal husbandry.

ORGANIZATION.— The Directorate of Agricultural Education consists of:

1. The Bureau of Administration and Finance, which is in charge of correspondence and records, personnel, and estimates of expenditures, salaries and materiel.

2. The Bureau of Research and Documentation, which collects documents on domestic and foreign agricultural education, prepares recommendations on proposed programs of studies, develops entrance examinations for the agricultural schools and administers the library.

3. The Service of Higher Agricultural Education, which is responsible for the administration of higher agricultural education, including curricula, teaching methods, school organization, and teaching materials.

4. The Service of Secondary Agricultural Education, which is responsible for administering secondary agricultural education and the regional applied agricultural schools.

5. The Service of Elementary Agricultural Education.

The National School of Agriculture, Forestry, and Animal Husbandry established at Blao by Arrêté N^o 112-BCN/ND of November 19, 1955 is directly dependent on the Service of Higher Agricultural Education. The Applied Agricultural Schools set up in CÁN THO, CU CHI, HUÈ, NHA TRANG and BAN MÈ THUỐT are directly dependent on the Service of Secondary Agricultural Education. Classes in farming are directly administered by the Service of Elementary Agricultural Education.

Directorate of Agricultural Extension

12 Mac Dinh Chi, Saigon. Tel: Saigon 269

CREATION AND AUTHORITY.— The Directorate of Agricultural Extension and Improvement of Rural Life was created by Arrêté N° 97/BCN/ND of September 14, 1955 of the Secretary of State for Agriculture. Its purpose is to popularize improved agricultural techniques and to promote rural youth organizations.

ORGANIZATION.— The Directorate of Agricultural Extension is placed under the authority of a Director assisted by a Deputy Director and a National Committee, including a representative of the Secretary of State for Agriculture, Chairman, the heads of national directorates within the Department of Agriculture and appropriate regional directors; technical advisors of the Directorate, and the Director of Agricultural Extension, Secretary. The Committee meets twice a year.

The Directorate of Agriculture Extension consists of:

1. The Bureau of Administration and Finance;
2. The Service of Information and Popularization, which is responsible for preparing popular materials on scientific techniques of planting and breeding and the management of agricultural cooperatives;
3. The Service of Agricultural Technique Improvement, which studies and promotes the application of new techniques in agriculture, forestry, fish breeding and animal husbandry; and distributes seeds and selected fruits;
4. The Service of Rural Life Improvement, which attempts to raise the rural standard of living by improving and modernizing diet, housing, hygiene, clothing, personal savings, and community activities;
5. The Service of Rural Youth, which prepares training programs for young boys and girls and rural cadres;

Department of Agriculture

promotes youth organizations and 4-H clubs, and helps provide practical experience in animal husbandry, farming, forestry, and fish breeding.

In each province there is an Extension Service under a Chief of Service assisted by a Rural Youth agent and a Rural Life Improvement agent. There are sixteen Extension Services in the following provinces: Tân An, Mỹ Tho, Thủ Dầu Một, Gia Định, Vĩnh Long, Cho Lon, Bạc Liêu, Sóc Trăng, Cần Thơ, Trà Vinh, Gò Công, Khanh Hoa, Bà Rịa, Bèn Tre, Bình Thuận, and Long Xuyên.

Extension, Rural Youth, and Rural Life Improvement Services are assigned into seven zones: two in Central Viet Nam, one in the Highlands of Central Viet Nam and four in South Viet Nam. Each zone is under the authority of an Extension Inspector directly responsible to the Agricultural Extension Director.

Directorate of Animal Husbandry

58 Nguyễn Bình Khiêm, Saigon. Tel: 21.323

CREATION AND AUTHORITY.— The Directorate of Animal Husbandry, created by Arrêté No 43-BCN/ND of December 4, 1952, is responsible for the protection and development of livestock breeding; the improvement of animal products and the development of related industries, supervision of conditions of public hygiene; and administration of regional Animal Husbandry and Veterinary Services as well as designated national and regional experimental centers.

ORGANIZATION.— The Directorate of Animal Husbandry includes:

1. The Bureau of Administration and Finance, which is responsible for documents, accounting, budgeting, expenditures, salaries, materiel, and personnel administration.
2. The Bureau of Research in Animal Husbandry, which gathers and popularizes statistics and technical infor-

Viet Nam Government Organization Manual

mation related to the functions of the Directorate; develops programs of activities for the veterinary center; assures liaison with the scientific and economic organizations; and sends representatives to attend scientific congresses.

3. The Service of Domestic Animal Husbandry, which is in charge of improving strains of cattle and poultry through breeding techniques.

4. The Service of Animal Protection, which seeks to eliminate inferior strains of livestock, improve the care of domesticated animals, and prevent diseases by means of vaccination.

5. The Service of Animal Product Industries, which is responsible for developing animal product industries; conducting experiments in processing and the use of animal by-products, and the operation of tanneries and slaughterhouses; and collecting and exporting duck feathers.

6. The Service of Inspection and Control of Meat By-products, which inspects and enforces regulations regarding the livestock and slaughterhouses, and inspects animal food products for communicable diseases.

7. The Institute of Microbiology and Animal Disease Research, which studies the prevention of diseases; prepares vaccines against communicable diseases of animals; conducts research in microbiology and indigenous animal diseases; and conducts campaigns to eradicate bovine pest.

Regional Agencies

1. The Directorate of Veterinary Service of South Viet Nam, created by Arrêté N° 2512-Cab/DAA of October 26, 1952 of the Governor of South Viet Nam, is responsible for all matters pertaining to veterinary medicine and animal husbandry in the region.

2. The Directorate of Veterinary Service of the Midlands of Central Viet Nam, created by Arrêté N° 1417 of December 5, 1949 of the Governor of Central Viet Nam, is responsible for all matters pertaining to veterinary medicine and animal husbandry in the region.

3. The Directorate of Central Viet Nam is responsible for veterinary medicine and animal husbandry.

There are local veterinary services at the regional level and

Directorate of Research for Agriculture

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CREATION AND

Research and Documentation was created on March 1, 1952, on December 4, 1952, of the Directorate of Agriculture provided by the Directorate.

Before 1945, the Directorate of Agricultural and Veterinary Research became the Research Institute. It was placed under the Council of Administration. It was known as the Technical Research Institute of Education. On the Department of Agriculture.

The Directorate of Agriculture and Veterinary Research and Documentation scientific information and experimental husbandry. The Directorate is located in Hanoi, Lang Ha

ORGANIZATION

Documentation and Information authority of a Directorate consists of:

Department of Agriculture

3. The Directorate of Veterinary Service of the Highlands of Central Viet Nam is responsible for veterinary service and animal husbandry in this region.

There are local inter-provincial veterinary sectors at the regional level and veterinary services in each province.

**Directorate of Research and Documentation
for Agriculture and Forestry**

121 Nguyễn Bình Khiêm, Saigon. Tel: 21.74

CREATION AND AUTHORITY.— The Directorate of Research and Documentation for Agriculture and Forestry was created on March 1, 1956. Decree No 43-BCN/ND of December 4, 1952, on the organization of the Department of Agriculture provides for the temporary organization of the Directorate.

Before 1945, this agency bore the name of Institute of Agricultural and Forestry Research of Indochina. In 1951 it became the Research Center of Science and the Arts and was placed under the direct supervision of the Quadripartite Council of Administration. From 1953 to February 29, 1956 it was known as the National Center of Scientific and Technical Research and was dependent on the Department of Education. On March 1, 1956 it became part of the Department of Agriculture.

The Directorate of Research and Documentation for Agriculture and Forestry is responsible for conducting research, and collecting and disseminating technical and scientific information on agriculture, forestry and animal husbandry. The Directorate has its central office in Saigon and experimental stations in Trang Bom (South Viet Nam) Blao, Lang Hanh, Manline, Dran, and Dalat (Highlands).

ORGANIZATION.— The Directorate of Research and Documentation for Agriculture and Forestry, under the authority of a Director of the National Research Center, consists of:

Viet Nam Government Organization Manual

1. The Bureau of Administration and Finance;
2. The Bureau of Materiel, responsible for the properties of the Directorate;
3. The Service of Forestry Research, including the Bureau of Research and Documentation, the Center of Botany Research, the Center of Forestry Research, and the Experimental Center of Forestry Products of the Highlands.
4. The Service of Soil Chemistry, divided into the Bureau of Research and Liaison, the Center of Botany Research, the Center of Chemical Research, and the Experimental Center of Agricultural Products in Blao.

Directorate of Water and Forests

200 Trần Quy Cap, Saigon. Tel: 21 661

CREATION AND AUTHORITY.— The National Directorate of Water and Forests, originally the Directorate of Water and Forests of Indochina, was established on March 30, 1950 when the French Government transferred administrative responsibilities to the Vietnamese Government. Decree No 43-BCN-ND of December 4, 1952 (Article 12, Chapter III) provided for the organization of the Department of Agriculture, including the Directorate of Water and Forests.

The Directorate of Water and Forests is responsible for all matters relating to the exploitation, production, and industrial uses of forestry and water resources and wild game. It conducts research on forestry, fish breeding, and hunting; and organizes, inspects, and regulates the regional Directorates of Water and Forests and the forestry and experimental centers.

ORGANIZATION.— The Directorate of Water and Forests, under the authority of a Director and appropriate regional directors, consists of:

1. The Service of Forest Products and Industries, which is responsible for the exploitation of forests by mechanical means. It grants funds for industrial machinery, controls its use, and organizes forestry cooperatives.

2. The Service of Forestry Research, which determines the breeding and training courses and

3. The Service of Forestry Products, which controls the exploitation, reforestation policies, and maintenance

4. The Service of Fire Protection, which conducts campaigns against fires; establishes the fire-protection centers

5. The Bureau of Materiel, which is responsible for the materiel, and personnel services as follows:

1. The Directorate of Forest Products and Industries of Central Viet Nam, the Forestry Administration Bureau and the

2. The Directorate of Forest Products and Industries of Central Viet Nam, Administration and Finance

3. The Directorate of Forest Products and Industries of Viet Nam, divided into the Bureau of Accounting,

2. The Service of Game Hunting and Inland Fisheries, which determines hunting and game limits, issues hunting permits, and fixes hunting seasons. It stocks fish, promotes the breeding and smoking of tilapia, and assists in promoting training courses and fishing cooperatives.

3. The Service of Reforestation, which regulates and controls the exploitation of forests; studies and carries out reforestation policies; and is responsible for the building and maintenance of forest roads.

4. The Service for the Protection of Natural Resources, which conducts campaigns for the protection of forests against fires; establishes fire prevention lanes; administers the fire-protection centers; and digs and clears canals.

5. The Bureau of Administration and Finance, which is responsible for correspondence, accounting, salaries, materiel, and personnel. In each region there are local agencies as follows:

1. The Directorate of Water and Forests of the Midlands of Central Viet Nam, divided into the Administrative Bureau and the Technical Bureau;

2. The Directorate of Water and Forests of the Highlands of Central Viet Nam, divided into the Bureau of Administration and Finance and the Technical Bureau;

3. The Directorate of Water and Forests of South Viet Nam, divided into the Bureau of Administration, the Bureau of Accounting, and the Technical Bureau.

DEPARTMENT OF NATIONAL DEFENSE

63 Gia Long, Saigon. Tel: 20.011

The Secretary of National Defense. Ngô Đình Diệm

The Deputy Secretary of Defense. Trần Trung Dung

CREATION AND AUTHORITY.— The Department of National Defense was created by Decree No 59-QP of June 29, 1953 and modified by Decree No 378-QP of October 3, 1957 concerning the entire reorganization of the Department.

The Department of Defense includes the Army, Navy, and Air Force, all troops pertaining to the Armed Forces of the Republic of Viet Nam, and the para-military organizations. It is responsible for organizing a powerful and unified Vietnamese military force to preserve the security of Viet Nam and to insure the pacification of the national territory.

ORGANIZATION.— The Department of National Defense consists of the following agencies:

Central Agencies:

- Directorate of the Cabinet;
- General Staff of the Vietnamese Armed Forces;
- General Military Inspectorate;
- General Inspectorate of Military Expenditures;
- General Directorate of Administration, Budget, and Accounting;

Dependent Directorates:

- Directorate of Personnel;
- Directorate of Military Justice and Gendarmerie;
- General Directorate of Veterans and War Victims;
- Directorate of Military Security;
- Directorate of Psychological Warfare;
- Directorate of Social Services;
- National Geographical Directorate;

Logistics Director

Quartermaster

Ordnance

Health Director

Directorate

Directorate

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Engineer Directorate

Transmission

The President

Secretary of State

a Deputy Secretary

Department and superior

of the Armed Forces

to the Deputy Secretary

many administrative

Directorates

The Directorate of Cabinet assisted by the Directorate of Cabinet.

The Directorate requiring the approval of the President, liaison with appropriate agencies, studies problems and forwards decisions of concern.

The Directorate and Correspondence Bureau; c) the Directorate

NATIONAL DEFENSE

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Department of National Defense
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Logistics Directorates:

Quartermaster Directorate;

Ordnance Directorate;

Health Directorate;

Directorate of Army Postal Services;

Directorate of Naval Technical Services;

Directorate of Air Force Technical Services;

Engineer Directorate;

Transmission Service.

Secretary of State

The President of the Republic holds the portfolio of Secretary of State for National Defense. He is assisted by a Deputy Secretary who directs the activities of the Department and supervises the central administrative agencies of the Armed Forces. The Secretary of Defense delegates to the Deputy Secretary of Defense the authority to determine many administrative and technical questions.

Directorate of the Cabinet

The Directorate of the Cabinet is headed by a Director of Cabinet assisted by a Special Staff and an Assistant Director of Cabinet.

The Directorate of the Cabinet gathers documents requiring the approval of the Secretary of State, assures liaison with appropriate executive departments concerned, studies problems assigned by the Secretary of State, and forwards decisions of the Defense Secretary to the agencies concerned.

The Directorate of the Cabinet includes: a) the Records and Correspondence Bureau; b) the Press and Documentation Bureau; c) the Decorations Bureau.

**General Directorate of Administrative
Affairs, Budget, and Accounting**

63 Gia Long, Saigon. Tel: 20.012

CREATION AND AUTHORITY.— The General Directorate of Administrative Affairs, Budget, and Accounting was created by Arrêté N° 305-QP/ND of July 5, 1954 of the Secretary of State for National Defense. It is responsible for coordinating administrative affairs, studying and preparing budget, and accounting of expenditures, receipts, and materiel of the Department of National Defense.

ORGANIZATION.— The Directorate General of Administrative Affairs, Budget, and Accounting includes:

1. The Office of the Director General, which administers correspondence and receptions, issues communiqués, and prepares personnel rosters.

2. The Administrative Service, which is divided into: a) the Secretariat, responsible for gathering and distributing documents and suggesting measures for the management of personnel and other administrative matters; b) the Administrative Bureau; c) the Bureau of Legal Proceedings and Civilian Compensation, responsible for all legal matters.

3. The Financial Service, which includes: a) the Secretariat; b) the Bureau of the Budget, which drafts directives on the Budget and is in charge of liaison on financial matters with the Finance Department, the General Staff, and the Administrative Service on administrative and legal matters. The Bureau includes the Section of Accounting and Authorization of Expenditures and the Purchase Order Section; c) the Disbursing Bureau, which administers expenditures and prepares financial accounts for each fiscal year; d) the Accounting Bureau, which processes vouchers and keeps records of expenditures and materiel.

The Financial Service also includes a Bureau of Voucher Analysis which receives, verifies, and approves vouchers; drafts directives; and performs liaison with the military assistance organization.

Viet Nam Government Organization Manual

1. Inspectorate of the Army and Air-borne Troops;
2. Inspectorate of the Artillery;
3. Inspectorate of the Armored Forces;
4. Inspectorate of the Military Engineering;
5. Inspectorate of Telecommunications.

Each Inspectorate consists of one or more senior officers with permanent authority to inspect the military units and training centers under their jurisdiction. Inspections include problems of organization of the various units, personnel, operations, training, promotions and awards, detached personnel, and materiel control.

Military Medical Training Center

7 Nguyễn Bình Khiêm, Saigon

CREATION AND AUTHORITY.— The Military Medical Training Center was established by Arrêté No 81/QP/ND of January 25, 1956 of the Department of National Defense.

This agency is responsible for training military nurses and medical assistants and supervising the work of the military medical students at the Faculties of Medicine and Pharmacy.

ORGANIZATION.— The Military Medical Training Center is an autonomous agency commanded by a physician with the rank of Lieutenant Colonel. He is assisted by a Deputy Commanding Officer and foreign advisors.

The Military Medical Training Center consists of:
a) the Bureau of Administration, Current Affairs, and Supply, under an Administrative Officer; b) the Section of Student Affairs, Training, Nurses, and Psychological Warfare, under the supervision of a Director of Courses.

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was established of January 19, Communiqué of QP/BB of October officers for all courses include strategy, combined subjects.

ORGANIZATION

the following training

1. The Command field grade, offering staff work, and courses

2. The Staff company grade.

3. The Advanced Lieutenant Colonels contemporary military

4. The Technical officers.

Within the Military responsible for the the Morale Bureau, the Evening Courses Training has charge of the Strategy Section, the Translation Section, Section is in charge finance.

Military College

Tran Hung Dao Camp, Gia Dinh

CREATION: AND AUTHORITY.— The Military College was established by Order of Service No 00764-TTM/PQH of January 19, 1956 and was reorganized by an Internal Communiqué of the Department of Defense No 13-377/VP/QP/BB of October, 1956. Its function is to train military officers for all branches of the Armed Forces. Its courses include technical staff work and command studies, strategy, combined operations, and appropriate cultural subjects.

ORGANIZATION.— The Military College includes the the following training programs:

1. The Command and Staff Course for officers of field grade, offering instruction in combined operations, staff work, and cultural subjects.
2. The Staff Course for junior officers of company grade.
3. The Advanced Complementary Course in which Lieutenant Colonels and Colonels keep up with important contemporary military events, strategy, and analysis.
4. The Technical Training Course for General Staff officers.

Within the Military College, the Chief of Staff is responsible for the Records and Correspondence Bureau, the Morale Bureau, the school monthly publication, and the Evening Courses Section; the Director of Military Training has charge of the Liaison and Organization Section, the Strategy Section, the General Research Section, the Translation Section, and the classes; and the Administrative Section is in charge of military personnel, equipment, and finance.

Dalat Military Academy

Chi Lang Sector, Dalat. Tel: 309

CREATION AND AUTHORITY.— The Dalat Military Academy was established on December 2, 1950 for the primary purpose of training regular and reserve personnel for the Vietnamese Republican Army. The Academy also provides higher military training for the military medical students and students of the National Institute of Administration.

Eventually the Military School of Dalat will become the Viet Nam Military Academy.

ORGANIZATION.— The Dalat Military Academy is commanded by a Lieutenant Colonel, assisted by a Deputy Commanding Officer, and an Advisory Board consisting of the Cadet Battalion Chief, the School Chief of Staff, and the Bureau Chiefs.

The Dalat Military Academy includes: the Office of the Commanding Officer, the Curriculum Planning Bureau, the Psychological Warfare Bureau, the Security Bureau, the Cultural Affairs Bureau, the Technical Military Training Bureau, the Staff Group, and the Battalion of Cadets.

Armed Forces English Language School

Tran Hung Dao Camp, Gia Dinh. Tel: 21.112

CREATION AND AUTHORITY.— The Military English School was established June 1956, by Letter of Service No 0099-TTM/I/I/MK of January 7, 1956 of the General Staff of the Vietnamese Armed Forces and is a semi-autonomous agency.

The Military English School is responsible for offering soldiers and officers in the Saigon area a basic knowledge of English to enable them to attend foreign training courses.

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Intelligence and Psychological Warfare School

Tel. : 21.112

CREATION AND AUTHORITY.— The Intelligence and Psychological Warfare School was established by Order No 5139/TTM/I/I/M/4/I/M of December 7, 1955 of the General Staff as a training center for officers and non-commissioned officers detailed from units of the armed forces as specialists in military intelligence and psychological warfare.

ORGANIZATION.— The Intelligence and Psychological Warfare School includes the following sections:

1. The Training Section, divided into the Research and Documentation Sub-section, the Battalion of Military Intelligence Students, the Battalion of Psychological Warfare Students, and the Training Equipment Sub-section;

2. The Administrative Section, divided into the Battalion of Operations, the Finance Sub-section, the Materiel Sub-section, the Personnel Sub-section, and the Military Vehicles Sub-section.

In addition there is a Security Sub-section responsible for order and security within the training center and a Morale Sub-section in charge of propaganda, pictures, publications, and denunciation of Communism.

DEPARTMENT OF PUBLIC WORKS AND COMMUNICATIONS

94 De Lattre de Tassigny, Saigon. Tel: 21.043

CREATION AND AUTHORITY.— The Department of Public Works and Communications was established following the agreement of December 30, 1949 on the transfer of the Directorates of Public Works from the French authorities to the Vietnamese Government. Arrêté N° 301-Cab/SG of April 24, 1952, modified by Arrêté N° 1108-PTT/TTK of December 11, 1954, reorganized the Department of Public Works and Communications.

ORGANIZATION.— The Department of Public Works and Communications consists of:

Central Agencies:

Directorate of the Cabinet;
General Secretariat.

Dependent Agencies:

General Directorate of Public Works;
General Directorate of Transport;
General Directorate of Post and Telecommunications;
Directorate of Navigation;
Directorate of Meteorology;
Directorate of Air Bases;
Directorate of Civil Aviation.

Autonomous Agencies:

Railways Administration;
Port Authority of Saigon;
Port Authority of Da Nang.

Agencies directly dependent on the General Directorate of Public Works:

National Office for Electrification.

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Department of Public Works and Communications

The Secretary of Public Works and Communications is appointed by and responsible to the President for carrying out government policy in the field of public works and communications and for coordinating the activities of the directorates and services dependent on the Department. The Secretary of State is assisted by a Director of Cabinet, a Private Secretary, a Secretary General, and the Directors of the technical agencies.

Directorate of the Cabinet

This office is headed by a Director of Cabinet assisted by a Chief of Cabinet, a private secretary, a number of special projects officers, and cabinet attachés. It consists of:

1. The Office of the Director of Cabinet, which administers the private affairs of the Secretary of State; processes incoming and outgoing documents; and maintains liaison with the Executive Office of the President.

2. The Private Secretariat, which records documents and files secret or private papers of the Secretary of State.

3. The Special Projects Officers and Cabinet Attachés, who maintain technical liaison with the various Departments, prepare conferences, and carry out special missions entrusted to them by the Secretary of State.

4. The Information and Press Section, which maintains liaison with the Service of Social and Political Studies and the Press Service of the Executive Office of the President and the Directorate of Information and Press of the Department of Information and Youth.

General Secretariat

94 De Lattre de Tassigny, Saigon. Tel: 22.777; 21.043

CREATION AND AUTHORITY.— The General Secretariat was established by Arrêté N° 301-Cab/SG of April 24, 1952 of the Prime Minister as amended by Arrêté N° 1108-PTT/TTK

Viet Nam Government Organization Manual

of December 11, 1954. It is responsible for supervising and coordinating the administrative and technical activities of the Department.

ORGANIZATION.— The General Secretariat is composed of:

1. The Administrative Service, which has charge of all documents and correspondence, prepares and executes the budget, and manages personnel.

2. The Technical Documentation Service, which makes technical studies and performs translations. This Service includes the Records Section, the Technical Training Section, the Documentation Section, and the Press Section.

3. The Service of Legislation, which drafts laws, regulations, and contracts, and provides legal services.

4. The Service of Authorization of Expenditures, which controls and approves expenditures, and is divided into the Obligations Bureau and the Allotment Bureau.

5. The Service of Materiel, which makes equipment purchases and inventories.

6. The Foreign Aid Bureau, which attends inter-Departmental meetings on foreign aid.

General Inspectorate of Public Works

55 Pasteur, Saigon. Tel: 23.038

CREATION AND AUTHORITY.— The General Inspectorate of Public Works was established by Arrêté N° 54.123/ND/CC of December 28, 1954.

It is placed under the direction of an Inspector General and has charge of the inspection and control of all permanent activities of the various agencies of the Department; coordinates projects; and submits reports to the Secretary of State.

Department of Public Works and Communications

ORGANIZATION.— Within its assigned scope, the General Inspectorate of Public Works includes an Administrative Bureau which carries out orders of the Inspector General. This agency is being expanded to include five technical sections and a Service of Technical Research.

General Directorate of Public Works

94 De Latte de Tassigny, Saigon. Tel: 20,451

CREATION AND AUTHORITY.— The General Directorate of Public Works was created by Arrêté 301/Cab/SG of April 24, 1952 of the Prime Minister, and organized by Arrêté N° 53-15 ND/BCC of March 7, 1953 of the Minister of Public Works and Communications.

This agency is responsible for drafting and enforcing the regulations and statutes governing the conservation and preservation of public non-military property. The General Directorate controls and supplies drinking water to the cities and the villages; plans, builds, and maintains public buildings, artistic monuments, and highways; maintains rivers and canals suitable for water transportation, as well as agricultural hydraulics works; studies and carries out projects necessary to combat and prevent malaria; and makes use of other sources of energy.

ORGANIGATION.— The General Directorate of Public Works, headed by a Director General assisted by a Deputy Director General, consists of the following central and dependent agencies:

Central Agencies

1. The Administrative Service, which has charge of general administrative matters, personnel, foreign aid, and accounting. It includes the Bureau of Records, the Personnel Bureau, the Accounting Bureau, and the Foreign Aid Bureau.

2. The Technical Service, under a Chief Engineer, which includes the Secretariat in charge of correspondence, contracts and statistics; the Bureau of Bridges and Roads; and the Bureau of Water Supply.

Viet Nam Government Organization Manual

3. The Directorate of Highways and Bridges, which is headed by a Chief Engineer with the rank of Director.

4. The Division of Agricultural Hydraulics, headed by a Chief of Division, which includes the Administrative Bureau, the Technical Bureau, and the Office of Techniques and Operations.

5. The Service of Canal Digging and Dredging, which includes the Administrative Bureau, the Technical Bureau, the Office of Projects, and the Office of Equipment.

6. The Control Division, which controls the operation of railroads, tramways, and buses; fixes the price of electricity supplied by power companies; supervises the application of appropriate statutes and technical regulations; registers self-moving vehicles, issues operators' licenses, and delivers highway traffic permits. The Control Division includes the Administrative Bureau, the Electrical Energy Bureau, and the Automobile Bureau.

7. The Service of Equipment (5 Lê Van Duyêt, Gia Dinh. Tel: 21.978), headed by an Engineer, Chief of Service, which includes the Administrative Bureau and the Factory and Repair Shop.

Field Agencies

The field agencies are responsible for carrying out the directives of the General Directorate and controlling and coordinating the execution of construction projects assumed by the local Public Works Offices.

Each directorate or district is headed by a Director or a Chief of District and covers a group of provinces. In each city, there is a local Public Works Service headed by a Chief of Service. There are five field agencies:

A. The Directorate of Public Works for the Highlands of Central Viet Nam, located in Dalat, was established by Arrêté N° 119/1576 of April 28, 1948 and was transferred from the French authorities to the Vietnamese Government on January 1, 1952.

Department of Public Works and Communications

The Directorate maintains, repairs, and builds bridges, highways, and buildings; controls the electricity and water supply; regulates self-moving vehicles; and builds power houses in the highlands. It includes:

a) the Administrative Bureau, with four sections: Correspondence, Personnel, Accounting, and Electricity and Water Control; b) the Technical Bureau, which studies projects and makes engineering calculations for bridges and roads, and has two sections: Study, and Roads and Bridges; c) the Service of Equipment and Automobile Control, which regulates vehicles, issues traffic permits and operators' licenses, and purchases and stocks materiel; d) the Power Control Service, which supervises the operation of the power station at Ankroet and the construction of the power station at Drayling (Ban Mè Thuôt).

The Directorate of Public Works for the Highlands of Central Viet Nam manages the Public Works Services at Dalat, Di Linh, Ban Mè Thuôt, Pleiku, and Kontum.

B. The Public Works District for the Midlands of Central Viet Nam, located in Huè, includes an Administrative Bureau (Secretariat and Personnel Sections), an Accounting Bureau, a Technical Bureau, and a Control Bureau.

There are Public Works Services in the provinces of Quang Tri, Thua Thiên, Quang Nam, Quang Ngai, and the cities of Huè and Đà Nang. The Service of Equipment and Machine Shop Operations in Da Nang serves the entire district.

C. The Southern Public Works District for the Midlands of Central Viet Nam, with offices in Nha Trang, includes the Administrative Bureau, the Technical Bureau, and the Service of Materiel, Automobile Control, and Machine Shop Operations.

There are Public Works Services in the provinces of Binh Dinh, Tuy Hoa, Nha Trang, Phan Rang, and Phan Thiết.

Viet Nam Government Organization Manual

D. The Northern Public Works District for South Viet Nam, with the central office in Saigon, includes the Administrative Bureau, the Accounting Bureau, and the Technical Bureau. There are Public Works Services in Binh Tuy, Long Khanh, Phuoc Long, Binh Long, Bien Hoa, Phuoc Tuy, Long An, Gia Dinh, Binh Duong, Tay Ninh, Kien Tuong, Dinh Tuong, Kien Hoa, and Con Son.

E. The Southern Public Works District for South Viet Nam with the central office in Can Tho, includes the Administrative Bureau, the Accounting Bureau, the Technical Bureau, and the Service of Control, Materiel, and Machine Shop Operations. There are local services in Kien Phong, Vinh Long, Vinh Binh, An Giang, Phong Dinh, Ba Xuyen, Kien Giang, and An Xuyen.

SERVICE OF PUBLIC BUILDINGS AND PUBLIC WORKS RESEARCH

Phu An, Gia Dinh. Tel: 20.266

CREATION AND AUTHORITY.— The Service of Public Buildings and Public Works Research was originally an autonomous laboratory known as the Laboratory of Soil and Materials in Phu An. It was transferred from the French authorities to the Vietnamese Government on April 1, 1953. Arrêté N° 566-CC of May 3, 1954 placed it under the direct authority of the General Directorate of Public Works. Its autonomous status was abrogated by Arrêté N° 810-TTP/NS of May 5, 1956 and it was reorganized as a service responsible for conducting research in public buildings and public works throughout Viet Nam.

ORGANIZATION.— The Service of Public Buildings and Public Works Research, headed by a Chief of Service, assisted by specialized personnel, consists of the Administration and Accounting Bureau in charge of correspondence, accounting, vehicles, and materiel; and the Technical Office, which analyzes soil, conducts research on materials, and performs photographic services.

General Directorate of Transport

CREATION AND AUTHORITY.— The General Directorate of Transport was established by Arrêté N° 301-Cab/SG of April 24, 1952.

This agency is directed by law to draft and enforce legislation and special projects on general transportation; to supervise ground, railroad, river, sea, and air transportation; and to maintain liaison with military agencies on technical problems of transportation.

ORGANIZATION.— The General Directorate of Transport is headed by a Director General. It includes only an Administrative Bureau at present, but will later add a Bureau of Transport Control and Supervision to regulate ground, river, sea, and air transportation; and a Research Service to study the legislation and projects on transportation.

Agencies related to the General Directorate of Transport are the Railways Administration, the Directorate of Navigation, the General Directorate of Ports, the Directorate of Air Transport, and the Service of Automobile Control.

General Directorate of Post and Telecommunications

2 Hoa Binh Square, Saigon. Tel: 22.333; 101-PTT

CREATION AND AUTHORITY.— The General Directorate of Post and Telecommunications was established according to the agreement of January 10, 1951 on the transfer of authority over the Post and Telecommunications from the French Government to the Vietnamese Government and under Arrêté N° 383/Cab/SG of May 27, 1952 on the reorganization of the Vietnamese postal service.

The General Directorate of Post and Telecommunications is an autonomous agency under the direct authority of the Secretary of State for Public Works and Communications. It is responsible for operating communications systems including postal services, cables, telephone, and radio.

ORGANIZATION.— The General Directorate of Post and Telecommunications, headed by a Director General, consists of:

1. The Administrative Service, responsible for overall administrative matters, which includes the Office of Director General, the Legislation and Personnel Bureau, the Organization and Control Bureau, the Budget and Wages Bureau, and the Materiel Bureau;
2. The Directorate of Postal Service;
3. The Directorate of Telecommunications;
4. The Directorate of Post and Telecommunications of South Viet Nam and the Highlands of Central Viet Nam;
5. The Directorate of Post and Telecommunications of Central Viet Nam.

Directorate of Postal Service

The Directorate of Postal Service is responsible for sorting out and distributing letters and documents sent through the post office; receiving and transmitting telegrams; and issuing postage stamps.

The Directorate of Postal Service includes the Research and Documentation Bureau, the Postal Affairs Bureau, the Financial Bureau, the Translation Section, and the Parcel Post Section.

Directorate of Telecommunications

The Directorate of Telecommunications is headed by a Director assisted by two Telecommunications and Telephone engineers and a Technical Inspector. It includes:

1. The Technical Research Service, including: a) a Research Bureau, and b) a Telegraph Accounting Bureau.
2. The Telegraph and Telephone Service, charged with the development of telegraph and telephone systems, the installation of new lines, and the supply of materiel. It consists of: a) a Telegraph and Telephone Operations Bureau, and b) a Materiel Bureau (including a central warehouse).

3. The Telecommunications Service, responsible for the exploitation of telegraph and telephone lines, the coordination and maintenance of receiving centers, and the operation of private transmitters. It includes the Exploitation Bureau, the Materiel Bureau, and the Construction and Maintenance Bureau, which includes a warehouse, a workshop and a repair shop.

4. The Technical Service, which includes the Public Building and Workshop, the Mechanical Workshop, the Electrician's Workshop, the Automobile Maintenance Workshop, and the Radio Workshop.

5. The Foreign Relations Service, which includes the Foreign Relations Bureau, the Foreign Relations Section, and the Foreign Relations Office.

Directorate of Post and Telecommunications of South Viet Nam and the Highlands of Central Viet Nam

The Directorate of Post and Telecommunications of South Viet Nam and the Highlands of Central Viet Nam is headed by a Director General. It includes the Personnel Bureau, the Payroll Bureau, the Cable and Telephone Bureau, and the Record and Information Bureau.

The Saigon office of the Directorate of Post and Telecommunications includes the Radio and Telephone Section, the Central Accounting Office, the Windows Section, and the Controller who supervises the Postal Document Stations.

In the provinces there are nineteen cable stations.

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3. The Telecommunications Service, charged with the exploitation of telecommunications with foreign countries, the coordination and maintenance of transmitting and receiving centers, and the control of governmental and private transmitters. It consists of: a) the Telecommunications Exploitation Bureau, and b) the Materiel Bureau, which includes a warehouse, a Materiel Inventory Section, and a Constructions and Repairs Section, including a mechanical workshop and a radio workshop.

4. The Technical Inspection Service, consisting of: a) a Public Building and Transport Bureau, b) a Central Workshop, which includes seven sections: Telegraph, Telephone, Mechanics, Electricity, Forge, Carpentry, and Repairs and Automobile Maintenance.

5. The Foreign Aid Service.

Directorate of Post and Telecommunications for South Viet Nam and the Highlands of Central Viet Nam

The Directorate of Post and Telecommunications for South Viet Nam and the Highlands of Central Viet Nam is headed by a Director, assisted by two Inspectors of Postal Affairs, a Technical Inspector, and a Radio Inspector. It includes the Personnel Bureau, the Postal Affairs Bureau, the Payroll Bureau, the Accounting and Budget Bureau, the Cable and Telephone Bureau, the Radio Communications Bureau, and the Reconstruction Bureau.

The Saigon office includes: a) the Central Service of Telecommunications, with the Section of Cables and Telephone and the Radio Communications Section; b) the Central Accounting Office for Post and Telecommunications in Saigon headed by a Chief Accountant, and including the Windows Section, the Control Section, and a Chief Controller who supervises the Sections of Letters, Customs and Postal Documents; c) two transmitting and receiving stations.

In the provinces there are sixty-six post offices and nineteen cable stations.

Viet Nam Government Organization Manual

Directorate of Post and Telecommunications for Central Viet Nam

The Directorate of Post and Telecommunications for Central Viet Nam is headed by a Director, assisted by two Postal and Telecommunications Inspectors for technical matters.

The Directorate includes the Bureau of Postal Affairs, Accounting, and Budget; the Bureau of Telecommunications and Materiel with technical sections in Da Nang and Huè; and the Personnel and Payroll Bureau.

In the provinces there are twenty-three post offices, eight cable stations, and four transmitting and receiving stations in Huè and Da Nang.

Directorate of Navigation

94 De Lattre de Tassigny, Saigon. Tel: 21.043

CREATION AND AUTHORITY.— The Directorate of Navigation was created by Arrêté N° 53-35-ND/BCC of May 5, 1952 of the Secretary of State for Public Works and Communications.

The jurisdiction of this Directorate includes sea and river navigation and sea fisheries. It administers technical services; studies and carries out the rehabilitation of river and sea ports and their equipment; prepares and enforces regulations, laws, and instructions governing the navigation, hydrography, beacon, and sea fishing; and maintains liaison with companies appraising river and sea crafts.

ORGANIZATION.— The Directorate of Navigation is composed of:

1. A Central Administrative Service, which includes:
a) a Mail and Records Bureau; b) an Accounting Bureau; c) a Personnel Bureau; d) a Legislation Bureau, charged with legal problems relating to sea and river navigation, hydrography, beacons, and sea fishing; e) a Navigation Control Bureau,

Department of Public Works and Communications

charged with inventories of Vietnamese products transported through waterways, and with maintaining liaison with the Departments of Public Works, National Economy, Interior and National Defense on the realization of river navigation projects; f) a River Boat Control Bureau, charged with the control of river boats, the enforcement of river navigation regulations; and the security of vessels circulating on Vietnamese waterways.

Dependent Technical Services

1. The Hydrographic and Beacon Service, in charge of studying the tides, preparing maps of waterways, rearranging the lighthousing system from Phu Quốc to Bèn Hai, and installing beacons and buoys in dangerous zones on waterways. It consists of: a) the Mail and Records Bureau; b) the Technical Office, responsible for drafting regulations and instructions concerning hydrography and beacons, the publication of maps and tide manuals, and other technical matters; c) the Equipment and Materiel Bureau; d) the Hydrographic Office, which includes a Secretariat, a Hydrographic Section, a River Port Section, a Tide Section, a Map Drawing Section, and a Materiel Section; e) the Beacons Office, which includes a Secretariat, a Materiel Section, a Flotilla Section, two Beacon Groups for the Mekong and Saigon Rivers, and a Mobile Beacon Group.

2. The Merchant Marine Service controls merchant ships to assure security of navigation on the territorial waters of Viet Nam. It has central services in Saigon and Da Nang and many provincial offices.

The Central Service (including the South Viet Nam Navigation Sector) is charged with the control of navigation and the inspection of vessels circulating within the territorial waters of South Viet Nam from Cape Varella southward to the Viet Nam-Thailand border. It includes : a) an Administrative Bureau, in charge of mail, correspondence, accounting, and personnel; b) a Seamen's Bureau, charged with keeping seamen's ledgers, issuing seamen's papers, and managing the

Sea Navigation Insurance Fund; c) a Sea Traffic and Equipment Bureau, charged with the inspection of ships, the security of navigation, the recovery of lost buoys, and the maintenance of equipment.

The Central Viet Nam Navigation Sector in Da Nang, directed by a Chief of Sector, has the responsibility for inspecting ships circulating within the territorial waters of Central Viet Nam from Cape Varella northward to the 17th parallel. The composition of this agency is identical to that of the South Viet Nam Navigation Sector.

The Boat Inspection Commission, the Navigation Accidents Investigation Commission, the Appeal Committee which examines the Navigation Inspector's decisions, and the Supreme Appeal Committee which examines the Appeal Committee's decisions are also under the supervision of the Merchant Marine Service. Provincial offices are being established in Qui Nhon, Nha Trang, and Rach Gia, to control vessels using the ports under their jurisdiction.

3. The River Navigation Service is charged with protecting inland waterways; studying and carrying out projects for the construction of river ports and beacons; keeping records on the ownership of river boats; supervising and inspecting equipment; controlling water levels; examining requests for temporary occupation of public coastal areas and waterway banks; and carrying out projects relating to waterway traffic and transportation.

The River Navigation Service includes: a) a Mail Bureau; b) a Technical Inspection Bureau responsible for inspecting the mechanical equipment of boats and junks; c) a Technical Bureau in charge of studying technical problems of river navigation; d) a River Navigation Operations Office in charge of shipyards, river navigation operations, river ports and beacon constructions, waterway repairs, requests for temporary occupation of public coastal areas and waterway banks, and supervising water levels; e) the Riverboat Mortgaging Office in charge of maintaining river boat registers and related records.

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Directorate of Meteorology

8 Mac Dinh Chi, Saigon. Tel: 20.082

CREATION AND AUTHORITY.— The Directorate of Meteorology was created in accordance with the French-Vietnamese agreement of September 15, 1954 on the transfer of the civil aviation, meteorology and air bases to the Vietnamese Government, and Arrêté N° 55-110-ND/CC of September 15, 1955 on the organization of the Directorate of Meteorology as part of the Department of Public Works and Communications.

The Directorate of Meteorology is responsible for protecting air and sea travel in the field of meteorology; giving information on weather forecasts, storm, and tornado warnings according to international usage; studying the changes in the weather; keeping the correct official time; and issuing publications on meteorology and geophysics pertaining to Viet Nam and the neighboring waters.

ORGANIZATION.— The Directorate of Meteorology, under the authority of a Director, consists of:

A. A Central Agency located in Saigon, including:

1. The Technical Service, consisting of: a) the Bureau of Forecasts, which develops information on and prepares meteorological maps, makes up and issues daily weather forecasts covering the whole territory of Viet Nam and the neighboring seas, and prepares storm warnings for the protection of maritime navigation, commercial ships, and public use; b) the Bureau of Weather Studies, which verifies and studies meteorological information, prepares statistical records, supplies information pertaining to the weather, and publishes monthly and yearly reviews and meteorological journals; c) the Bureau of Information, which gathers and transmits meteorological data and manages the telecommunications system.

2. The Administrative Service with a Personnel Bureau, an Accounting Bureau, and a Materiel Bureau.

Viet Nam Government Organization Manual

C. Three Meteorology Sectors, one for each region, consisting of: a) a main forecast center, b) several secondary forecast centers, c) a system of observation stations for the lower atmosphere, d) a system of weather observation stations and sub-stations, e) many air survey stations.

There are Meteorology Centers in Tân Sơn Nhất, Đà Nẵng and Tân Sơn Hòa. The Tân Sơn Nhất and Đà Nẵng Centers are responsible for the protection of air navigation; providing forecasts for the planes using Vietnamese airfields; providing weather information to airlines and air navigation control posts; and issuing local weather forecasts. The Tân Sơn Hòa Center gathers information on geophysics and meteorology, makes air surveys of the atmosphere, develops and maintains equipment, and trains technical personnel.

The local meteorological stations make observations and prepare indices for weather forecasts and provide information to their localities. At the present time there are nineteen meteorological stations in Huế (Phu Bai), Đà Nẵng, Quảng Ngãi, Cù Lao-Ré, Qui Nhơn, Tuy Hòa, Nha Trang, Phan Thiết, Ban Mê Thuột, Dalat (Liên Khang), Di Linh, Biên Hòa, Vũng Tàu, Saigon (Tân Sơn Nhất), Sóc Trăng, Rạch Giá, Cà Mau, Côn Sơn, and Phú Quốc.

Directorate of Air Bases

Tân Sơn Nhất, P.O. Box 9, Saigon. Tel: 20.847; 21.207

Cable Address: CANCUHANGKHONG, SAIGON

CREATION AND AUTHORITY.— The Directorate of Air Bases was created by Arrêté N° 56-018/ND/CC of January 28, 1956 and modified by Arrêté N° 56-065/ND/CC of April 25, 1956.

This agency is responsible for reorganizing the air bases; managing the commercial exploitation of all airfields open to civilian transportation in cooperation with the Directorate of Civil Aviation; air navigation and airport real estate operations; and administering and maintaining national properties of the air navigation branch.

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Khang), Di Linh, Biên Hòa
t), Soc Trang, Rach Gia, Ca

Air Bases

saigon. Tel: 20.847; 21.207

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065/ND/CC of April 25, 1954

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exploitation of all airfields
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tion and airport real estate
and maintaining national
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Department of Public Works and Communications

ORGANIZATION.— The Directorate of Air Bases consists of: a) a General Administrative Bureau; b) a Legislation and Public Property Bureau; c) an Accounting Bureau; d) a Personnel Bureau; e) a Research and Operations Sector; f) a Tân Sơn Nhất Special Sector, responsible for the operations in the Tân Sơn Nhất airfield and its surroundings; g) a Mechanical Sector, which includes the Automobile Office, in charge of repairing vehicles, and the Special Equipment Office, responsible for the utilization of bulldozers and mechanical ploughs.

Directorate of Civil Aviation

175 Hiền Vương, Saigon. Tel: 23.531; Saigon 32 and 33

CREATION AND AUTHORITY.— This agency was created in 1946 and transferred to the Vietnamese Government on September 14, 1954. It was redesignated and organized by Arrêté No 55-025/ND/CC dated February 22, 1955; Order No 55-089/DD/CC of July 28, 1955 of the Secretary of State for Public Works and Communications, and Arrêté No 56-051/ND/CC. It is responsible for managing and supervising operations involving air navigation, air transport, air information and air telecommunications for civil aviation, and for enforcing air traffic regulations.

ORGANIZATION.— The Directorate of Civil Aviation, under a Director assisted by a Deputy Director, includes:

1. The Administrative Service, which consists of:
a) a Mail and Records Bureau; b) an Accounting Bureau;
c) a Personnel Bureau; d) a Legislation Bureau.

2. The Air Transport Service, which consists of: a) an Air Traffic Section, charged with the preparation and enforcement of air traffic regulations; the inventory and classification of air equipment; the approval of the safety regulations of private airlines; the management of flying personnel; and the control of civilian airfields; b) an Air Information Section, charged with preparing daily bulletins and announcements

Viet Nam Government Organization Manual

concerning air navigation and supplying maps, documents, and special equipment to airmen; c) an Air Telecommunications Section, charged with the installation and improvement of air telecommunication stations.

3. The Air Transport and Light and Sport Aviation Service, which consists of: a) an Air Transport Section, which supervises all civilian air companies; prepares air traffic agreements with foreign countries; issues air transport regulations and authorizations for use of Viet Nam's aerial territory; and maintaining statistics; b) a Section of Light and Sport Aviation, charged with the control of Air Clubs; the general distribution of knowledge on the techniques of small plane assembly; the purchase of foreign materiel for the assembly of small private planes.

4. A Repair and Supply Section, charged with supplying materiel to appropriate agencies and airports, and keeping an inventory thereof.

5. A Technical Training Bureau, charged with the nomination of students to attend civil aviation training courses abroad.

6. An International Liaison Bureau, charged with problems relating to international civil aviation and liaison with foreign civil aviation organizations.

Field Agencies

1. The South Viet Nam Aviation Sector is charged with the administration of the Tân Sơn Nhất International Airport and the control of the airports of Vung Tau (Cap St. Jacques) Duong Đông, Ba Ra, Phan Thiết, Soc Trang, Thu Dầu Môt, Tra Vinh, and all private airfields in South Viet Nam.

The Tân Sơn Nhất International Airport has an Air Traffic Control Section, a General Service Section (with a workshop and a fire brigade), an Air Telecommunications Section, and an Administrative Section.

2. The Central Viet Nam Aviation Sector is charged with the control of airports at Da Nang, Ban Mê Thuôt,

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Dalat, Kontum, Đông Hà, Đông Hoi, Huế (Phu Bai), Nha
Trang, Quang Tri, Qui Nhon, and Tuy Hon, and all private
airfields in Central Viet Nam.

Light and Sport Aviation
Transport Section, which
manages; prepares air traffic
plans; issues air transport
orders; use of Viet Nam's aerial
facilities; b) a Section of Light and
Sport Aviation: the
control of Air Clubs; the
control of the techniques of small
aircraft; foreign materiel for the

3. The Special Sector is charged with the control of
the air traffic within a 100-mile radius around Saigon.

Railways Administration

2 Diên Hồng Square, Saigon. Tel: 20.105

ion, charged with supply
of facilities and airports, and

CREATION AND AUTHORITY.— The Railways Adminis-
tration was established by Arrêté N° 380-CAB/SG of May
24, 1952 of the Prime Minister following the French-Viet-
namese agreement on the transfer of authority over the
railways to the Vietnamese Government.

Bureau, charged with the
of civil aviation training

Order N° 1 of March 27, 1953 of the Railways Ad-
ministration defines the organization of the railways of
Viet Nam.

Bureau, charged with
of civil aviation and liaison
missions.

The Railways Administration has the responsibility of
developing the existing railways, establishing new lines,
and rehabilitating old lines to satisfy the transportation needs
of the country. The Railways Administration also partici-
pates in the development of other means of transportation
to supplement or replace the railroad.

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on Sector is charged with
of the Vinh International Airport
of Vung Tau (Cap St. Jacques),
of Pleiku, Soc Trang, Thu Dau
of airfields in South Viet Nam.
of the Vinh International Airport has an
of the Air Service Section (with a
of the Air Telecommunications
Section.

ORGANIZATION.— The Railways Administration is a
commercial and industrial enterprise enjoying an auton-
omous legal status and budget. It is under an Administrative
Committee composed of the Secretaries of State for Fi-
nance, National Defense, and National Economy, or their
representatives. The Committee has full authority over ques-
tions relating to the activities of the Railways, and it may
delegate all or part of its authority to its own Chairman
or to the Director of the Railways Administration. The Di-
rector of the Railways Administration, assisted by a Deputy
Director, assumes the overall management of the agency
and supervises the administrative, technical, commercial, and
financial operations of the following agencies:

ation Sector is charged
of the Vinh International Airport
of Nang, Ban Mê Thuot,

Viet Nam Government Organization Manual

1. The Administrative Division, including the Personnel and Social Bureau, the Imports Bureau, the Organization and Methods Section, the Statistics Section, the Health Section, the Machine Accounting Section, the Printing Section, the Mail and Records Section, and the Internal Accounting Sub-section.

2. The Accounting and Financial Division, in charge of accounting, receipts and expenditures, management of the properties of the agency, execution of the budget, application of accounting and financial regulations governing the railways, and the management of the various funds of the agency.

3. The Operations Division, which makes up and administers schedules for passenger and freight trains, organizes the control of cars, issues traffic regulations for trains, and controls station receipts and the transportation of goods and luggage. It has three central offices, three local offices, and an inter-regional office.

4. The Mechanical Division, which repairs locomotives and cars, automobiles, ships, and launches; maintains a stock of repair parts and equipment and fuel; plans improvement and renovation of equipment; and operates the professional school at Chi Hoa.

The Mechanical Division has three offices in Saigon: Machinery, Cars, and Sea Navigation, as well as two bureaus: Administration and Technical Research. There are also workshops and yards in the provinces.

3. The Buildings, Roads, and Constructions Division, which is in charge of the maintenance and construction of railways, roads, bridges, signals, telecommunications, and buildings. It includes the Office of Administration and Repairs, the Office of Studies and Constructions, the Office of Electrical Machinery and Signals, the Saigon Office of Buildings, Roads, and Constructions, the Office of Construction Works, and four local Services of Buildings and Roads in the provinces.

Department of Public Works and Communications

At the present time the railroad system consists of four sectors: Saigon, Nha Trang, Qui Nhon, and Da Nang.

The agencies in charge of supervising development, machinery, and construction in each sector depend on the corresponding central offices and are called Office of Development, Office of Machinery, and Office of Buildings and Roads. The activities of each Office cover the technical aspect of each branch, but are under the authority and direct control of the Director.

One of the three Chiefs of Service is the designated representative of the Director.

Saigon Port Authority

47 Bèn Chuong Duong, Saigon. Tel: 21.825

CREATION AND AUTHORITY.— The Saigon Port Authority was established by decree of January 2, 1914 and transferred to the Government of Viet Nam by the agreement of December 29, 1954. The organization of the Saigon Port Authority was established by Arrêté N° 60-CC of August 9, 1955, and by Presidential Decree N° 35-CC/GT of March 14, 1956. It is now an autonomous agency having the characteristics of a public enterprise.

The Saigon Port Authority, located on the Saigon River, 45 leagues from the sea, consists of:

1. The Saigon Sea Area, which stretches over 4 kms along the right bank of the Saigon River, includes 1,800 meters of wharf; twenty-four warehouses, covering an area of 38,900 sq. meters for the storage of imported goods; and nine warehouses, covering 25,800 sq. meters for the storage of exported goods.

2. The Nha Be Sea Area, which is situated 10 leagues from Saigon on a branch of the Saigon River. This area is reserved for boats transporting explosives or inflammable goods.

Viet Nam Government Organization Manual

3. The River Area, which includes 26.5 kms of canals and 5 kms of concrete wharfs for river boats and ships.

ORGANIZATION.— The Saigon Port Authority is placed under an Administrative Committee whose members are designated by private businessmen and the Government. The Secretary of State for Public Works was designated as Chairman of the Administrative Committee of the Saigon Port Authority by Arrêté No 56/044/ND/CC of March 28, 1956 of the Department of Public Works and Communications. The Committee includes the Secretary of State for Public Works and Communications, Chairman; a representative of the Department of Finance; a representative of the Department of National Economy; the Director General of Ports

The Saigon Port Authority, headed by a Director, is divided into three Sectors:

1. The Administrative and Accounting Sector, directed by a Chief of Service who is charged with drafting the budget of the Port Authority and special budgets; correspondence; payment of expenditures; and the management of personnel. It includes: a) an Administrative Bureau; b) a Personnel Bureau; c) a Records Bureau; d) an Accounting Bureau; e) a Barge Operations and Materiel Office.

2. The Exploitation Sector, under an Engineer who is responsible for the utilization and exploitation of construction works and floating materiel; the control of construction works and materiel whose operation has been conceded by the Saigon Port Authority to private concerns; the organization of fire fighting units and harbor rescue operations; harbor security; control of traffic in the harbor and its dependent areas; administration of the Port Authority Statistics; Customs liaison; piloting and police services; and supervising the movement of goods.

The Exploitation Sector includes: a) the Saigon Operations Office; b) the Cholon Operations Office; c) the Khanh Hoi Operations Branch; d) and the Wharf and Warehousing Office.

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Department of Public Works and Communications

3. The Operations Sector, headed by an Engineer who is charged with the study of new projects; the maintenance of the harbor equipment; the installation of beacons and buoys on the the waterways within the territory of the Port Authority; the control and maintenance of the equipment and materiel which the Saigon Port Authority has assigned to private concerns; and the maintenance of lighthouses.

Da Nang Port Authority

14 Dôc Lâp Boulevard, Da Nang. Tel: 80

CREATION AND AUTHORITY.— The Da Nang Port Authority, created by Arrêté N° 281-SG/SE of May 4, 1953 and Order N° 282-SG/SE of May 4, 1953 of the Prime Minister, is an autonomous agency attached to the Department of Public Works and Communications and the General Directorate of Ports.

The Da Nang Port Authority carries out its activities within the Da Nang coastal area limited in the open sea by a straight line running horizontally from the cape opposite Son Cha Island and the peninsula of Tien Sa to the sedimentary rocks of Canton Island. It is responsible for managing the Da Nang Port, keeping security and order, and carrying out development, improvement, maintenance, and protection of all constructions in the harbor.

ORGANIZATION.— The Da Nang Port Authority consists of:

1. The Director's Office, which includes the Administrative and Legal Bureau, the Technical Bureau, the Personnel and Collecting Bureau, and the Accounting and Equipment Bureau.

2. The Service of Operations, including an Administrative Section, a Beacon and Lighthouse Section, a Workshop Section, a Workyard Section, and an Equipment Section. This Service is responsible for harbor maintenance, improvement and development, and the care of beacons and lighthouses.

Viet Nam Government Organization Manual

3. The Operations Service, including an Administrative Section, a Harbor Patrolling Section, a Tax Section, and Warehouses. The Operations Service receives goods, assigns docking areas, collects harbor taxes, studies and proposes tax rates, patrols and maintains order, and keeps statistical records of operations.

The Da Nang Port Authority also has an Advisory Committee which assists the Director in the management of the Port.

National Office for Electrification

94 de Lattre de Tassigny, Saigon

CREATION AND AUTHORITY.— The National Office for Electrification was created by Presidential Arrêté No 665-Cab/SG of December 30, 1951 and modified by Arrêtés No 339-Cab/SG of May 9, 1952; No 29-Cab/SG of January 17, 1953; No 421/CC of July 2, 1955; and No 227/CC of December 24, 1956.

The Office for Electrification is responsible for maintaining power generating and distributing centers throughout the country, rehabilitating war-damaged power generating and distributing stations, and increasing power production.

ORGANIZATION.— The Office for Electrification is a public service with independent legal existence and having an autonomous financial and administrative system. It is composed of :

1. A Board of Directors, including the Secretary of State for Public Works and Communications, Chairman, and the following members: the Secretaries of State (or their representatives) for Reconstruction, National Economy, and Finance; the Director General of Planning; the Chairman of the Executive Committee, the Government Delegates, four power stations representatives appointed by Arrêté of the Secretary of State for Public Works and Communica-

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tions upon the recommendation of fellow technicians; three representatives of the power consumers (one for each Region) appointed by Arrêté of the Secretary of State for Public Works; and a Public Works engineer, Secretary of the Board.

The Board of Directors convenes upon the request of the Chairman, who also determines the agenda of the meetings.

2. An Executive Committee carries out the decisions of the Board of Directors. It is also responsible for studying means of developing power stations and other electrical equipment and installations. The Executive Committee consists of a Chairman appointed by the Board of Directors; an engineer, Secretary of the Committee; a representative of power consumers; two representatives of the power companies; and a workers' representative.

The National Office for Electrification has an autonomous budget. It administers indemnities paid to distributors in the form of war damage advances, loans, and national bonds, auxiliary taxes added to the sale price of electricity, subsidies, and other income.

National Water Supply Office

94 De Lattre de Tassigny, Saigon

CREATION AND AUTHORITY.— The National Water Supply Office was created by Decree No 9-CC/GT of January 11, 1957 of the President of the Republic of Viet Nam.

This agency is responsible for installing and improving water plants to fulfill the national drinking water requirements.

ORGANIZATION.— The National Water Supply Office is placed under the direction of a Board of Directors. It includes the Secretary of State for Public Works and Communications, Chairman; the Secretaries of State (or their representatives) for Finance, Interior, and Health; the Director of the Budget or his representative; one consumers'

Electrification

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Y.— The National Office for Electrification was created by Presidential Arrêté No 9-CC/GT of January 11, 1957 and modified by Arrêté No 29-Cab/SG of January 11, 1957 and No 227/CC of December 11, 1957.

on is responsible for maintaining and increasing power production through distributing centers through war-damaged power generating plants.

Office for Electrification has no legal existence and has no administrative system.

, including the Secretary of State for Public Works and Communications, Chairman; the Secretaries of State for the Interior, National Economy and Finance, the National Office of Planning; the Chairman of the Government Delegation for the South; and representatives appointed by Arrêté of the Secretary of State for Public Works and Communications.

Viet Nam Government Organization Manual

representative for each Region, to be appointed by the Secretary of State for Public Works and Communications; a high-ranking official of the Public Works Department, Secretary; and a Public Works Engineer, Assistant Secretary. The Secretary and Assistant Secretary are both appointed by the Secretary of State for Public Works and Communications.

An Executive Committee is established within the Board of Directors to carry out the decisions of the Board and supervise the activities of the National Water Supply Office.

The Executive Committee consists of the Secretary of the Board of Directors, Chairman; the Assistant Secretary of the Board of Directors, Secretary; and a representative of the Secretary of State for Health.

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Department of Land Property and Agrarian Reform

**DEPARTMENT OF LAND PROPERTY
AND AGRARIAN REFORM**

28 bis Mac Dinh Chi, Saigon. Tel: 22.177

CREATION AND AUTHORITY.— The Department of Land Property and Agrarian Reform was established and reorganized by Decree No 4-TTP of October 29, 1955; Decree No 197-DT/CC of June 4, 1955; Arrêté No 24-DTCC/ND of November 16, 1955; Arrêté No 34-DT/CC/ND of November 25, 1955; and Arrêté No 26-DTCC/ND of February 18, 1957.

It was created to draft, study, suggest, and enforce legislation and statutes for the speedy realization of an agrarian reform program and land tenure.

ORGANIZATION.— The Department of Land Property and Agrarian Reform consists of the following agencies:

- Directorate of the Cabinet;
- General Secretariat;
- Directorate of Agrarian Reform.

Attached Agencies:

- General Directorate of Land Survey and Topography;
- Directorate of Land Property;
- National Agricultural Credit Office.

Field Agencies:

- Provincial Services of Agrarian Reform;
- Local Offices of Cadastral Service, Agricultural Credit, and Land Property.

The Secretary of State for Land Property and Agrarian Reform is appointed by the President and is responsible to him for the direction of the various agencies within the Department. He is assisted by the Director of Cabinet, the Secretary General, and directors whom he appoints.

Directorate of the Cabinet

The Directorate of the Cabinet is under the authority of a Director of Cabinet, assisted by a cabinet attaché, a private secretary, and a special projects officer.

The Directorate of the Cabinet consists of:

1. The Office of the Secretary of State, which is responsible for general policies, confidential matters, official trips, and liaison with the Executive Office of the President, with other Departments, and with the press.

2. The Private Secretariat, which is in charge of appointments, receptions, and inspection trips.

General Secretariat

The General Secretariat approves and coordinates all the activities of agencies within the Department, authorizes expenditures from the funds for agrarian reform, and drafts the national and foreign aid budgets for the Department. It includes also the Administrative Service, with its three Bureaus: a) the Bureau of Accounting and Materiel; b) the Bureau of Personnel and Cadres; and c) the Bureau of Overall Administration, Correspondence, and Procedural Reforms.

Directorate of Land Reform

48 Mac Dinh Chi, Saigon. Tel: Saigon 206

CREATION AND AUTHORITY.— The Directorate of Land Reform was established by Arrêté N° 26-DTCC/ND of February 18, 1957, which reorganized the Department of Land Property and Agrarian Reform.

ORGANIZATION.— The Directorate of Land Reform includes:

1. The Service of Planning and Studies, which in turn includes: a) the Bureau of Statistics; and b) the Legal Bureau.

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Land Reform

Tel: Saigon 206

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2. The Service of Agrarian Reform Inspection, headed by a Chief Inspector with the rank of Chief of Service, who is assisted by several inspectors. The Chief Inspector and the Inspectors of Agrarian Reform visit provincial areas, assure liaison between the central agency and the provinces, prepare reports, and conduct any necessary prosecutions. This service has three offices: a) the Bureau of Purchases of Properties, which drafts plans and procedures for the purchase of land, approves ownership papers, prepares payment checks or bonds, and keeps necessary records; b) the Bureau of Sales of Properties, which drafts plans and procedures for the sale of land and maintains records thereof; and c) the Bureau of Control of Land Leases.

General Directorate of Land Survey

86 Hai Ba Trung, Saigon. Tel: 20.007

CREATION AND AUTHORITY.— The General Directorate of Land Survey was established on April 29, 1952 under the name of General Inspectorate of Land Survey. It was reorganized by Arrêté No 1-DTDC/ND of January 2, 1957.

This agency prepares maps and land survey documents, supervises triangulation works throughout the national territory, investigates problems related to land property and taxes, and approves the work of registered private geodesists.

ORGANIZATION.— The agency is headed by a Director General assisted by a Deputy Director and includes:

1. The Technical Directorate, including: a) a Bureau of Control; b) a Bureau of Land Survey and Topography; c) a Bureau of Aerial Photography; d) a Bureau of Drawing; and e) a Bureau of Printing and Reproduction.

2. The Service of Administration, including: a) a Bureau of Records and Personnel; b) a Bureau of Accounting and Materiel; and c) a Bureau of Maintenance of Materiel.

3. The Service of Legislation and Land Clearing, which studies documents on public lands and the clearing of abandoned lands. The Service consists of: a) a Bureau of Legislation, Research, and Training; b) a Bureau of City Public Property; and c) a Bureau of Land Clearing. The General Directorate also supervises six Land Survey Sectors and provincial Land Survey Services.

Directorate of Land Property

88 Hai Ba Trung, Saigon. Tel: Saigon 444

CREATION AND AUTHORITY.— The Directorate of Land Property was established by Arrêté No 28-DTCC/ND of November 16, 1955 of the Secretary of State for Land Property and Agrarian Reform, as modified by Arrêté No 35-DTCC of November 25, 1955.

The Directorate of Land Property is responsible for drafting and enforcing legislation and statutes on the land policies and on mortgages and the land registry.

ORGANIZATION.— The Directorate of Land Property includes a central agency and various Offices of Land Property and Mortgage Registry. The central agency includes:

1. The Administrative and Legal Service, which is responsible for collecting, centralizing, and indexing information on all public lands and properties. It consists of three offices: a) the Bureau of Personnel and Legislation; b) the Bureau of Accounting and Materiel; and c) the Bureau of Public Properties.

2. The Service of Land Improvement, which develops the land tenure system; supervising land improvement projects; and fixing procedures for independent improvement projects in areas not provided with a Land Improvement Service. It includes: a) the Bureau of Planning, Control, and Statistics; and b) the Bureau of Independent Improvement Projects.

3. The Service of Mortgage Registry, which drafts and puts into application a mortgage system for the entire country.

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Department of Land Property and Agrarian Reform

In each province Offices of Land Property and Mortgage Registry will be established according to local needs to study and propose projects on the land tenure system.

At the present time, there are ten Offices of Land Property in South Viet Nam.

National Agricultural Credit Office

122 De Lattre de Tassigny, Saigon. Tel: 23.220

CREATION AND AUTHORITY.— The National Agricultural Credit Office was established by Decree N° 67-CCDD of April 1, 1957 of the President of the Republic.

Its purpose is to develop the village economy and improve the standard of living of the rural population by administering loans at low interest rates to individuals or corporations for the expansion of agriculture, husbandry, fisheries, forestry, and village handicrafts.

ORGANIZATION.— The National Agricultural Credit Office is a public organization with an autonomous legal and financial status.

The Agricultural Credit Office is under the administration of a Board of Directors, including the Secretary of State for Land Property and Agrarian Reform, Chairman; the Director General of the National Agricultural Credit Office, Vice-chairman; a representative of the Department of Agriculture; the Deputy Director General of the National Agricultural Credit Office; and the Chief Controller of the National Agricultural Credit Office.

The Board of Directors has the responsibility for preparing projects that will fulfill the credit policy of the Government. In addition to the Board of Directors, there is a Supervisory Council, composed of the Inspector General of Administrative and Financial Affairs, Chairman; the Director General of Budget and Foreign Aid; and an Inspector of the Department of Finance. The Supervisory Council controls the operation of the agency and submits annual reports to the President.

Viet Nam Government Organization Manual

The National Agricultural Credit Office is under the direct authority of a Director General assisted by a Deputy Director General.

The Director General is appointed by presidential decree upon the recommendation of the Secretary of State for Land Property and Agrarian Reform. The Deputy Director General is appointed by presidential decree upon the recommendation of the Director General and the approval of the Secretary of State for Land Property and Agrarian Reform. The Chief Controller is appointed by the President. Under the direct authority of the Director General, the Chief Controller is assisted by a number of Controllers and a Secretariat.

Central Agencies

The National Agricultural Credit Office consists of five central agencies:

1. The Administration and Legislation Service, including: a) the Secretariat, which distributes correspondence, keeps records, and organizes conferences; b) the Personnel Bureau, which administers civil service and non-civil service personnel; c) the Bureau of Overall Administration and Legislation, which studies the credit organization, and has charge of general administration.

2. The Training and Research Service, with: a) the Training and Information Bureau, which publicizes the credit policy of the government and trains specialized personnel and cadres in credit; b) the Documentation and Research Bureau, which drafts the yearly program of activities, studies projects to carry out the credit policy of the government and to improve agricultural credit, submits reports of activities, prepares statistics, and manages the library.

3. The Finance and General Accounting Service, including: a) the Finance Bureau, b) the General Accounting Bureau, which keeps accounts on the credit operations of the National Agricultural Credit Office.

Viet Nam Government Organization Manual

The head of the sub-branch, appointed by the Director General and under the direct authority of the head of the provincial branch, represents him at the district level.

The Village Committees include among others a representative of landlords and a representative of farmers. They have the responsibility of receiving and certifying applications for loans from farmers, small landowners, and groups of individuals for community projects, and of forwarding these applications to the District Committee.

The representatives of landowners and of farmers are appointed by the District Chief.

Delegation of Powers

The Board of Directors may delegate all or part of its responsibilities to the Director General. The central agencies generally decide upon all applications for loans. In order to expedite certain designated loans, the central offices may delegate to the provincial committees the responsibility of examining and deciding upon loan applications.

Agrarian Reform Field Services

CREATION AND AUTHORITY.— The Agrarian Reform Field Services were set up in each province or group of provinces by Arrêté N° 26-DTCC/ND of February 20, 1957, of the Secretary of State for Agrarian Reform.

ORGANIZATION.— Each Agrarian Reform Field Service consists of two offices:

1. A Bureau of Land Sale and Distribution, which keeps lists of land available for sale jointly with the Services of Land Survey and Land Conservation, prepares public notices of land sales, delivers ownership certificates, and maintains accounts and payment records.

2. A Bureau of Land Purchase, Land Reform Agents, and Contract Control, which recommends land purchases, drafts contracts, investigates land prices, and administers land rental contracts.

Committees on Agrarian Reform

CREATION AND AUTHORITY.— Committees on Agrarian Reform were established by Ordinance N° 2 of January 8, 1955 (Articles 20, 21, 22, 23, 24, 25) which modified Ordinance N° 20 of June 20, 1953 fixing the statutes for tenants.

These Committees exist at the cantonal, district and provincial levels.

ORGANIZATION.— There are at present the following:

1. The Canton Committee on Agrarian Reform, which investigates and studies cases to be brought before the District Committee on Agrarian Reform. The Canton Committee acts only in an advisory capacity but may determine the value of cattle and farm tools rented to tenants.

The Committee on Agrarian Reform consists of the Canton Chief, Chairman; two representatives of landowners; and two representatives of tenants.

2. District Committees on Agrarian Reform. Each district has a Committee on Agrarian Reform responsible for preparing lists of abandoned fields and holding hearings to determine the disposition of such lands. The District Committee also drafts lists of district property land available for resettlement and examines applications for public and private land within the district; estimates the yearly average yield of the land in each area of cultivation; suggests the land rent to be applied to each area of cultivation according to legal standards; certifies losses of crops caused by unavoidable natural conditions. This Committee also suggests maximum rents in each area of cultivation; reports on the land conditions when contracts are altered; renders opinions on compensation of evicted tenants; and arbitrates disputes arising from the application of land rent contracts. Such arbitrations may be appealed to the Provincial Committee on Agrarian Reform.

The District Committee on Agrarian Reform is composed of the District Chief, Chairman; two representatives of landowners; and two representatives of farmers.

3. Provincial Committees on Agrarian Reform. Each province has a Provincial Committee on Agrarian Reform which reviews proposals submitted by the District Committees, encourages measures for the improvement of cultivation methods, assists the formation of syndicates, associations, and agricultural cooperatives, and seeks to increase the quality and quantity of agricultural products. The Provincial Committee also studies and suggests to the Chief of Province various measures to promote the agrarian reform program; and arbitrates in second instance disputes between landowners and tenants on the application of farming contracts. Such arbitration may still be appealed to competent civilian courts in the province.

The Provincial Committee on Agrarian Reform is composed of a representative of the Chief of Province, Chairman; five landowners or five alternates; and five tenants or five alternates. The Chief of the Office of Agriculture acts as Secretary for the Committee.

The quarterly meetings of these Committees on Agrarian Reform are called by the Chairman. The term of the regular and alternate members and of the Committees on Agrarian Reform is two years.

4. Village Committees on Agrarian Reform. In each village a Committee on Agrarian Reform has been established following Ordinance No 29-a of April 25, 1955 (Articles 26-27-30-31-32-33). This Committee receives applications for loans and for farm implements from small landowners and tenants and forwards them to the District Committee on Agrarian Reform; supervises the distribution of loans and farm tools; controls the use of loans; and is responsible for the punctual payment of installments.

The Village Committee on Agrarian Reform consists of the village committee member in charge of agriculture, Chairman; three representatives of landowners; and three representatives of tenants.

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National Committee for Agrarian Reform

CREATION AND AUTHORITY.— The National Committee for Agrarian Reform was created by Arrêté N° 29-PTT/TTK of January 17, 1955 of the Prime Minister. It acts as an advisory body to the Secretary of State and is responsible for estimating the areas of tillable land which have been abandoned during the past few years, and areas of tillable land which can be purchased and divided into small parcels for sale to farmers. The Committee also estimates the funds necessary to buy this land at the prevailing price in each area.

ORGANIZATION.— The National Committee for Agrarian Reform is composed of a representative of the Secretary of State, Chairman; and the following members: two land survey engineers and representatives of the Secretary of State at the Presidency, the Director General of Budget and Foreign Aid, the Commissioner General for Refugees, and the Government Delegate for South or Central Viet Nam. The meetings of the Committee are called by the Chairman.

At the present time the authority of this Committee has been transferred to the National Commission on Agrarian Reform created by Decree N° 74-DT/CCDD of April 4, 1957.

DEPARTMENT OF RECONSTRUCTION AND CITY PLANNING

29 bis Phan Dinh Phung, Saigon. Tel: Saigon 457

CREATION AND AUTHORITY.— The Department of Reconstruction and City Planning was created by Decree No 119-TTP of September 11, 1956 of the President of the Republic.

The Secretary of State for Reconstruction and City Planning is responsible for collecting and studying documents relating to the national reconstruction; drafting projects for the development of the national territory, improving urban centers and reconstructing cities and villages; preparing and carrying out new building plans; preserving historical monuments and supervising construction industries.

ORGANIZATION.— Arrêté No 50-BKTTDT/VP of January 16, 1957, amended by Arrêté No 95-BKTTDT/VP/ND of April 29, 1957, placed the Department of Reconstruction and City Planning under a Secretary of State who directs the activities of the following agencies:

Central Agencies:

Directorate of the Cabinet;

General Secretariat.

General Directorate of City Planning and Public Buildings;

General Directorate of Reconstruction;

Attached Agencies:

Directorate of Lottery for National Reconstruction;

National Housing Administration;

National Office of Tourism;

Service of Preservation of Historical Monuments and Landmarks.

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1. The Office of developing general execution of government and private matters of the Office of the President.

2. The Presidential confidential, official receptions, protocols of State.

3. The Cabinet and technical liaison missions.

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The Secretary of administrative services and autonomous programs.

The General Secretary

1. The Administration Bureau; b) a Personalization of Expenditure Payroll Bureau.

2. The Planning and Management Service, which

**CONSTRUCTION
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Directorate of the Cabinet

The Directorate of the Cabinet is placed under a Director of Cabinet assisted by three cabinet attachés and a private secretary and consists of:

1. The Office of the Director of Cabinet, in charge of developing general policies of the Department; supervising the execution of governmental orders; administering confidential and private matters; and assuring liaison with the Executive Office of the President and other departments.

2. The Private Secretariat, which is in charge of confidential, official, and personal letters, appointments, receptions, protocol, and inspection tours of the Secretary of State.

3. The Cabinet Attachés are charged with press relations, and technical liaison with other departments, and special missions.

The Directorate of the Cabinet also includes a group of technical assistants chosen from among specialists in the fields of architecture, economics, social action, and cultural activities.

General Secretariat

The Secretary General directs and coordinates technical and administrative activities of all dependent directorates, services and autonomous agencies, and prepares Departmental programs.

The General Secretariat consists of:

1. The Administrative Service, which includes: a) a Mail Bureau; b) a Personnel Bureau; c) a Budget and Authorization of Expenditures Bureau; and d) an Accounting and Payroll Bureau.

2. The Planning, Documentation, and Technical Equipment Service, which includes: a) a Planning Bureau, which

drafts new projects and supervises the realization of current projects; b) a Documentation and Information Bureau, which manages the Departmental library, gathers technical documents, prepares documents for international conferences, and provides technical information to interested agencies and individuals; c) a Technical Equipment Bureau, which is in charge of the technical equipment inventory for the various agencies of the Department.

3. The Legal Service, which includes: a) a First Bureau, which studies and suggests changes in the regulations governing real estate, public land, and city planning in cooperation with the Directorate of Rehabilitation of the National Territory and Development of Cities and Villages; b) a Second Bureau (Contracts and Agreements), which draws up the conditions and specifications of contracts, organizes building cooperatives, and administers legal proceedings.

General Directorate of City Planning and Public Buildings

CREATION AND AUTHORITY.— The General Directorate of City Planning and Public Buildings was created by Arrêté No 50-BKTD/VP/ND of January 16, 1957. It is responsible for the development of projects for the rehabilitation of the national territory, the development of cities and villages and military installations, and other large-scale construction projects.

ORGANIZATION.— The General Directorate of City Planning and Public Buildings includes:

1. The Administrative Service, with the Mail, Records, and Information Bureau; and the Personnel and Accounting Bureau.

2. The Directorate of Rehabilitation of the National Territory and Development of Cities and Villages (214/19 Trần Quang Khai, Saigon. Tel: Saigon 465). It includes: a) the Bureau of Administration and Records; b) the Service of Rehabilitation of the National Territory, with a First Bureau, which

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studies general projects on the rehabilitation of the territory in cooperation with Departments concerned; and the Second Bureau, which studies projects for the development of urban and village centers; c) the Service of Control of the Realization of Projects, including the First Bureau, which studies the social and technical conditions of cities; and the Second Bureau, which enforces regulations on the allotment, sale, and rent of land, issues building authorizations, and administers slum clearance projects.

3. The Directorate of Public Constructions and Buildings, which studies and carries out projects of new large-scale construction, including: a) the Administrative Bureau; b) the Service of Project Studies, including the Project Bureau and the Surveying Bureau; c) the Technical Service with two bureaus; d) the City Service, headed by the Deputy Director of the Directorate, including the Office of New Constructions and the Office of Rehabilitation.

Sectors of Reconstruction and City Planning

CREATION AND AUTHORITY.— The Sectors of Reconstruction and City Planning were established by Arrêté N° 50-BKTDI/VP/ND of January 16, 1957 and reorganized by Arrêté N° 95-BKTDI/HC/ND of April 29, 1957 of the Secretary of State for Reconstruction and City Planning.

Each Sector has charge of construction and city planning projects, tourism, and the preservation of landmarks in each Region. The Sectors are under the direct authority of the General Directorate of City Planning and Public Buildings.

The General Directorate of Reconstruction, the National Office of Tourism, and the Service of Preservation of Historical Monuments and Landmarks assigns projects and communicates with the Sectors through the General Directorate of City Planning and Public Buildings, which is responsible for the Sectors and field offices.

Viet Nam Government Organization Manual

ORGANIZATION.— Each Sector, headed by a Chief of Sector, with the rank of Chief of Service, consists of a Technical Bureau and an Administrative Bureau.

The Midlands of Central Viet Nam, within the Eastern Sector, have two field offices: a) the First Field Office located in Huè, with jurisdiction over the provinces of Quang Tri, Thua Thiên, Quang Nam, and Quang Ngai; b) the Second Field Office located in Nha Trang, with jurisdiction over the provinces of Binh Dinh, Phu Yên, Khanh Hoa, Binh Thuán, and Ninh Thuán.

The Highlands of Central Viet Nam within the Western Sector have two field offices: a) the First Field Office, located in Ban Mê Thuôt with jurisdiction over the provinces of Kontum, Darlac, and Pleiku; b) the Second Field Office located in Dalat, with jurisdiction over the provinces of Di Linh and Dông Nai Thuong.

South Viet Nam within the Southern Sector has four field offices: a) the First Field Office in Cần Thơ, with jurisdiction over the provinces of Phong Dinh, Kiên Giang, Ba Xuyên, An Xuyên; b) the Second Field Office located in Vinh Long, with jurisdiction over the provinces of An Giang, Vinh Long, and Vinh Binh; c) the Third Field Office located in My Tho, with jurisdiction over the provinces of Dinh Tuong, Kiên Hoa, Long An, Kiên Phong, and Kiên Tuong; and d) the Fourth Field Office located in Biên Hoa, with jurisdiction over the provinces of Tây Ninh, Gia Dinh, Binh Duong, Binh Long, Biên Hoa, Phuoc Tuy, Phuoc Long, Long Khanh, and Binh Tuy.

General Directorate of Reconstruction

CREATION AND AUTHORITY.— The General Directorate of Reconstruction was established by Arrêté No 50-BTKDT/VP of January 16, 1957.

This agency has the responsibility for popular housing projects in the cities and villages.

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ORGANIZATION.— The General Directorate of Reconstruction consists of:

- A. The Mail, Records, and Information Bureau;
- B. The Personnel and Accounting Bureau;
- C. The Directorate of Housing, which consists of:
 - 1. The Administrative Bureau;

- 2. The Service of Construction, with: a) the First Office, which studies popular housing projects, low-rent housing, and community housing; b) the Second Office, which builds prefabricated and temporary housing for rent or sale.

- 3. The Service of Cost Estimating and Building Materials, which includes: a) the First Bureau, which applies the findings of the laboratories to the use of new materials suitable to local conditions, treats various wooden materials, and classifies building operations; b) the Second Bureau, which studies the problem of specialized workers, wages and estimates costs and time.

Directorate of Lottery for National Reconstruction

36 Nguyễn Du, Saigon. Tel: 23.076; Saigon 172

CREATION AND AUTHORITY.— The Directorate of Lottery for National Reconstruction was established on October 13, 1951, and reorganized by Arrêté N° 651-Cab/P2 of December 21, 1951; N° 241-Cab/FG of April 4, 1952; N° 489-MFEN of August 30, 1952; N° 522-Cab/F of July 29, 1953; N° 23-PTT/TTK of January 13, 1955; N° 197-PTT/TTK of April 9, 1954; N° 101-KNKT/ND of April 27, 1955; and was attached to the Department of Reconstruction and City Planning by Presidential Decree N° 119-TTP of September 11, 1956.

The Directorate of Lottery for National Reconstruction enjoys an autonomous legal status and budget, carries out the decisions of the Administrative Committee of the Lottery

Viet Nam Government Organization Manual

for National Reconstruction, and suggests measures for improving and expanding the lottery to raise funds for the National Housing Administration to build low-cost housing for the population.

ORGANIZATION.— The Directorate is under the supervision of an Administrative Committee, including the Secretary of State for City Planning and Reconstruction, Chairman; representatives of the Departments of Information, Finance, Economy, Labor, Interior and the General Directorates of Treasury, Social Action, and the National Housing Administration. The Agency is under the direct management of a Director. It includes:

1. The Service of Lottery, with: a) the Administrative Bureau, which receives and distributes correspondence, appoints and administers personnel, prints and distributes lottery tickets, organizes drawing sessions, and checks on the results of lotteries; b) the Bureau of Finance and Accounting; c) the Bureau of Studies and Publicity, which studies and proposes measures to increase the profits from lotteries and improve the methods of advertising.

2. The Bureau of Representation of the Lottery in Central Viet Nam, which follows up on the work of publicity, distribution, sale of tickets, and receipts in the provinces of Central Viet Nam.

National Housing Administration

60 Doan Thi Diem, Saigon. Tel: Saigon 004

CREATION AND AUTHORITY.— The National Housing Administration was established by Arrêté N° 221-Cab/SG of June 1951 of the Prime Minister and organized by arrêté of the Secretary of State of Reconstruction and City Planning. It was transferred by Article 2 of Presidential Decree N° 119-TTP of September 11, 1956 to the Department of Reconstruction and City Planning.

Department of Reconstruction and City Planning

The National Housing Administration enjoys an autonomous legal and financial status. Its function is to grant short-term loans to private individuals to repair, rehabilitate, or build homes and to build inexpensive houses for rent or sale on credit to big families.

ORGANIZATION.— The National Housing Administration is under the supervision of an Administrative Committee responsible for deciding upon loan applications and recovery. The Committee includes the Secretary of State for Reconstruction and City Planning, Chairman; and representatives of the Department of Justice, Labor, Public Works, Interior, the Regions, and the General Directorate of Social Action. The Director of the National Housing Administration is its Secretary.

The National Housing Administration includes:

1. The Service of Administration and Finance, with an Administrative Bureau to support the Administrative Committee and the Housing Committees in the Saigon area, and to administer loans, bidding, and price consultations; b) the Financial Bureau, which makes up and carries out the budget, administers the reserve funds, and controls the work of the chief accountant.

2. The Technical Service, with: a) the Research Bureau, which studies low-cost housing, carries out appropriate rehabilitation projects, studies new procedures for the use of land, and fixes the maximum prices on selected houses; b) the Second Bureau, which selects land for low-cost housing and supervises the work of construction, submits recommendations on applications for loans, and estimates the prices of property for purchase or exchange.

National Office of Tourism

185 Hiên Vương, Saigon. Tel: 22979; 23.748

CREATION AND AUTHORITY.— The National Office of Tourism is an agency with an autonomous legal status and budget established by Decree No 68-CS of June 20, 1950

and Arrêté N° 431-Cab/TP of December 28, 1950 as part of the Department of Public Works and Communications. It was transferred to the Department of Reconstruction and City Planning by Presidential Decree N° 119-TTP of September 11, 1956 and reorganized by Arrêté N° 50-BKTD/VP/ND of January 16, 1957.

The National Office of Tourism responsible for organizing and developing all forms of tourism within the country, recommending itineraries and sites, taking adequate measures of preparation for the tourist at selected sites, administering the offices of tourism in the country, coordinating the activities of administrative, cultural, and commercial agencies capable of contributing to the expansion of tourism, organizing tourist publicity, preparing regulations for the protection of tourists, fixing regulations for public parks, determining the conditions for tourist hunting and fishing, and maintaining liaison with similar international agencies for tourists in South East Asia and the Pacific.

At the present time, the National Office of Tourism is a member of the International Federation of Tourism and the Commission on Tourism in the Pacific and East Asia.

ORGANIZATION.— The National Office of Tourism is under the administration of a Committee which fixes the overall plan for the activities of the agency. The Administrative Committee includes the Secretary of State for Reconstruction, and City Planning Chairman; five members from government agencies; and four representatives from the Hotels, Airlines, Maritime Navigation, and Land Transport branches of business.

The Administrative Committee may organize technical advisory committees headed by one of its members.

The National Office of Tourism is under the direct authority of a Director assisted by a Deputy Director.

The Directorate includes:

1. The Bureau of Administration and Finance;

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2. The Bureau including the Technician, the Bureau of Exhibits and Liaison

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2. The Bureau of Tourist Housing, Hotels, and Exhibits, including the Technical Bureau, the Bureau of Hotel Organization, the Bureau of Travel and Hunting, and the Bureau of Exhibits and Liaison with international organization;

3. The Huè Bureau of Tourism.

Service of Preservation of Historical Monuments and Landmarks

214/19 Trần Quang Khai, Saigon. Tel: Saigon 465

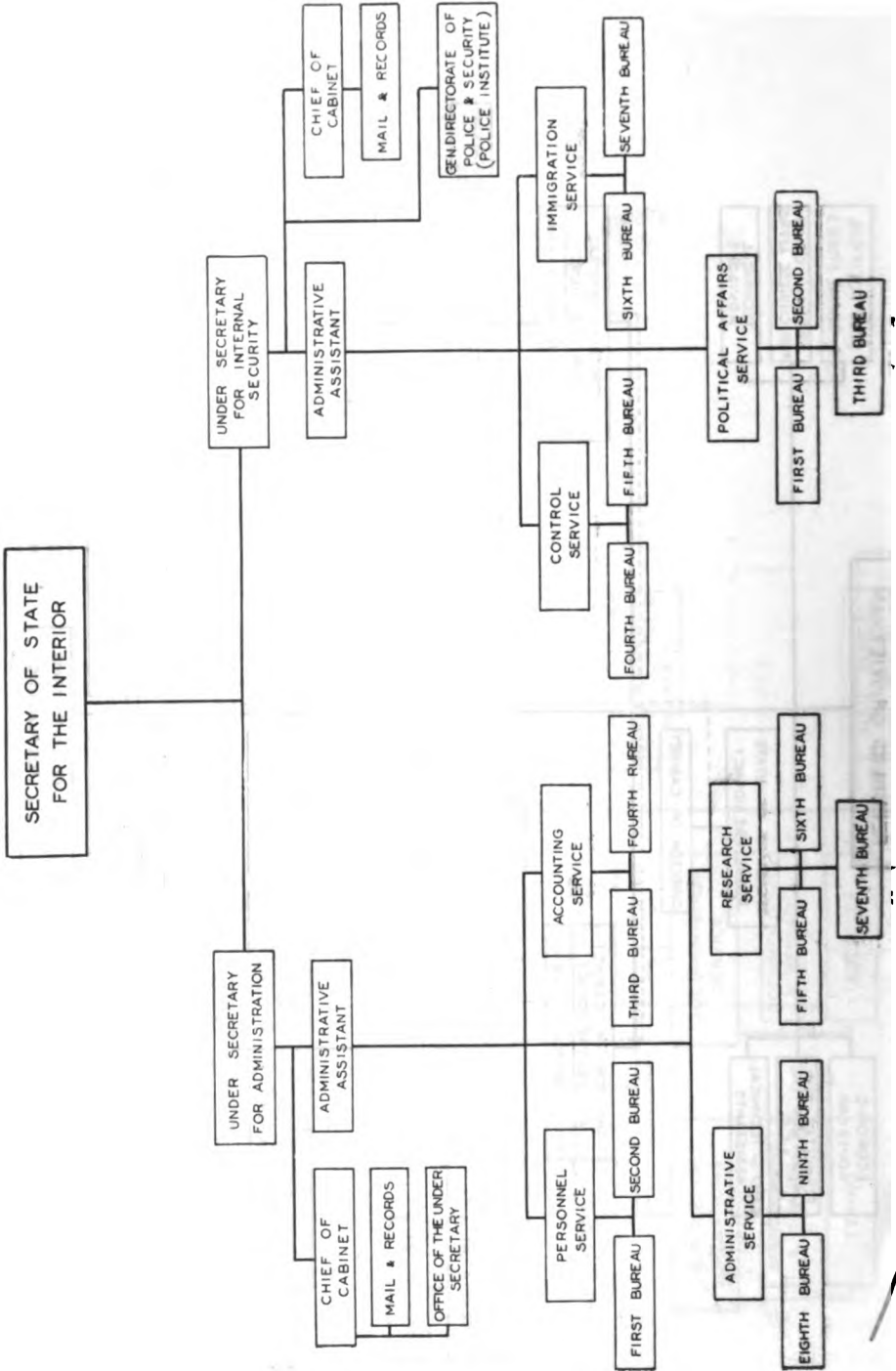
CREATION AND AUTHORITY.— The Service of Preservation of Historical Monuments and Landmarks was created by Arrêté N° 50-BKTD/VP/ND of January 16, 1957 as part of the Department of Reconstruction and City Planning. This Service keeps liaison with the Institute of Archeology of the Department of National Education to carry out projects for the rehabilitation, maintenance, and protection of historical monuments and landmarks.

ORGANIZATION.— The Central office is located in Saigon and includes: a) the First Bureau, responsible for surveying and photography; b) the Second Bureau, in charge of supervising rehabilitation and maintenance projects.

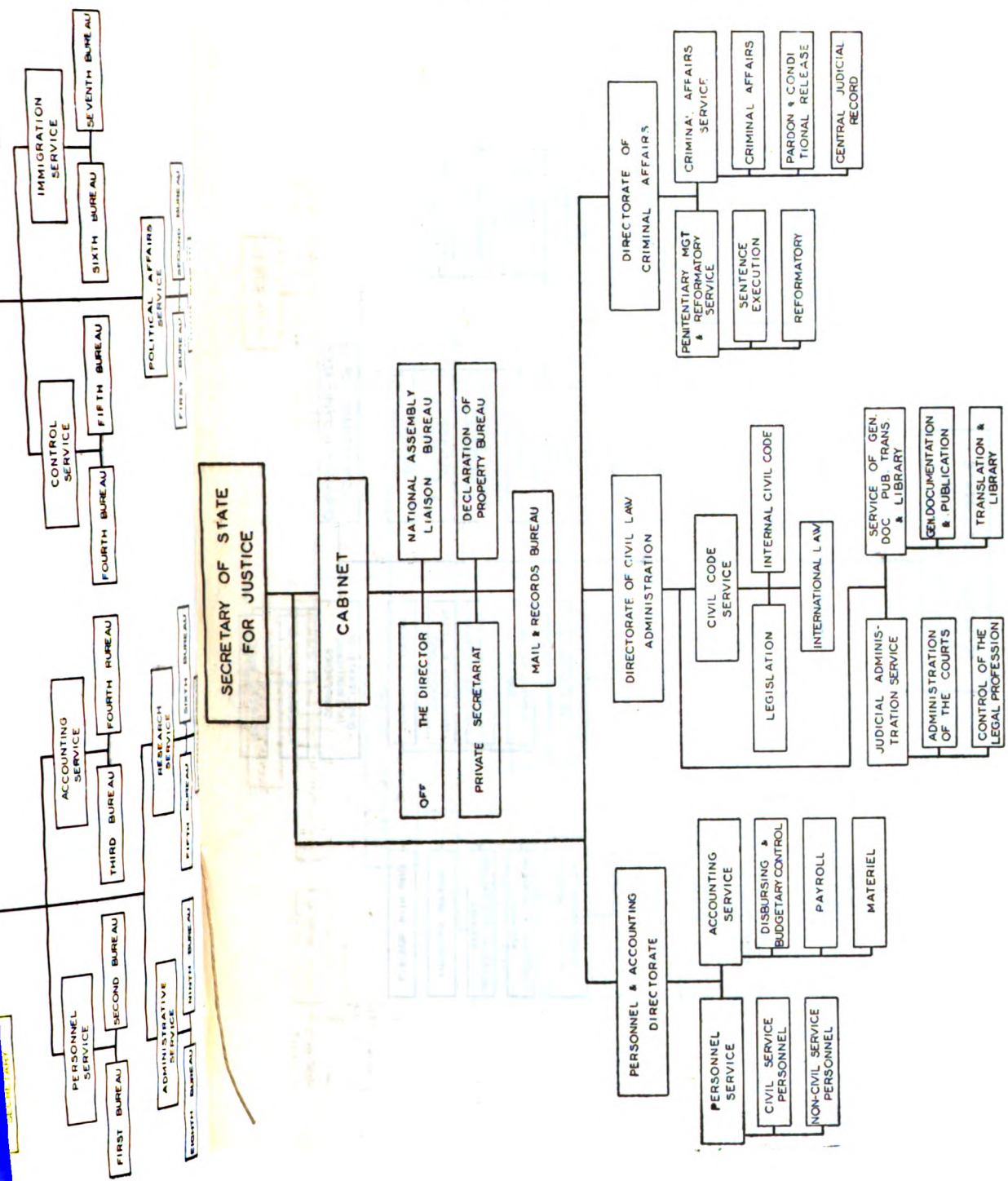
In the regions, the Reconstruction and City Planning Sectors are responsible for carrying out the projects originated by this Service.

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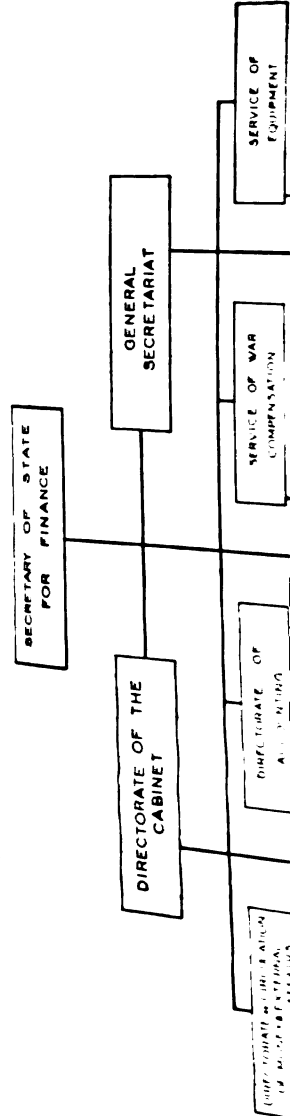
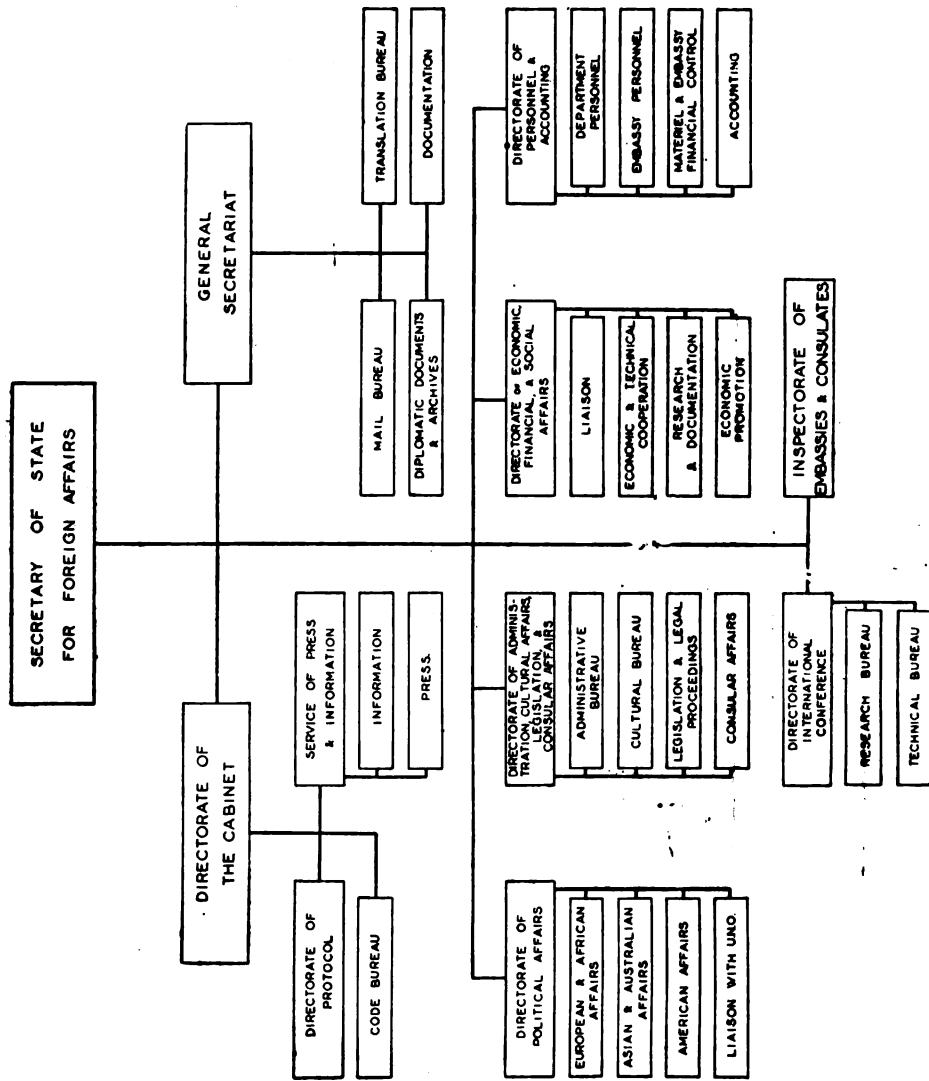


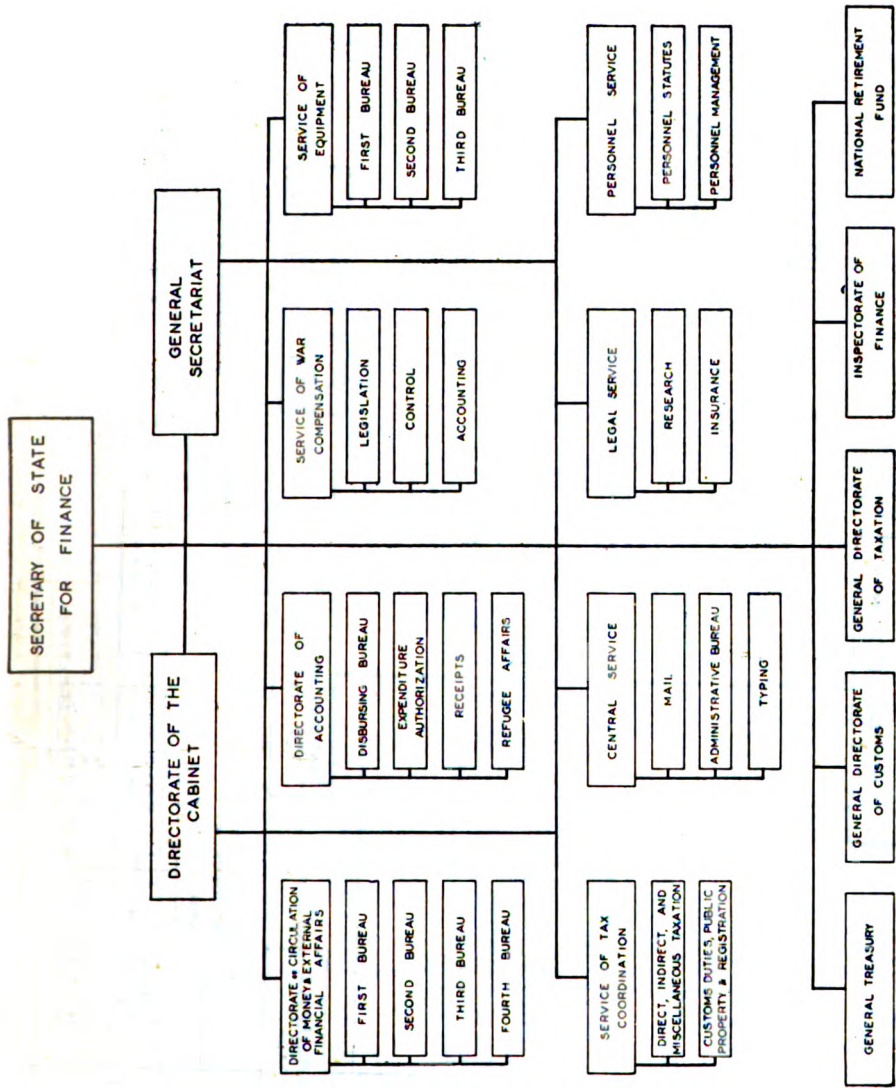
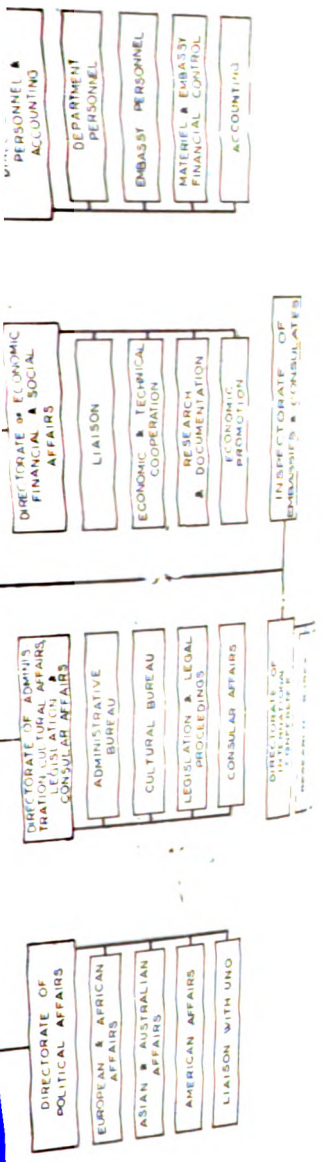
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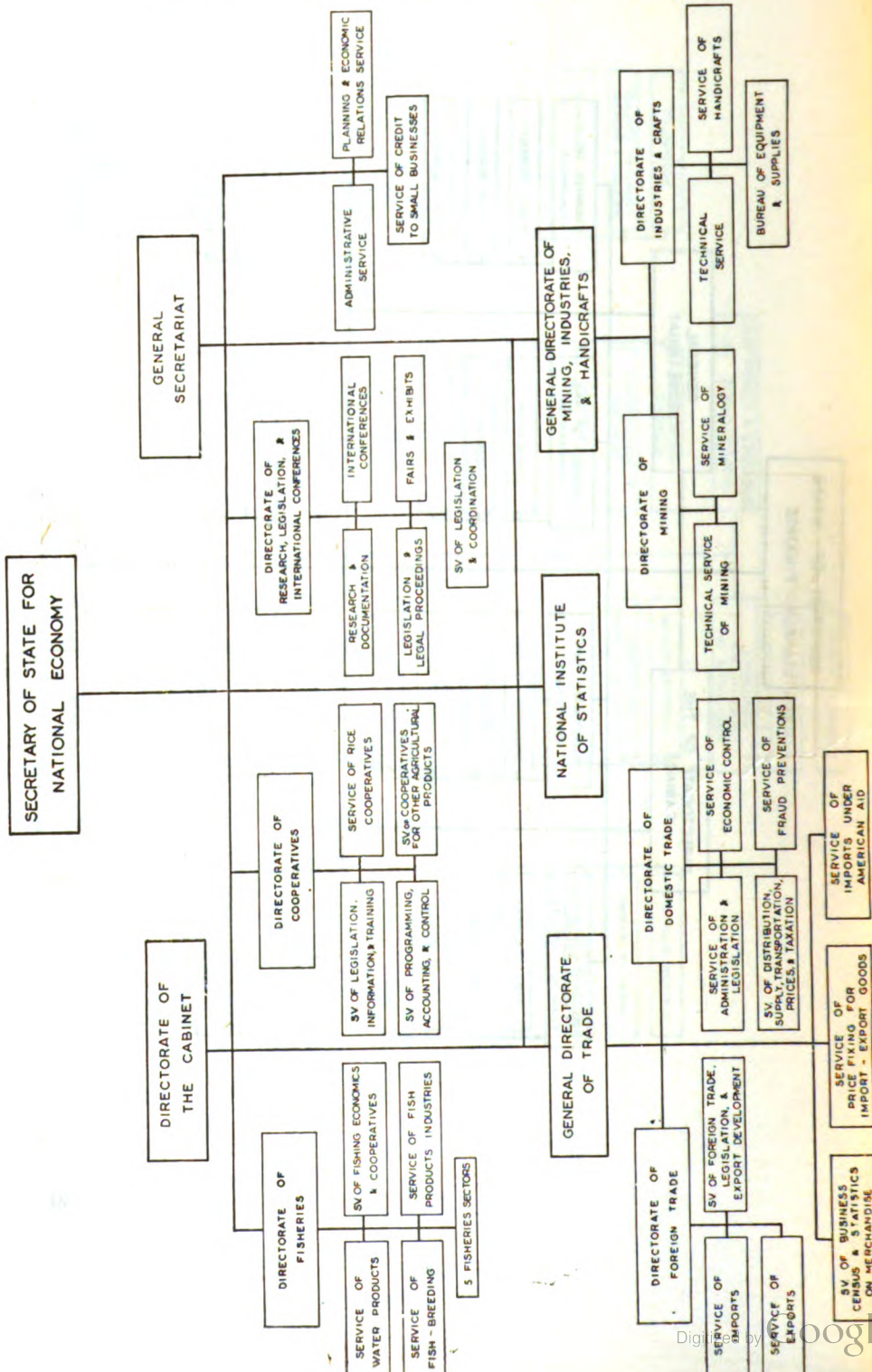
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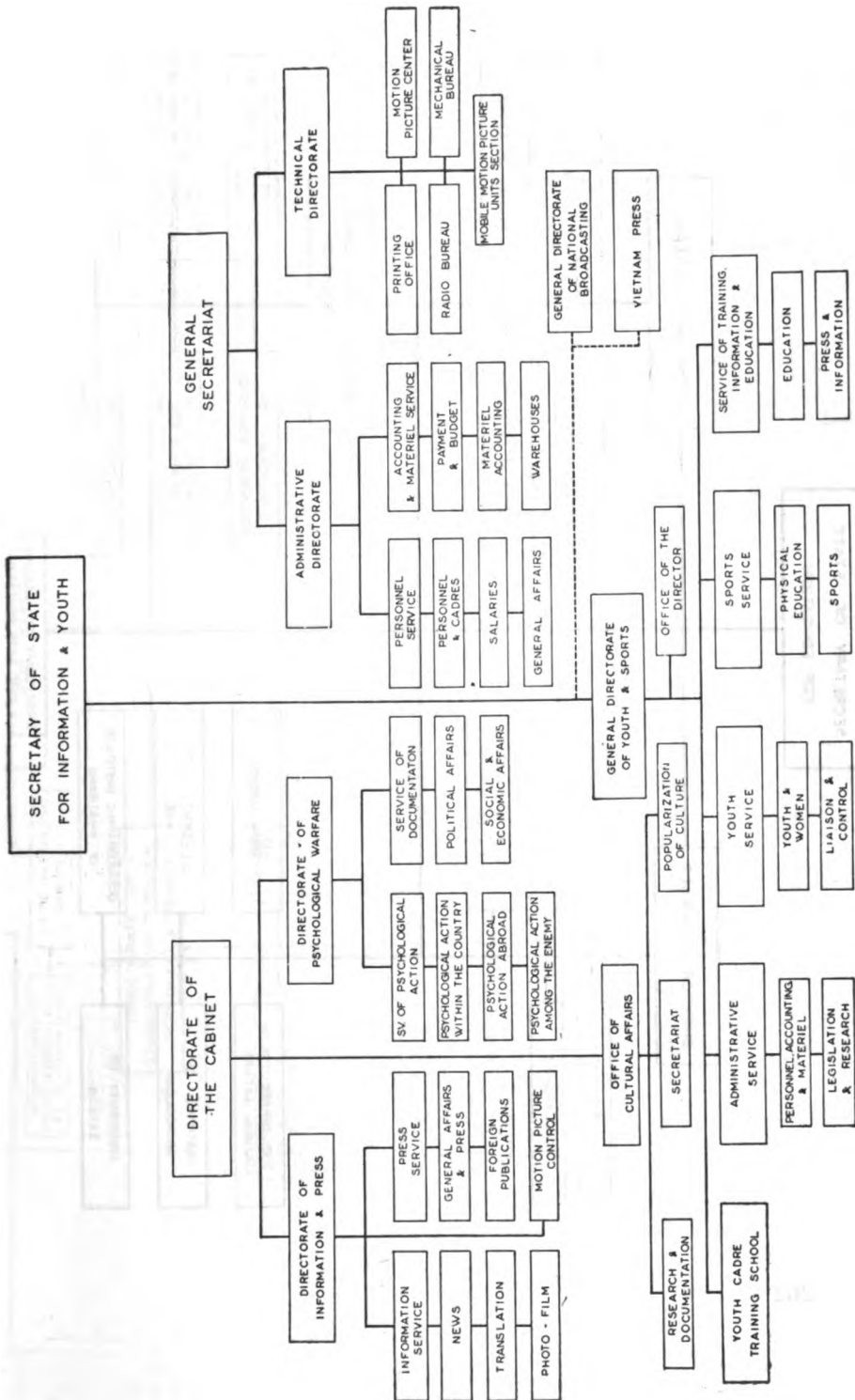
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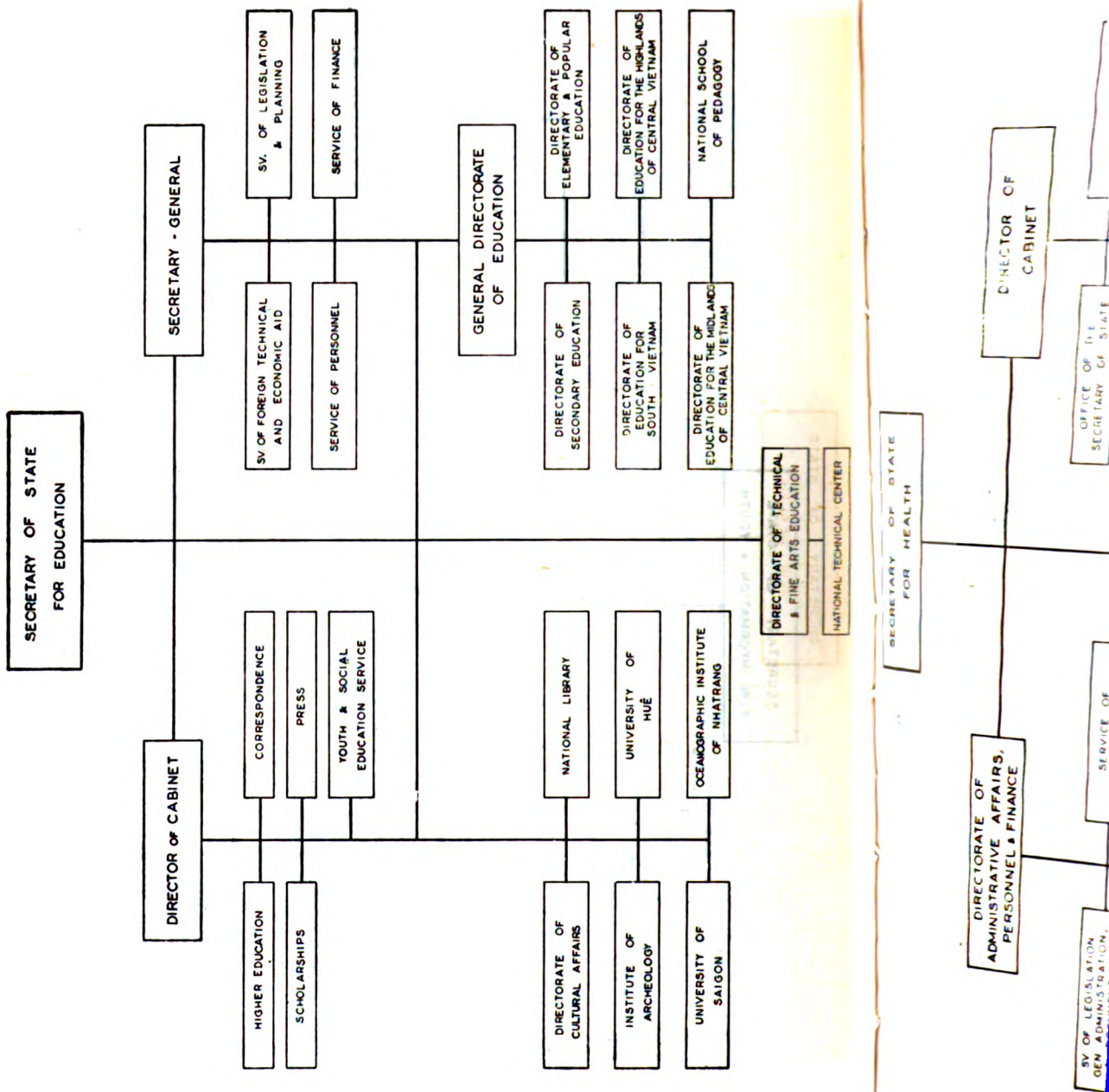
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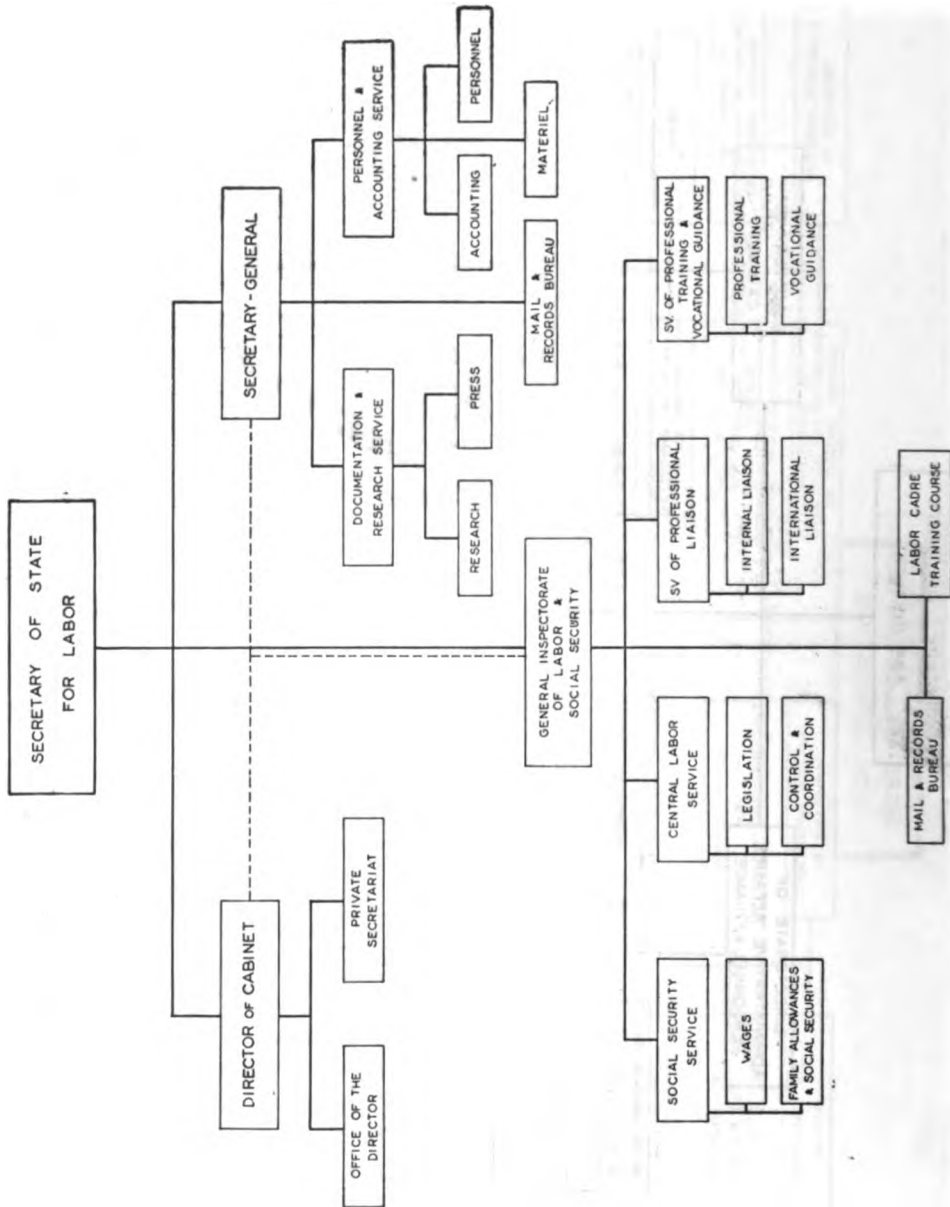
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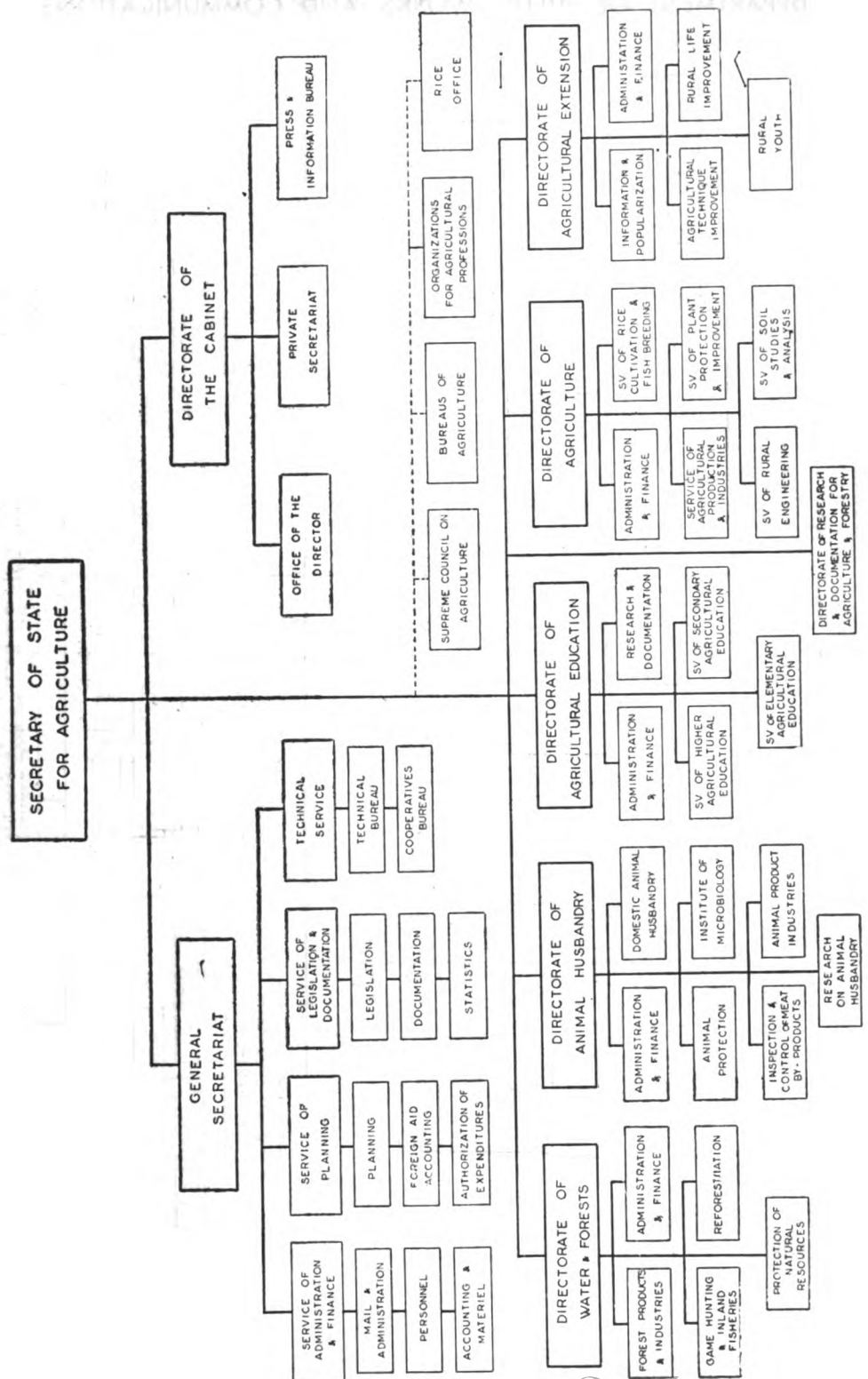
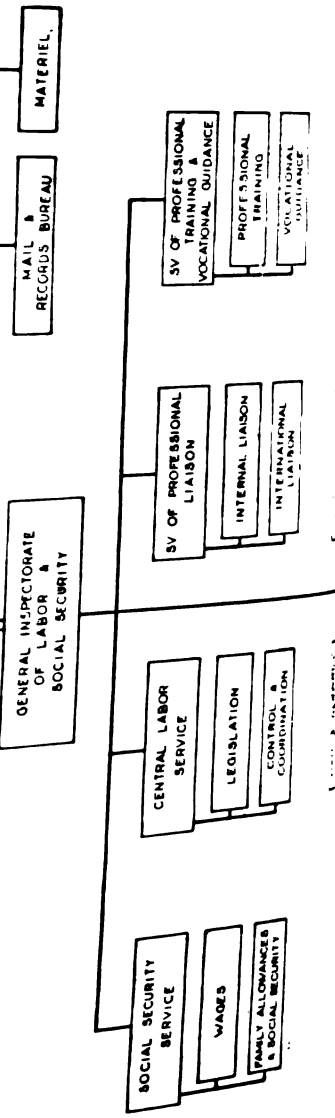
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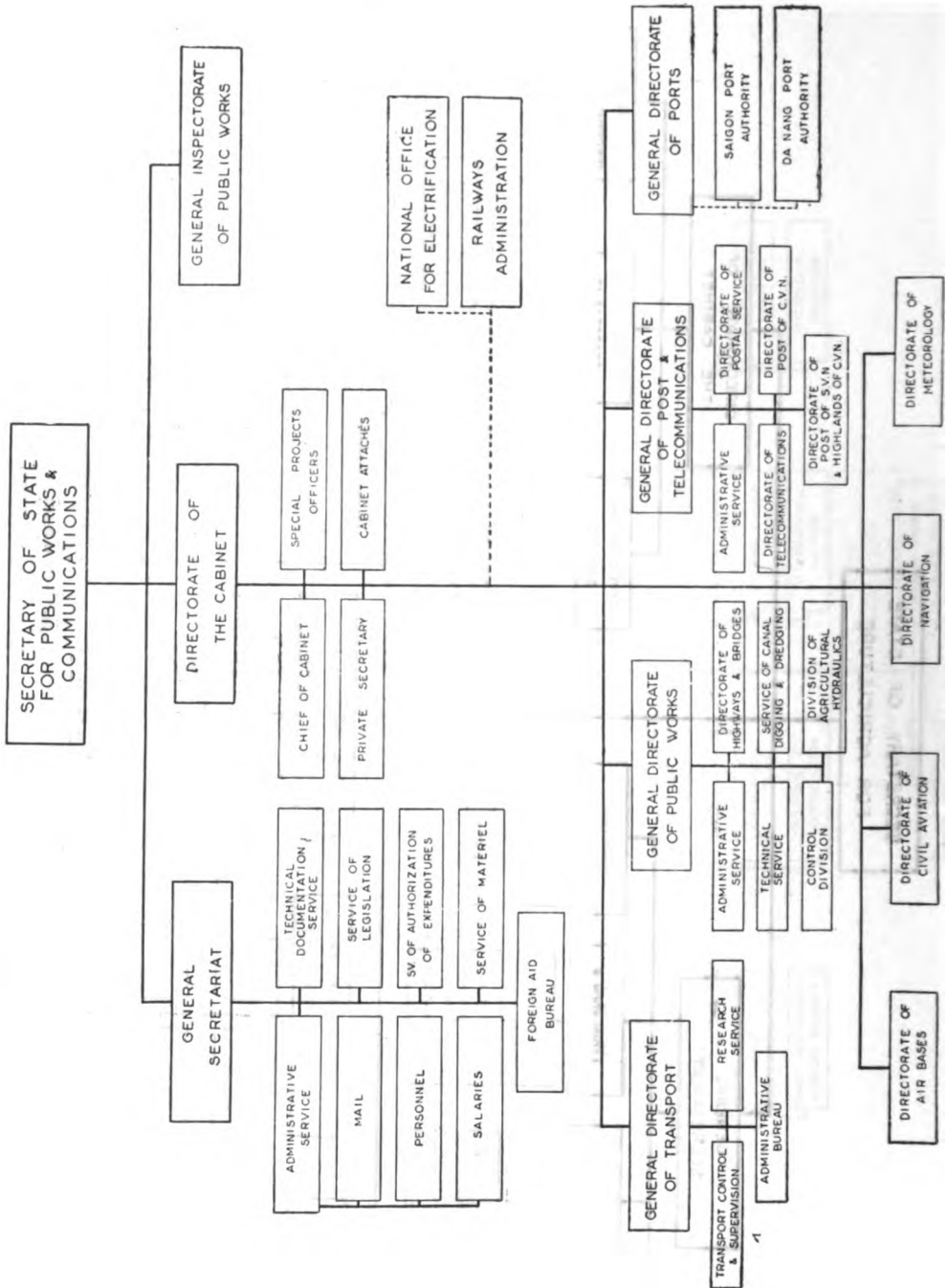
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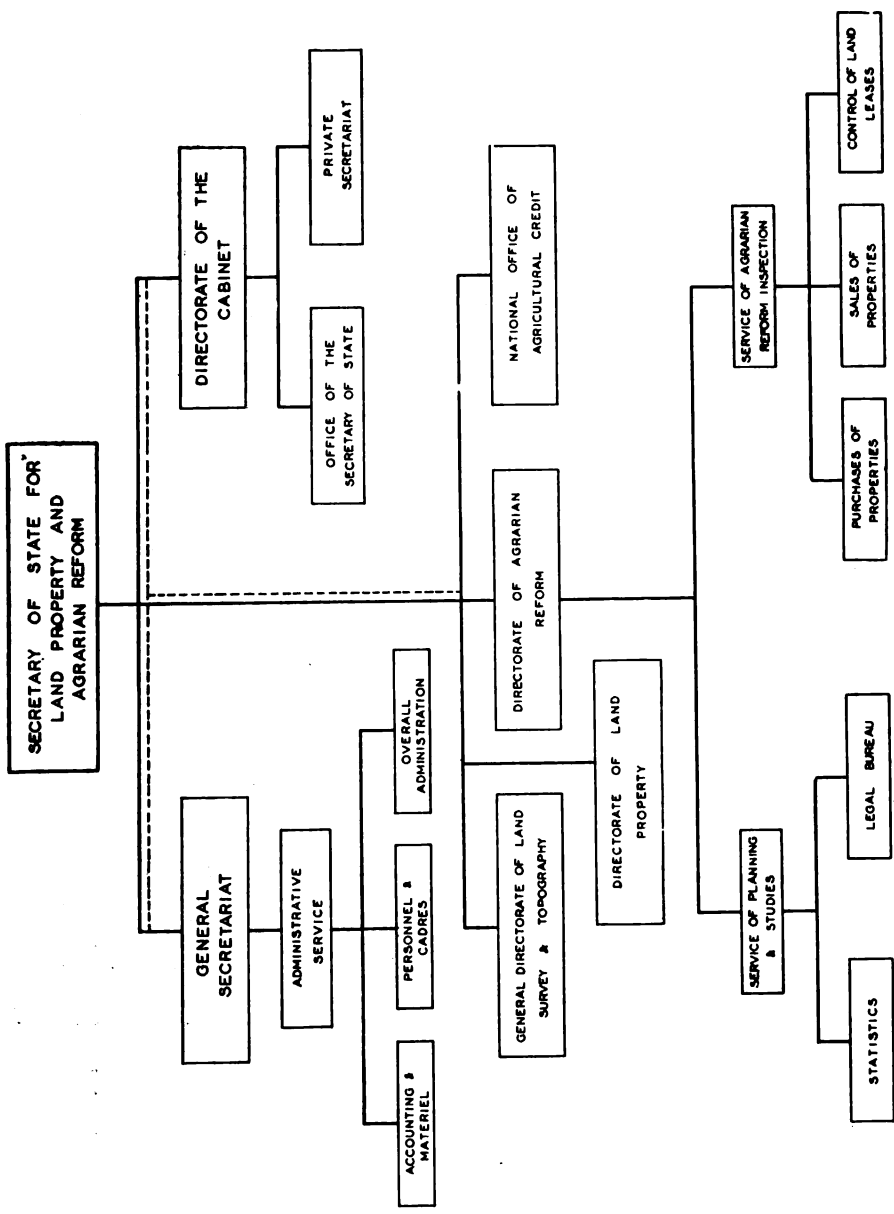
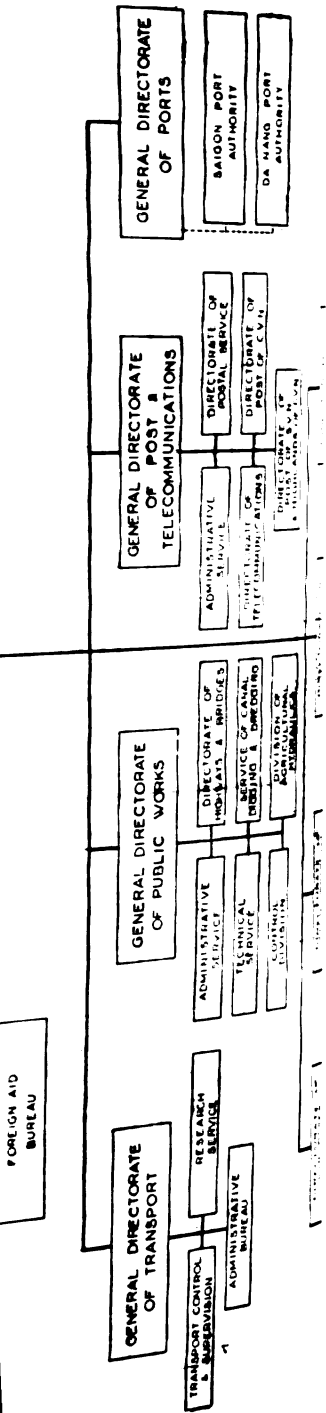


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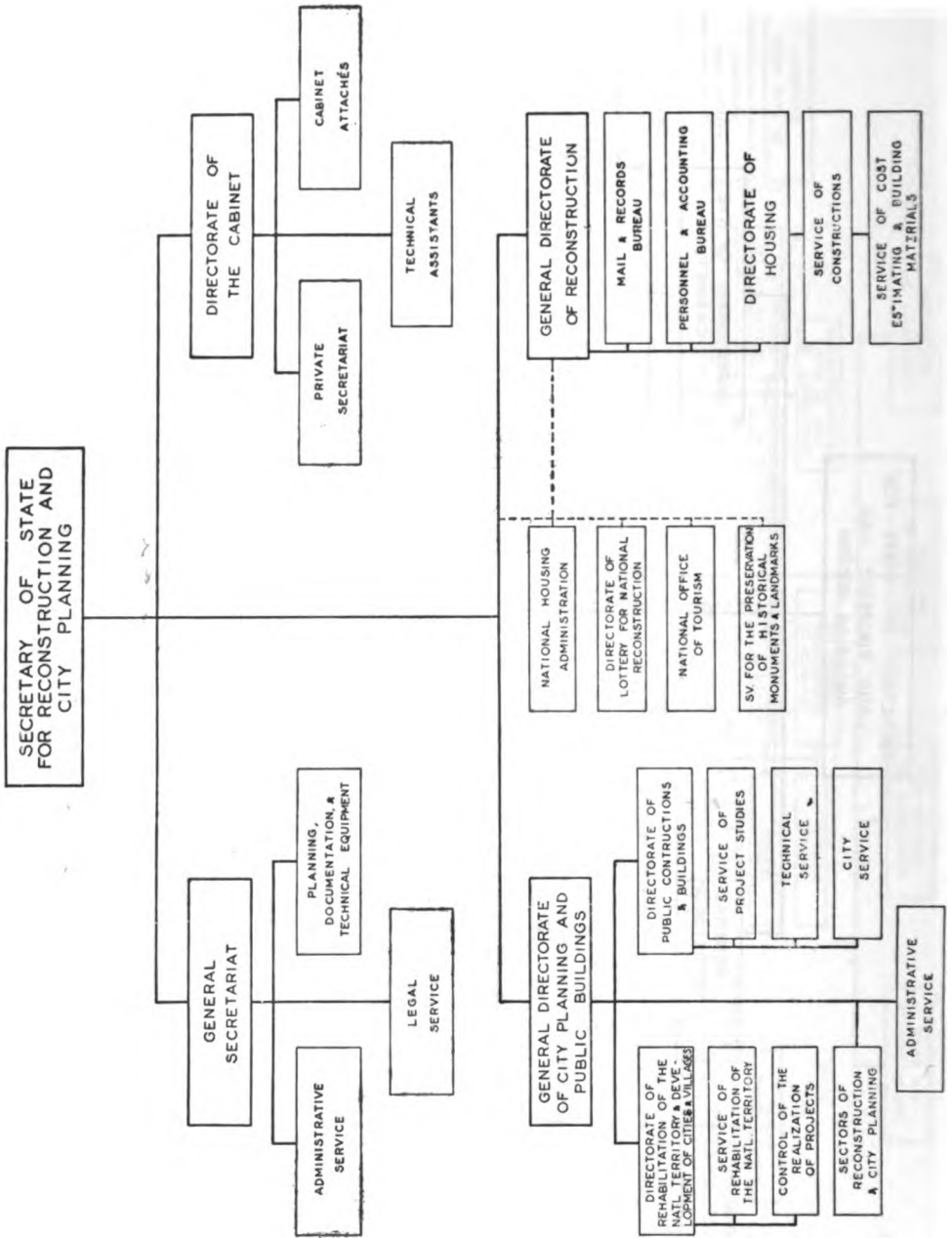


DEPARTMENT OF PUBLIC WORKS AND COMMUNICATIONS

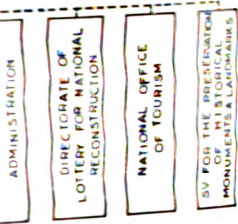
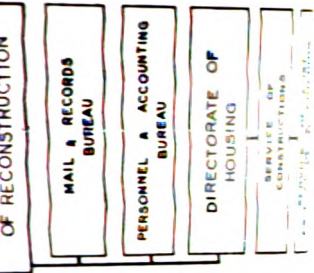




DEPARTMENT OF RECONSTRUCTION AND CITY PLANNING



AND CITY PLANNING



INDEX

INDEX

- Administration, National Institute of, creation and authority, organization, 63
- Administrative Court, creation and authority, organization, 98-99
- Agrarian Reform, Committees on, creation and authority, organization, 239
- Agrarian Reform, National Committee for, creation and authority, organization, 241
- Agrarian Reform Services, Provincial, creation and authority, organization, 238
- Agricultural Credit Office, National, creation and authority, organization, 235
- Agriculture and Forestry, Directorate of Research and Documentation, creation and authority, organization, 195
- Agriculture, Department of, creation and authority, organization, 186-187
- Agriculture, Directorate of, creation and authority, organization, 189-190
- Agricultural Development, General Commissariat of, creation and authority, organization, 60
- Agricultural Education, Directorate of, creation and authority, organization, 191
- Agricultural Extension, Directorate of, creation and authority, organization, 192
- Air Bases, Directorate of, creation and authority, organization, 220-221
- Alert, state of, 11
- Amendments, Constitution, 21-22, 30
- Animal Husbandry, Directorate of, creation and authority, organization, 193
- Appeal, Courts of, creation and authority, organization, 91-92
- Appeal, Supreme Court of, 90
- Archeology, Institute of, creation and authority, organization, 167-168
- Armed Forces English Language School, creation and authority, 204
- Armed Forces, General Inspectorate of, creation and authority, organization, 201
- Association, freedom of, 5
- Bank of Viet Nam, Commercial, creation and authority, organization, 125
- Bank of Viet Nam, National, creation and authority, organization, 122
- Blocs, National Assembly, 29
- Broadcasting, General Directorate of, creation and authority, organization, 155
- Budget and Foreign Aid, General Directorate of, creation and authority, 66
- Chamber of Commerce, Saigon, 139
- City Planning & Public Buildings,

Viet Nam Government Organization Manual

- General Directorate of, creation and authority, organization, 244
- Civic Action, Special Commissariat for, creation and authority, organization, 76
- Civil Aviation, Directorate of, creation and authority, organization, 221
- Civil Guard, General Directorate of, creation and authority, organization, 77-78
- Civil Service, General Directorate of, creation and authority, organization, 71
- Commerce, Saigon Chamber of, creation and authority, organization, 139
- Committees, National Assembly, 29
- Constitutional Court. 41
- Correspondence, privacy of, 5
- Courts, Administrative, 98-99
 - Appeal, 90-91
 - First Instance, 93
 - Labor, 95-96
 - Military, 96
 - Peace, 94-95
- Cultural Affairs, Directorate of, creation and authority, organization, 167
- Cultural Affairs, Office of, creation and authority, organization, 151
- Customs, General Directorate of, creation and authority, 115
- Da Nang, Port of, 227
- Delegates of the Government, 54
- Deputies, National Assembly, 13, 28, 31, 36
- Duties, Civic, 4
- Economic, Financial, and Social Affairs, Directorate of, Foreign Affairs Department, 104
- Economy, Department of, creation and authority, organization, 129
- Education, and the State, 8
- Education, Directorate of, for Central Viet Nam, 171-173
for South Viet Nam, 171
- Education, Department of, creation and authority, organization, 159
- Education, General Directorate of, creation and authority, organization, 166
- Elections, constitutional provisions for, 9
- Electrification, National Office for, creation and authority, organization, 228
- Emergency, state of, 11
- English Language School, Armed Forces, 204
- Exchange, National Office of, creation and authority, 127
- Executive Office of the President, creation and authority, organization, 48-49
- Expression, freedom of, 5
- Family, and State, 7
- Finance, Department of, creation and authority, organization, 110
- Finance, Inspectorate of, creation and authority, organization, 113
- Foreign Affairs, Department of, creation and authority, organization, 100
- Health and Hospitals, General Directorate of, creation and authority, organization, 176
- Health Assistants, Village Course of, creation and authority, organization, 180
- Health, Department of, creation and authority, organization, 174
- Highlands of Central Viet Nam, Directorate of Economy for, 141
- Historical Monuments and Landmarks, Service of Preservation of, creation and authority, organization, 251
- Housing, National Administration, creation and authority,

- Central Viet Nam, 171-172
 South Viet Nam, 171
 Department of, creation and authority, organization, 171
 General Directorate of, creation and authority, organization, 166
 constitutional provisions, 9
 National Office for, creation and authority, organization, 228
 state of, 11
 Language School, Annexes, 204
 National Office of, creation and authority, 17
 Office of the President, creation and authority, organization, 48-49
 freedom of, 5
 State, 7
 Department of, creation and authority, organization, 20
 Inspectorate of, creation and authority, organization, 11
 Department of, creation and authority, organization, 100
 and Hospitals, General Directorate of, creation and authority, organization, 176
 Village Councils, creation and authority, organization, 189
 Department of, creation and authority, organization, 17
 of Central Viet Nam, Directorate of Economy for, Historical Monuments and Landmarks, Service of Preservation of, creation and authority, organization, 251
 National Administration, creation and authority, organization, 248-249
 Importation, National Committee on, creation and authority, organization, 142-143
 Information and Youth, Department of, creation and authority, organization, 146
 Information and Press, Directorate of, creation and authority, organization, 149
 Intelligence and Psychological Warfare School, creation and authority, organization, 205
 Interior, Department of, creation and authority, organization, 80
 International Conferences, Directorate of, creation and authority, 107
 Justice, Department of, creation and authority, organization, 86
 Justice, Special Court of, 42
 Labor and Social Security, General Inspectorate of, creation and authority, organization, 183-184
 Labor, Department of, creation and authority, organization, 182
 Labor Courts, creation and authority, organization, 95-96
 Land Property and Agrarian Reform, Department of, creation and authority, organization, 231
 Land Property, Directorate of, creation and authority, organization, 234
 Land Reform, Directorate of, creation and authority, organization, 232
 Legislative procedures, 31
 Library, National, 170
 Medical Assistants, School of, creation and authority, organization, 179
 Meteorology, Directorate of, creation and authority, organization, 219
 Military College, creation and authority, organization, 203
 Military Courts, creation and authority, 96
 Military Medical Training Center, creation and authority, organization, 202
 Militia, Self-Defense, 78
 Mining, Industries, and Handicrafts, General Directorate of, creation and authority, organization, 136
 Monopoly, business, 7
 National Assembly, agencies dependent of, 32
 Bureau of, 28
 Committees, 29
 constitutional description of, 16
 Control Committee, 17
 creation and authority, 28
 organization and membership, 28
 power of, 15
 sessions of, 30
 National Economy, Department of, 129
 National Institute of Statistics, 137
 National Library, creation and authority, organization, 170
 Notary, Office of, 89
 National Defense, Department of, creation and authority, organization, 198
 National Defense, Permanent General Secretariat for, creation and authority, organization, 70
 National Institute of Administration, 63
 Navigation, Directorate of, creation and authority, organization, 216
 Nursing School, creation and authority, organization, 179
 Oceanographic Institute of Nha Trang, creation and authority, organization, 169

Viet Nam Government Organization Manual

- Orders in Council, 12
- Peace, Court of the, 95
 - with Extended Jurisdiction, 94
- Planning, General Directorate of, creation and authority, organization, 73
- P.M.S., see Highlands
- Police and Security, General Directorate of, creation and authority, organization, 83-84
- Police Institute, creation and authority, organization, 85
- Political Affairs, Directorate of (Foreign Affairs Department), 103-104
- Port Authority, Da Nang, creation and authority, organization, 227
- Port Authority, Saigon, creation and authority, organization, 225-236
- Post and Telecommunications, General Directorate of, 213
- President of the Republic, Office of, 47
- Press, liberty of, 6
- Press, Viet Nam, creation and authority, organization, 157
- Private property, right of, 6
- Promulgation of laws, 16
- Provinces, creation and authority, organization, 55-58
- Psychological Warfare, Directorate of, creation and authority, organization, 150-151
- Public Works and Communications, Department of, creation and authority, organization, 206
- Public Works, General Inspectorate of, creation and authority, 208
- Public Works, General Directorate of, Special Agencies, 212
- Railways Administration, creation and authority, organization, 223
- Reconstruction & City Planning, Department of, creation and authority, organization, 224
- Reconstruction, Directorate of Lottery for, creation and authority, organization, 247-48
- Reconstruction, General Directorate of, creation and authority, organization, 246-247
- Referendum, 12
- Rice Stock, Emergency, creation and authority, organization, 144
- Retirement Fund, National, creation and authority, organization, 121
- Rights, civil, 48
- Saigon, Port of, 225
- Sanitation, National Commission on, creation and authority organization, 181
- Secret ballot, 9
- Self-Defense Militia, General Inspectorate of, creation and authority, 78
- Separation of powers, 3
- Social Security, 7
- Social Security, General Inspectorate of, 183-184
- Social Services of the Armed Forces, Directorate of, creation and authority, organization, 201
- Special Council of Justice, 18
- Siege, state of, 11
- State Council, creation and authority, organization, 97
- Statistics, National Institute of, creation and authority, 137
- Strike, right to, 7
- Studies Abroad, Commission on, creation and authority, organization, 75
- Taxation, General Directorate of, 119
- Technical and Fine Arts Education, Directorate of, creation and authority, organization, 164
- Thought, freedom of, 5
- Trade, General Directorate of, creation and authority, organization, 133

- Training School, Youth, creation and authority, organization, 154
- Transport, General Directorate of, 213
- Treasury, General, creation and authority, organization, 213
- Unemployment assistance, 7
- Unions, 7
- University of Huế, creation and authority, 164
- University of Saigon, creation and authority, organization, 164

- Reconstruction, Directorate
 Lottery for, creation and
 authority, organization, 249
- Reconstruction, General Direc-
 torate of, creation and author-
 ity, organization, 246-247
- Referendum, 12
- Rice Stock, Emergency, crea-
 tion and authority, organization
- Retirement Fund, National,
 creation and authority,
 organization, 121
- Rights, civil, 48
- Saigon, Port of, 225
- Sanitation, National Commis-
 sion, creation and author-
 ity, organization, 181
- Secret ballot, 9
- Self-Defense Militia, General
 Inspectorate of, creation and
 authority, 78
- Separation of powers, 3
- Social Security, 7
- Social Security, General Direc-
 torate of, 183-184
- Social Services of the Arm-
 ed Forces, Directorate of, crea-
 tion and authority, organization, 1
- Special Council of Justice, 18
- Sovereignty, state of, 11
- State Council, creation and au-
 thority, organization, 97
- Statistics, National Institute of,
 creation and authority, 127
- Strike, right to, 7
- Studies Abroad, Commission of,
 creation and authority,
 organization, 75
- Education, General Directorate of,
 Technical and Fine Arts Education
 Directorate of, creation and
 authority, organization, 164
- Right, freedom of, 5
- Police, General Directorate of,
 creation and authority,
 organization, 133
- Training School, Youth Cadre,
 creation and authority,
 organization, 154
- Transport, General Directorate of,
 213
- Treasury, General, creation and
 authority, organization, 114
- Unemployment assistance, 7
- Unions, 7
- University of Huê, creation and
 authority, 164
- University of Saigon, creation and
 authority, organization, 162
- Viet Nam Press, creation and au-
 thority, organization, 157
- Vote, right to, 6
- Water and Forests, Directorate of,
 creation and authority,
 organization, 196
- Water Supply Office, National,
 creation and authority,
 organization, 229
- Work, right and duty of, 5
- Youth and Sports, General Direc-
 torate of, creation and author-
 ity, organization, 152

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**S U P P L E M E N T
T O
G O V E R N M E N T O R G A N I Z A T I O N
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NATIONAL INSTITUTE OF ADMINISTRATION

TRANSLATED BY M.S.U.G.

SAIGON, VIETNAM

MAY 1960



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S U P P L E M E N T
T O
G O V E R N M E N T O R G A N I Z A T I O N
M A N U A L
1957-58

National Institute of Administration

Translated by M.S.U.G.

Saigon, Vietnam

May 1960

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	1
<u>Chapter I</u>	
National Assembly	3
<u>Chapter II</u>	
The Presidency.	4
<u>Chapter III</u>	
Department of Interior.	42
<u>Chapter IV</u>	
Department of Justice	48
<u>Chapter V</u>	
Department of Foreign Affairs	53
<u>Chapter VI</u>	
Department of National Defense.	55
<u>Chapter VII</u>	
Department of Finance	56
<u>Chapter VIII</u>	
Department of National Economy.	82
<u>Chapter IX</u>	
Department of Information and Youth	93
<u>Chapter X</u>	
Department of Education	104
<u>Chapter XI</u>	
Department of Health.	122
<u>Chapter XII</u>	
Department of Labor	132
<u>Chapter XIII</u>	
Department of Agriculture	142
<u>Chapter XIV</u>	
Department of Public Works and Communications	161
<u>Chapter XV</u>	
Department of Land Development and Land Reform. . . .	170
<u>Chapter XVI</u>	
Local Administration.	173

FOREWORD

It is realized that in an independent nation, a knowledge of national organizational structure is very necessary if citizens are to follow the progress of public administration and to appreciate the reasonably good successes that Government has already achieved.

Conscious of this fact, the National Institute of Administration published in October 1957 a document on the public administration organization of the Republic of Vietnam, entitled "Viet-Nam Government Organization Manual 1957-58."

Since then, within the framework of President Ngo's program of reorganizing public administration, many extremely important changes have been carried out, aimed at making the administrative machinery fit with the current situation which is becoming more and more complex. Under these circumstances, the National Institute of Administration has realized that it is necessary to bring the previous manual up to date. Therefore the present supplement is being published.

This modest document does not aim at presenting the whole organization of the national public administration organization. This supplement only records changes in the administrative organization which have occurred since publication of the original manual: In order to understand thoroughly the organization of an agency, it is necessary to refer to the manual of 1957-58 as well as the present supplement.

The following procedures have been adopted to facilitate cross-reference to the earlier work:

1. Reference is made to the number of the Official Gazette in which are published Laws, Ordinances, and Decrees about the organization of agencies described in the supplement.
2. As regards the internal reorganization of the public administration machinery which is described in the present supplement, reference is made to the pages in the 1957-58 Manual, where a discussion of the same organization may be found. For example, for Agencies depending directly on the Presidency see pages 46-47 of the 1957-58 manual.
3. The present supplement includes 15 chapters divided as follows:
 - Chapter I: National Assembly
 - Chapter II: Presidency and directly dependent agencies
 - From Chapter III to Chapter XV: Departments
 - Chapter XVI: Local Administration

4. The internal organization of every agency depending directly on the Presidency as well as that of every Department is divided into two parts:

- Part 1: Creation and function
- Part 2: Organization

* * *

Once more, we call the readers' attention to the fact that the "Government Organization Manual 1957-58" provides the basic material for further research on the organization of public administration agencies, while the "Supplement of 1959" will serve as a complementary document.

Lastly, we beg at this juncture to sincerely thank the different Departments, Commissariats, Directorates and Services that have kindly and greatly helped us in the writing of this volume.

Of course, deficiencies and errors in the presentation of the book are inevitable and we sincerely hope our readers will be lenient with us and will kindly rectify those deficiencies themselves. And finally we beg to convey our most sincere thanks to our readers, to whom this modest document is dedicated.

* * * * *

CHAPTER I

NATIONAL ASSEMBLY

(Ref. page 27-43 Administrative Yearbook 1957.)

CHAPTER II

THE PRESIDENCY AND AGENCIES RELATING TO

THE PRESIDENCY

The Presidency

There are two changes in the organization of the Presidency (see Manual 1957-58): the establishment of the Public Relations Directorate and the Directorate of Protocol.

I. Public Relations Directorate.

Created by decree No. 969-TTP/VP of June 5, 1958¹, under the supervision of a Director and placed in the office of the Presidency, the Public Relations Directorate is in charge of: organizing all visits inside the country by foreign groups and organizations; welcoming foreign visitors when this welcome is not assigned to any Department of the Government; assisting and guiding foreigners who desire information on documents, procedures, or regulations (outside the field of the Tourism Office); and supervising (temporarily) tours organized by Vietnamese Associations in this country or abroad, when these tours are not handled by any other agency.

II. The Directorate of Protocol.

Establishment and functions.

The Directorate of Protocol was established by decree No. 805 TTP/VP of the President of the Republic of Viet-Nam. It was placed under the supervision of the Secretariat of the Presidency.

The functions of the Directorate of Protocol are:

- to arrange the protocol of ceremonies and receptions organized at the Presidency, or at any place where the President will be present;
- to organize ceremonies for the presentation of credentials of the Foreign Mission Heads;
- to prepare official visits abroad of the Chief of State of Viet-Nam, and official visits of foreign Chiefs of State to Viet-Nam;
- to cooperate with the Presidency Household Service in receiving foreign official guests, or national delegations;

- to prepare credentials of Vietnamese Mission Heads abroad and to prepare nominations of general consuls and consuls of Viet-Nam abroad;
- to submit for signature all commissions of appointment of foreign general consuls and consuls to Vietnam;
- to study precedence inside the country;
- to train protocol personnel.

Organization:

The Directorate of Protocol is headed by a Director of Protocol assisted by a deputy Director having the rank of a Chief of Service.

The Directorate of Protocol is composed of two bureaus:

1. 1st Bureau is responsible for arranging the protocol of ceremonies, organizing ceremonies and receptions, preparing and organizing official visits, preparing audiences and meetings, and contacting the responsible service to solve problems relating to ceremonies.

2. 2nd Bureau is in charge of preparing all credentials and decisions for the appointment of general Consuls and Consuls of Viet-Nam; submitting for signature all commissions of appointment of all foreign General Consuls and Consuls and other documents; studying protocol inside the country; organizing and training personnel; searching and classifying documents.

AGENCIES RELATED DIRECTLY TO THE PRESIDENCY

Until February 28, 1959, there were five additional agencies which relate directly to the Presidency:

- Radio-Broadcasting Directorate.
- General Commissariat for cooperatives and agricultural credit.
- Permanent Secretariat General of National Defense.
- General Directorate of Reconstruction and City Planning.
- The Directorate General of Social Action.

RADIO-BROADCASTING DIRECTORATE

Establishment and competence.

The Vietnamese radio broadcasting directorate, transferred by the French Government to the Vietnamese Government on October 15, 1949, was officially established and operated as of January 1, 1950. It was reorganized by decree No. 257/BTT/ND of December 2, 1955 and was modified by decree No. 543-TT/TN of December 9, 1957 of the President of the Republic of Viet-Nam.

Prior to December 5, 1958, according to ordinance No. 512 TT/TN of December 9, 1957 of the President of the Republic of Viet-Nam, the Radio Broadcasting Directorate was a public agency, having a legal personality and financial autonomy, directed by a Director General with the assistance of a Deputy-Director, and under the control of a Management committee composed of:

- the Secretary of State for Information.....President
- Charge de Presse of the Presidency.....Member
- The Director of the Directorate of Budget..Member

But on December 5, 1958¹, decree No. 559/TTP of the President of the Republic of Viet-Nam abolished the autonomous character of the Radio Broadcasting Direction and put it under the direct supervision of the Presidency.

Organization:

The Radio-Broadcasting Directorate was created by decree No. 257 BTT/ND of December 2, 1955 and was modified by Decree No. 543 TT/TN of December 9, 1957 (see Manual 1957-58).

The present organization of the Radio Broadcasting Directorate is fixed by decree No. 449 TTP/CV of March 16, 1959 of the Secretary of State at the Presidency.²

The Radio-Broadcasting Directorate is composed of Stations and Central Agencies.

Stations

There are three categories of stations:

¹See CB.VNCH, No. 51, Dec. 13, 1958, page 4534.

²CB.VNCH, No. 6, April 11, 1959, page 1162.

- Central Station: Saigon.
- Regional Stations: Hue, Dalat and Nha Trang.
- Relay Stations: Soc Trang, Phan Thiet, Qui Nhon, Quang Ngai, Da Nang, Pleiku, Ban Me Thuot.

The Director General also serves as the managing director of Saigon Radio-Broadcasting Station.

Each regional station, under the direction of a managing director having a rank equivalent to a Chief of Service, is divided into two bureaus and one section.

- Program and broadcasting service.
- Technical service.
- Administrative and accounting section.

Each relay station is under the direction of a chief of station who has a rank equivalent to a chief of bureau at Departments.

Central Agency

The Central Agency is composed of an office directly related to the Director General, and three bureaus.

I. The office is in charge of: gathering and submitting to the Director General all in-coming mail and all outgoing mail for his signature; receiving and dispatching mail; special operations assigned or deputed by the Director General; keeping particular and secret files; keeping correspondence with Departments, Directorates, Services or foreign agencies.

II. The Managing Office is composed of two bureaus:

1. The administrative bureau is divided into two sections: General administration section and Personnel Section.

2. The accounting bureau is divided into three sections:

- a. The accounting section is in charge of establishing the annual budget; auditing and disbursing expenditures to be made by the Radio-Broadcasting Directorate of Vietnam and its dependent services (National and foreign budget); looking after public cars, and accounting for materials.
- b. The pay section is in charge of paying salaries to personnel and fees to artists.
- c. The Section of Radio tax collection is responsible for collecting radio taxes for the National Budget until a time when these operations can be taken over by the General Directorate of Taxation.

III. The Program Service is composed of:

1. A Secretariat office headed by a chief of section.
2. A Bureau in Charge of carrying out Vietnamese Programs which is divided into two sections:
 - a. The Section of technicians responsible for technical handling of "line" announcements and programs;
 - b. Record arrangement section in charge of arranging programs of musical records (Vietnamese traditional and modern music , and foreign music), establishing and keeping the inventory of records.

In addition, this bureau also coordinates the programs of the Saigon Radio-Broadcasting station in accordance with the fixed schedule; maintains contact with the bureaus of information, of arts, and literature in order to collect ideas on the content and the technique of broadcasting programs.

3. The Vietnamese Information Bureau is divided into two sections: section of information and section of reporters.
4. The Vietnamese language commentary bureau.
5. The Foreign language bureau is divided into five sections: English language section; French language section; Chinese language section, Thai language section, Cambodian language section.
6. Arts and literature bureau is divided into the following sections:
 - a. The advisory section which must plan the policy as well as methods of performance for the station;
 - b. The research section which is in charge of planning the creative policy and of technical control;
 - c. The section for literature, music, plays which plans these kinds of programs in response to listeners' requests.

7. The information reception bureau is divided into 3 sections.
- Morse reception section
 - Sound recording section
 - Teletype reception section.

8. Broadcasting program specialists

The programming bureau has a number of broadcasting program specialists to take care of the special operations needed for the broadcasting program. The specialists are recruited among specially attached civil servants or artists by contract.

The broadcasting program specialists are composed of:

- specialists in charge of Vietnamese modern music broadcasts;
- specialists in charge of Vietnamese classical music broadcasts;
- specialists in charge of Poetry, literature and drama programs;
- specialists in charge of Vietnamese news broadcasts;
- specialists in charge of broadcasts in foreign languages;
- specialists in charge of Vietnamese commentary broadcasts;
- specialists in charge of censoring news in Vietnamese;
- specialists in charge of censoring commentaries in Vietnamese;
- specialists in charge of censoring literature and arts programs.

IV. The technical office is composed of three bureaus:

1. General technical bureau is divided into six sections:

- Documentation and propagation of technical materials.
- Research section.
- Wave quality controlling section.
- Laboratory.
- Equipment and technical materials.
- Section of census.

2. Lower grade technical bureau is divided into three sections:

- Section of reception.
- Repair and power section.
- Technical mobile section.

3. Higher grade technical bureau is divided into four sections:

- Section in charge of operating broadcasting machinery.
- Repair and power section
- Aerial wires section.
- Mechanics section.

COMMISSARIAT FOR COOPERATIVES AND
AGRICULTURAL CREDIT

Establishment and competence. The commissariat for cooperatives and agricultural credit was established by decree No. 41 TTP of February 27, 1959 of the President of the Republic of Vietnam. Its function is to prepare and submit to the President for approval a general policy concerning the agricultural credit and cooperatives aimed at developing the economy and improving the rural standard of living by granting loans at low interest rates to help private persons or legal persons develop agriculture, stock farming, fishing, forestry and village handicrafts; to apply most effective means to organize cooperatives; to coordinate up-to-date cooperative techniques within the workers' and farmers' present condition of living.

Thus, all authorities on cooperatives which now belong to various Departments and to the National Office of Agricultural credit are incorporated in the Commissariat for Cooperatives and Agricultural Credit.

Organization.

The Commissariat for cooperatives is organized by decree No. 2 TU/ND of April 3, 1959 of the Commissioner for Cooperative and Agricultural Credit; it is composed of a central office, regional offices and independent offices.

Central Office

Directorate of Cabinet.

The Directorate is put under the direction of a Director of Cabinet, assisted by a Chief of Cabinet, 2 Charges de Mission, one attache de Cabinet, and one private Secretary.

The Directorate is composed of:

1. The Cabinet in charge of carrying out the general political policies of the Commissariat for Cooperatives and Agricultural Credit; coordinating the activities of the Commissariat; Secret and special services; handling confidential mail; planning inspection tours by official missions.

2. The Private Secretariat in charge of the personal mail of the commissioner, audiences, receptions and protocol, and establishing the program of visits.
3. The mail section is in charge of receiving and sending mail, centralizing incoming mail to be submitted to the Commissioner, distributing mail, managing the archives.

The General Secretariat.

The General Secretariat works under the direction of a Secretary General. It is to cooperate with, and control the following directorates:

Administrative and financial directorate;
Planning and training directorate;
Directorate of cooperatives.

In addition, the Secretary General is also the manager, and liquidator of foreign aid programs.

- A. The Administrative and Financial Directorate is composed of two services:
 1. Administrative legislation service consisting of 3 bureaus:
 - a. General administration and disputed claims bureau in charge of every administrative matter concerning or relating to the Commissariat; studying all organization matter, and managing all offices dependent on the commissariat; preparing fundamental notes concerning all matters of general administration; examining disputed claims relating to all offices dependent on the Commissariat.
 - b. Bureau of legislation for cooperatives entrusted with studying all general legal principles relating to cooperatives; studying common and particular status of different categories of cooperatives; studying model regulations of each category of cooperative; examining requests for permission to establish cooperatives; carrying out all registration procedures and announcing the authorization to establish cooperatives; studying the legal sides of cooperatives' requests for loans, studying all the measures to be applied to the cooperatives which violate regulations or fall in their duties.

- c. The Agricultural credit legislation bureau is in charge of studying all legal or judicial principles relative to the agricultural credit branch; studying legal sides of all requests of natural and artificial persons except cooperatives; studying requests of natural and artificial persons asking for loans from special funds managed by the National agricultural credit commissariat (such as funds for the development of rubber plantation); studying all measures to be applied to persons who do not fulfill their obligations.
2. Personnel and accounting office is composed of 3 bureaus:
 - a. Pay-roll and material bureau is in charge of preparing the annual administrative budget; estimating, liquidating and authorizing all administrative expenses; paying salaries and allowances; making purchases; controlling materials; keeping accounting records; distributing office materials, cars, and gasoline.
 - b. The Personnel bureau is in charge of the management of all cadre and non-cadre personnel recruitment, transfer, special detachment, leave, promotion, punishment, discharge, retirement; study and execution of the policy for cadres and personnel of Commissariat; examination of applications for jobs; organization of professional examinations for recruitment; proposal of orders; issue of official mission order; control of personnel.
 - c. The Foreign aid accounting bureau is in charge of keeping accounting books for each foreign aid program, reviewing the execution of foreign aid programs (budget chapter, materials, equipment); preparing general monthly statement for all foreign aid programs; estimating expenditures, authorized expenditures, disbursement.
 - B. The Planning and training Directorate is directed by a director, assisted by a deputy director if the former is concurrently performing other functions. It is composed of two offices:
 1. The Press and information service composed of 3 bureaus:
 - a. The Bureau of Press and Writing is in charge of publishing periodicals reviews and manuals; writing and translating books on cooperatives and agricultural credit; press-review.

b. The Information and training bureau is entrusted with disseminating cooperatives and agricultural credit policy; giving publicity to the achievements of the offices depending on the commissariat; preparing articles for publishing or broadcast; taking part in exhibits displaying the achievements of the offices depending on the commissariat; disseminating among the people information about cooperatives and agricultural credit; training personnel; organizing all conferences of the commissariat.

c. Mobile cadres bureau is in charge of reviewing the operations of mobile cadres, receiving monthly reports of mobile cadres; training mobile cadres.

2. The Planning service is composed of two bureaus;

a. The Bureau of documents and statistics is in charge of the research and documents relative to cooperatives and agricultural credit; reporting periodically on the activities of the cooperatives and agricultural credit; establishing, developing, disseminating statistical data.

b. The Bureau of program is in charge of preparing programs of action for cooperatives and agricultural credit for each period and each category of operations; studying projects to carry out the program of action of the commissariat; reviewing the execution of programs; studying and proposing appropriate projects on credit approval, financial self-support, cooperative system, training, etc.

C. The Directorate of cooperatives, directed by a Director assisted by a deputy Director, is composed of five services and one bureau under the direct supervision of the Director.

1. The Rice cooperative service is composed of two bureaus:

a. The Organization and management bureau is entrusted with directing the establishment of cooperatives; reviewing and managing cooperatives; proposing necessary measures to reorganize and strengthen the activity of the cooperatives.

b. Technical bureau is entrusted with directing technique and specialization and proposing necessary measures to improve technique.

2. The Agriculture, forestry and animal husbandry cooperative service is composed of two bureaus:
 - a. The agricultural product bureau is in charge of all agricultural products cooperatives except rice.
 - b. Forest product cooperative bureau is in charge of all cooperatives relating to forest products and breeding.
3. Fishing cooperative service is composed of two bureaus:
 - a. In-land fishery cooperatives bureau is in charge of all cooperatives and groups of fishermen practicing in-land.
 - b. Sea fishery cooperatives bureau is in charge of all cooperatives and groups of fishermen practicing on sea.
4. The Cooperative Service of Industry and handicraft, consumption and miscellaneous cooperatives is composed of three bureaus:
 - a. The industry and handicraft cooperatives bureau is in charge of all cooperatives relating to handicrafts, industries, arts and crafts.
 - b. The bureau of consumer cooperatives is in charge of all consumer cooperatives.
 - c. The bureau of miscellaneous cooperatives is in charge of all other cooperatives not mentioned above.
5. The Service of economics and supply is composed of 2 bureaus:
 - a. Market study bureau is in charge of collecting information on current prices of goods, domestic and foreign relating to the activities of the cooperatives; collecting data on production and consumption; directing and helping the cooperatives in trade relations.
 - b. Supply bureau is in charge of supplying the cooperatives with raw materials and equipment needed for professional activities; helping the cooperatives in purchasing and hiring needed equipment; assisting cooperatives in their applications to import raw materials for direct use; reviewing, and controlling the use of all the above-mentioned equipment.
6. Accounting Bureau (under direct supervision of the Director) is in charge of guiding the accounting system, of all categories of cooperatives; collecting and reviewing all accounting reports; preparing periodical balance sheets on the activities of all cooperatives.

D. The Inspection Directorate.

The Inspection Directorate is headed by a Director, and includes several services; in case the Director concurrently performs another function, he will be assisted by a deputy-Director. Under the Directorate there are a number of inspectors, each one in charge of a group of provinces.

The inspector is responsible for administrative, financial and technical control of all cooperatives and agricultural credit; for control of the management of the Cooperatives as far as organization and technique are concerned; for auditing of the accounts of all cooperatives; for control of materials and equipment distributed to cooperatives and the use thereof; for control of the use of loans; for rendering reports and proposing methods for improvement after each inspection tour.

E. The Coordination Bureau is in charge of the mailing operations of the Directorate, reviewing the activities of the inspection section of cooperatives and agricultural credit; collecting, reviewing, and summing up all reports of the Directorate and inspection section; rendering periodical reports.

REGIONAL OFFICE

The regional office is composed of:

Provincial or inter-provincial cooperatives and agricultural credit service.

Each service is directed by a Chief of service who has the rank of a chief of technical service. The provincial service has to carry out all functions which depend on the commissariat.

Inter-provincial cooperatives and agricultural credit inspection section. Each section is directed by an inspector, who has the same rank and receives the same entertainment allowance as an inter-provincial technical section chief. The cooperatives and agricultural credit section inspector performs the assignments of the Inspection, Directorate, within the area to which he is appointed.

AUTONOMOUS OFFICES

The National Agricultural Credit Commissariat¹

Organization and Functions:

The National Agricultural Credit Commissariat was established by Ordinance No. 67-DT/CCDD of April 4, 1957 and modified by ordinance No. 82-TTP of April 7, 1959. The composition and function of the Managing Committee of the National Agricultural Credit Commissariat is fixed as follows²:

¹Government Organization Manual 1957-58, p. 227-231

²V.N. Official Gazette, No. 17 of April 18, 1959, p. 1246

The National Agricultural Credit Managing Committee is composed of:

- | | |
|--|-----------------|
| - The Vice-President of the Republic of VN | Chairman |
| - The Director General of the National Agricultural Credit Commissariat | Deputy Chairman |
| - The Secretary General of Commissariat for Cooperatives and Agricultural Credit | Member |
| - The Representative of the Department of Agriculture | " |
| - The Deputy Director General of the National Agricultural Credit Commissariat | " |
| - The Chief-controller of the National Agricultural Credit Commissariat | " |

In executing their functions, these men should neither hold shares, nor derive a profit by working for or acting as counsellors for private corporations which are currently asking for loans from the National Agricultural Credit Commissariat.

The Director General of the National Agricultural Credit Commissariat is appointed by ordinance of the President, on the proposal of the Commissioner for Cooperatives and Agricultural Credit.

The Deputy Director General and the Chief-controller are appointed by the President on the advice of the Director General of the National Agricultural Credit Commissariat with the concurrence of the Commissioner for Cooperatives and Agricultural Credit.

The representative of the Department of Agriculture is appointed by the President on the proposal of that Department. The Managing Committee will invite to its meetings counsellors, specialists, or representatives of any Department having a special interest in matters to be discussed.

In addition, Decree No. 1/UB/NTC/ND of April 14, 1959 of the Vice-President of the Republic of Viet-Nam and chairman of the Managing Committee of the National Agricultural Credit Commissariat, abolished decree No. 70/DT/CCND of June 8, 1957. Decree No. 283-BDT/ND of November 27, 1959 fixes the reorganization of the National Agricultural Credit Commissariat as follows:

Organization. The Director General of the National Agricultural Credit Commissariat, assisted by a deputy Director General, carries out his functions through the following offices: Central office, Provincial or inter-provincial agencies, and District or inter-district sub-agencies, a bureau of Control.

Central office

The Central Office is composed of three services and one bureau depending directly on the National Agricultural Credit General Directorate.

I. The financial and accounting service comprises four bureaus.

1. The Financial bureau is in charge of the budget preparation; disbursement and approval of all administrative expenses of the National Agricultural Credit Commissariat and its dependent services; salaries and allowances of in-cadre and out-cadre personnel working at the National Agricultural Credit Commissariat and its dependent services (establishment of salary-discount, pay-roll, pension pay-order and additional allowances, hospital-fee deduction, trip allowances, receipt orders, etc.); materials of the National Agricultural Credit Commissariat and its dependent services (material purchase order, furniture, book-entry, distribution of office supplies, etc.); cars, gasoline and lubricants; establishment of a general list of materials; maintenance and preservation of personal property and real estate belonging to the National Agricultural Credit Commissariat; proposal of acquisition, purchase, sale, transfer, or exchange of the real estate of the National Agricultural Credit Commissariat; advance fund, reserve fund and savings-bank.
2. The accounting bureau is in charge of the accounting records for the activities of the National Agricultural Credit Commissariat (ledger and other necessary auxiliary books); preparation of accounting instructions for the agencies; preparation of periodic accounting reports; preparation of the budget for the activities in each year; reporting of monthly balances; preparation of the annual recapitulation list; liquidation of the former popular Agricultural Credit General Commissariat and its dependent services.
3. The audit bureau is in charge of auditing the receipts, and expenditures in financial chapters cited on the disbursement and receipt orders; auditing the central accounting of the National Agricultural Credit Commissariat and that of each agricultural credit sub-agency; preparing instructions to be sent to provincial agencies to correct deficiencies in accounting; cooperating with the accounting bureau to prepare all accounting instructions.

4. The bureau of bonds prepares a monthly report of bond issues using data provided by provincial agencies. This report which lists the bonds of the whole country is prepared in three forms: bonds classified according to payment date, bonds classified according to the amount of loans in each year, bonds classified according to the loan term (short term, middle term, long term). The Bureau also scans the statement of bonds to keep recovery in due time, furnishes statistics concerning bonds, and prepares lists of people asking for and repaying their loans. These lists will serve as reference for an eventual reconstitution of loan records of the provinces whose files have been lost.

II. Agricultural Credit and Cooperative Service is in charge of granting loans to cooperatives. It is composed of 2 bureaus:

1. The Agriculture and stock farming cooperative bureau is in charge of studying and proposing policies and programs for the lending and repaying of loans for all Agricultural cooperatives and stock farming cooperatives; studying and proposing loan projects, procedures, interest rate, conditions of security, and procedures for repayment of loans; advising on agriculture and stock farming cooperatives requests for loans or repayment of loans submitted by the provincial Agricultural Credit Committees; studying measures to be carried out against insolvent debtors; preparing instructions concerning request for loans from Agriculture cooperatives and stock farming; examining the accounting procedures of agriculture and stock farming cooperatives; watching closely the collection of loans made to agriculture and stock farming cooperatives.
2. The Fishing, Forestry and village handicraft cooperative bureau has functions similar to those mentioned above but they relate to cooperatives other than farming.

III. The Direct Agricultural Credit bureau, in charge of direct loans to natural persons and artificial persons, or groups excluding cooperatives, is composed of:

1. Short term loans bureau in charge of studying and proposing policies and programs for lending and recovering loans; studying and proposing loan projects and procedures for the granting of loans to natural and artificial persons or groups, interest rate, security conditions and formalities of repayment; advising on requests for loans or for delay of loan repayment submitted by provincial agricultural credit committees; studying and proposing measures to be taken against insolvent debtors; preparing instructions concerning loans for provincial agencies; supervising provincial agencies in the collection of loans.

2. Middle-term, long term loans and special programs bureau. Its functions are similar to those mentioned above, but relate only to middle term and long term loans, or those within the framework of special programs, which have been approved by competent authorities.

IV. Administrative bureau is in charge of receiving and sending mail and grouping in-coming mail to be submitted to the Director General; distribution of mail and confidential urgent mail; conferences and conference minutes; correspondence of the managing committees; establishing, classifying and keeping archives; typing for the agency; managing all regular and non-regular personnel (recruitment, promotion, punishment, transfer, leaves, discharge, resignation, etc.); applications for job; application for treatment at hospital; organizing examinations for the recruitment of personnel in autonomous cadre, and non-regular personnel; mission orders; controlling the number of personnel; records on procedures of personnel.

Agencies and Sub-Agencies

Each provincial or inter-provincial agency is headed by a Chief of agency. Each sub-agency of the district or interdistrict level is headed by a sub-agency chief. The chief of agency is assisted by an accountant and a number of personnel (assistant accountant, secretaries, etc. according to the needs of services) to carry out the functions prescribed by ordinance No. 67-DT/CCDD of April 1, 1957.

The Chief of agency, who is in charge of distributing and recovering loans, may, as prescribed by the present regulations for a provincial service chief, be entitled to the entertainment allowance given to regular civil-servants in charge of keeping money.

Controlling office

The controlling office is headed by a controller-Chief. The controller-Chief, supervised directly by the Director General, is in charge of all the agricultural credit offices and all National agricultural credit operations and reports directly to the General Director.

In the carrying out of the functions assigned to him, the Controller-chief is assisted by a number of assistant-controllers. The secretarial work of the controlling office is performed by a clerical section.

The controller chief may receive the entertainment allowance and in-kind or cash supplies as prescribed by the present regulations for a Directorate which includes several services. All controllers are entitled to the same entertainment allowance as an inter-provincial technical chief.

RESEARCH AND TRAINING COOPERATIVE CENTER

1. Establishment and functions. The Research and Training Cooperation Center is established by decree No. 711-TTP/HTK/NT of May 15, 1959; it operates under the direct supervision of the Cooperatives and Agricultural Credit Commissariat, and is charged with the following functions: to form cooperative cadres; to train civil servants in cooperative business; to hold training and in-service training courses for all civil servants serving in cooperatives; to train cooperative staff members; to form cadres; to promote the cooperative movement; to conduct research; to study the various branches of cooperatives inside the country and abroad; to study side by side with all cooperative organizations the present structure, organization and operation of all cooperative branches; to exchange documents with similar foreign organizations; to prepare various books and training materials; to disseminate and popularize cooperative knowledge; to cooperate with schools in programs of cooperative teaching.

Organization of courses. In order to achieve the aforementioned objectives, the Research and Training Center will organize the following courses: a one-year course for cooperative cadres of grade B/1; a 6-month course for cooperative cadres of grade B/2 and the personnel working in cooperatives; a short-term in-service training course for civil servants and personnel employed in cooperatives; correspondence courses on cooperatives.

- a. One-year course. In order to be eligible for the one-year course mentioned above, men and women candidates must pass the entrance examination.

The program of this examination, which is equivalent to that of the examination for administrative head clerks, will be fixed by decree of the Cooperative and Agricultural Credit Commissariat.

The following are the eligible requirements for the entrance examination:

- (1) A clean police record;
- (2) Vietnamese nationality;
- (3) The second part of a baccalaureat degree;
- (4) Between 18 and 28 years of age, as of December 31 of the year of the examination;
- (5) Medium grade civil service status with a salary index over 300.

Graduates from the one-year course will receive a diploma delivered and signed by the Cooperative and Agricultural Credit Commissioner and may enter the cadre of National Cooperative and Agricultural Credit Controller or an equivalent cadre related to the cooperative branch with the salary index of 350.

- b. Six-month course. To be eligible to the 6-month course mentioned above, men and women candidates must pass the entrance examination.

The program of this examination, equivalent to that of the administrative clerk, will be fixed by decree of the Cooperative and Agricultural Credit Commissariat. The following are the eligibility requirements for this course:

- (1) A clean police record;
- (2) Vietnamese nationality;
- (3) A secondary diploma of 1st cycle or its equivalent;
- (4) Between 18 and 20 years of age as of December 31 of the year of the examination.

Also eligible for the examination and serving non-regular personnel having a primary school diploma and having at least two years of service at a Cooperative and Agricultural Credit office, or three years of service at other offices as of the date of the examination.

Graduates from the 6-month course will receive a diploma delivered and signed by the Commissioner of Cooperative and Agricultural Credit and may enter a cadre of National clerk of the Cooperatives and Agricultural Credit (or an equivalent cadre pertaining to the Cooperative branch) with the salary index of 240. Students of the Research and Cooperative Training Center (one year and 6-month courses) will be granted scholarships.

The management of the Research and Cooperative training center.
The Research and Cooperative Training Center is administered by a managing committee whose composition is fixed as follows:

Commissioner of Cooperative and Agricultural Credit	Chairman
Representative of Department of Economy	Member
Representative of Department of Agriculture	"
Representative of Department of Education	"
Representative of Planning Direction	"
Representative of Directorate of Budget and Foreign Aid	"

The managing committee is in charge of studying problems and proposing policies relative to the functioning, control and development of the Research and Cooperative Training Center.

The managing committee meets at least once every three months and otherwise as necessary.

The Research and Cooperative Training Center is supervised by a Director.

The Director of the Center is assisted by the following personnel:

- A Division-chief of the research and editing division
- A Division-chief of the teaching and training division

In addition, the Commissioner of the Cooperative and Agricultural Credit Office is the Chairman of the Rural Life Organization Research Committee.

THE RURAL LIFE ORGANIZATION RESEARCH COMMITTEE.

Establishment and Functions. The Rural Life Organization established by decree No. 180-CN of May 6, 1958, modified by decree No. 651-TTI/HTX/NT of May 6, 1959. This committee has the following functions:

- to study and make decisions on the rural economic and social organization within the framework of the program of activities No. 81-AF-06 (approved by the Secretary of State at the Presidency with the mention No. 998-TTP/NQVT of October 2, 1956).
- to combine activities of government's offices related to this program.
- to approve projects on receipts and expenses and to control the use of funds.

Composition and organization. A permanent office under direct supervision of the chairman and the Secretary General is created at the Cooperatives and Agricultural Credit Commissariat to carry out decisions of the committee. It handles all expenses relating to the program and the recruitment of Vietnamese and foreign specialists, or other personnel wanted within the plan of actions.

The Commissioner of Cooperative and Agricultural Credit will determine, by decree, the organizational composition of this office; as for the chief of bureau his appointment will be based on the proposal of the chairman and the Secretary General.

The composition of the Rural Life Organization Research Center is determined as follows:

Mr. Tran Ngoc Lien, Commissioner of Cooperative and Agricultural Credit	Chairman
Ho Yem, Chief of Cabinet of Commissariat	Secretary General
Representative of Department of Agriculture	Member
Representative of Department of Labor	Member
Director General of Planning or representative	Member
Director General of Budget and Foreign aid or representative	Member
Director General of Social Action Directorate General or representative	Member
Mr. General Inspector of Labor or representative	Member
Director of Handicraft and Industry Direction - Department of Economy or representative	Member
Chief of permanent bureau	The Secretary has no right to vote.

THE PERMANENT SECRETARIAT GENERAL OF NATIONAL DEFENSE

Establishment and competence.

The Permanent Secretariat General of National Defense was established by ordinance No. 163-TTP of March 28, 1958 of the President of the Republic of Viet-Nam.¹

The Permanent Secretariat General of National Defense cooperates with all departments to study, prepare, and review the execution of general policy relating to the National Defense policy; cooperates with the military authorities and superior military offices in preparing projects on the armed forces, and the defense of the territory; and reviews the activities of all military attaches and military groups abroad.

¹VN official Gazette, No. 15, April 5, 1958, p. 1211.

Relative to national defense, the permanent Secretariat General of National defense is in charge of:

- Studying and establishing projects to mobilize human forces;
- Studying all measures to defend the Nation and the people in case of war;
- Conducting, in principle, all psychological warfare activities;
- Preparing all measures capable of transforming peacetime economic policy into war economic policy;
- Conducting, in principle, all scientific research serving national defense objectives;
- Studying all measures of communication security;
- Cooperating with the General Staff of the Republic's armed forces to prepare projects for the development, use and training of armed forces, as well as to prepare projects for the defense of the country;
- Handling correspondence in National or international military conferences;
- Reviewing activities of Vietnamese military attaches and military groups abroad;
- Receiving copies of reports and information bulletins from military intelligent services;
- Cooperating closely with general staff of the United Nations;
- Collecting documents and reviewing of military activities started or carried out abroad.

Organization

The Permanent Secretariat General of National Defense was created by decree No. 700-TTP/VP of April 23, 1958¹.

It is headed by a Permanent Secretary General of National Defense who has the rank and rights equal to those of the Secretary General at the Presidency. The Permanent Secretariat General of National Defense is composed of the following offices:

1. Secretariat.
2. Service of mobilization of human forces and National defense (including three bureaus):
 - Mobilizing human forces bureau
 - National defense bureau
 - Psychological action bureau.
3. War economic office (has three bureaus):
 - Resources census, supply, and requisition bureau
 - Scientific study bureau
 - Technical bureau.

¹Official Gazette of the Republic of Viet-Nam No. 40 of 8/31/1957, page 3033.

4. Planning, programming, and external affairs service (has three bureaus):
 - Planning and programming bureau
 - External affairs bureau
 - Information, research and documents bureau

DIRECTORATE GENERAL OF SOCIAL ACTIONS

Establishment and Function.

Presidential Decree No. 315--TTP of 8-23, 1957 of the Republic of Viet-Nam established the Directorate General of Social Actions and put it under the direct management of the Presidency¹.

Decisions for the authority and functions determined by Decree No. 69-XH of 9/13/1951, now fall within the competency of the Presidency.

The agencies of the Social Branch of the Department of Social Actions and the Department of Public Health are now affiliated with the Directorate General of Social Actions.

A later arrete will determine the organization and the management of the Directorate General of Social Actions.

GENERAL DIRECTORATE OF RECONSTRUCTION AND CITY PLANNING

Establishment.

Established by ordinance No. 503- TP of October 7, 1958, the Department of Reconstruction and City Planning has been changed into the Directorate General of Reconstruction and City Planning and placed under the direct supervision of the Presidency.

Organization.

The organization of the General Direction of Reconstruction and City Planning is determined in service order No. 1982-TTP/VP of October 31, 1958 of the President of the Republic of Viet-Nam.

According to the service order mentioned above, the General Direction of Reconstruction and City Planning is headed by a Director General who is assisted by an Assistant. It includes the following services:

- Mail and legislation service
- Planning service
- City and village planning service
- Administrative direction
- Technical service
- Inter-provincial bureau control committee.

¹Official Gazette of the Republic of Viet-Nam No. 40 of 8/31/1957, page 3033.

- A. Mail and legislation service is composed of three bureaus:
1. Bureau in charge of receiving and distributing mail, and of other miscellaneous affairs.
 2. Bureau in charge of confidential affairs.
 3. Disputed claims and legislative bureau.
- B. Planning Service is composed of two bureaus:
1. 1st bureau is in charge of the study of the housing program;
 2. 2nd bureau is in charge of the study and examination of building materials.
- C. City and village planning service, in charge of studying building projects and controlling city and village planning programs, is composed of four bureaus:
1. 1st bureau is in charge of studying city and village planning projects of the South;
 2. 2nd bureau is in charge of studying city and village planning project of Central Middle Region;
 3. 3rd bureau is in charge of studying city and village planning projects of Central Highlands;
 4. 4th bureau is in charge of land and examining applications for construction permits.
- D. The Administrative directorate is composed of three services:
1. Personnel service is composed of two bureaus and is in charge of all matters related to personnel.
 2. Authorized expenses, accounting, and material service is composed of three bureaus:
 - a. Authorized expenses bureau
 - b. Accounting bureau
 - c. Material bureau.
 3. Service of lottery is composed of three bureaus:
 - a. Administrative bureau
 - b. Financial bureau
 - c. Research and propaganda bureau.
- E. The Directorate of techniques is composed of four services:
1. Building projects research service is composed of six bureaus, and charged with establishing operation maps.

1st bureau: is in charge of studying building projects of the northern part of the south.

2nd bureau: is in charge of studying building projects of the central part of the south.

3rd bureau: is in charge of studying building projects of the southern part of the South.

4th bureau: is in charge of studying building projects of the northern part of the middle region of Central Viet-Nam.

5th bureau: is in charge of studying building projects of the southern part of the middle region of Central Viet-Nam.

6th bureau: is in charge of studying construction projects of the highlands of Central Viet-Nam.

2. Bureau of Techniques is composed of three bureaus and is charged with maintaining technical files of operations.

1st bureau: Southern part

2nd bureau: Middle region of Central Viet-Nam

3rd bureau: Highlands of Central Viet-Nam.

3. Service of Purchase and Bidding is composed of three bureaus and in charge of all matters concerning the organization of bid calls.

1st bureau: Southern part

2nd bureau: Middle region of Central Viet-Nam

3rd bureau: Highlands of Central Viet-Nam

4. Historical monuments and beautiful sites preservation service is composed of two bureaus and is in charge of carrying out all operations for maintaining historical works and preserving beautiful sites.

1st bureau: is in charge of preserving historical monuments.

2nd bureau: is in charge of preserving beautiful sites.

G. Inter-provincial services

1. Southern part:

The City reconstruction service, charged with the City of Saigon and Con Son province, is composed of two bureaus:

a. New construction bureau

b. Repairing and maintenance bureau.

- Inter-provincial Service of Phu-Cuong is responsible for the provinces of Binh-Duong, Binh Long, and Phuoc Long.
- Inter-provincial Service of Bien-Hoa is responsible for the provinces of Bien-Hoa and Phuoc Tuy.
- Inter-provincial Service of Xuan-Loc is responsible for the provinces of Long-Khanh and Binh-Tuy.
- Inter-provincial Service of Gia-Dinh is responsible for the provinces of Gia Dinh and Tay-Ninh.
- Inter-provincial Service of Long-An is responsible for the provinces of Long-An and Kien-Tuong.
- Inter-provincial Service of My-Tho is responsible for the provinces of Dinh-Tuong and Kien-Hoa.
- Inter-provincial Service of Vinh-Long is responsible for the provinces of Vinh-Long and Kien-Tuong.
- Inter-provincial Service of Can-Tho is responsible for the provinces of Phong-Dinh and Vinh-Binh.
- Inter-provincial Service of Long-Xuyen is responsible for the provinces of An-Giang and Kien-Giang.
- Inter-provincial Service of Khanh-Hung is responsible for the provinces of Ba-Xuyen and An-Xuyen.

2. Highlands of Central Viet-Nam

- Inter-provincial Service of Hue is responsible for the provinces of Thua-Thien and Quang-Tri.
- Inter-provincial Service of Da-Nang is responsible for the city of Da-Nang and provinces of Quang-Nam and Quang-Ngai.
- Inter-provincial Service of Qui-Nhon is responsible for the provinces of Binh-Dinh and Phu-Yen.
- Inter-provincial Service of Nha-Trang is responsible for the provinces of Khanh-Hoa, Ninh-Thuan and Binh-Thuan.

3. Central Highlands

- Inter-provincial Service of Dalat is responsible for the provinces of Tuyen-Duc and Lam-Dong.
- Inter-provincial Service of Pleiku is responsible for the provinces of Kontum and Pleiku.
- Provincial Service of Banmethuot is responsible for the province of Darlac.

H. The Committee of Comptrollers:

The Committee of comptrollers, including a Chief auditor with the rank of Director and six auditors with the rank of Chief of service, is in charge of inspecting and controlling the inter-provincial services.

- The first auditor is in charge of controlling all the inter-provincial services of Phu-Cuong, Bien-Hoa, Xuan-Loc.
- The second auditor is in charge of controlling all the inter-provincial services of Gia-Dinh, Long-An, My-Tho.
- The third auditor is in charge of controlling all the inter-provincial services of Can-Tho, Long-Xuyen, Khanh-Hung, Vinh-Long.
- The fourth auditor is in charge of controlling all the inter-provincial services of Hue, Da-Nang.
- The fifth auditor is in charge of controlling all the inter-provincial services of Qui-Nhon, Nha-Trang.
- The sixth auditor is in charge of controlling all the inter-provincial services of Dalat, Pleiku, Banmethout.

LOW COST HOUSING MANAGEMENT SERVICE

Establishment and competency.

The decree No. 2123-TTP/VP of December 5, 1958 of the President of the Republic of Viet-Nam abolished the autonomous "National Reconstruction Office", which had been established by decree No. 291-Cab/Sg of June 15, 1951.

In order to continue the liquidation of the affairs of the former autonomous organization a new one named the "Low-cost housing management service" was established by decree No. 2123-TTP/VP and put under the direct supervision of the Secretary of State at the Presidency.

This service is charged with: paying the debts of the Reconstruction Office to private or government's offices and collecting all the debts that private or Government offices owed to the Reconstruction Office; continuing and achieving projects which are being carried out or have been provided in the budget and approved by the President.

The Low-cost housing management service examines, distributes, and controls all repairing and building projects mentioned above.

The Low-cost housing management service also manages all houses belonging to the National Reconstruction office; enforces the regulations governing house-distribution as established by instructions of the Secretary of State at the Presidency; enforces the regulations on house-rent and house purchases as fixed by a decree of the Secretary of State at the Presidency.

Composition of the Low-Cost Housing Management Service.

The Low-Cost Management Service is composed of:

- The Secretary of State at the Presidency or representative Chairman
- The Secretary of State of Department of Finance or representative Member
- Director General of Budget and Foreign aid or representative Member
- Director General of Reconstruction and City Planning or representative Member
- The Superintendent of housing management service Reporter
- The Superintendent of the Housing Management Service is responsible for executing all decisions of the housing management service.

Housing Management funds

To allow the operation of the Housing Management Section, an un-budgeted transfer account called the "Housing Management fund" has been opened in the accounting books of the General Directorate of Treasury.

The assets of this account will record the cash balance of the Budget of the Directorate of National Reconstruction and City Planning drawn up on December 5, 1958. The previous receipts are incorporated in the budget mentioned above.

The liabilities will record expenditures on the continuing operations mentioned above as well as management and miscellaneous expenditures.

The unbudgeted transfer account mentioned above must always be drawn up with credit balance.

The Secretary of State at the Presidency is responsible for this account.

Receipts will be collected by receipt order and expenditures will be made by disbursement orders.

The present accounting and financial regulations will be applied to all operations of the above-mentioned account.

THE DIRECTORATE GENERAL OF BUDGET AND
FOREIGN AID

Establishment and competence.

Established by service note No. 732-TTP/VP of April 24, 1957 and put under the direct supervision of the Presidency, the Directorate General of Budget and Foreign aid is composed of former offices:

1. Directorate of Budget
2. Directorate of General management of foreign aid
3. Directorate of obligation control.

By service note No. 689-TTP/NSNV of April 21, 1958 the Directorate General of Budget and Foreign aid is recast as follows:¹

Organization:

Put under the management of a Director General assisted by a Deputy Director General and a Chief of Cabinet, the Directorate General of Budget and Foreign aid is composed of:

- I. Administrative services (two bureaus)
 - an administrative bureau
 - a mail bureau
- II. A group of specialists reporting to the general staff through a group chief, and including:
 - Budget planning section
 - Financial economic study section
 - Organization and method section
 - Electronic computing section
- III. The Programing and Planning Directorate put under the management of a Director, including:
 - Coordination Service
 - Budget examination team
 - Four sectors of budget and Foreign aid: Hue, Nha-trang, Banmethuot, Can-Tho.
- IV. The Obligation Control Directorate, managed by a Director, and assisted by the following personnel:
 - One Chief-controller in charge of matters concerning bid callings.
 - One controller in charge of expenditures on personnel
 - Two controllers in charge of oral contracts
 - One Chief of service for accounting centralization
 - One Chief of Bureau in charge of obligation and liquidation
 - One Chief of Bureau in charge of the accounting of excise funds and advance funds.
 - One Chief of Bureau in charge of accounting statistics.

¹Official Gazette No. 20 of May 10, 58 page 1739.

- V. The Purchasing Office established by ordinance No. 88-TC of June 29, 1956.

THE COMMISSARIAT FOR LAND DEVELOPMENT

Establishment and Competency:

The Commissariat for Land development established by Presidential ordinance No. 103-TTP of April 23, 1957 is put under the direct supervision of the Presidency, and is controlled and managed by the Vice-President.

The Commissariat for Land Development is responsible for the following functions:

To study and apply technical procedures for the exploitation of abandoned lands, aiming at increasing the cultivated areas.

To transfer and distribute lands to agricultural elements desiring to exploit these areas, and to grant them every available assistance.

To increase the agricultural output at the development centers.

To organize or improve agricultural organization of villages.

To submit to the President appropriate projects and to follow up project execution.

Organization:

The Commissariat for Land development put under the supervision of a commissioner (with the rank of a Secretary of State) carries out its functions through the following offices:

Secretariat

Dependent Direction, and services

Land development regions, sectors and centers

SECRETARIAT

The Secretariat, under the supervision of a chief of cabinet who is assisted by a private secretary, 2 charges de mission and 2 attaches de cabinet, is composed of the following:

1. The Secretariat proper is charged with: executing the policies of the Commissariat, determining programs of action, and corresponding with the Presidency and Department.

2. The charges de Mission and attaches de cabinet are responsible for contacting newspapers, and information services, preparing conferences, and handling special affairs assigned them by the Commissariat.
3. Private Secretary Bureau is responsible for the personal mail of the commissioner, receptions and official ceremonies, visits or field-trips, and of the radio program and telephone service of the Commissariat.
4. Public Relations and Security Bureau is responsible for receptions, guiding official guests, and the security and order of dependent offices of the commissariat.
5. Propaganda bureau (see below)

DEPENDENT DIRECTORATES AND SERVICES

- A. Administrative Directorate operates under the direction of a Director and is composed of two services:
 - I. General Administrative Service is subdivided into two bureaus and one section;
 - Bureau of Mail and Archives
 - General administrative and research bureau
 - Typing section, in charge of the typing and mimeographing of official notes for the commissariat.
 - II. Personnel Service subdivided into two bureaus:
 - Bureau I which is in charge of regular-personnel, contractual, and day basis personnel; (bureau II) which is in charge of floating personnel.
- B. Financial Directorate put under the direction of a Director is composed of:
 - I. Budgetary accounting service subdivided into two bureaus:
 - Pay bureau
 - General accounting bureau
 - II. Transportation and supply service subdivided into three bureaus:
 - Material bureau
 - Supply bureau
 - Transportation bureau.

C. Transportation and Resettlement Directorate, headed by a Director is composed of two services:

I. Transportation and resettlement service subdivided into two bureaus:

- Resettlement bureau
- Propaganda bureau

To facilitate the formulation of common policies to be carried out in operations, the propaganda bureau has, in practice, operated under the direct supervision of the secretariat.

II. The census and statistics service subdivided into two bureaus:

- Census bureau
- Statistics bureau

D. Technical Directorate headed by a Director, who is assisted by a number of specialists, is divided into two services:

I. Land development service subdivided into two bureaus:

- Research bureau
- Technical bureau.

II. Planning Service subdivided into two bureaus:

- Bureau of projects
- Bureau of materials, archives and library.

E. Agricultural Machinery Directorate. Ordinance No. 133-TTP of February 28, 1958 changed the National Mechanical Agricultural Machinery Directorate into a Directorate named the Agricultural Machinery Directorate and placed it under the direct supervision of the Commissariat for Land development.

The Agricultural Machinery Directorate, established by decree No. 76-DD/HI/ND of May 29, 1958 and modified by decree No. 92-DD/HI-ND of July 8, 1955, was placed under the direction of a Director who is assisted by a deputy-director and 4 agricultural machinery superintendents serving in different regions. It is composed of two services:

I. The Working Plant service is subdivided into 2 bureaus:

- the Programing bureau
- the Mechanical operation bureau is in charge of combining activities of agricultural machinery groups, distributing all agricultural machinery, and handling its removal.

II. The Equipment service is composed of:

- Repair garage
- Warehouse

In addition, the Agricultural Machinery Directorate has a number of controllers having the rank of Chiefs of bureau. These positions have been created to meet the needs of service. The controllers are to control and supervise all agricultural machinery operations at development centers. Previously, the controllers were under the direct supervision of the Secretariat; but since the administrative, financial, and technical inspection Directorates were put under the supervision of the vice-president and the headquarters were transferred to the Commissariat for Land Development, the inspection and control business has been centralized in one place. The agricultural machinery controllers are now under the supervision of the Chief-Inspector.

- G. Administrative, financial and technical inspection Directorates are directed by a Chief-Inspector, who is assisted by a number of inspectors and agricultural machinery controllers.

The Inspection Directorate is responsible for controlling all operations of administrative, financial and technical branches at the central and regional levels, it is legally put under the supervision of the Vice-President. But in order that operations may be carried out effectively and so that the control and supervision jobs may be effective, the Inspection Directorate has been in practice put under the direct supervision of the commissioner for Land Development, and its headquarters transferred to the Commissariat for Land Development.

- H. The Plant, and Seed Nursery Service, headed by a Chief of Service, is composed of 2 bureaus:
- Plant nursery bureau
- Seed nursery bureau.

In principle the plant and seed nursery service operates under the supervision of the Secretariat, but since the nature of the work is closely related to agriculture, the plant and seed nursery service has in practice been annexed by the technical Directorate.

LAND DEVELOPMENT ZONES, SECTORS AND CENTERS

At the local level the Land Development organization is composed of Land Development zones, sectors, and centers.

1. Land Development Zone is a land development organization whose range of operation covers several land development centers lying within two or more provinces. It is headed by a manager who is assisted by two or more deputy-managers. According to its importance, a Land development zone may include several chiefs of Land development sectors and agricultural machinery

superintendents. The following is the organizational structure of the Land development zone:

1. At the Manager's office, there are 3 bureaus:
 - Administrative bureau
 - Accounting bureau
 - Transportation bureau
2. At the outlying offices there are Land development centers and in some cases such as the Central Viet-Nam highlands area, there are Land development sectors.

At the present time there are officially two agricultural development zones.

The Central Viet-Nam Highlands zone, covering the provinces of Darlac, Quang Duc, Pleiku, and Kontum and the An-Xuyen Ba-Xuyen zone.

The Land development zone of Cai-San and the Land development zone No. 1 of the South, though they still exist legally, have temporarily suspended their activities.

The Land development zone No. 2 of the South and Dong-Thap-Muoi zone have officially been abolished and the Land development sectors of Binh-Ninh, Duong Hoa, Kien-Tuong, and Kien-Phong have replaced them.

The Land development zones are supervised directly by the Commissioner for Land development who is vested with the execution of the projects of the commissariat.

- II. A Land Development Sector is a land development organization, the operational scope of which is smaller than that of the region. It is a dependent office of the zone in places where no land development zone exists. It reports to the Central office. At the head of the Land development sector there is a Chief of Sector.

At each Land development sector there is a technical bureau headed by a chief of bureau; this bureau is in charge of helping the Land development sector Chief to carry out all agricultural projects (cultivation, breeding, house building).

At the Land development sectors in Central Viet-Nam highlands, the Sector chief is assisted by a deputy Sector chief.

At the present time there are 11 land development sectors; they are:

Land development sector of Banmethuot	}	Belonging to
" " " " Quang-Duc		Land development
" " " " Pleiku I		zone of Central
" " " " Pleiku II		Viet-Nam Highlands
" " " " Kontum		
" " " " Phuoc Long		
" " " " Binh-Tuy		
" " " " Kien-Tuong		
" " " " Kien-Phong		
" " " " Binh-Ninh		
" " " " Duong Hoa		

Except the 5 land development sectors of Banmethuot, Quang-Duc, Pleiku I, Pleiku II, Kontum, which are directed by the land development zone of Central Viet-Nam highlands, the land development sectors are under the direct supervision of the Commissariat. There are some sectors such as the sectors of Phuoc-Long, Kien-Phong, Kien-Tuong, which are directed by the respective chiefs of Province, who are concurrently performing the functions of Land development Sector-chief.

III. Land development center, the sub-structure of the land development system with a minimum area of 100 ha, is chosen as resettlement center for those people who desire to exploit the land.

Each center is headed by a center chief.

The land development center is put under the supervision of the land development Sector or zone; in case no land development sector exists (the case of the land development zones of An-Xuyen, Ba-Xuyen) it reports to the zone.

A number of centers which do not belong to any land development zone or sector are put under the direct supervision of the central office.

As of April 30, 1959 the number of land development centers officially in operation was 81. Those centers are allocated as follows:

- Central Viet-Nam highland zone	38 centers
- Sector of An-Xuyen, Ba-Xuyen	4 centers
- Sector of Phuoc-Long	7 centers
- Sector of Binh-Tuy	6 centers
- Sector of Kien-Tuong	7 centers
- Sector of Kien-Phong	4 centers
- Sector of Binh-Ninh	7 centers
- Sector of Duong-Hoa	2 centers
- Sector depending on Central office	6 centers

Among the 81 centers mentioned above, 17 centers have been transferred to the local authorities for administrative purposes. The remaining 64 centers are administered by the land development system.

Agricultural bureau: Realizing the important part played by agriculture in Central Viet-Nam Highland provinces and in the Province of Phuoc-Long, and the need for effective coordination with local agricultural bureaus, the President has promulgated Decree No. 1974-TTP/VP of October 30, 1958, placing the 4 Agricultural bureaus of Darlac, Pleiku, Kontum and Phuoc-Long under the direct supervision of the Commissariat General for Land Development.

DIRECTORATE GENERAL OF CIVIL GUARD

1. Establishment and Functions.

The Directorate General of Civil Guard was created by Ordinance No. 26 of April 8, 1955 of the Prime Minister and was modified by Ordinance No. 5 of November 19, 1955.

2. Organization.

The Directorate General of Civil Guard is organized under Arrete No. 585-TTP/VP of March 29, 1958¹ and Arrete No. 363/NV of October 11, 1958.

CENTRAL AGENCY

Directed by a Director General, the Directorate General of Civil Guard includes a secretariat and the following services:

- I. Administrative Service (two bureaus)
 - Bureau of general administration
 - Bureau of accounting
- II. Service of Personnel (three bureaus)
 - Bureau of estimation and distribution of forces
 - Bureau of recruitment
 - Bureau of personnel management.
- III. Service of Supply (three bureaus)
 - Bureau of supply
 - Bureau of maintenance works
 - Workshop bureau

¹Official Gazette No. 16 p. 1290 of April 12, 1958

- IV. Security Service (three bureaus)
 - Bureau of Planning
 - Bureau of Intelligence
 - Bureau of psychological warfare
- V. Health Service (two bureaus)
 - Dispensary bureau
 - Bureau of medicine store
- VI. Service of telecommunication

FIELD AGENCY

In Central Midland there is a Directorate of Civil Guard headed by a Director and composed of the following bureaus:

- Administrative bureau
- Personnel bureau
- Bureau of supply
- Security bureau
- Health bureau
- Bureau of transmission

In addition to the assignments defined in Ordinance No. 26 of April 8, 1955, the regional Director has the following duties:

- Directing the immediate provincial units in management and military affairs;
- Inspecting and controlling the provincial units' activities in management and military affairs.

There are, in South Viet-Nam, three sectors of Civil Guard, and each of them is under the direct supervision of a Director General in management as well as military affairs.

There is, in addition, in each sector an inspector who has the rank of a regional director with the following duties:

- Controlling the provincial units in management and military affairs
- Supervising and controlling the training of non-commissioned officers and privates
- Recommending appropriate measures concerning management and military affairs.

Each provincial staff unit includes:

- A section of military man power and accounting
- A section of supply
- A security section
- A health section
- A transmission section.

A Sector of Civil Guard Inspection was created in Central Highlands by Arrete No. 363/NV of October 11, 1958 under the title "Sector of Inspection of Central Highlands Civil Guard." According to service order nos. 806-TTP/VP and 807-TTP/VP of May 7, 1958, Self-defense and Civil Guard are in principle directly related to the Presidency. But the Presidency is very busy and due to the needs of service, the President therefore entrusts the Secretary of State for Interior with the responsibility for Self-defense and Civil Guard.

THE ATOMIC ENERGY INSTITUTE

Creation and Responsibilities.

Presidential decree No. 507-TTP of October 11, 1958 created a scientific and technical organization endowed with a legal status and budget autonomy named "Atomic Energy Office."

The Atomic Energy Office is responsible for:

- Guiding the training of technicians relating to uses of atomic energy likely to be realized in Viet-Nam.
- Scientific and technical research on application of atomic energy to various branches of science, medicine, public works, industry, agriculture, etc.
- Study and implementation of projects applying atomic energy to the production of electric and motive power.
- Collection of documents and information about atomic energy as well as liaison and exchange activities with international atomic energy institutions.

Generally speaking, its purpose is to enable Viet-Nam to benefit from progress brought about by the development of atomic energy.

Organization

The Director General of the Atomic Energy Institute, appointed by the President, is responsible for the scientific and technical management of the Atomic Energy Institute.

An Administrative and Financial Assistant is appointed by the President and is in charge of administrative affairs and the management of the institute budget.

The direction of the Atomic Energy Institute is entrusted to a committee of management.

Following is the composition of the Committee as fixed by arrete No. 2197-TTP/VP of December 19, 1958 of the President of the Republic:

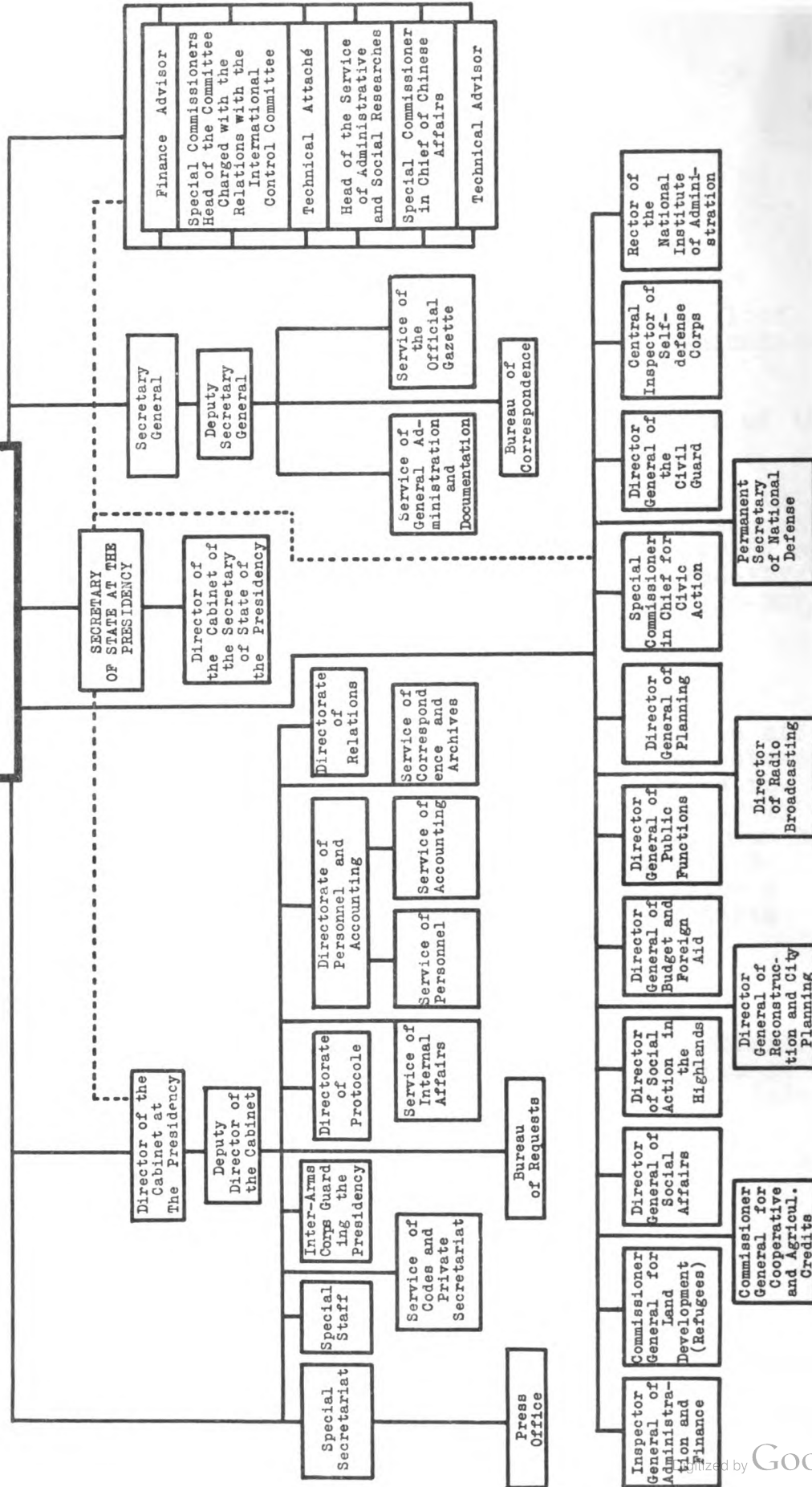
The Secretary of State at the Presidency.....	Chairman
The Secretary of State for Health.....	Member
The Secretary of State for Agriculture.....	Member
The Secretary of State for National Education..	Member
The Secretary of State for Public Works and Communication	Member
The Assistant Secretary for National Defense...	Member
The Director General of the Atomic Energy Institute.....	Member
The Director General of Budget and Foreign Aid.	Member
The Director General of Planning.....	Member

The Committee may invite technicians to participate as consultants.

A management sub-committee is set up to assist the Director General in scientific and technical fields. The management sub-committee includes a chairman who is the Director General of the Atomic Energy Institute, and members appointed by the President on the Director General's proposal.

THE PRESIDENCY

THE PRESIDENT



CHAPTER III

DEPARTMENT OF INTERIOR¹

Establishment and Functions²

The Department of Interior was created by Ordinance No. 1 of June 2, 1948, which at the same time stipulated the nomination of the Minister of Interior.

Decree No. 66-NV of July 8, 1952 defined the assignments of the Minister of Interior.

The organization of the Department of Interior is defined in Arrete No. 21-MI/Cab of July 21, 1952 as amended by subsequent Arretes No. 47-MI/Cab of October 10, 1952; No. 24-BNV/VP/NV of May 20, 1955, No. 17-BNV/VP of February 1, 1956, No. 136-BNV/VP of April 8, 1957, No. 62-BNV/VP of March 8, 1958, No. 129-BNV/HC/PI of August 26, 1958.³

Organization

The present organization of the Department of Interior is affected by Arrete No. 267-BNV/NV of December 1, 1958.⁴ (It is noteworthy that Decree No. 41-NV of February 28, 1957 which created the functions of administrative consultant and internal security consultant at the Department of Interior has been withdrawn by Decree No. 245-TTP of May 7, 1958.) According to Arrete No. 267-BNV/NV mentioned above, the central administration system at the Department of Interior includes the Departmental Secretariat and dependent services.

THE DEPARTMENTAL SECRETARIAT

The Departmental Secretariat is run by a Director of Cabinet with the assistance of a Chief of Cabinet, one or more charges de mission, one or more advisors, and a private secretary. This office includes:

¹Government Organization Manual 1957-58, p. 69-73.

²Government Organization Manual 1957-58, p. 67

³Official Gazette No. 42, October 11, 1958, p. 3864.

⁴Official Gazette No. 7, February 7, 1959, p. 388.

1. The Main Office is in charge of confidential affairs, ceremonies, audiences, receptions, inspection tours, meetings, press conferences, press relations; honours, ranks, awards, medals, coordination of the agencies, operations within the Department, centralization and submission of official mail to the Secretary of State for consideration, signatures or counter-signatures, control of the execution of the Secretary of State's decisions.

2. The Mail Bureau is responsible for incoming and out-going mail; compiling and duplicating the Arretes, decisions and communiques; disseminating the instructions and memoranda having a general character; keeping watch, permanent service, telephone operating; typing and mimeographing.

There is in addition at each Department an Assistant Director of Cabinet whose assignments are as follows: acting as Director of Cabinet during the Director's absence; taking care of special questions asked by the Secretary of State; acting as auditor and "ordonnateur" of the departmental budget and foreign aid funds allotted to the Department; inspecting and following up the Services' activities in the Department; receiving visitors and explaining all questions related to exit and entry; representing the Department at inter-departmental meetings.

THE SERVICES

The Department of Interior includes eight services; each of them is under the supervision of a Chief of Service.

1. The Personnel Service is composed of three bureaus:

Bureau No. 1 is in charge of: managing personnel of the present administrative organization at the Department of Interior; managing the supervising personnel of reformatory camps and centers of political education; preparing dossiers for nominations; efficiency ratings, transfers, leaves, leaves without pay, proposals of punishment; preparing files for retirement, physical examination bills, permissions; in-service training for civil servants and training abroad; organizing examinations at different levels of the Department of Interior; military pensions; lists of the Department personnel preparing service orders; miscellaneous affairs.

Bureau No. 2 takes care of: managing cadre and non-cadre personnel belonging to the Department of Interior (National Police and Security, Municipal Police, Communal Police); nominations, transfers, admittances into the cadres; preparation of individual efficiency ratings, promotions and rewards; classification; resignations, reinstatements, special envoys; disciplinary punishment; leave, leave without pay,

repatriation (of personnel serving abroad); retirement, subsidies to widows and orphans; keeping and preparing personal records of personnel of the above mentioned cadres; personnel registration; mail in connection with the management of personnel of the above mentioned cadres.

Bureau No. 3 is in charge of: the nomination of Mayors, Province Chiefs, Deputy Chiefs of province, District Chiefs, Canton Chiefs; managing the personnel of Government delegate's headquarters, Saigon Prefecture, various towns, provinces and districts with reference to transfer, punishment, leave, individual efficiency ratings, register of census of individual records; miscellaneous.

2. The Service of Budget and Accounting is broken down into four four bureaus:

Bureau No. 4 (Budget) is in charge of preparing and executing the budget of the Department of Interior and related Directorates and Services; allotting funds, transferring and increasing estimated expenditures; releasing funds for each quarter and delegating funds to the province chiefs, Deputy authorizing officers (Province Chief Headquarters and Provincial Reformatory schools. Centers of Political Education, Re-education Camp); keeping the accounting records (IBM accounting).

Bureau No. 5 (Authorized expenditures) is in charge of approving bills within the jurisdiction of the National Budget and Unbudgeted Transfer Accounts (ICA Counterpart Fund); approving all documents which entail expenditures on salary and materials (contract, purchase order, expenditure authorizations).

Bureau No. 6 (Central Accounting) is in charge of estimating and disbursing all expenditures on account of Province Chief Headquarters and provincial reformatory camp; estimating and liquidating all expenditures on account of Centers of Political Education and re-education camps; preparing contracts, purchase orders, receiving the goods, estimating expenditures and disbursements of Province Chief Headquarters and Con Son Reformatory Camp; preparing the monthly summary table of approved expenditures from delegated funds.

Bureau No. 7 (Internal Accounting) is in charge of salaries and supplies plus the following assignments: estimating and disbursing expenditures for salary and allowances of personnel belonging to central agencies of the Department of Interior; estimating and disbursing expenditures for allowances for trips and transfers; delivering and countersigning travel authorizations purchasing materials and office supplies;

estimating and paying hospital fees; delivering hospital bills; estimating and disbursing expenditures for materials; maintaining inventories, internal affairs and public cars; estimating and disbursing expenditures for transport requisitions; delivering transport requisition orders; estimating and disbursing expenditures on gasoline and lubricants.

3. Research Service includes three bureaus:

Bureau No. 8 is in charge of: controlling the administrative agencies' activities; following the administrative situation; studying the legislative projects and reforms of the executive branch; studying the administrative organization of cities, towns, provinces, districts, cantons and villages; taking care of internal affairs of the Research Service (personnel, supplies); drawing up the Service's periodic reports; incoming and outgoing mail of the service.

Bureau No. 9 is in charge of: studying special problems such as ethnic minorities, improvements in the standard of living, land system, social problems, culture and rites; population statistics; monographs; coordinating the Departments' programs to be applied to cities, towns and provinces; in-service training at central and field agencies.

Bureau No. 10 is in charge of: organization of interdepartmental meetings and the preparation of necessary documents; the meetings of province chiefs (East and West of South Viet-Nam, Central Highlands and Lowlands); recording and preparing the minutes of meetings; preparing and studying the elections of City councils, and Municipal councils; complaints relative to the elections; compiling and recording documents on the activities of public agencies; political study at the Department.

4. The Administrative Service comprises two bureaus:

Bureau No. 11 is in charge of housing and fixing the level of compensations; requisitions, confiscations, and administrative proceedings.

Bureau No. 12 takes care of general administration, registry office, census (making identity cards, individual descriptive status); census for conscription; delivering licenses for fair openings, lotteries, fund drives, pawnshops.

5. The Service of Civil Guard and Self-defense is broken down into three bureaus:

Bureau No. 13 (Civil Guard) takes care of problems relating to Civil Guard agencies; reviews the execution of the Department of Interior's orders concerning the Civil Guard; is responsible for all questions concerning personnel (enlistment and release, reward and punishment, transfer, special assignment), internal security, activities (operation and maneuver); post proceedings on judicial questions; summarizes and reviews reports on the activities of the Civil Guard; examines the programs of action of the Civil Guard; keeps accounting records (authorization of funds from Civil Guard's budget, auditing on salary, supplies, equipment and other expenditures).

Bureau No. 14 (Self-defense) is in charge of matters related to Self-defense; follows up and supervises the execution of the Interior Department's orders; controls recruitment, reduction, transfer and desertion; prepares census of Self-defense forces, reward and punishment; reviews the Self-Defense plans and programs of action prepares statistical statement of personnel, supplies, and equipment of Self-defense; compiles and summarizes the Self-defense's performance reports and the monthly recapitulatory report; follows up the preparation of the Self-defense budget.

Bureau No. 15 (Training of Police Force) is responsible for reviewing the training of Civil Guard, Self-defense, Police, Security Service at home and abroad; prepares general studies of training projects; verifies and reviews the number of trainees and the training results; prepares lists of the training centers and camps; studies means of improving and perfecting methods of training; studies action to be taken to settle problems related to the police forces training; records and recapitulates general reports.

6. The Political Service includes four bureaus:

Bureau No. 16 is in charge of studying the organization of internal security; coordinates security agencies' activities; studies laws relating to security.

Bureau No. 17 is in charge of reviewing the political situation and preparing political information relating to the security situation.

Bureau No. 18 takes care of special political questions: reviews activities of agitators and devises measure to repress them; follows the international political situation related to Viet-Nam.

Bureau No. 19 is in charge of studying administrative security measures; carries out deportation sentences; reviews the activities of political education centers, reformatory camps and the security committees of the provinces and the capital.

7. Service of Control includes two bureaus:

Bureau No. 20 is in charge of controlling firearms and ammunitions.

Bureau No. 21 is responsible for the control of societies, associations, meetings, press, motion pictures, and radio broadcasts.

8. Service of Immigration and foreign residents:

Bureau No. 22 supervises the exits and entries and sojourns of foreign residents in Viet-Nam.

Bureau No. 23 is in charge of controlling the foreign residents' activities, expulsion and extradition.

DIRECTORATE GENERAL OF POLICE AND SECURITY

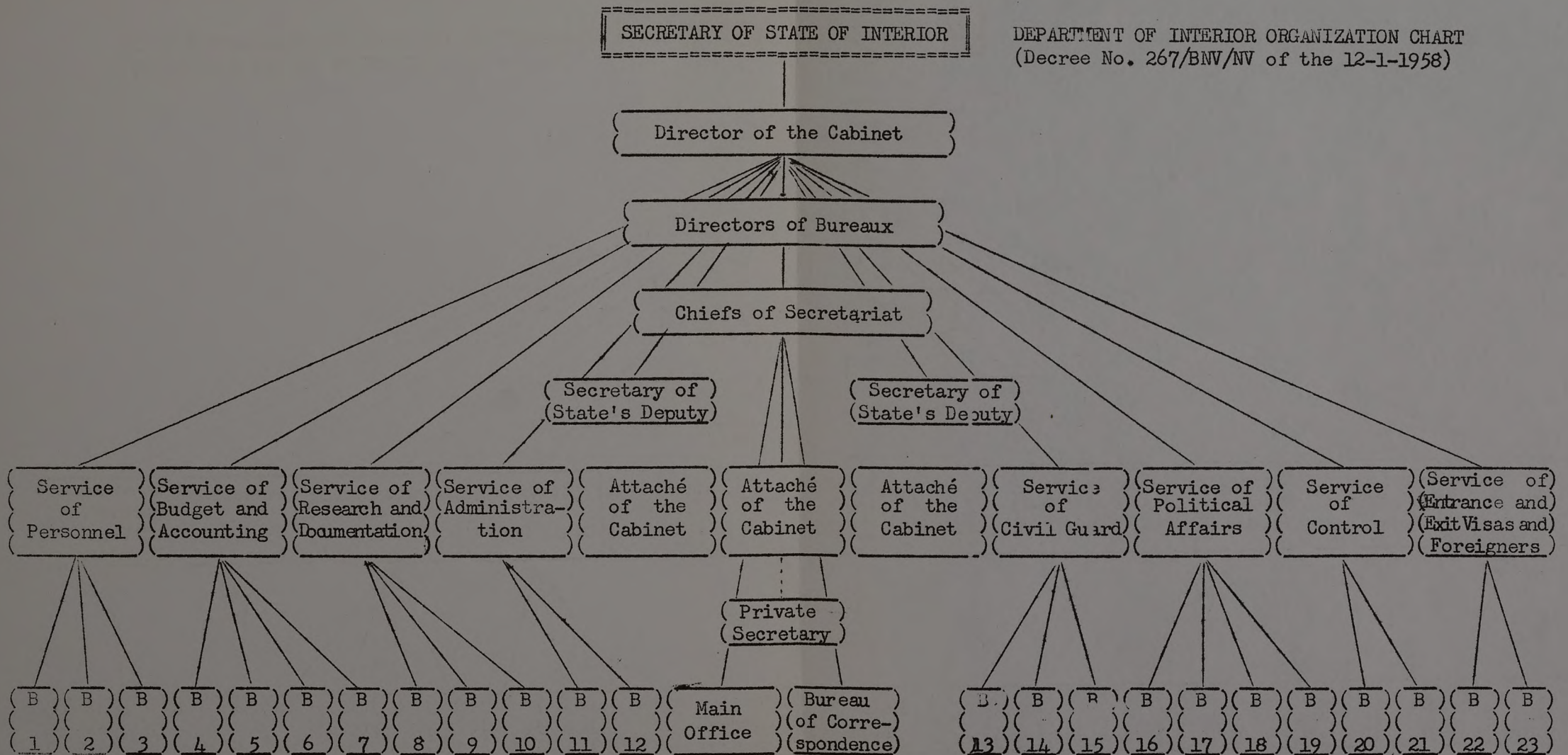
According to Arrete No. 267-BNV/NV of December 1, 1958, the General Directorate of Police and Security temporarily keeps its former organization including the Training Center of Police and Security at Rach Dua which was established by Arrete No. 376-BNV/TCSCA/NV of June 27, 1958. (This Arrete abolished the organization of the Police Institute created by Arrete No. 6-BNV/VP of January 18, 1956.)

According to Arrete No. 324-NV of September 10, 1958¹:

1. The Directorate of Police and Security of South Viet-Nam was dissolved and its bureaus were integrated into the General Directorate of Police and Security.
2. Pending the reorganization of the General Directorate of Police and Security, the following agencies are put under its direct supervision:
 - Service of mobile police
 - Special police service of Eastern region
 - Special police service of Cholon
 - Port-police service
 - Special mobile unit of Tan Son Nhat.

SECRETARY OF STATE OF INTERIOR

DEPARTMENT OF INTERIOR ORGANIZATION CHART
(Decree No. 267/BNV/NV of the 12-1-1958)



CHAPTER IV

DEPARTMENT OF JUSTICE

One should refer to the 1957-58 Manual for information concerning the organization of the central agencies, the Supreme Courts of Appeal, Court of Conciliation with large competence, Court of Conciliation, Labor Courts, Court Martial, Administrative Court, Council of State. In addition to the organization described in the 1957-58 Manual, the Department of Justice maintains its own structure and operates the Agrarian Reform Courts and the Juvenile Courts.

AGRARIAN REFORM COURT

Establishment and Competence¹

In each area where there is a Court of first instance, a special Court of Agrarian Reform having the same jurisdiction as that Court, is established under decree No. 498-DT/CCDD of November 27, 1957, as amended by Presidential Decree No. 558-DT/CCDD of December 5, 1958². The latter court judges the infringements and lawsuits as defined in Article 26, Ordinance 57 of October 22, 1956 stipulating the Agrarian Reform, as well as disputes arising from the execution of the Agrarian Reform's policy.

The office of the Agrarian Reform Court is that of the Court of first instance where the Agrarian Reform Court's sessions will be held. However, the magistrate may hold sessions outside the office. Where no Agrarian Reform Court exists, the Court of first instance will judge suits over land in the place of the Agrarian Reform Court.

Organization

The Agrarian Reform Court is composed of a President, two titular assistant judges and two substitute assistant judges.

1. The President of the local Court of first instance will also be the president of the Agrarian Reform Court. In case of need, the Secretary of State for Justice may appoint another magistrate and also assign an examining magistrate to the Agrarian Reform Court.

¹Government Organization Manual 1957-58, pages 74-85.

²Official Gazette, No. 51, December 13, 1958, page 4533.

2. The examining magistrates will be the administrative civil servants nominated under Arrete by the Department of Land Registration and Agrarian Reform.

3. The titular assistant judges attend the Court sessions. If engaged, the substitute assistant judges replace the titular assistant judges in accordance with the order in the nominating Arrete.

4. A prosecutor nominated by Arrete of the Secretary of State for Land Registration and Agrarian Reform will serve as attorney for the Agrarian Reform Court.

A Secretary General of the A.R. Courts and a Commissioner General of Land reform are nominated at the central agency by the Secretary of State for Land Registration and A.R. They are assisted by a section which is composed of four secretaries of the A.R. Court.

The Secretary General of the A.R. Court is responsible for permanent liaison with the provincial A.R. Courts and submits all documents to the A.R. Council with a report on every lawsuit to which is attached the local A.R. Court's sentence.

The Commissioner General of Land Reform assumes the function of a prosecutor in a regular Court. He is chosen among officials who have thorough knowledge of A.R. laws, and is in charge of reviewing all the documents submitted by the provinces, concluding every case in accordance with the government's policy on A.R., and submitting his conclusions to the A.R. Council.

In accordance with the needs of the service, there will be a section including two or more secretaries attached to each A.R. provincial Court.

Management

Before assuming their function, the assistant magistrates, Government's Commissioner, Secretary General, and the Commissioner General of Land Reform should take an oath at the local Court of first instance that they will perform faithfully their functions in accordance with their professional consciences and never disclose what they know in the course of their performance of duty.

The rule that magistrates may not sit in judgment of cases involving their kinsmen in a normal Court, will be applied to the judges and assistant judges of A.R. Court in accordance with a similar procedure.

All lawsuits before A.R. Court are exempt from fees and costs, and tenant farmers are entitled to sue free from procedure fees.

JUVENILE COURT

Establishment and Competence

The Juvenile Court is a special court which utilizes special lawsuit procedures for juvenile offenders.

Law No. 11/58 stipulating "the creation of Juvenile Court" was promulgated by the President on July 3, 1958 and under Decree No. 549-TP of November 24, 1958 the Juvenile Courts judging minor and criminal offenses were established:

- a. At first instance level in Saigon, Dinh Tuong, Hue and Nha Trang.
- b. At appeal level in Saigon and Hue.

The Juvenile Court judges minor and criminal offenders less than 18 years old.

The jurisdiction of the Juvenile Court is that of an Ordinary Court of first instance or appeal court.

Composition

The composition of a Juvenile Court in session is as follows:

- a. First instance level for minor offense:
1 magistrate..... Judge
- b. Appeal level for minor offense:
1 judge of Appeal Court..... Judge
2 magistrates..... Assistant judges
- c. First instance level for criminal cases:
Judge of Juvenile Court..... Judge
2 people's jurors..... Jurymen
- d. Appeal level for criminal cases:
1 judge of Appeal Court..... Chief magistrate
2 people's jurors..... Jurymen

Lawsuit procedure

1. Examination. The Examining Magistrate interrogates the minor offender, his parents or any person responsible for him, and other people if necessary.

The Examining Magistrate orders an investigation on the spiritual and material condition of the offender's family, his curriculum vitae, behavior, education, living conditions and rearing. If necessary, the child should undergo a medical examination.

The Examining Magistrate may release the child and commit him to his parents, to his guardian, to another trustworthy person or a charitable institution, or to an agency of relief and re-education.

Children cannot be taken into temporary custody. In special circumstances where there are no other measures, children over 13 years of age may be taken into temporary custody but only in a separate custody house.

It is worth mentioning that a lawyer is designated to defend juveniles in case the latter or his relatives have not yet chosen a lawyer.

2. Judgment. One of the following measures will be taken against juvenile offenders:

- Committing him to his parents, guardian, responsible person, or to other trustworthy people.
- Committing him to a charitable foundation, a social relief agency, or a boarding school.
- Committing him to an agency of re-education, a professional training center, or a dispensary.
- Committing him to a professional orientation camp, or a nearby re-education or reform school.

In case of serious offenses, the Court may inflict imprisonment to children over 13 years of age. However, re-education is preferred to punishment.

Each juvenile offender case is judged separately; transgressors of other cases may not be present in the court room. Permission to attend court is extended to essential persons such as witnesses, relatives, lawyers, representatives of agency responsible for children, etc.

Trials in Juvenile Courts may not be reported in newspapers; juvenile offenders' photos may not be published.

The sentence is imposed in an open court session and may be reported in newspapers without mentioning the offender's name.

With regard to civilian interests, ordinary laws are applied in Juvenile Court.

3. Appeal. The Public Prosecutor Department, the juvenile offender, his parents, guardian or the representative of the agency responsible for children, are entitled to file an appeal.

4. Special procedure. The Juvenile Court's judgment may be entered only in form No. 1 and No. 2, but not in No. 3 of the police record.

* * * * *

In principle, youngsters less than 18 years of age, juvenile offenders, are not considered responsible for crimes committed. Imprisonment as provided by the criminal law is considered inappropriate and measures of re-education and social relief should be emphasized.

CHAPTER V

DEPARTMENT OF FOREIGN AFFAIRS¹

(See Government Organization Manual 1957-58)

Establishment and Function²

Decree No. 133-VP of May 17, 1956 defining the organization of Central Agencies (see 1957 Administrative Yearbook p.87) established the Department of Foreign Affairs. This decree was modified by amendment No. 260-NVBT of July 25, 1958 and appendix No. 327-NVBT of September 11, 1958.

According to the above mentioned documents the Political Directorate is broken down into four divisions of two bureaus each:

Division of South East Asia	{ Bureau of Cambodia, Laos and Burma { Bureau of Malaya, the Philippines, { Thailand and Indonesia
Division of Asia- Australasia	{ Bureau of Asia { Bureau of Australasia
Division of Europe - Africa	{ Bureau of Europe { Bureau of Africa
Division of America-U.N.O.	{ Bureau of America { Bureau of U.N.O.

There is no change for other Directorates and Services (see 1957 Administrative Yearbook).

As regards oversea representation, four agencies have been established:

- Vietnamese Consulate in Rangoon (Burma): established by Decree No. 496-NG of November 26, 1957.
- Vietnamese Consulate at Pakse (Laos): established by Decree No. 233-NG of May 2, 1958.

- The Vietnamese Offices of the Envoys Extraordinary in the Hague (Netherlands) and Brussels (Belgium). While awaiting the office installation, the Vietnamese Embassy in London assumes assignments at the above two offices.

Moreover the Vietnamese Envoys Extraordinary in Seoul (Korea), in Manila, (the Philippines), in Taipei (Republic of China), and in Vientiane (Laos) have been raised to ambassadorial level.

CHAPTER VI

DEPARTMENT OF NATIONAL DEFENSE

Because of military security, documents relating to this Department cannot be disseminated.

(Letter of the Assistant Secretary of State for National Defense No. 3172-VP/QP dated September 7, 1957).

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CHAPTER VII

DEPARTMENT OF FINANCE (1)

(See Government Organization Manual 1957-56)

Establishment and Function (2)

Organization. The organization of the Department of Finance is defined by Arrete No. 593-A/BTC/TU of May 3, 1958 which modifies and completes the Arrete No. 761-BTC/VP of May 7, 1955 as well as subsequent Arrete.

- The Department of Finance is placed under the authority of the Secretary of State for Finance and is composed of various internal and external subordinate and inter-related Directorates and Services:
 - a. Internal Subordinate Directorates:
 - Office of the Secretary of State for Finance
 - Office of the Secretary General
 - b. External Subordinate Directorates:
 - Directorate of Financial Inspection
 - National Treasury
 - General Directorate of Customs
 - General Directorate of Taxation
 - Civilian Retirement Fund
 - c. Interrelated Autonomous Agencies:
 - National Bank of Viet-Nam
 - Viet-Nam Commercial Credit
 - National Exchange Office

INTERNAL SUBORDINATE DIRECTORATES AND SERVICES

- I. Office of the Secretary of State for Finance is managed by a Chief of Cabinet and is composed of:
 1. Main Office which coordinates the activities of the department and keeps all confidential correspondence and documents.

(1) Government Organization Manual 1957-58, page 96-115

(2) Government Organization Manual 1957-58 page 96

2. Private Secretariat which is responsible for the private correspondence of the Secretary of State, and organizing receptions and tours of inspection.
3. Press Bureau in charge of press review, information, and public relations.

II. Office of the Secretary General is headed by the Secretary General of the Department, aided by an Assistant Secretary. The office is in charge of all technical matters related to finance, administration, organization and methods and personnel of the Department, and is composed of the following agencies:

A. Central Service which is in charge of the reception and distribution of official correspondence, and the Department's general administration and is composed of 3 bureaus whose functions are as follows:

1. Mail Bureau:

- Reception and distribution of official documents and letters

2. Administrative Bureau:

- General administration affairs
- Relations with Council of Ministers
- Relations with the National Assembly.

3. Typing Bureau:

- Typing and mimeographing official documents.

B. Service of Research, Legislation and Legal Proceedings is composed of two bureaus, whose functions are as follows:

a. Bureau No. I

- Financial research
- Legislation and proceedings
- Organization of the agencies subordinated to the Department
- Custody of library

b. Bureau No. II

- (Establishing statistical data and diagrams of the general activities of the Department
- Compiling documents on finance and economics
- Custody of official documents
- Organization of and participation in exhibitions

- C. Service of Taxation Coordination which is in charge of the enforcement of tax laws and regulations, and the coordination of the tax agencies' activities. This service is composed of two bureaus:
1. Bureau of Direct, Indirect and Miscellaneous Taxes
 2. Bureau of Taxes on Public Property and Registration
- D. Service of Supplies which is in charge of the purchase, sale, control and distribution of official cars, the drafting of inventories, and the obligation of expenditures for supplies. This Service is composed of three bureaus:
- Bureau No. I: which prepares contract, purchase orders, and calls for bids.
- Bureau No. II: which controls the use of official cars, supplies and equipment.
- Bureau No. III: in charge of mutual aid, and cooperatives
- E. Personnel Service: which studies principles, and policies of personnel administration and supervises civil service personnel of the Finance Department. This Service is composed of two bureaus:
- Bureau No. I: which drafts regulations
- Bureau No. II: responsible for personnel management within the department.
- F. Service of War Damages which was created by Arrete No. 140-BTC/NC of January 23, 1956 and is in charge of compiling documents for the estimate of war damages caused by the Japanese military operations;
- G. Accounting Directorate which keeps the expenditure accounts of the Finance Department and its external subordinate Directorates; prepares the budget request of the Finance Department and of the external subordinate agencies; prepares the National Budget estimates of receipts, and authorizes and accounts for the receipts and expenditures of the unbudgeted transfer account "Assistance to Refugees".

The Accounting Directorate is supervised by a Director, a Deputy Director, and is composed of three bureaus:

1. Bureau of Expenditure Liquidation which prepares the documents liquidating the obligations of the department and its subordinate agencies and keeps the books on this operation.

2. Bureau of Expenditure Authorization which prepares the documents in charge of authorizing expenditures of the Department and the external subordinate directorates, and the unbudgeted transfer account "Assistance to Refugees". This bureau also prepares the budget request of the Finance Department and attached agencies and reconciles the past accounts of National Budget from fiscal year 1955.
 3. Bureau of Miscellaneous Receipts which prepares the revenue in charge of estimates for the National Budget.
- H. Directorate of Gold Movement and External Finance which is responsible for all questions relative to the situation of the treasury, and the activities of banks and credit agencies as they relate to the national economy. This directorate is also in charge of all exchange laws, regulations, legal proceedings, and financial relations with foreign countries.

The Directorate is managed by a Director and composed of three bureaus:

1. First bureau: which regulates the movement of currency, and controls the treasury and bank credit and balances. It also enforces Ordinance No. 26 dated April 20, 1956 concerning the transfer of real estate of foreign residents.
 2. Second bureau: which administers the exchange laws, regulations and legal proceedings.
 3. Third bureau: responsible for the financial and economic relations with foreign countries.
- I. Directorate of Insurance and Trade Corporations which is headed by a Director and composed of two bureaus:
1. Insurance Bureau: responsible for the study and drafting of insurance laws. It also represents the Finance Department on the Insurance Council, and controls and inspects the operations of insurance companies.
 2. Bureau of Commercial Companies:
 - which drafts legislation and regulations governing the operations of commercial companies and insurance companies.
 - Does research on professional organizations.
 - Coordinates the secretarial activities of the external subordinate agencies of the Finance Department as they relate to the taxation of commercial companies.
 - Follows up the activities of commercial companies.

EXTERNAL SUBORDINATE DIRECTORATES
DIRECTORATE OF FINANCIAL INSPECTION (1)

Establishment and Function:

The Directorate of Financial Inspection was created by Arrete No. 761-BTC/VP dated May 7, 1955 of the Finance Department. This Directorate is in charge of:

1. supervising the budget execution of all receipts and expenditures of all agencies within the Finance Department.
2. auditing the receipts of the various agencies and departments of the Government (except the National Defense Department) and of the Commissariat General for Land Development.
3. auditing the expenditures of the various agencies and departments of the Government (except the National Defense Department) and of the Commissariat General for Land Development, when requested.
4. Controlling the management and use of the advance funds provided to the various departments and the Commissariat General for Land Development.
5. supervising and reviewing the financial operations of state-managed enterprises and joint corporations.
6. investigating abuses of power and embezzlements of public funds.

Organizations:

The Directorate of Financial Inspection is headed by a Director and composed of:

1. Secretariat which is in charge of general affairs, organization of inspection tours and missions, preparation of instructions, and liaison with various services and departments.
2. Groups of inspectors, who supervise financial activities and make investigations.

(1) Government Organization Manual 1957-58, pp. 100-101.

GENERAL TREASURY (1)

Establishment and Functions:

The General Treasury was created on October 1st, 1951 and is an organizational part of the Finance Department.

The General Treasury's activities cover the entire territory of Viet-Nam, and consist of administering governmental financial laws and regulations, custody of public funds, centralizing various types of tax collection throughout the country: collecting all direct taxes; disbursing all government funds, including budget expenditures, non-budget expenditures and the payment of pension and retirement benefits, and the administration of the deposit and consignment office.

Organization:

Placed under the authority of a Director General, assisted by a Deputy Director and Chief Commissioner, the General Treasury is composed of:

- A. Directorate of Bond and Money Transfers is headed by a Director and is composed of:
 - I. Central Fund, which includes branch funds No. 1, No. 2, No. 3.
 - II. Service of Tax Collection, which includes the bureaus of back collection and city tax collection.
 - III. Service of Control and Receipt of Payment Orders, which is composed of the bureau of payment order control and the bureau of advance funds.
 - IV. Deposit and Consignment Office.
 - V. Bureau of Public and Private Deposit.

- B. Directorate of Budget and Special Accounts is headed by a Director and is composed of:
 - I. Service of Retirement Pensions including the bureau of Vietnamese civilian pensions.
 - II. Service of Budget, including the bureau of National Budget expenditures, the bureau of National Budget receipts, the bureau of autonomous budgets.
 - III. Service of Centralized Accounting, including the bureau of control and centralization of all provincial accounting operations, and the bureau of control of reports on provincial and municipal budgets.
 - IV. Bureau of Attachments, Lottery Profit Fund, and National Bonds.

- C. Accounting Service, headed by a Chief Accountant and composed of:
 - 1. Bureau of Voucher Receipts
 - 2. Bureau of Balance Sheet and Statistics
 - 3. Bureau of Research and Machine Accounting
 - 4. Bureau of Liaison with Banks
 - 5. Bureau of Unbudgeted Transfer Accounts

D. Administrative Service headed by a Chief of Service and composed of:

1. Bureau of Official Correspondence
2. Bureau of Personnel and Payroll

E. Treasury Inspection Service

GENERAL DIRECTORATE OF CUSTOMS (1)

Establishment and Functions:

The Vietnamese General Directorate of Customs was created January 1st, 1951 and is a subordinate agency of the Finance Department. It was reorganized by Arrête No. 835-BTC/NV and No. 836-BTC/NV of June 16, 1959 (2) and is responsible for the collection of all import and export taxes throughout Vietnamese territory, repression of smuggling, aiding other Directorates which collect taxes in accordance with relevant legislation.

Organization:

The General Directorate of Customs is headed by a Director General. The latter is assisted and represented in his absence by a Deputy Director General.

In addition to the Director General, and his Deputy there is a Central Inspector, who is in charge of special affairs.

The General Directorate of Customs is composed of:

- Central agencies
- Subordinate agencies

The Central Agencies

Central agencies are responsible for research, settling and handling various activities of the Directorate, and include

- A Secretariat
- A Laboratory
- Directorate of Administration
- Directorate of Techniques
- Service of Navigation Control
- Service of Public Prosecution
- A General Receiver's Office

(1) Government Organization Manual 1957-58, pp. 102-105

(2) Official Gazette No. 29, July 7, 1959, page 2169

Each Directorate is headed by a director, and each Service by a Chief of Service. The Directorate of Techniques has a Deputy Director

- I. Administration Directorate is responsible for the central administration of the General Directorates including personnel administration, the purchase and control of supplies and the general accounting. It is composed of:
 1. Personnel and General Affairs Bureau in charge of miscellaneous affairs assigned to personnel, and organizing customs units;
 2. Accounting Bureau in charge of the accounting for the General Directorate;
 3. Bureau of Supplies in charge of superintending materials, cars, buildings, social activities, receptions, health, and sports.

- II. Technical Directorate, in charge of solving technical problems for customs units throughout the country, is composed of six bureaus:
 1. Customs Regulations and Tariff Bureau: in charge of studying and modifying customs regulations.
 2. Special Regime Bureau in charge of modifying all regulations relating to special regimes and solving all complicated problems arising in the execution of these regulations.
 3. External Trade Statistics Bureau in charge of centralizing materials on external trade, and of statistics.
 4. General Census and Price Control Bureau in charge of re-examining all declarations after controlling and establishing the price list of commodities.
 5. Bureau of Procedure in charge of centralizing proceedings files of all customs units.
 6. Bureau of Storage and Sale of Confiscated Goods.

- III. The Service of Navigation is composed of two bureaus:
 1. Boat Equipment Bureau in charge of navigation, equipment of boats and mobilizing sailors of customs patrol boats.
 2. Saigon Ship Building Yard in charge of constructing new boats, repairing old boats. The Da-Nang Ship building yard, a branch of the Saigon ship building yard is to repair liners and boats mooring in Central Viet-Nam

IV. The Service of National Customs Duties Collection and Control.

The Central office set up at Saigon, and headed by a Chief of Service is composed of:

- Sub-Service I at Long-Xuyen (An-Giang)
- Sub-Service II at Da-Nang
- Sub-Service III at Ban-Me-Thuot
- Sub-Service IV at Tuy-Hoa.

Each Sub-Service is headed by a Sub-Service Chief.

V. The Customs General Receipt Service of Saigon is under the authority of a Collector General who, besides the collection of customs duties at Saigon port, is in charge of centralizing the accounting for customs duties collected by customs services throughout the country.

Also the Collector General can deliver credits and short-term bills of exchange as fixed by a special ordinance.

Organization of External Dependent Offices.

The external dependent offices are responsible for executing all regulations and instructions of the central office and are organized in six sectors:

- Sector I : Saigon Port
- Sector II : City of Saigon (excluding the port)
- Sector III: All South-western Provinces: (An-Xuyen, Ba-Xuyen, Vinh-Binh, Vinh-Long, Phong-Dinh, An-Giang, Kien-Giang and Kien-Phong.)
- Sector IV : All Northern Provinces of the South: (Kien-Hoa, Dinh-Tuong, Long-An, Phuoc-Tuy, Bien-Hoa, Gia-Dinh, Long-Khanh, Phuoc-Long, Binh-Duong, Binh Long, Tay-Ninh, Kien-Tuong, Binh-Tuy, Phuoc-Thanh.)
- Sector V : All Southern Provinces of Central Viet-Nam: Binh-Thuan, Ninh-Thuan, Khanh-Hoa, Phu-Yen, Darlac, Quang, Tuyen-Duc, Lam-Dong.)
- Sector VI : All Central Provinces of Central Viet-Nam: (Binh-dinh, Pleiku, Kontum, Quang-Ngai, Quang-Nam, Thua-Thien, Quang-Tri.)

Sector I, under the direction of a chief of sector who is assisted by a deputy chief of sector, is composed of three services and two bureaus:

- Commodities Control Service A (former port)
- " " " B (former Nha Rong)
- Operational Service
- Customs Bureau
- Bureau of Price Estimate Approval

The other sectors are each under the direction of a chief of sector and include Services of Commodities Control, Principal Receipts, Secondary Receipts and Control Posts and Check Points.

GENERAL DIRECTORATE OF TAXATION

Establishment and Function.

By decree No. 1226-BTC/NV of September 12-1958 (1), the organization structure of the tax administration of Viet-Nam as provided in arretes No. 580-BTC/TV of April 13-1955, No. 328-BTC/NV of December 12, 1955; No. 936-BTC/NV of July 10, 1957; No. 235-BTC/NV of February 18, 1957; No. 294-BTC/TV of December 16, 1955 and No. 208-BTC/NTV of December 5, 1955, has been modified as follows:

Organization

The General Directorate of Taxation is composed of control offices and local offices.

Central Offices

- A. The services directly supervised by the Secretariat of the General Directorate of Taxation are three in number:
 - I. Central Research Service is responsible for studying and proposing tax policies, establishing programs and projects to carry out these policies; studying the legal aspects of general taxation, issuing instructions for the coordination of taxation, publishing reports on experiences acquired, establishing statistics and proposing modifications; collecting and communicating documents to responsible authorities; studying reports of operations of all tax units, and drafting reports of the General Directorate.
 - II. Administrative Service is composed of three bureaus:
 - 1. Mail Bureau in charge of official correspondence, codes, organization of conferences, dissemination and posting of notices, keeping records and files, custody of library.
 - 2. Personnel Bureau is in charge of personnel management.

(1) Official Gazette No. 40 of September 27, 1958 page 3706

3. Accounting and Supply Bureau is in charge of budgetary accounting and purchase of supplies and equipment.

III. Professional Training Service is responsible for forming professional cadres of all grades, managing in-service training courses at the General Directorate, publishing technical materials on tax regulations to be studied by cadres and to be disseminated among the people; and publishing the monthly taxation review.

B. Directorate of Central Inspection is directed by a central Inspector, whose responsibilities are to represent the Director General in the execution of tax regulations. Therefore, he has the authority to inspect all tax services, and to supervise the work of comptroller's in central and in regional offices.

In the City of Saigon, the Central Inspector makes direct inspection of tax offices. In the provinces, the Central Inspector is assisted in his duty by sector inspectors.

C. Directorate of Direct Taxes, consisting of:

I. Mail Bureau in charge of official correspondence, codes, personnel, supplies and equipment, files, and periodic reports.

II. Census Bureau in charge of the census of tax payers, and the discovery and certification of violations of direct taxes.

III. Service of Taxation of Private Individuals is composed of two bureaus:

1. Legislation Bureau which collects materials, settles current affairs, examines matters relating to legislation or to the execution of tax regulations, studies matters of principles, considers projects establishing, abolishing, modifying, or exempting taxes, and approves tax rolls.

2. Bureau of Procedure which is in charge of legal proceedings.

IV. Service of Taxation of Legal Entities is composed of three bureaus:

1. Corporation Income Tax Bureau in charge of the assessment and collection of income taxes of legal entities and companies.

2. Property and Transferrable Securities Income Tax Bureau in charge of the assessment and collection of income taxes on transferrable securities, and taxes on the transfer of stocks.

3. Bureau of Procedure in charge of disputed claims concerning income taxes imposed on companies.

D. Directorate of Indirect Taxes and Excise

- I. Mail Bureau in charge of mail, codes, personnel, equipment and supplies, files, and periodic reports.
- II. Census Bureau in charge the census of indirect-tax payers, and the discovery and certification of violations of indirect taxes.
- III. General Office of Receipts headed by a Chief of Office is in charge of centralizing the accounting of all indirect-taxes bureaus.
- IV. The Indirect Tax Service is composed of two bureaus
 1. Technical Bureau: in charge of examining all matters relating to legislation or to the execution of regulations, preparing draft laws, rules, communiques and instructions, ... studying principles fixing, abolishing, modifying, or exempting taxes and preparing tax collection statistics and reports.
 2. Bureau of Procedure: in charge of legal proceedings.
- V. Service of Excise is composed of two bureaus
 1. Technical Bureau: in charge of examining all matters relating to legislation or execution of excise regulations; studying and solving problems of principles, preparing statistics and reports on receipts.
 2. Bureau of Procedure: in charge of examining complaints about illegal collection of excise; legal proceedings, execution of sentences, and tax disputes requiring arbitration.

E. Directorate General of Registration, Public Properties and Stamps

This Directorate is composed of:

- I. The Mail Bureau: in charge of mail, codes, personnel, equipment and supplies, files, and periodic reports.
- II. Bureau of Census: in charge of census of tax payers, and the discovery and certification of violations of registration and stamp tax laws.
- III. Registration Service is composed of two bureaus:

1. Bureau of Legislation and Proceedings: in charge of preparing drafts of registration and stamp legislation; preparing communiques, decisions, and instructions relating to the above mentioned matters: studying principles on registration and stamps; considering proposals made by registration tax offices on the reduction of or exemption from fines, and on the postponement of tax collections; preparing warrants for arrest, requests for price approvals, indictments; examining and reviewing the execution of tax collection procedures: following up lawsuits relating to the Directorate, preparing pleas, pleading, and explanations in lawsuits.
2. Special accounting bureau and stamp office: in charge of the receipts accounting of the directorate, custody of the stamp storehouse, printing stamped papers and stamps and distributing them to registration tax services for retail sale.

IV. The Public Property Service is composed of three bureaus:

1. Bureau of Public Properties is in charge of preparing drafts of national public properties legislation, decrees, decisions, communiques, and instructions relating to the management of national public properties, preparing documents concerning purchase, sale, exchange, or rent of national public properties: studying principles relating to public properties unclaimed objects, and ownerless properties.
2. Public Dwellings and Buildings Management Bureau is in charge of internal management of public dwellings and buildings: keeping the register of lodging authorization and redistribution.
3. Supply and Confiscation Bureau in charge of examining and solving all principles on supply and confiscation; preparing projects of supply and confiscation legislation.

Regional Offices

A. Sector Inspection Service

Sector Inspection Services are directly supervised by the Central Directorate of Inspection, and assist the Directorate in the inspection and control of all tax-collector's offices.

There are six sector inspection services:

1. The Tax Inspection Service of the North of South Viet-Nam with its headquarters at Gia-Dinh.
2. The Tax Inspection Service of the West of South Viet-Nam with its headquarters at Can-Tho.
3. The Tax Inspection Service of the Central of South Viet-Nam with its headquarters at My-Tho.
4. The Tax Inspection Service of the North of Central Viet-Nam with its headquarters at Hue.
5. The Tax Inspection Service of the South of Central Viet-Nam with its headquarters at Nha-Trang.
6. The Tax Inspection Service of Central Highlands with its headquarters at Dalat.

Each inspection service is headed by an inspector with the same rank as a chief of service.

B. The Tax Bureaus of Saigon City include:

1. Eight Direct Tax Bureaus put under the direct supervision of the Director of the Direct Tax Directorate:
 - Licence Tax Bureau of Saigon
 - Land-Tax Bureau of Saigon
 - Individual Income Tax Bureau of Saigon
 - Salary Tax Bureau of Saigon
 - Licence Tax Bureau of Cholon
 - Income Tax Bureau of Cholon
 - Land-tax Bureau of Cholon
 - Foreigners Registration Tax Bureau which collects the annual tax on foreigners residing in Saigon.
2. Six Indirect Tax Bureaus put under the direct supervision of the Director of the Indirect Tax Directorate:
 - Excise Tax Bureau of Saigon
 - Excise Tax Bureau of Cholon
 - Two Indirect Tax Bureaus in Saigon
 - Two Indirect Tax Bureaus in Cholon.
3. Six Registration Tax Bureaus put under the direct supervision of the Directorate of Registration, Stamps, and Public Properties.
 - One bureau in charge of administrative certificates, legacy duty.
 - One bureau in charge of income from public properties and superintendence of ownerless properties.

- One bureau in charge of legal and non-legal acts.
- One bureau is in charge of notary acts, public acts, private acts.
- One bureau is in charge of insurance taxes, stamps taxes, and stamp selling.
- One bureau is in charge of taxes on change of car ownership, and rental contracts.

C. Provincial Tax Services

1. Direct Tax Services Registration and Indirect Tax Services are located in the following provinces:

- | | | |
|---------------|---------------|---------------|
| - Thua-Thien, | - Bien-Hoa; | - Phong-Dinh, |
| - Da-Nang, | - Gia-Dinh, | - Ba-Xuyen, |
| - Binh-Dinh, | - Binh-Duong, | - Kien-Giang, |
| - Khanh-Hoa, | - Dinh-Tuong, | - An-Giang, |
| - Binh-Thuan, | - Kien-Hoa, | - Long-An |
| - Tuyen-Duc, | - Vinh-Long, | |

2. Joint Tax Services are located in the provinces of:

- | | | |
|---------------|---------------|---------------|
| - Quang-Tri, | - Quang-Nam, | - Quang-Ngai |
| - Phu-Yen, | - Ninh-Thuan, | - Lam-Dong, |
| - Darlac, | - Pleiku, | - Kontum, |
| - Binh-Long, | - Binh-Tuy, | - Long-Khanh, |
| - Phuoc-Long, | - Tav-Ninh, | - Kien-Tuong, |
| - Kien-Phong, | - Vinh-Binh, | - An-Xuyen, |
| - Phuoc-Tuy, | - Con-Son. | |

All tax services, registration tax bureaus, and services of excise taxes which have been hitherto established, either by arrete of the Department of Finance or by arrete of the government delegate's office at the Low Lands of Central Viet-Nam, are now abolished and integrated, in each provinces, in the above listed offices.

D. District Tax Bureaus.

In each of the districts listed below, there is a tax bureau supervised by a Chief of Bureau, who takes charge of all taxes falling within the districts, direct taxes, indirect taxes, miscellaneous taxes, registration, and excise. The district tax bureau is supervised by the provincial tax service:

- Dong-Ha (Quang-Tri)
- Vinh Dien and Tam-Ky (Quang-Nam)
- Tam-Vuan and Bong-Son (Binh-Dinh)
- Song-Cau (Phu-Yen)
- Ninh-Hoa (Khanh-Hoa)
- Phan-Ri (Binh-Thuan)
- Vung-Tau (Phuoc-Tuy)
- Go-Cong (Dinh-Tuong)
- Bac-Lieu (Ba-Xuyen)
- Sa-Dec (Vinh-Long)
- Chau-Doc (An-Giang)
- Ha-Tien (Kien-Ciang)

THE VIETNAMESE CIVILIAN RETIREMENT FUND

Establishment and Functions.

The Vietnamese Civilian Retirement fund was established by Arrete No. 741-Cab/F of 10-16-1952.

The activities of the fund cover the entire territory of Viet-Nam.

The Civilian Retirement Fund pays retirement pensions to permanent and regular civil servants in the Vietnamese administration who have contributed to the fund and met the pension conditions. Widows and orphans of deceased civil servants also are entitled to receive benefits. The fund is also liquidating past obligations by paying pensions to former Members of the Civil Guard of Indochina and other cadres qualifying for undifferentiated pensions.

Organization:

The Civilian Retirement Fund is an autonomous agency, a legal entity endowed with a separate budget, and managed by a Committee of Management.

The Committee includes the Secretary of State for Finance (or his Representative), who serves as chairman and the following members: The Director of Personnel Management at the Directorate General of Civil Service, a magistrate, two civil servants on active service in the upper and middle grades, one representative of the pensioners.

The Civilian Retirement Fund includes:

1. The Administrative Section responsible for mail, personnel management, and the study of principles;
2. The Pension Section, responsible for approval and payment of pensions, and the maintenance of various records on the civilian pensions and uniform pensions.
3. The Finance Section, responsible for accounting, budgeting, salaries, and supplies.(1)

AUTONOMOUS AGENCIES CLOSELY RELATED TO
THE DEPARTMENT OF FINANCE

THE NATIONAL BANK OF VIET-NAM (2)

Establishment and Function (3)

Organization.

The National Bank of Viet-Nam is a legal entity and has an autonomous budget; its head office and one of its branches are in Saigon.

The Governor of the National Bank of Viet-Nam, the Superintendent and Control Committee (temporarily acting as the Management Committee) are in charge of managing and controlling the activities of the Bank.

1. The Governor of the National Bank of Viet-Nam is in charge of managing the Bank, fixing its internal organization, carrying out regulations and statutes pertaining to operations of the Bank, signing contracts and agreements which have been approved by the Management Committee and all problems concerning the Bank. Under the direct management of the Governor, are the following offices:
 - a. The Office of the Chief of Cabinet.
 - b. The General Directorate, managed by a Director General. The General Directorate includes:

(1) Government Organization Manual 1957-58, pp. 108-109
(2) Government Organization Manual 1957-58; pp 109-111
(3) Government Organization Manual 1957-58, p. 109

- The Service of Administration, Legislation, and Proceedings.
- The Service of Publications
- The Service of American-Aid
- The Service of Foreign Operations
- The Service of Research
- The Service of Machine Accounting
- The Saigon Branch Office

c. The General Directorate of Control is managed by an Inspector General charged with the General Control of the Bank.

II. The Committee of Superintendence (temporarily acting as the National Bank Management Committee) includes:

- Governor of the Bank (chairman)
- Controller
- Director General
- Inspector General
- Director of Exchange-Office

III. Controller. The controller is in charge of the supervision of all operations of the National Bank; he joins the Committee of Superintendence as private councillor and once a year makes an audit report. He also proposes necessary solutions for the order and benefit of the National Bank.

IV. The National Bank has an official representative in many agencies, such as:

- The High Council on Money and Credit
- The Management Board of the Industrial Development Center
- The Management Committee of the Handicraft Development Center
- The Committee on Agrarian Reform
- The National Price Approval Committee

The Governor of the National Bank is elected as the representative of Viet-Nam at the International Fund and the International Bank.

The National Bank has charge of the following operations:

1. The National Bank is responsible for the monetary issue of the nation, in the form of notes and coins. The issued bank notes have been registered as the Vietnamese "piaster".

With its reserves in gold and foreign currencies, the National Bank has to establish gradually, and keep, a gold reserve, at least equal to 33 o/o of the total amount of currency in circulation.

2. With regards to other Banks, the National Bank may perform these operations:

- Discount, rediscount, purchase and sell bonds relating to activities of agriculture, mining fisheries or industries, under the condition that the term of the bonds does not exceed 240 days, and bonds relating to commercial activities under the condition that the term of these bonds does not exceed 120 days.
- Grant loans guaranteed by negotiable government securities or treasury bonds, as well as foreign bonds approved by the Management Committee.

The conditions and terms of the above loan operations are all determined by the Management Committee.

The National Bank may accept deposits from other banks but these deposits will not produce interest. Commercial banks are required to stock a sum of money at least equal to 10% of their security deposits, in accordance with the accounts of the National Bank. The above 10% ratio may be changed within the period determined by the Committee of Superintendence; but in no circumstance should the ratio exceed 35%. (1)

The minimum reserve fund to be deposited by every commercial bank at the National Bank, is determined each week based on the average of the deposit at the end of the day.

The National Bank can control other banks. These banks should send documents and information to the National Bank upon demand.

The National Bank can audit periodically the books and accounts of other commercial banks.

The approval of the National Bank is needed in the following cases:

(1) This ratio is now fixed at 15%.

- a. To open a new bank or a new branch of an existing bank
 - b. To change the capital or the name of a bank.
 - c. To merge two or more banks.
 - d. To move the premises of the branch or offices of a bank.
3. The National Bank can temporarily grant advance funds to the National Treasury. However, this sum may not exceed 25% of the total interest collected by the National Bank during the previous year.
 4. The National Bank cooperates with other banks and agencies to establish a Central Agency on Risks.
 5. The National Bank can buy and sell gold, and foreign currency, and is charged with superintending the National Fund of Foreign Currency, free foreign currency as well as foreign aid funds. The National Bank controls the activities of the intermediary banks on transfers and withdrawals of foreign currency; it controls the official and free market of foreign currency, and supervises the Exchange Compensation Fund.
 6. Within the framework of the Commercial American Aid Program, the National Bank is to;
 - a. Control importation authorizations.
 - b. Insure the rate of exchange.

THE EXCHANGE OFFICE

Establishment and Functions.

Ordinance No. 168-TC of 12-31-1954 establishing the Exchange Office to execute laws of exchange throughout the territory of Viet-Nam. At the same time Decree No. 48 of 12-31-1954 establishing the National Bank, establishes the Exchange Office as a separate organ of the National Bank.

At present, the old system is still in application administratively. All expenses of the Exchange Office are covered by the National Bank. The Director General of the Exchange Office is nominated by a Government decree, his assistants and subordinates are appointed by the Governor of the National Bank. Technically, the Exchange Office is supervised by the Department of Finance.

The Exchange Office is established to put in force regulations governing exchange of currency. In principle, the Exchange Office is to protect the national assets in foreign currency, control transfers of a financial or commercial character, control properties of foreigners in Viet-Nam, and of Vietnamese abroad.

Organization.

The Exchange Office is under the direct supervision of a Director General, assisted by an Assistant Director General.

The Exchange Office has four services:

- The Service of Administration, Legislation, Research and proceedings,
- The Service of Financial Transfers,
- The Service of Commercial Transfers,
- The Service of Control.

In addition, there is a Money Exchange Section under the direct management of the Board of Director.

At the head of each service, there is a Chief of Service and several Assistant Chiefs of Service.

I. The Service of Administration, Legislation, Research and Proceedings has four sections:

- The Administrative Service Section
- The Typing Section
- The Proceedings Section
- The Research and Legislation Section

II. The Service of Financial Transfers has four sections;

- The Free Market Section
- The Official Market Section
- The Cards Section
- The Students Section

III. The Service of Commercial Transfers has three sections:

- The Exportations Section
- The Importation Section
- The Liquidation Section

IV. The Service of Control has two sections:

- The Control section
- The Statistics Section.

Operations.

The Service of Administration is responsible for internal affairs, such as personnel, accounting, supplies, and mail. The typing section does all the typing work of the office. The Proceedings Section is in charge of investigating cases of speculation and contraband. It also develops systems of information and establishes records and files on violations of exchange regulations; receives complaints, and follows up preliminary investigations which it may bring before the courts. The Section of Research and Legislation studies the situation of exchange in the country and abroad, drafts new regulations, amends old regulations to make them fit with the present foreign exchange conditions, prepares inter-departmental and international conferences on monetary, economic, and exchange problems, and organizes libraries.

The Service of Financial Transfer assigns to the Free Market Section the consideration of transfer applications for the settlement of normal requests, namely requests for exchange to pay interests on capital, savings and family allowances, travel expenses and commercial transactions, advertising and commission fees. The Official Market Section grants money transfer authorizations to civil servants going on official missions, or training programs, pays transportation fees, government expenses abroad, the accounts of residence fees, and other currency transfer operations. The Card Section sets up and maintains data cards for information, control, statistics and accounts. The Students' Section grants school fees to students going abroad, settlement fees, participates in committee granting authorizations to students to go abroad, and money transfer authorizations for students going abroad.

The Service of Commercial Transfers assigns to the Exportations Section, the power to authorize temporary exports, re-exports, exports without foreign currency, compensated exchange exports and the imports of films and gold. The Importations Section is responsible for imports subject to normal and specific regulations and imports without foreign currency. The Liquidation Section controls the use of foreign currency granted to importers, the withdrawing of foreign currency obtained through exports and, prepares commercial statistics.

The Service of Control assigns to the Section of Control the control of records of transfers, of transferred currency, of insurances of irregular accounts, foreign currency accounts, capital accounts; the establishment of records to control traders, the compilation of documents concerning traders. The Statistics Section concentrates statistical documents on financial and commercial transfers,

and those returned by the Custom Directorate, the Directorate of P.T.P., and Banks, prepares statistical documents, charts, and sets up the budget of foreign currencies.

The Money Exchange Section is responsible for exchanging cash for foreign currencies brought into Viet-Nam by foreign tourists.

VIET-NAM COMMERCIAL CREDIT (1)

Establishment and Function.

This agency was created by decree No. 35-TC of December 13, 1955 issued by the President of the Republic of Viet-Nam, as amended by decree No. 407-TC of July 30, 1958⁽²⁾. Viet-Nam Commercial Credit is a legal entity, enjoying financial autonomy and is involved in the following operations:

- To grant loans, advance funds, credit (with or without collateral) to private persons or associations, as well as to civilian or administrative legal entities entitled to sign borrowing contracts;
- To offer as guarantee or to guarantee the execution of operations or agreements;
- To discount negotiable instruments, and warehouse warrants as well as bonds or transferrable securities issued by the National Treasury, and generally speaking, all dated bills resulting from commercial and industrial transactions or from operations of Vietnamese or foreign agencies;
- To deliver or accept postal orders, bills of exchange, warehouse warrants and generally speaking all transferable dated bills;
- To receive payments and collection of loans;
- To carry out for itself or for a third person all transactions on securities, association rights or transferrable securities;
- To accept current account deposits or other types of deposits, especially medium and long-term deposits;
- To negotiate national bonds or other borrowings, to organize fund drives to participate in raising national bonds and fund drives;
- To establish Vietnamese or foreign associations or to participate in the establishment and increase of capital of these associations, to participate in the activities of existing or future associations or commercial companies by way of contributing capital, granting loaning, opening credit, purchasing stocks, securities or association rights;

(1) Government Organization Manual 1957-58, pp. 111-112

(2) Republic of Viet-Nam Official Gazette 1958, page 3021.

- To purchase real estate according to procedure of bidding or joint agreement, building its own premises;
- To carry out for itself or for a third person, or to participate in Viet-Nam or abroad, in banking operations, discount, credit, delegation, exchange and finance, with all private persons, companies and agencies, towns, administrative legal entities and countries, as well as carrying out different operations concerning commerce, industry, finance, mine, forestry and agriculture, personal property or real estates directly or indirectly related to the above mentioned subjects. Vietnam Commercial Credit serves as an official intermediary for those transactions provided by the current law on exchange and credit, that need the intervention of an official intermediary.

Organization.

Viet-Nam Commercial Credit includes a main office and various field agencies and branch offices. Viet-Nam Commercial Credit can have information offices and representatives at various locations or countries when needed.

Viet-Nam Commercial Credit is managed by a committee which includes a chairman and from two to six members. A Director General and a Controller General are chosen among members of the Committee on Management. Moreover, a Government Commissioner is appointed to the Viet-Nam Commercial Credit.

I. Committee on Management. The Chairman and members of the Committee are nominated by presidential arrete upon the proposal of the Supreme Council of Money and Credit. They may not simultaneously assume any legislative assignment.

The members of the Committee of Management work as unpaid agents. However they receive a nominal allowance, the rate of which is fixed by the Committee of Management. Moreover, currently travelling and sojourn expenses are reimbursed to them.

The Committee of Management is amply vested with rights to act on behalf of Viet-Nam Commercial Credit and to carry out or authorize actions or operations falling within the jurisdiction of Viet-Nam Commercial Credit.

The Committee of Management meets at least once a month, upon the Chairman's convocation. To be effective, discussions by the Committee of Management must be held in the presence of the Government Commissioner, vested only with advisory powers.

II. The Director General and Controller General are nominated by presidential arrete upon the Committee Chairman's proposal and that of the Secretary of State for Finance.

The Director General and the Controller General may not simultaneously perform any other elective function.

The Director General and Controller General are vested with necessary powers to carry out the Committee decisions and to direct Viet-Nam Commercial Credit.

III. The Government Commissioner is nominated by presidential arrete upon the proposal of the Secretary of State for Finance.

Like the Director General and Controller General, the Government Commissioner cannot while performing his duty, participate in any profit-sharing activities either by working or acting as consultant for private industrial, commercial or financial firms.

The Government Commissioner attends all the sessions of the Committee of Management. He may propose to the Committee measures thought to be in accordance with public welfare or the government policy. After each session, the Government Commissioner must submit to the Secretary of State for Finance a report on projects and decisions of the Committee of Management.

The Government Commissioner can ask Viet-Nam Commercial Credit to keep him informed of its activities, to produce lists of its existing properties, either pertaining privately to itself or being held by it as guarantees; can control the nature of mortgages; and broadly speaking can use every legal means to ask Viet-Nam Commercial Credit to justify all operations carried out by it.

IV. During January, following the end of the fiscal year, the Committee of Management draws up a general report on the management and general situation of Viet-Nam Commercial Credit. Appended to the report are the general list of properties and balance-sheets on profits and losses. The report, with the documents appended, will be sent to the Secretary of State for Finance on January 31st at the latest.

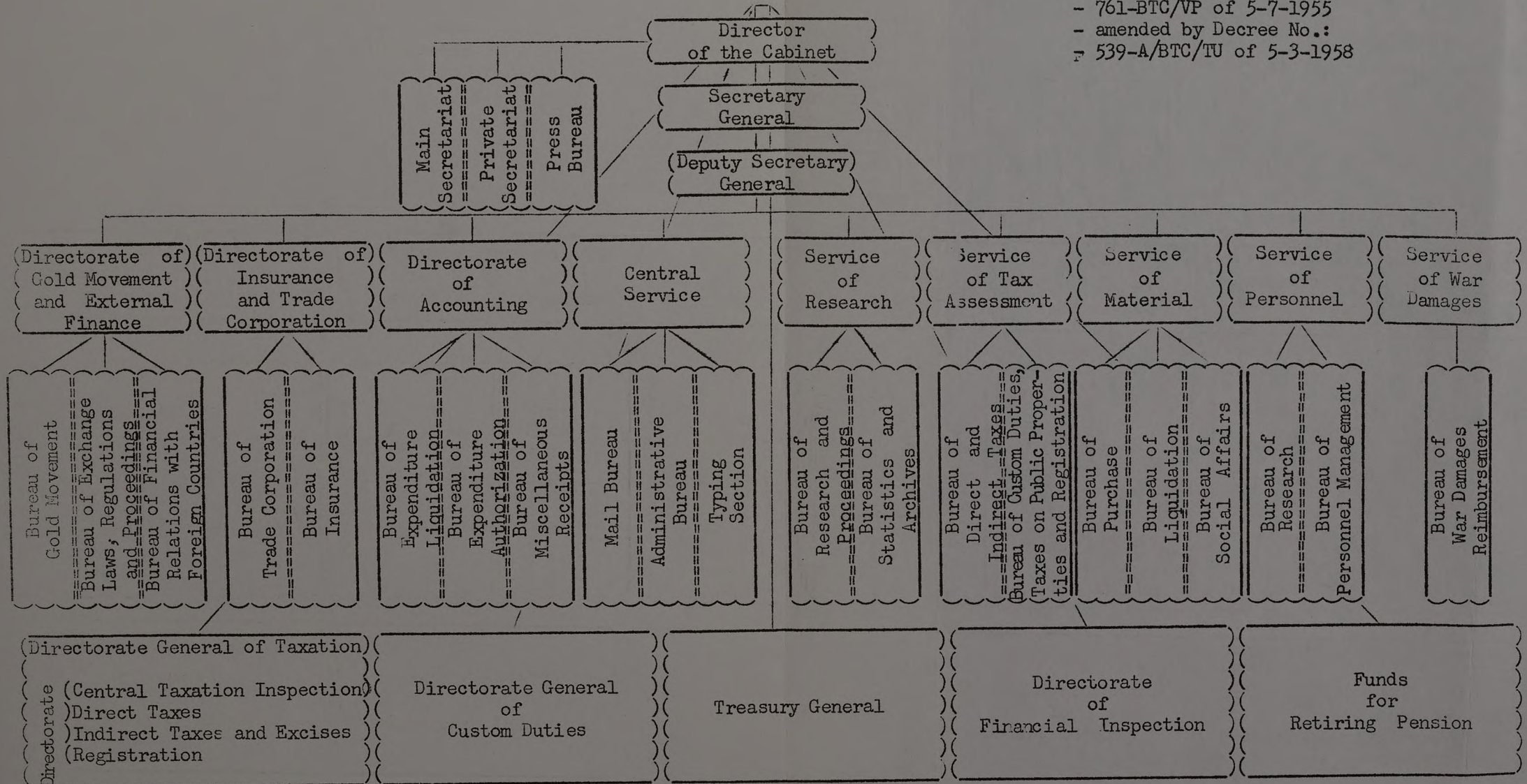
The Committee of Management fixes various amortizations to be reserved and determines the net profit for each fiscal year. After deduction from the gross profit for the fiscal year, various overhead expenses and other amortizations, reserves for commercial and industrial risks, and for tax payment, the remainder constitutes the net profit. Out of the net profit made, 5% will be deducted to be incorporated to the legal reserve fund. Of the remainder, a deduction of 5% will be made to be incorporated to the reserve fund for the personnel. The remaining will be entered into an account for the accumulation of Viet-Nam Commercial Credit's capital.

V. Liquidation. Provisionally the liquidation of the Viet-Nam Commercial Credit will be decided by decree of the President. The decree will clearly define the liquidation procedure, appoint liquidators and fix the power and fees of the persons interested. After the debts are paid and all intercourse put to an end, the sum remaining after the liquidation will be transferred over to the National Budget.

SECRETARY OF STATE

FINANCE DEPARTMENT ORGANIZATIONAL CHART

Decree No.:
 - 761-BTC/VP of 5-7-1955
 - amended by Decree No.:
 - 539-A/BTC/TU of 5-3-1958



CHAPTER VIII

DEPARTMENT OF NATIONAL ECONOMY (1)

Creation and Authority (2)

Organization.

As referred to its organization shown in the Government Organizational Manual 1957-58, the Department of National Economy has undergone the following changes:

- Reorganization of the General Directorate of Trade
- Reorganization of the National Institute of Statistics
- Center for Intermediary Statistics Instruction
- Abolition of the Directorate of Cooperative
- Abolition of the Directorate of Economy for the Highland of Central Viet-Nam and the Directorate of Economy and Supply for the Midlands of Central Viet-Nam and the creation of the position of Economic Inspector in these two regions.

A. GENERAL DIRECTORATE OF TRADE.

Tong Nha Thuong Vu (General Directorate of Trade) was first called Nha Tong Giam Doc Thuong Vu (General Directorate of Trade) according to Arrete No. 33-KT/TTK/ND dated June 7, 1955 concerning the organization of the National Economy Department.

Arrete No. 356-BKT/NC/ND of June 25, 1957 reorganizes the Department of National Economy and at the same time changes the name of Nha Tong Giam Doc Thuong Vu into Tong Nha Thuong Vu.

Arrete No. 142/BKT/HC/ND of February 10, 1958 (3) amends the Tong Nha Thuong Vu's organization by establishing a new Directorate which is called the Directorate of Commercial Assistance.

Thus, in view of the above mentioned Arretes, the General Directorate of Trade is composed of:

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- (1) Government Organization Manual 1957-58, pp. 129-145
 - (2) Government Organization Manual 1957-58, pp. 129-133.
 - (3) Official Gazette No. 11, February 15, 1958

I. Administrative Bureau (see Government Organization Manual 1957-58 (1))

II. The Directorate of Commercial Assistance, which includes the following three services:

1. Service of Business Census and Statistics (1)
2. Service of Price Fixing of Import-Export Goods (2)
3. Service of Imports under American Aid Program (2)

III. Directorate of Foreign Trade (2)

IV. Directorate of Domestic Trade (3)

B. NATIONAL INSTITUTE OF STATISTICS

Creation and Authority (4)

Organically Arrete No. 254-BKT/HC/ND of March 10, 1959 (5) amends Article 18 of Arrete No. 356-BKT/NC/ND of June 25, 1957 defining the organization of the National Institute of Statistics.

As referred to in the above mentioned Arrete No. 254-BKT/HC/ND, the National Institute of Statistics is headed by a Director and composed of a Secretariat and four Services:

I. Secretariat

II. Service of Investigation and Control, which is broken down into two Bureaus:

1. Bureau of Research, Survey and Maps:

This Bureau is responsible for studying projects, budgeting investigations and censuses; preparing and countersigning questionnaires; choosing investigation samples; training investigators; drawing up maps for investigations and censuses; carrying out investigations and censuses.

2. Bureau of Data and Document Evaluation is responsible for

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- (1) Government Organization Manual 1957-58; pp. 133-134
 - (2) Government Organization Manual 1957-58; p. 134
 - (3) Government Organization Manual 1957-58; p. 135
 - (4) Government Organization Manual 1957-58; pp. 137-138
 - (5) Official Gazette No. 14, March 23, 1959, p. 1020.

drawing up nomenclatures and codes; controlling documents collected; numbering and checking investigation and census materials, and interpreting the results.

III. Service General of Statistics which is broken down into two bureaus:

1. Bureau of Statistics on Demography and Social Welfare is responsible for collecting vital statistics and statistics on immigration, public health, prices and standard of living, wages, unemployed manpower, accidents, and labor conflicts.
2. Bureau of Economic and Financial Statistics is responsible for drawing up statistics on agriculture, industry, commerce, transportation, bank and insurance, public finance.

IV. Service of Coordination of Statistics composed of two bureaus:

1. Bureau of Coordination of Statistics Projects and Public Relations is responsible for preparing at the end of each year a statistics work-program for the next year (after agreement with other Departments); preparing the meetings of the Committee of Statistics, considering and giving opinions on the questionnaires which will be submitted to the Committee of Statistics for countersignature coordinating statistical and accounting operations of the agencies; training statistical personnel; disseminating statistical methods; disseminating the results of statistics operations carried out by the Institute; contacting international institutions and foreign statistical agencies in order to exchange documents on statistical methods and on the training of statistical personnel.
2. Bureau of Documentation and Publication is responsible for writing and publishing statistical reviews and manuals: Statistics Yearbook, monthly statistics bulletin, Vietnamese economic development; exchange of books and reviews with foreign countries, draws up weekly, monthly and annual reports.

V. Service of Local Statistics is composed of three bureaus and is responsible for compiling local statistical documents, and carrying out statistical investigations:

1. Bureau of Local Statistics of Can Tho
2. Bureau of Local Statistics of Dalat
3. Bureau of Local Statistics of Da-Nang

C. INTERMEDIATE LEVEL STATISTICAL TRAINING CENTER

Decree No. 92-KT dated February 15, 1958 (1) of the President of the Republic of Viet-Nam has led to the creation in Saigon of an agency which is called Intermediate Level Statistics Training Center, aimed at training the Tham-Su of statistics and experts of this field.

The Director of the National Institute of Statistics assumes also the function of Chairman of the Committee of Management of this Center.

The Committee of Management is composed of:

- The professors and lecturers Members
- A staff member of the National Institute of Statistics Secretary

The Committee of Management is responsible for:

- Drafting and modifying the curriculum
- Studying the questions presented by the Chairman
- Considering reward and punishment to be applied to students. In case of expulsion, the decision must be approved by the Secretary of State for Economy.

D. ABOLISHMENT OF THE DIRECTORATE OF COOPERATIVES

As a consequence of the President's Decree No. 41-TTP of February 27, 1959 the "Commissariat General for Cooperative and Agricultural Credit" was created and the Directorate of Cooperatives was abolished.

E. CREATION OF THE FUNCTION OF ECONOMIC INSPECTOR IN THE MIDLANDS AND HIGHLANDS OF CENTRAL VIET-NAM.

As far as regional organization is concerned, the Directorate of Economy for the Highlands of Central Viet-Nam (created by Arrête No. 403-ND/DBCP of July 12, 1955) was abolished as of July 1st, 1958 and incorporated into the Department of Economy by Arrête No. 475-BKT/HC/ND of June 12, 1958. (2)

Also, the Directorate of Economy and Supply for the Midlands of Central Viet-Nam was abolished (as a consequence of Arrête No. 180-BKT/HC/ND of February 14, 1959. (3)

(1) Official Gazette, 109, March 1st, 1958, p. 634
 (2) Official Gazette, No. 28, July 5, 1958, p. 2485
 (3) Official Gazette No. 11, March 7, 1959, p. 733

After abolishing the Directorate of Economy for the Highlands of Central Viet-Nam and the Directorate of Economy and Supply for the Midlands of Central Viet-Nam, the Department of Economy established the function of Economic Inspectors in Central Viet-Nam Highlands and Midlands.

I. Function of Economic Inspector in the Highland Central Viet-Nam

Created by Arrete No. 976-BKT/HC/NV/ND dated December 3, 1958 (1) of the Secretary of State for Economy, the function of Economic Inspector in Central Viet-Nam Highlands includes the following responsibilities:

- Management of the economic affairs in Central Viet-Nam Highland
- Inspection, control and coordination of economic development projects in Central Viet-Nam Highland
- Maintaining relationships with various departments and provinces to carry out the above mentioned assignments.

The office of the Economic Inspector of Central Viet-Nam Highlands is located temporarily in Dalat.

II. Function of Economic Inspector in Midlands of Central Viet-Nam. Created by Arrete No. 180-BKT/HC/ND of February 14, 1959 of the Secretary of State for Economy, the function of Economic Inspector in Central Viet-Nam Midlands has the following responsibilities:

- Management of the economic affairs in Central Viet-Nam
- Inspection, control and coordination of economic development projects in Central Viet-Nam Midlands
- Coordination and control of product distribution activities and maintaining relationships with various departments and provinces to carry out the above mentioned assignments.

The Directorate of Economic Inspection in Central Viet-Nam Midlands is located at Da-Nang and composed of 2 Services: Service of Supply and Service of Economy.

Organization.

Created by Arrete No. 531-BKT/NC/ND of May 19, 1959, the Directorate of economic inspection of Central Viet-Nam Midlands is composed of:

1. Administrative Bureau, headed by a chief of bureau who is responsible for:

(1) Official Gazette No. 52, December 25, p. 4628

- Official mail (registration and distribution)
- Drawing up general and periodical reports
- Keeping files and records
- Personnel
- Accounting and equipment
- Special or general public affairs
- Relationships with various Departments and provinces.

2. Service of Economic Affairs, including two bureaus:

a. Bureau of Research and Documentation is responsible for:

- Disseminating essential documents on economic research and compiling all economic documents and regulations
- Studying and recommending programs of economic assistance and development (handicraft, industry, cooperative ...)
- Studying and recommending programs for supplying equipment and materials.
- Coordinating its activities with those of local statistics bureaus.

b. Bureau of Economic Affairs and Supplies is responsible for:

- Enforcing economic laws and regulations
- Distributing rice and various products
- Carrying out the programs for supplying equipment and materials
- Organizing and training cooperative agents

3. Service of Control, including two bureaus:

a. Bureau of Price Control is responsible for

- Enforcing laws and regulations governing price control (homologated price and controlled price)
- Repression of fraudulent imitation, control of weights and measures
- Recommending measures to stop black market and speculation
- Organizing, training and controlling economic police units
- Controlling the distribution of rice and other products

b. Bureau of Project Control is responsible for:

- Controlling economic activities
- Inspecting, controlling and coordinating economic development projects (handicraft, industry, cooperative.)
- Controlling the supply programs

Within the economic domain, it is worth mentioning the Center of Handicraft Development and the Center of Industrial Development, which are two public autonomous agencies, and legal entities.

HANDICRAFT DEVELOPMENT CENTER

Creation and Authority

Created by Decree No. 410-KT dated August 13, 1958 ⁽¹⁾ of the President of the Republic, the Handicraft Development Center has the following responsibilities:

- Promoting the handicraft movement
- Encouraging the production of new patterns for exportation
- Providing technical assistance for production
- Providing capital at low interest rate in order to lower the cost of production
- Seeking consumption markets
- Guiding the handicraft centers in the recruitment of graduates of the schools of art and industrial practice, and guiding these graduates in the organization of handicraft centers.

Resources.

The resources of the Handicraft Development Center include:

- First capital provided or lent by the national budget or other autonomous agencies of the government
- Subventions, advance fund or loans from foreign aid
- Donations and legacies
- Private income of the Handicraft Development Center

Like other private firms the Handicraft Development Center utilizes the commercial accounting system and can carry out the financial and commercial operations dependent on its normal activity, particularly:

- Purchase of handicraft products for sale at the Center's exhibition hall
- Acting as middleman between producers and merchants
- Granting loans to handicraftsmen to enable them to exercise their profession, or serving as intermediary between bank and producers in order to help the producers borrow funds more easily
- Collecting loans and interest

(1) Official Gazette, No. 35, August 23, 1958, p. 3102.

Management.

The management of the Handicraft Development Center is vested in a council which is appointed by the President and whose composition is as follows:

- Representative of the Economy Department . . . Chairman
- " " " Finance Department . . . Member
- " " " National Bank "
- Two representatives of the handicraft trade designated by the economy Department "
- A representative of the Fine Arts profession (painter, sculptor ...) designated by the National Education Department "

The term of non-civil-servant members is one year and can be renewed. The management committee holds at least one session every month and at other times at the call of the chairman.

Following are the functions of the management committee:

- Drawing up statutes for the Center
- Working out the general annual action program
- Deciding on important problems submitted by the Director of the Center
- Approving the estimates submitted by the Director of the Center
- Approving loan requests recommended by the Director of the Center
- Approving contracts proposed by the Director
- Approving the recapitulatory account and the annual report of the Director
- Clearing the funds handled by the Director at the end of fiscal year.

Permanent management.

The permanent supervision of the Handicraft Development Center is vested in a Director who is appointed by the President upon the management committee's proposal.

The management committee has delegated full power to the Director, who is charged with the permanent management of the Handicraft Development Center, enforcing the statutes worked out by the management committee; he is also responsible for the internal organization of the center and represents the center in external affairs.

The Director is responsible for:

- Submitting the monthly management report to the management committee
- Drawing up budget and the annual program of action, which are to be submitted to the management committee for consideration
- Submitting the accounts to the management committee for clearing at the end of each fiscal year.

The Handicraft Development Center will be put under the control of the Administrative and Financial Inspectors.

INDUSTRIAL DEVELOPMENT CENTER

Creation and Authority

In the interests of encouraging the industrialization of Viet-Nam and its economic development, the Industrial Development Center was created by Decree No. 478-KT dated November 16, 1957 of the President of the Republic of Viet-Nam.

The responsibilities of the Industrial Development Center are as follows:

- Creating or encouraging the establishment of new industrial foundations.
- Providing industrial and financial assistance to the existing industrial foundations in order to increase and to improve production.
- Advising and guiding local and foreign industrialists in matters of capital investment, providing them within possible limits, with necessary information relative to techniques, economics and finances.
- Studying the problems assigned and drafting the appropriate project to be executed.
- Carrying out all operations entrusted to it.

Resources.

The resources of the Industrial Development Center include:

- Granted working capital subvention and cash and in-kind loans by the National Budget or from the budget of various autonomous public agencies.
- Subventions, advance funds and cash or in-kind loans and equipments from foreign aid.
- Donations and legacies.
- Bonds or capital invested.
- Private income of the Industrial Development Center.

power of the Director of the Center

- Approving the recapitulatory account and the Director's annual report and defining the latter's functions.

The Director's power.

The Director is vested with full power by the management committee for the permanent management of the Industrial Development Center; as regards operations irrelevant to the permanent management, he should have beforehand the agreement of the management committee. The Director is responsible for the internal organization of the Center and represents it in external affairs.

Control

The control of the Center's operations is entrusted to one or several commissioners of control and planning, who are designated by the management committee.

Technical Council.

To assist the Director in his responsibilities, a technical council is established and composed of:

- Three permanent members designated by the management committee (two experienced technicians, one finance and one banking specialist)
- Experts that the management committee may from time to time designate for the study of special questions.

Termination of the "National Investment Fund".

As a consequence of Decree No. 90-KT dated February 14, 1958⁽¹⁾ of the President of the Republic of Viet-Nam, the "National Investment Fund" was terminated and has been incorporated into the Industrial Development Center. All agencies, personnel and operations, for which N.I.F. was responsible have been turned over to the Industrial Development Center.

(1) Official Gazette, No. 9, March 1st, 1958, p. 634

The Industrial Development Center is empowered to carry out financial and commercial operations relevant to its normal activities through:

- Contribution of capital, cash or in-kind loans
- Use of security deposits and warranties
- Participation in various enterprises by purchase of shares
- Establishing new enterprises with or without private capital contributions
- Entering into commerce or trading securities
- Collection of loans, and interest and other receipts
- Borrowing, and issuing bond and mortgages.

Management.

The Industrial Development Center is run by a Management Committee which includes a chairman and five members nominated by the President of the Republic of Viet-Nam.

Decree No. 22-KT of January 10, 1958 (1) amended by Decree No. 291-KT of June 4, 1958 (2) defines the composition of the Management Committee of the Industrial Development Center as follows:

Messrs:

- Nguyen-Ngoc-Tho, Secretary of State
for Economy Chairman
- Nguyen-Dinh-Thuan, Secretary of State
at the Presidency Member
- Tran-Le-Quang, Secretary of State
for Public Works and Communication "
- Tran-Huu-Phuong, Director of Viet-Nam
National Bank "
- Vu-Quoc-Thuc, Professeur Agregé of Law
Faculty "
- Nguyen-Thanh-Lap, Director of Viet-Nam
Ngan-Hang (Vietnamese Bank) "
- Dinh-Quang-Chieu, Director General of
Commerce "
- The Director of the Industrial Development
Center Reporter

The management committee plans the general program of action for the Industrial Development Center:

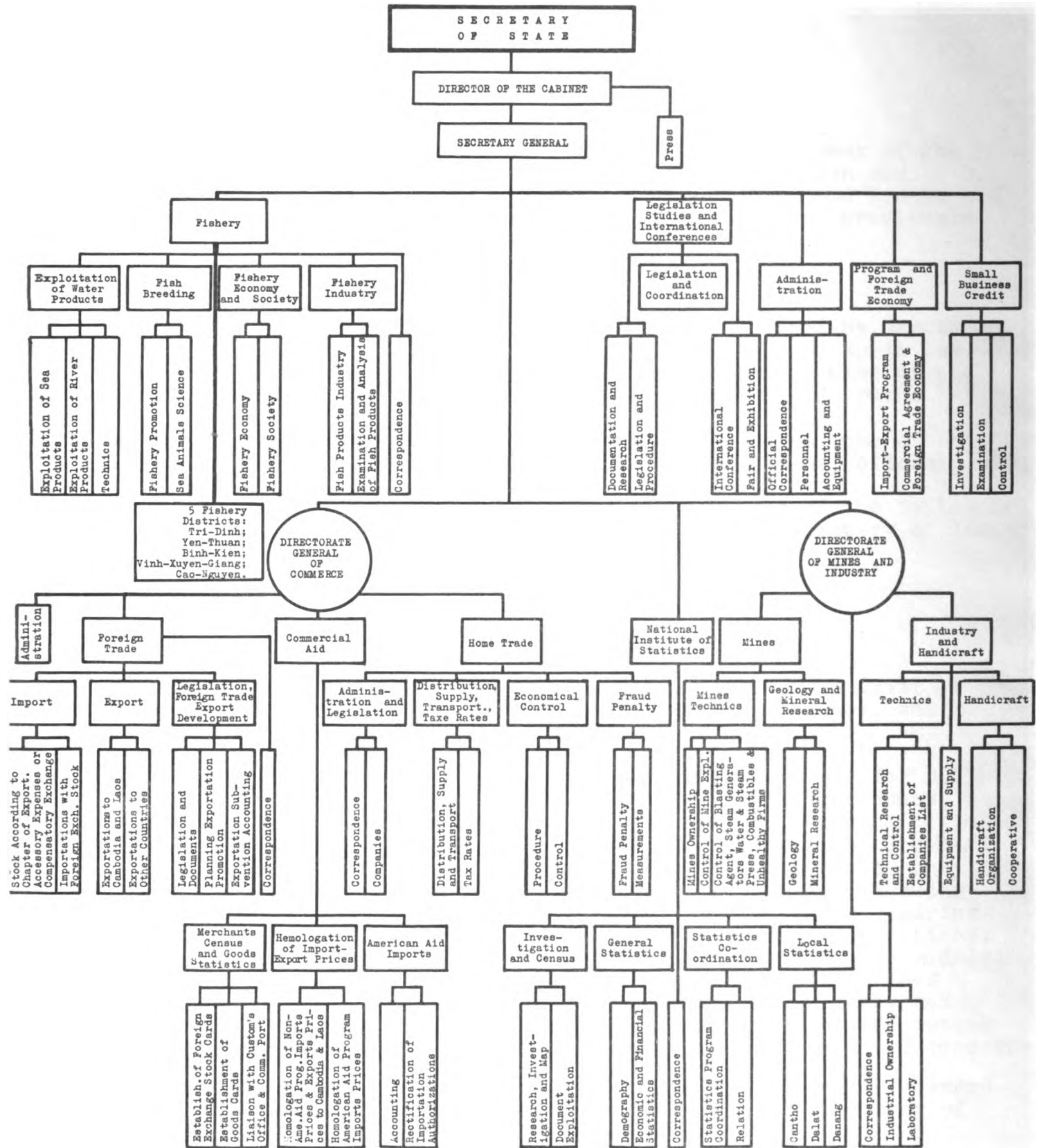
- Determining the statute, deciding on all questions exceeding the

(1) Official Gazette No. 3, January 18, 1958, page 203

(2) Official Gazette No. 25, June 14, 1958, page 2199

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DEPARTMENT OF NATIONAL ECONOMY



CHAPTER IX

DEPARTMENT OF INFORMATION AND YOUTH (1)

(2)

Creation and Authority

Decree No. 30/TTP of December 3, 1955 of the President of the Republic of Viet-Nam changed the Department of Information and Psychological Warfare to the Department of Information and Youth, and transferred the General Directorate of Youth and Sports, previously a part of the Department of National Education, to it.

Organization.

The Department of Information and Youth was created by Arrête No. 257-ND/BTT of December 2, 1955. Arrête No. 99/BTT/ND of April 1st, 1959 amending the previous Arrête ordered the reorganization of the General Secretariat of the Department of Information and Youth. (3)

In accordance with the two above-mentioned Arrêtes, the organization of the Department of Information and Youth is defined as follows:

The Department of Information and Youth consists of the following agencies placed under the direct supervision of the Secretary of State:

- Directorate of the Cabinet
- General Secretariat

DIRECTORATE OF THE CABINET

Headed by a Director of Cabinet who is assisted by a Chief of Cabinet, two Special Project Officers, two Cabinet Attaches, and a Private Secretary, the Directorate of Cabinet consists of:

1. The Office of the Secretary, which is responsible for political, secret and private matters; liaison with the Presidency, various Departments, and administrative and technical agencies; files of the Council of Ministers and the Interdepartmental Council; guiding the activities of the Directorates, Services and Bureaus within the Department of Information; issuing general instructions, following up, controlling and giving assistance to all information agencies in their operations; special matters and missions; awarding promotion and medals; liaison and relations with French, Chinese, and various foreign residents in order to promote their sympathy and friendship for Vietnam; organizing meetings and conferences to explain all decision of the Government of Viet-Nam concern-

(1) When this manual was on the press, a presidential decree changed the Department of Information and Youth into the Department of Information, and the Youth affairs were entrusted to the Presidency (see G.O. Manual 1957-58, pp. 146-158)

(2) G. O. Manual 1957, pp. 146-147.

(3) Official Journal of the Republic of V.N. April 18, 1957, pp. 1267.

ing foreign residents.

2. The Private Secretariat, which is headed by a Private Secretary and is responsible for: the reception, storage and typing of confidential correspondence, private mail of the Secretary; organization of the Inspection Tours of the Secretary; storage of confidential documents and documents reserved for the Secretary; internal matters of the Department and private affairs of the Secretary of State; supervision and control of the preparation for important meetings and ceremonies organized by the Department; reception in the ceremonies and important meetings organized by the Department.

GENERAL SECRETARIAT

The General Secretariat, directed by the Secretary General, administers administrative and financial matters and coordinates the activities of the Directorates, Services and Bureaus dependent on the Department.

The General Secretariat includes:

- Bureau of Mail and Archives
- Personnel and Cadres Service
- Accounting and Material Service
- Directorate of Information and Press
- Directorate of Psychological Warfare
- National Printing Office
- Motion Picture Center
- Motion Picture Control Bureau
- Bureau of Photography
- Bureau of Radio
- Bureau of Official Cars and Mechanics
- Bureau of Budget and Payment
- Bureau of Legislation and Research
- Office of Cultural Affairs.

A. THE BUREAU OF MAIL AND ARCHIVES is responsible for: reception and registration of incoming and outgoing administrative letters; distribution of administrative letters; registration and dispatch of telegrams; collection of administrative letters to be submitted to the General Secretariat and the Office of the Secretary for signature; circulation of instructions and circulars from the Presidency and the Secretary of State; records management; storage and filing of general dossiers and archives of the Department; administration of the central library; and supervision of archives and libraries of the agencies dependent on the Department.

B. PERSONNEL AND CADRES SERVICE includes three bureaus:

1. The Personnel Bureau which is responsible for: personnel administration (cadre, non-cadre and political personnel), recruitment, nomination, transfer, promotion, special assignments, discipline, leave without pay, sick-leave, retirement, dismissal; storage of individual records and basic dossiers: custody of the personnel control register.

2. The Bureau of Information Agents which is responsible for: recruitment, nomination, transfer, promotion, special assignments, discipline, leave, sick leave, dismissal; keeping the control register; storing basic dossiers and agents' individual records.

3. The Bureau of Training and General Affairs which is responsible for: organizing specialized training courses, in-service training courses graduation for personnel and cadres; studying all questions related to personnel; controlling the execution of circulars and instructions on administrative principles; drafting arretes on the organization of the Information Department and Statutes for various agencies of the Department; granting permission for medical examination, leaves, and issuing orders of mission, field travel authorizations and transportation requisition orders.

C. ACCOUNTING AND MATERIEL SERVICE includes four bureaus:

1. The Accounting Bureau which is responsible for: expenditure estimate and payment of personnel and cadres: preparing payment orders for expenditures on personnel and cadres: payment of retirement contributions to the pension fund; keeping the accounts for salaries of personnel and cadres; preparing payment orders for expenditures on materials; controlling the use of delegated funds and advance funds; keeping accounting records; reporting monthly on expenditure estimates and disbursements.

2. The Bureau of Materiel which is responsible for: purchase and distribution of office supplies: purchase of and making orders for printing materials; price estimation, purchase, reception, repairing of furniture, material, belonging to National Budget; establishment of inventories; care of public offices

3. The Foreign-Aid Bureau which is responsible for: preparation of payment orders for foreign-aid expenditures; controlling the use of delegated foreign-aid funds; keeping accounting books; drafting monthly accounting report on foreign-aid; price estimation, purchase, reception and repairing of furniture, material and equipment belonging to foreign aid fund; establishment of inventories; liaison with agencies in charge of administering, controlling, and doing research on foreign aid; liaison with the National Council of foreign aid and local agencies.

4. The Warehouse Bureau, is composed of two sections: the National Warehouse Section and Foreign-Aid Warehouse Section. These Sections are responsible for administering the material and equipment warehouses; executing the program of material and equipment distribution; keeping delivery and entry register; checking furniture, material and equipment of Directorates, Services and Bureaus subordinate to the Department; keeping warehouse stock register; checking furniture, material and equipment of all local information agencies.

D. DIRECTORATE OF INFORMATION AND PRESS.

This Directorate is headed by a Director, and consists of two Services:

I. The Information Service with two bureaus:

1) The News Bureau which is under the direction of a Chief of Bureau and is responsible for: receipt, compilation of news and documents; distribution of news and documents taken from newspapers, radio broadcasting, information agencies and Viet-Nam Press; assignment of reporters to cover public meetings and gathering and

2) The Translation Bureau headed by a Chief of Bureau and responsible for: translation of foreign articles and documents into Vietnamese; translation of articles and news from Vietnamese into foreign languages.

II. The Press Service, with two bureaus:

1. General Affairs and Press Bureau composed of two Sections:

a. General Affairs Section which is responsible for following up the application of regulations and principles concerning press; delivery and withdrawal of press authorization; purchase and distribution of newspapers and reviews; establishing political record of each newspaper; organizing press conferences; establishing list of local and foreign journalists.

b. The Press Section which is responsible for: review of dailies and weeklies; analyzing and synthesizing the opinions and political tendencies of local and foreign press (daily, weekly and monthly reports); maintaining relations with the press, publishers, journalists in accordance with instructions from the Information Secretary.

2. Foreign Publications Bureau which is responsible for: controlling and censoring foreign publications: developing statistics on imported foreign publications: reporting on political trends of foreign publications: and recommending plans for guiding the import of foreign publications.

E. DIRECTORATE OF PSYCHOLOGICAL WARFARE is headed by a Director and is composed of two Services:

I. The Research Service: with three bureaus:

Sections: 1. The Bureau of Archives and Library: which has two

- 1) Library Section
- 2) Archives Section

Sections: 2. The Bureau of Research and Study: which has three

- 1) Section of Viet-Cong Documents
- 2) Section of National Documents
- 3) Section of International Documents

three Sections: 3. The Bureau of Documentation and Editing: which has

- English Section
- French Section
- Section for the Review of Political Works.

II. Psychological Action Service: with three Bureaus:

1. The First Bureau: which has three Sections:

- The Oversea Vietnamese Section
- The Chinese Vietnamese Section
- The Cambodian Vietnamese Section

2. The Second Bureau: which has three Sections:

- The City Dwellers' Section
- The Northerners' Section
- The Special Section for political convicts, families having relatives going to the North, and ex-communists.

3. The Third Bureau which has three Sections:

- The Workers' Section
- The Farm Section
- The Highland Section

G. NATIONAL PRINTING OFFICE is directed by a Supervisor of the same rank as a Chief of Service and is composed of:

1. The Administrative Section, which is responsible for: administration and organization of the printing office; keeping of exit and entry register; drafting of monthly and annual estimates; receipt, delivery and transportation of publications; and care of printing materials (chemical products, paper, ink....)

2. The Bureau of Production and Planning: which has sections:

a. The Production Section, which is responsible for: devising the most convenient means of printing works; drafting diagrams for various types of paper and chemical products; and establishing graphs representing various achievements.

b. The Technical Publications Section which is responsible for translations into Vietnamese, and writing of manuals relative to printing techniques; publishing a monthly review of printing techniques, a monthly review "Viet-Nam Pictures" and a bi-weekly wall-posted bulletin of current events.

c. The Research and Study Section: which is responsible for: establishment and custody of the technical library of the office; research on, and study of, new printing techniques to be applied to the printing office; research on, and study of, new types of ink, new paper and chemical products to be used to obtain satisfactory results; applications for foreign scholarships; attending international conferences on printing techniques.

d. The Training Section, which is responsible for: organizing in-service training courses for technicians, and printing courses for the formation of new technicians; attending the Department's technical training courses.

e. The Editing and Publishing Section, which is responsible for editing and publishing the review "Viet-Nam Pictures" and the Department's weekly wall-posted paper.

f. The Painting Section, which is responsible for: drawing graphs and samples of book covers, wall-posted newspapers, diagrams, slogans on paper or on fabrics; painting of boards for different organizations of various groups and of the Department; research on fine arts documents; drawing pictures for propaganda and information purposes.

3. The Technical Bureau, which has four Sections:

a. The Section of Offset Lithography which is responsible for all offset lithography works: zinco making and printing.

b. The Typography Section which is responsible for all Typo works: type-setting and printing.

c. The Publications Section, which is responsible for binding, cutting, folding of books and reviews; care of material of the technical office; transporting publications to the distributing section.

d. The Repair Section is responsible for repairing all printing machines; maintenance of water pipes and electric equipments of the printing office.

H. THE MOTION PICTURE CENTER is directed by a Supervisor of the same rank as a Chief of Service and is composed of:

1. The Production Bureau with eight sections:

a. The Scenario Section which is responsible for research on and creation of subjects; study of subjects submitted by various Departments and administrative agencies for film shooting; selecting subjects for writing scenario.

b. The Decoration and Cartoons Section which is responsible for all decorative work for the staging of film shooting; drawing of scenery and film title as well as necessary trick pictures.

c. The Film Production Section which is responsible for directing the film's realization.

d. The Film Shooting Section which is responsible for picture taking and lights.

e. The Film Processing Section which is responsible for the development and printing of film.

f. The Sound Section caring for sound recording, sound combination; realization of sounds and trick sounds.

g. The Film Mounting Section which is responsible for binding positive film with negative film.

h. The Supply and Repairing Section which is responsible for storage, maintenance, supply, repairing materials and equipment.

2. The Industry Control Bureau is responsible for the establishment and custody of the records of film producers, importers and exporters. Studying and proposing authorizations of film production

or import; receipt of application for film shooting, export or import of film; carrying out authorization procedures after consideration; control of film-shooting within the territorial limits of Viet-Nam; devising appropriate means for favoring guiding and improving the production of film in the country; working out policy of film import and export. research on cinematographic industry regulation.

3. The Administrative Section which is responsible for administration, accounting and material of the Center.

4. The Film Distributing Section which is responsible for distribution of newsreels to the Information Services and the movies houses in the City.

5. Mobile Unit Control Section is responsible for the supervision of mobile projection units operating in provinces and towns.

I. THE MOTION PICTURE CONTROL BUREAU is responsible for censoring all types of commercial films shown in all movies houses throughout Viet-Nam or those used as entertainment in families or groups; controlling such advertisements as trailers, wall-posted bills and pictures displayed in front of movies houses: holding daily meetings to censor all imported or local films before projection for the public.

K. THE PHOTOGRAPHY BUREAU is composed of three Sections:

1. The Supply Section which is responsible for: reception and distribution of material and equipment for photographers as well as photo-lab technicians; film reporting and photo printing; maintenance of machines and equipment of the photo-film bureau; drawing up inventories of the bureau.

2. The Cameraman Section is responsible for assignment of photographers in film reporting, research on pictorial documents and supply of pictorial documents on political, cultural, economic and social activities ... to various governmental agencies and press; making explanation on pictorial reporting before distribution.

3. The Production Section is responsible for dark room techniques, glossing, retouching and cutting of pictures; assignment of dark room technicians.

L. THE RADIO BUREAU is composed of three Sections:

1. The Supply and Secretarial Section which is responsible for: reception and distribution of material and equipment of the Bureau; drafting monthly report on the Bureau's activities; custody of official correspondence and papers relative to technical domains.

2. The Central Repairing Section which is responsible for: repairing of sound machines and projectors from provincial services; maintenance of the Department's electronic machines: preparing courses on radio techniques for the training of technicians, and,

3. The Mobile Repairing Section which is responsible for: on-the-spot repair of all electronic machines which cannot be conveyed to central agency; providing amplifiers for the organizations; supervision of the maintenance of the provincial Services' radiosets and helping them when there are important demonstrations or meetings.

M. THE BUREAU OF OFFICIAL CARS AND MECHANICS is composed of two Sections:

1. The Section Internal Combustion Engine and Electric Generator Mechanics which is responsible for maintenance and repairing of internal combustion engines: distribution of spare parts of those engines for mobile projection units.

2. The Official Cars Section which is responsible for: maintenance, distribution and supervision of official cars and drivers: distribution of gasoline and lubricants.

N. THE BUREAU OF BUDGET AND PAYMENT is responsible for: preparing the Department's budget, controlling the execution of budget, complementary budget; controlling the Department's funds; drafting foreign aid projects: following up the execution, the amendment of projects; centralizing and examining proposals from various Directorates and Services concerning the drafting and execution of budget and foreign aid programs: approving purchase orders, contracts, fund delegation bills, controlling the justification of advance cash; approving money orders for paying off expenditures of the Department and dependent Directorates and Services: keeping accounting books, drafting reports on the status of periodically authorized expenditures.

O. THE LEGISLATION AND RESEARCH BUREAU is responsible for studying, drafting and explaining regulations governing press, publications, radio broadcasting, film and photo and movies; seeking solutions to conflicts arising from the carrying out of the above mentioned regulations: studying judicial problems handed over by the Presidency and various Departments for consideration before being submitted to the Cabinet Council; studying the legal aspects of the execution of the decisions made by the inter-departmental Councils and Committees.

P. THE OFFICE OF CULTURAL AFFAIRS is headed by a Chief of the same rank as a Chief of Service and is composed of a Section and two Bureaus.

1. The Records Section which is responsible for official correspondences custody of files and records, reception ceremonies.

2. The Bureau of Cultural Research and Documentation, which is responsible for research on and study of documents concerning all branches of science, culture and art: planning cultural and artistic activities; establishment, maintenance and management of the cultural and artistic library; organizing and arrangement of reading rooms reserved for cultural and artistic circles.

3. The Bureau for the Popularization of Culture which is responsible for organizing and assisting cultural and artistic groups, organizing cultural and artistic conferences and lectures, poetry and music contests and clubs; direction of the mobile artistic performance group; maintaining relations with the cultural and artistic Sections of various agencies and groups; editing and publishing cultural and artistic publications of the Information Department and helping cultural groups publish books and reviews aimed at promoting national culture.

Notice. Three Controllers formerly at the disposal of the Secretariat General Office are now called Inspector and placed under the direct supervision of the Information Secretary of State.

These Inspectors are on the same rank as a Chief of Service and are responsible for:

- Establishing a political, administrative and technical foundation for all Directorates and Services dependent on the Department, and all provincial services district and village information units throughout the country.

- Controlling and supervising all information activities from central agencies down to field units. In addition to the above mentioned assignments, the Inspector's office is also in charge of an additional function "Planning and Research" (formerly assumed by the Cabinet) the performance of which function is vested in the "Inspection, Planning and Research Agency." "There is in addition a Censorship Council formerly affiliated with the Directorate of Information of South Viet-Nam, but now it is placed under the direct supervision of the Directorate of Press and Information at the Information Department. This Council is in charge of the censorship of all publications and press in foreign languages published in the country."

GENERAL DIRECTORATE OF YOUTH AND SPORTS (1)

Regional Agency (2)

As a consequence of Arrete No. 114-BTT/ND of September 3, 1958 (2) a representative agency of information has been temporarily established in the Central Lowland. This agency is placed under the direction of a representative nominated by Arrete of the Information Secretary of State, and assisted by a number of staff members.

The representative agency is responsible for controlling and supervising all activities of the field information units in the region.

The Representative of Information is on the same rank as a Director without portfolio and receives functional allowances in accordance with the present regulation.

Autonomous Agencies

- Viet-Nam Press (3)

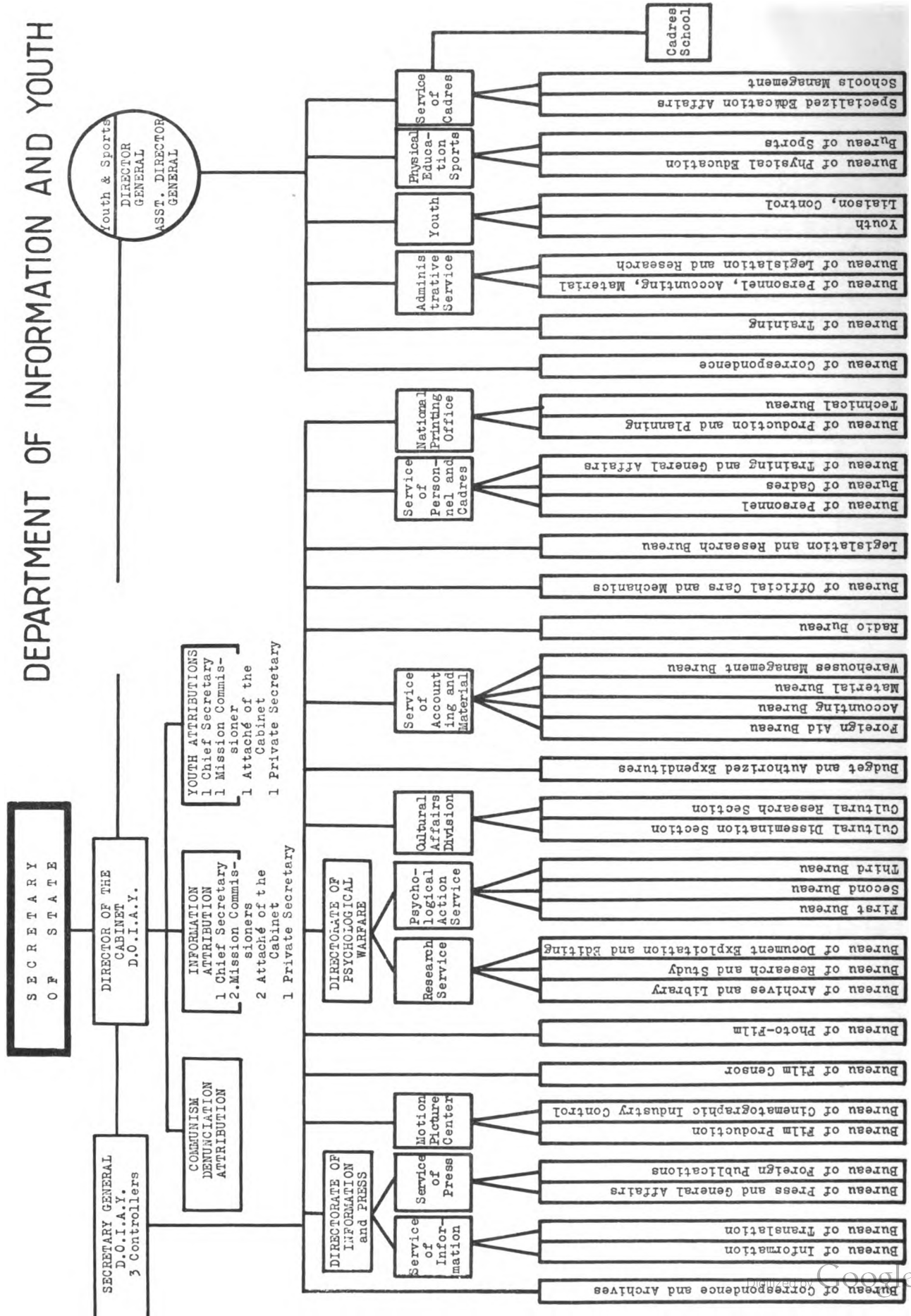
As a consequence of Decree No. 559-TTP dated December 5, 1958 the Directorate of Radio Broadcasting has been placed under the direct supervision of the Presidency and is no longer an autonomous agency.

(1) Government Organization Manual 1957-58, pp. 152-153. Recently a presidential decree affiliated this Directorate to the Presidency.

(2) Official Journal, No. 38, September 13, 1958, p. 3547.

(3) Government Organization Manual 1957-58, pp. 157-158.

DEPARTMENT OF INFORMATION AND YOUTH



CHAPTER X

DEPARTMENT OF EDUCATION (1)

Creation and Authority (2)

Organization. Compared with its organization described in the 1957-58 Manual, the new organization of the Department of Education includes an additional Service of Translation, Editing and Printing. An addition, the organizational structure of the Directorate of the Cabinet, (the University of Saigon), the University of Hue, the General Directorate of Education (now called General Directorate of Secondary-Elementary Education and Popular Education) has undergone many important changes.

A. DIRECTORATE OF THE CABINET

As a consequence of Arrete No. 938-GD/ND of June 5, 1958, (3) reorganizing the Legislation and Planning Service and the Higher Education Bureau and the Scholarships Bureau and regrouping them into the Legislation and Education Service, and the Planning and Statistics Service the General Secretariat is reduced to three Services (Personnel, Finance and Foreign Technical and Economic Aid) (4) while the Directorate of the Cabinet includes:

1. The Correspondence Bureau (5)
2. The Press Bureau (5)
3. The Youth and Social Affairs Service (5)
4. The Legislation and Education Service
5. The Planning and Statistics Service
6. The Archives and Library Bureau

I. The Legislation and Education Service includes three bureaus, each one headed by a Bureau Chief.

1. The Legislation Bureau has as its functions to make suggestions on projects of ordinances, decrees and arretes prepared by the Presidency or by various departments to modify law and the general organization of governmental agencies; to prepare documents for problems to be discussed by the Cabinet Council and various Interdepartmental Councils; to examine for legality writings related to cultural treaties; to examine for legality and submit for approval the statutes of agencies and schools dependent on the Department, and the projects

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- (1) Government Organization Manual 1957-58, pp. 159-173
 - (2) Government Organization Manual 1957-58, pp. 159-160
 - (3) Republic of Viet-Nam's Official Gazette, 1958, page 2302
 - (4) Government Organization Manual 1957-58; page 160-161
 - (5) Government Organization Manual 1957-58, page 160-161

modifying rules and regulations of the educational branch prepared by specialized organisms: to examine proceedings related to the Department and dependent agencies.

2. The Education Bureau has as its functions to examine from the education and specialization points of view various matters relating to the following agencies:

- The Directorate of Technical and Fine Arts Education and the National Technical Center;
- The General Directorate of Secondary-Elementary Education and Popular Education;
- Cultural and scientific agencies belonging to the Department (Directorate of Cultural Affairs, Institute of Archeology, Oceanographic Institute of Nha-Trang);
- Universities, Secondary and Elementary Schools; Private Schools (general and professional).

The Bureau is also charged with cultural and educational relations with the following organizations:

- The National Institute of Administration;
- Different cultural, scientific and educational organizations of other departments;
- The cultural and technical mission of France and of other countries.
- Various international educational and cultural organizations;
- Various organizations in charge of cultural affairs at Vietnamese legations or embassies in foreign countries.

The Education Bureau also controls the examinations at the Universities, those held by the Directorate of Technical and Fine Arts Education and the General Directorate of Secondary-Elementary Education and Popular Education; organizes and submits for approval arretes organizing examinations, appointing Boards of Examiners and Proctors, providing lists of admitted or graduated students, forbidding fraudulent candidates to sit for examinations, etc. The Education Bureau also assumes the responsibility of controlling and registering University diplomas, of controlling various diplomas of higher and secondary education, technical and professional education, and of diploma rating as well. Finally, the Education Bureau is in charge of international educational, scientific and cultural conferences, of mission touring abroad by the Department delegations.

3. The Scholarship Bureau is in charge of:

- Problems relating to scholarships for study abroad and money transfer.

- Relations with Vietnamese legations or embassies in foreign countries and with students' parents about borrowing money for purchase of technical books.

1. The Planning and Statistics Service includes two bureaus:

1. The Study and Research Bureau is responsible for studying operational plans of the Department and its agencies; examining, on the general planning aspect, the projects for organizing or reorganizing the institutes, directorates, services, schools which are dependent on the Department; submitting for approval various work programs of the agencies of the Department; recommending the reorganizations necessary for the operation of the Department and its directly dependent agencies; maintaining relations with the Department agencies, with other Departments and the Presidency to coordinate work programs; following-up on the realization of plans which are under execution; centralizing reports from agencies belonging to the Department and preparing monthly reports on various activities of the Department; analyzing reports and bringing forward administrative and technical problems to be solved; preparing the general report on Department activities; collecting educational documents used in the country and abroad; maintaining relations with foreign and international educational organizations on planning and documentation aspects; receiving, sorting, and analyzing documents; preparing tables of contents, making cards; classifying and filing the documents, keeping necessary registers, etc...
2. The Statistics Bureau is responsible for analyzing monthly reports regarding statistics; centralizing, keeping and bringing up to date the statistics on the directorates, services and schools of the Department; making statistical enumeration of school buildings, classrooms, professors, teachers, pupils, students, examinations results in universities, technical and professional schools, school of pedagogy, secondary, elementary and popular education schools, etc...., setting up statistics on the present situation and needs; setting up comparative charts (of previous years' activities) to follow up the progress of various branches of education; analyzing statistical documents, finding out the causes of the development or lack of it in the various activities of the Department in order to work out ways for further development or remedial measures; getting into touch with other Departments to have a thorough knowledge of the need for high school and University graduate technicians in various branches; undertaking necessary investigations to obtain the opinions of the public, or the student circle, on projects which are being planned or are going to be modified; gathering when necessary educational statistical documents for the Cabinet Council, other related Councils, international educational conferences and other Departments; preparing for publication the Department's statistical book.

III. The Archives and Library Bureau is in charge of archives; receives various written documents, selects documents, analyses records, sets up tables of contents, makes cards; classifies and files records, temporarily moves documents, keeps all necessary registers, etc...; receives, registers, classifies, sets up the records and writing of statutes and regulations on administration and education; sends articles to be published in the Official Gazette, controls writings to be published, studies materials published in the Official Gazette; gets into touch with the agencies of the Department in the need of archives: manages the Department Library.

B. UNIVERSITY OF SAIGON

Creation and Authority (1)

Organization. The University of Saigon is placed under the Direction of a Rector, who is assisted by a University Council in the management of schools. The University of Saigon includes:

I. The Rectorate, the headquarters of the University, includes:

1. The University Council, assisting the Rector in managing the University.
2. The Administrative Services Office at the Saigon University Rectorate (established by Arrete No. 61/GD/ND (2) of January 16, 1958 modified by Arrete No. 1747/GD/ND (3) of November 29, 1958) is placed under the supervision of a University General Secretary of the same rank as an Administrative Director, appointed by the Secretary of State for National Education upon the proposal of the University Rector.

The University Administrative Services Office includes four bureaus, each supervised by a bureau chief:

- The Bureau of Personnel and General Administration,
- The Bureau of Accounting and Foreign Aid,
- The Bureau of Education,
- The Bureau of Liaison and Social Affairs

(1) Government Organization Manual 1957-58, p. 162
(2) Official Gazette, No. 5, February 1st, 1958, p. 368
(3) Official Gazette, No. 52, December 20, 1959, p. 4630

- a. The Bureau of Personnel and General Administration is responsible for correspondence, administrative relations with universities, colleges, agencies belonging to the Department and others; organizing meetings, setting up employee nomination lists and records, setting up records and proposing recruitment, appointment, reinstatement, transfer, detachments in-service training; setting up records and proposing promotion and punishment, leave, administrative leave, extended (long term) leave, retirement; handling proceedings and making arrangements for international conferences.
- b. The Bureau of Accounting and Foreign Aid is responsible for examining, and proposing the approval of various schools' budget projects; liquidation of expenditures, scholarships subsidies; checking vouchers and accounting documents of various schools; managing the advance fund; collecting school-fees; furniture, equipment and real estate; foreign aid.
- c. The Bureau of Education is responsible for problems relating to Universities (curriculums, time tables, examinations, diplomas), diploma evaluation (sub-committee for the evaluation of French and Belgian diplomas); problems relating to students; guiding students; granting of scholarships and subsidies; supervision of school discipline, gymnastics, and sports.
- d. The Bureau of Liaison and Social Affairs is responsible for relations with organizations and individuals in the country and abroad who are interested in the University of Saigon; maintaining correspondence with foreign Universities; entertaining foreign visitors who come to visit the University; organizing visitors' lectures; taking part in various exhibitions; social problems concerning the University's students (students' health, students' mutual aid, etc ...).

The Administrative Services Office at the Faculties are, each of them, directed by a University Secretary of the same rank as an administrative bureau chief and appointed by the Secretary of State for National Education, upon the proposal of a Dean and the Rector of the University.

- II. Faculty of Law (1)
- III. Faculty of Medicine and Pharmacy (1)
- IV. Faculty of Science (1)
- V. Faculty of Letters (1)

(1)

Government Organization Manual 1957-58, pp. 162-163

- VI. Superior School of Architecture (1)
- VII. University Center (1)
- VIII. Faculty of Pedagogy.

Creation and Authority.

Decree No. 426/GD of August 21, 1958 of the President of the Republic of Viet-Nam has reorganized the Superior School of Pedagogy into the Faculty of Pedagogy (2) which is to train class four Professors of the Second Cycle, and Professors of the First Cycle of the Secondary Education. In addition, the Faculty of Pedagogy also gives intensive one-year courses of Pedagogy to train Professors of the First Cycle of Secondary Education.

Organization.

The Faculty of Pedagogy has three branches:

- The Branch of Letters responsible for Vietnamese and classical Chinese, philosophy, History, Geography.
- The Branch of Living Languages responsible for French, English, and other living languages.
- The Branch of Sciences responsible for Mathematics, Physics-Chemistry, and Natural Sciences.

The Faculty of Pedagogy is managed both administratively and technically by a Dean. The Dean has a Director of Studies as assistant. In addition to the Dean there is a Faculty Council.

Entrance Conditions

In order to be admitted to the first year of the Faculty of Pedagogy, candidates must be of Vietnamese nationality, holders of the Baccalaureat diploma or an equivalent one, and must be under 28 years of age at the date of December 31 of the entrance year.

Applicants shall be admitted to the courses after they have passed a competitive entrance examination, when the number of applications exceeds the projected recruitment number.

The Faculty of Pedagogy has two degrees:

- The Intermediate degree of Pedagogy - this course has a duration of two years and is designed to train professors of the first cycle of secondary schools;
- The Superior degree of Pedagogy is a continuation of the intermediate degree: the course duration is two years.

(1) Government Organization Manual 1957-58, pp. 162-163

(2) Republic of Viet-Nam Official Gazette, No. 36 of Aug. 30, 1958, page 3275.

It is designed to train professors of the second cycle of secondary schools.

Students of the Superior Degree at the Faculty of Pedagogy must attend special courses at the Faculty of Letters or of Science in addition to attending supplementary courses at the Faculty of Pedagogy.

After two years of training, the student is considered as being graduated from the Superior Degree of the Faculty of Pedagogy and is delivered the "Licence d'Enseignement" of the Faculty, if he has obtained three certificates from the Faculty.

C. UNIVERSITY OF HUE

The organization of the University of Hue has been modified by Arrete No. 570-CD of November 26, 1957 (1). Arrete No. 297-GD of August 22, 1958 (2) and Arrete No. 488-CD of November 25, 1958 (3) as follows:

The University of Hue is placed under the immediate direction of a University Rector appointed by decree of the President. The Rector has as his functions to organize and manage the various branches and courses defined by Arrete No. 95-GD/ND of March 1, 1957.

The University of Hue has an Administrative, Financial and Cultural Service managed by a General Secretary who is of the same rank as a Service Chief. The General Secretary is appointed by the Secretary of State for National Education, upon being proposed by the University Rector.

The Administrative, Financial and Cultural Service is composed of four bureaus, each supervised by a Bureau Chief:

- The Bureau of Correspondence,
- The Bureau of Education,
- The Bureau of Accounting and Supplies
- The Bureau of Liaison for Public Health, Social Affairs and Sports;

and the University Library managed by a Librarian responsible for the organization, management and preservation of the library.

(1) Republic of Viet-Nam Official Gazette 1958, page 436.
(2) Republic of Viet-Nam Official Gazette 1958, page 3626.
(3) Republic of Viet-Nam Official Gazette 1958, page 4536.

1. The Bureau of Correspondence is in charge of the reception and distribution of official mail; records maintenance; scheduling the distribution of professors according to the needs; making proposals for professors working on an hourly basis to teach supplementary hours; setting up records and proposing recruitment, reemployment, reinstatement, detachment, assignment, transfer, cadre admission, and retention in service of administrative personnel and professors; making proposals as to promotion; punishment, extended leave, administrative leave, maternity leave, convalescent leave, etc; public relations; handling foreign-aid, confidential and miscellaneous affairs.

2. The Bureau of Education is in charge of students (maintaining enrollment lists; establishing students records; issuing school-records, student-cards, capacity-certificates, provisional certificates, and examination certificates; discipline enforcement); and of education affairs (preparing curriculums, time-tables; equipping laboratories; organizing examinations).

3. The Bureau of Accounting and Supplies is in charge of proposing the Budget project; liquidating personnel and material expenditures; receiving school fees and examination fees; setting up records and proposing scholarships and subsidies for students; delivering purchase orders; maintaining material and equipment accounts; and preserving the chattels of the University.

4. The Bureau of Liaison, Public Health, Social Affairs and Sports is in charge of liaison with professors and students; correspondence with foreign universities; correspondence with foreign organizations or individuals interested in the University of Hue; and problems concerning physical culture, sports, students' health, guiding and helping students.

Arrete No. 61-GD/ND of February 21, 1959 (1) has established at the University of Hue, starting from the school year 1958-1959, the following faculties and technical college:

- Faculty of Letters
- Faculty of Law
- Faculty of Pedagogy
- College of Fine Arts

In regard to administration and education, the Faculties and the College of Fine Arts at the University of Hue will be organized in the same manner as the Faculties and the College of Fine Arts in Saigon.

(1) Republic of Viet-Nam, Official Gazette, No. 12, March 14, 1959, p. 816.

D. GENERAL DIRECTORATE OF SECONDARY-ELEMENTARY EDUCATION
AND POPULAR EDUCATION

Creation and Authority.

The General Directorate of Secondary-Elementary Education and Popular Education which was originally the Technical Bureau of the Department of National Education established on December 30, 1848, was successively changed into the Directorate of Education on December 29, 1951, the General Directorate of Education by Arrete No. 21-GD/ND of the February 3, 1955 and subsequent documents: and finally, as a consequence of Arrete No. 945-GD/ND of June 6, 1958 (1) the previous agency was changed into the General Directorate of Secondary-Elementary Education and Popular Education.

The General Directorate of Secondary - Elementary Education and Popular Education is in charge of problems relating to secondary, elementary and popular education and determines the program of education, trains teachers, fights illiteracy and provides countrymen with means of self-instruction.

Organization.

The General Directorate of Secondary - Elementary Education and Popular Education, headed by a General Director, is composed of central and local offices:

I. Central Office

1. The Bureau of Correspondence, supervised by a chief of bureau, is in charge of reception, checking, registering, presentation for review and distribution of in-coming mail; centralizing official correspondence for signature, registering and sending out-going mail; maintenance of official correspondence: distribution decrees, arretes, decisions and documents of a general nature: preparing official correspondence and circulars of general character: and setting up monthly general reports.

2. The Directorate of Secondary Education which is of the same rank as a Directorate with many Services, is headed by a Director who is assisted by a Chief of Service in the handling of administrative affairs, is composed of the following units:

(1) Republic of Vietnam Official Gazette No. 27, June 28, 1958,
page 2396.

- a. The Secondary Education Inspection Board has a number of Secondary Education Chief Inspectors and Secondary Education Inspectors. The Secondary Education Inspection Board is in charge of inspecting public, semi-official, private and foreign secondary schools in South-Vietnam and assists the Secondary Education Director in all technical and pedagogic problems.

- b. The Personnel Bureau is in charge of all problems concerning the personnel of various cadres of teaching personnel of secondary education and the administrative personnel working at the Directorate of Secondary Education; keeping individual employee records; setting up records and proposing recruitment, reemployment, reinstatement, change of cadre detachment, assignment, transfer, promotion, punishment, leave, retirement, retirement pensions and subsidies to widows; dealing with mobilization, draft exemption, draft postponement, demobilization; organizing recruitment and cadre entrance examinations reporting on changes in personnel status; setting up files on the civil servants receiving in-service training in foreign countries; providing social care for the personnel and teachers.

- c. The Accounting Bureau is in charge of budget projects; follows up and reports on budget execution; pays salaries and allowances to the administrative personnel and the secondary education teaching staff; checks vouchers (salary, allowances, supplementary teaching hours allowance) initiated by the Inspection Board and by various Secondary Schools; pays expenses on hospital treatment for the personnel of the General Directorate (except the Directorate of Elementary Education); keeps the obligation and liquidation registers for personnel expenditures; deposits monthly pension deductions in the retirement pension fund; keeps records on material accounting; orders goods; draws up agreements and contracts; receives and distributes supplies; preserves and checks on properties, equipment and materials; pays expenses on materials and equipment; execution of the budget for materials and special expenditures; keeps obligation and liquidation registers for material and special expenditures; keeps register of stocks on hand, receives and distributes foreign aid equipment; studies and proposes needs for foreign aid in secondary schools; follows up the carrying out of foreign aid programs of building and equipping schools; centralizes documents and submits for approval bidding records concerning the building of schools.

- e. The Bureau of Examination and Scholarship is in charge of organizing secondary education examinations (entrance into the seventh or third grade, secondary first cycle, first part of baccalaureate, second part of baccalaureate and equivalent diplomas, secondary education national prize, and special technical scholarship); organizes the examination control committee; considers candidates' applications for age exemption; checks copies of certificates and diplomas; sets up and keeps registers of diplomas; examines the sanctions provided for cases of cheating in examinations and prosecutes cases of falsification of diplomas; has charge of examination statistics; examines applications for scholarships and student subsidies; and takes charge of the draft postponement and draft exemption in favor of the students.

- g. The Bureau of Private Secondary Education is in charge of affairs relating to national and foreign private secondary schools, semi-official secondary schools; examines applications and relative documents for opening private secondary schools, semi-official schools, changing locations, changing school-directors, recruiting teachers, etc; controls private secondary schools, semi-official and foreign ones; sets up inspection records of private and semi-official secondary schools; examines applications for subsidy of private and semi-official secondary schools; maintains records on private, semi-official and foreign secondary schools; and prepares statistics on private, semi-official and foreign secondary schools.

3. The Directorate of Elementary Education, which is of the same rank as a Directorate with many services, is headed by a Director who is assisted by a Chief of Service in the handling of administrative affairs: it includes the following units:

- a. The Elementary Education Inspection Board has a number of Elementary Education Chief Inspectors and Elementary Education Inspectors. The Elementary Education Inspection Board is in charge of the inspection of public, semi-official; private and foreign elementary schools in South Viet-Nam, and assists the Elementary Education Director in all technical and pedagogic matters.

- b. The Personnel Bureau is in charge of matters concerning the personnel of all cadres of teaching personnel of elementary education and the administrative personnel working at the Directorate of Elementary Education; keeps

individual employee records: sets up records and proposes recruitment, reemployment, reinstatement, change of cadre, detachment, assignment, transfer, promotion, punishment, leave, retirement, retirement pension and allowances to widows. is in charge matters pertaining to mobilization, military service exemption and postponement and demobilization; organizes recruitment and cadre entrance examinations; reports on changes in the personnel situation; sets up files on the civil servants receiving in-service training in foreign countries. and attends to matters of social care for the personnel and the teaching staff.

- c. The Accounting Bureau is in charge of budget planning; follows up and reports on budget execution; pays salaries and allowances to administrative and teaching personnel of elementary education; checks vouchers initiated by the Provincial Services of Elementary Education; liquidates expenditures on hospital care for the Directorate's personnel; keeps obligation and liquidation registers for personnel expenditures; deposits pension deduction with the retirement pension fund; keeps accounting records on materials: orders goods, draws up agreements and contracts; receives and distributes materials; preserves and checks on properties, equipment and materials; pays expenses on materials and equipment; pays and justifies expenditures falling within the advance fund; pays expenses on public-carriage transport; follows up materials budget and special expenditures; keeps obligation and liquidation registers for materials and special expenditures; keeps registers of materials in stock; takes charge of the reception and distribution of foreign-aid equipment, examines and proposes needs for foreign aids in elementary schools; follows up the carrying out of foreign aid programs of building and equipping schools and centralizes materials and forwards bidding records concerning the building of schools.
- d. The Bureau of School Regulations and In-Service Training, headed by an Inspector, is in charge of matters concerning elementary education and nurseries; and regulatory matters; sets up program time-tables: studies the improvement of teaching methods: studies the training of teachers of elementary schools and nurseries, the establishment of in-service training courses for teachers: examines primary and elementary inspectors' reports on class inspections: examines the monthly reports of the Provincial Services of Elementary Education; studies the establishment of schools in resettlement centres; studies and prepares plans of foreign aid projects; attends to school social activities and school sanitation; sets up the statistics and general report on various activities of the Directorate.

- e. The Bureau of Examination is in charge of examinations, diploma awards, organization of general elementary education examinations; examines problems relating to elementary education examinations; examines applications for age exemption, sets up and maintains registers of diplomas; maintains regulatory documents of the Directorate of Elementary Education.
- g. The Bureau of Private Elementary Education is in charge of affairs related to national and foreign private elementary schools and semi-official elementary schools; considers applications and relative documents for opening private elementary schools, changing school locations and headmasters, and recruiting teachers, etc; controls private, semi-official and foreign elementary schools: establishes and maintains records on those schools; considers applications for, and proposes, subsidies to private and semi-official elementary schools; and prepares the listing of statistics on private, semi-official and foreign elementary schools.

4. The Service of Popular Education and Basic Education, managed by a Service Chief, includes the following units:

- a. The Popular Education and Basic Education Inspection Board includes a number of popular education inspectors, in charge of inspecting the popular education classes; and basic education inspectors, in charge of inspecting community guidance schools;
- b. The Bureau of Popular Education is in charge of affairs related to popular education and of regulatory matters; sets up programs and time schedules: studies the training of instructors (pedagogy and in-service training courses); studies and revises teaching methods; centralizes teaching documents: draws up statistical lists of the popular education classes: promotes the anti-illiteracy movement: appeals for the opening of popular education classes: is in charge of examinations; delivers graduation certificates to the pupils: receives and distributes school kit and equipment destined to popular education classes: and collaborates with other organizations and groups to develop the popular education branch.
- c. The Bureau of Community Guidance Basic Education is in charge of affairs related to the basic education branch; collaborates with Tan An basic education centre; controls community guidance schools; studies the training of teachers: and studies and proposes the methods of developing basic education and community guidance schools.

II. Local offices

Creation. The Educational Delegation in the mid and highlands of Central Viet-Nam, founded by Arrete No. 1510-GD/ND of October 4, 1958 (1) having its headquarters in Hue, is headed by a Delegate. The educational Delegate is ranked the same as a Director of a Directorate without any services, and is paid functional allowances according to the present regulations.

Organization

The Educational Delegations includes:

1. The Bureau of Correspondences, headed by a Bureau Chief, which deals with all clerical work and with problems related to culture and archives,
2. The inspection Board directed by a Principal Inspector, who is assisted by a number of secondary and elementary education inspectors. The Inspection Board is responsible for inspecting public, semi-official and private, secondary and elementary schools of general and professional education as well; controlling and providing guidance to the teaching personnel; studying the methods of developing various local branches of study; examining and carrying out the regulations of the education statute.

E. TRANSLATION, EDITING AND PRINTING SERVICE

Creation and Authority

The Translation, Editing and Printing Service was originally the Editorial Office at the General Directorate of Education. By Arrete No. 602-GD/ND of April 16, 1958, the Editorial Office was transformed into the Translation, Editing and Printing Service under the direct management of the Department of Education. (2)

Organization

The translation, Editing and Printing Service is composed of 3 bureaus each supervised by a bureau chief.

1. The Translation Bureau is in charge of translating textbooks from English, French, Chinese, etc., into Vietnamese.

(1) Republic of Viet-Nam's Official Gazette No. 43, October 18, 1958, page 3989.

(2) Republic of Viet-Nam's Official Gazette No. 19, May 3, 1958, p. 1669

2. The Editing Bureau is in charge of preparing textbooks for all educational levels: technical universities secondary elementary, popular education, etc.

3. The Printing Bureau is in charge of printing various educational books, papers and reviews.

G. OCEANOGRAPHIC INSTITUTE OF NHA-TRANG

To regularize the situation of the institute, Arrete No. 42-GD of February 7, 1958 (1) places the Oceanographic Institute of Nha-Trang under the direct management of the Department of Education. The Institute is managed by a Director assigned by the Secretary of State for National Education.

The Secretary of State for National Education will determine by arrete various details concerning the organization and management of the Oceanographic Institute.

Temporarily, for the establishment, functions and organization of the Oceanographic Institute of Nha-Trang, see Government Organization Manual 1957-58.

H. NATIONAL SCHOOL OF PEDAGOGY

Creation and Authority

The National School of Pedagogy, created by Arrete No. 111-GD of March 9, 1955, is to train teachers for elementary schools, nursery schools and complementary schools.

Organization

According to Arrete No. 526-GD/ND of April 4, 1958 (2) the National School of Pedagogy includes two branches: the Three-Year Branch and the Intensive One-Year Branch. In order to meet the need for nursery school teachers, the National School of Pedagogy has temporarily created a Nursery Education Branch the course duration of which is one year.

The National School of Pedagogy has a Disciplinary Council, a Teachers' Council and an Improvement Council.

1. The Disciplinary Council includes:

(1) Republic of Viet-Nam's Official Gazette No. 8, February 22, 1958, p. 589

(2) Republic of Viet-Nam's Official Gazette No. 22, May 24, 1958, p. 1933.

- The Head of the National School of Pedagogy Chairman
- The Head of the Teachers Practical Training School Deputy Chairman
- The Assistant Headmaster of the National School of Pedagogy Member
- The Principal Proctor "
- 1 superintendent "
- 1 woman superintendent "
- 1 professor of literature "
- 1 professor of sciences "
- 1 professor of technical studies Secretary
- 1 clerk of the National School of Pedagogy (no voting right)

2. The Teachers' Council includes:

- The Head of the National School of Pedagogy Chairman
- The Head of the Teachers Practical Training School Vice Chairman
- The Assistant Headmaster of the National School of Pedagogy Member
- All the teachers of the National School of Pedagogy "
- 1 clerk of the National School of Pedagogy Secretary (no voting right)

3. The High Council includes:

- The Secretary of State for National Education of his representative Chairman
- The General Director of Education Deputy Chairman
- A representative of the Department of Interior Member
- A representative of the Department of Finance Member
- A representative of the General Directorate of Budget and Foreign Aid "
- The Director of Elementary and Popular Education "
- The Head of the National School of Pedagogy "
- The Elementary Education Chief Inspector "
- A representative of the School's teaching staff "
- 1 clerk of the National School of Pedagogy Secretary

The Improvement Council is in charge of studying and proposing various methods for the development of the National School of Pedagogy, with regard to the School's buildings equipment, etc., and to matters concerning the financial problems of the School.

Entrance Conditions:

To be admitted to the National School of Pedagogy, the applicant must fulfill these conditions:

- Be a holder of the Secondary First Cycle Certificate or an equivalent one.
- Be between 15 and 22 years of age for applicants for the Three-Year Branch; between 17 and 24 years of age for, applicants for the Intensive or Nursery Education Branch (as of December 31 of the entrance year).

Appointment of Graduated Students

The student teachers who have passed the final examination will be appointed according to the educational needs and to the sequence in the merit roster.

The classification of the successful student teachers in each branch will be based on the total of the following credits:

1. Total mark in the final examination;
2. Average mark on behaviour determined by the Teachers' Council and the school's Direction Board.
3. Average mark for semestral tests.
4. Average mark of exercises made during the term.

H. DIRECTORATE OF ARCHIVES AND NATIONAL LIBRARY

Creation and Authority

Created by Decree No. 86-GD of April 14 1959 ⁽¹⁾ of the President of the Republic of Viet-Nam, the Directorate of Archives and National Library is in charge of archives and librarian work, of deposited publications and of library maintenance.

I. With regard to archives and library, the Directorate is in charge of organizing, providing guidance and controlling the National Library and public libraries all over the country; receives, keeps records and documents from the various Departments, Directorates, Services and their dependencies; provides guidance and technical assistance in the organization and management of various services and Bureaus of record management in the whole country; trains the personnel of various government offices and turns out specialists able to manage libraries or archives.

(1) Republic of Viet-Nam Official Gazette, No. 18, April 25, 1959, p. 1339.

- II. Deposited Publications: The Directorate is in charge of all affairs related to the maintenance of cultural works for reference.
- III. Library: The Directorate is in charge of preparing and publishing bibliographies and law glossaries.

Besides the above-mentioned functions, the Director of Archives and National Library is also entrusted with the study and carrying out of the exchange of cultural works with foreign countries.

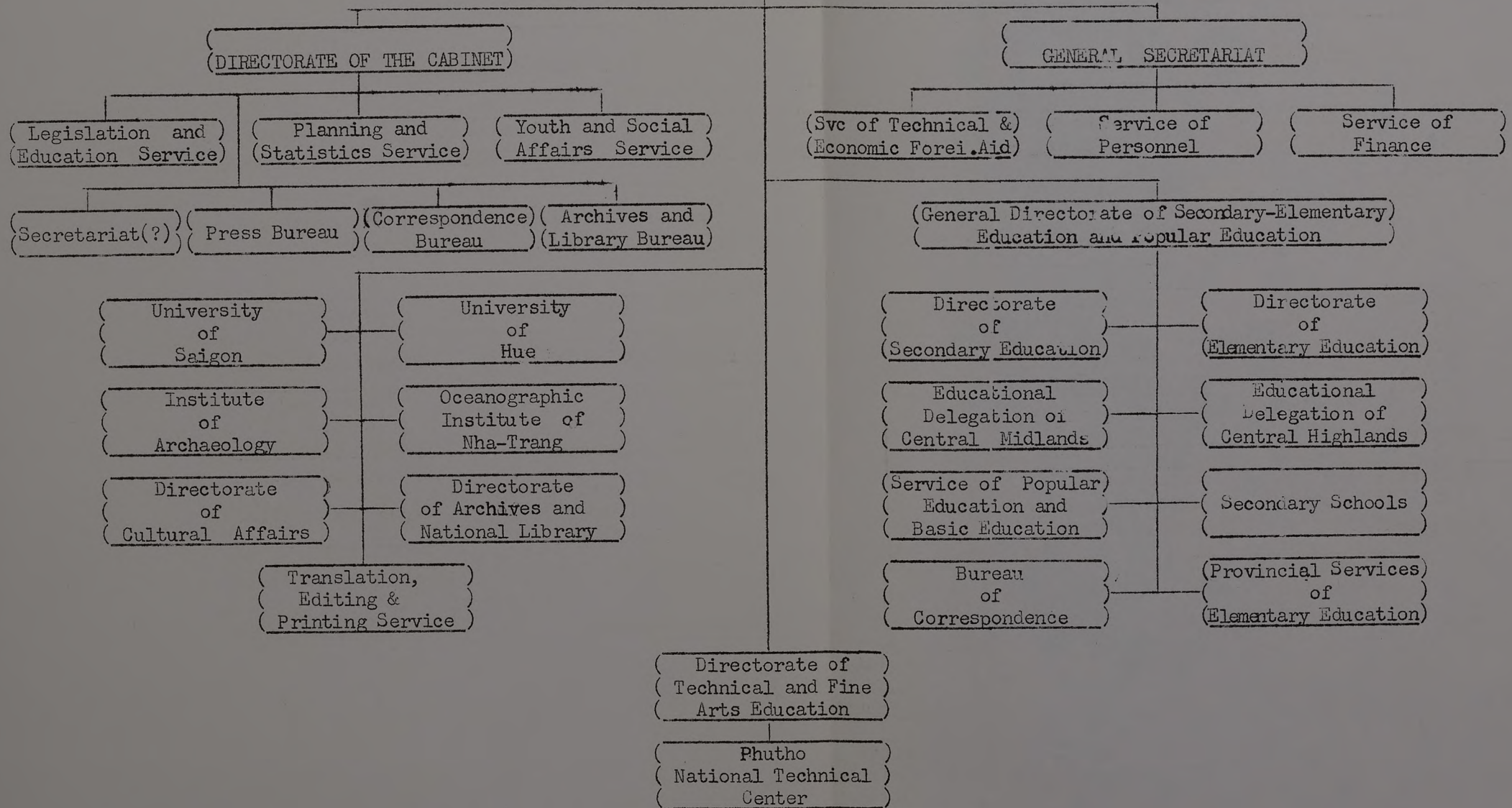
Organization

The Directorate of Archives and National Library is managed by a Director, assisted by a Deputy Director.

A Management Council (not existing yet) will be created to assist the Director of Archives and National Library. The composition and functions of the Council, as well as the organization of the Directorate of Archives and National Library, will be determined later by the Secretary of State for National Education.

The General Library and South-Viet-Nam Library are integrated into the Directorate of Archives and National Library.

SECRETARY OF STATE FOR
NATIONAL EDUCATION



CHAPTER XI
DEPARTMENT OF HEALTH (1)

Creation and Authority (2)

Organization. The organization of the Department of Health as described in the Government Organization Manual 1957-58, has been changed and modified as follows:

- Establishment of the General Directorate of Malaria Eradication.
- Reorganization of the Directorate of Administration, Personnel and Finance.
- Reorganization of the National Sanitation Council and establishment of regional committees.
- The School of Health and Nursing and the National School of Midwives placed under the supervision of the Department of Health.

I. THE GENERAL DIRECTORATE OF MALARIA ERADICATION

Creation and Authority:

The General Directorate of Malaria Eradication was established by ordinance No. 79-YT of February 6, 1958 for the purpose of malaria eradication throughout the country. As this operation must be completed within a fixed period of time, and as there may be exceptional cases, some special regulations may be applied to this service. (3)

Organization:

The General Directorate of Malaria Eradication was created by decision No. 1-QD/YTSR of March 17, 1958 and placed under the management of a general manager assisted by two deputy managers:

- One administrative deputy manager whose duty it is to carry out assignments of the general manager with respect to organizing, supervising and coordinating the operations of administrative services in charge of the program and to serve as acting general manager to carry out current affairs

(1) Government Organization Manual 1957-58, pp. 174-181

(2) Government Organization Manual 1957-58, p. 174

(3) Official Gazette of 1958, p. 587

of the Directorate General in case of the general manager's absence.

- One technical deputy manager in charge of carrying out instructions of the general manager, with respect to the organization, supervision and coordination of all technical activities of the Directorate and specially research on epidemiology.

The General Directorate of Malaria Eradication is composed of a central office and local services.

A. ORGANIZATION OF CENTRAL OFFICE

The Central Office is composed of the following services:

1. Bureau of General Management is headed by a chief of bureau and performs the following functions: maintains relationships with other government's offices and local services; organizes, coordinates, and executes the Malaria Eradication Education Program; maintains relations with all services of malaria eradication of friendly countries for the exchange of information; sends students to study abroad; holds technical conferences; prepares programs and organizes training courses; keeps confidential files; and manages miscellaneous affairs of a political or general character.

The Bureau of General Management is composed of a mail section, information section, and training and control section.

II. Administrative and Financial Service is headed by a chief of service. The service supervises and coordinates the administrative and financial machinery of the Directorate, and is composed of two bureaus:

a. Administrative Bureau has two sections - the administrative and mail section, and the personnel section.

b. Financial Bureau has two sections - the budget and accounting section, and the material, equipment, and warehouse section.

III. Service of Epidemiology is responsible for determining all malaria infected spots serving as targets for eradication, and following up results of operations to serve epidemiologic purposes.

This Service is divided into two bureaus:

a. Laboratory: analyses materials to be studied and collected by operational groups and establishes lists of final results; and

b. Research bureau: guides epidemiological research, stores materials, and maintains epidemiological maps of malaria-infected spots throughout the territory of Viet-Nam.

IV. Service of Operations is in charge of preparing projects for program of insect destruction, and of the shift of working groups. This service is divided into two bureaus:

- Bureau of Planning
- Bureau of Supply: this Bureau is composed of a vehicles and Equipment Section and a Materials Section.

B. FIELD ORGANIZATION

The Territory of Viet-Nam is divided into four zones of operations as follows:

- Zone I: Quang-Tri, Thua-Thien, Binh-Dinh (headquarters: Da-Nang).
- Zone II: Quang-Ngai, Kontum, Pleiku, Binh-Dinh, Phu-Yen (headquarters: Qui-Nhon).
- Zone III: Darlac, Dong-Nai-Thuong, Khanh-Hao, Ninh-Thuan (headquarters: Nha-Trang).
- Zone IV: Remaining provinces (headquarters: Cholon).

Each zone is headed by a chief of zone, who is responsible for:

- An Administrative Bureau
- An Epidemiological Bureau
- An Bureau of Operations.

When going on a field trip, a chief of zone has a working groups, which is composed of an agent and five cadres.

When going on an operational trip for the destruction of insects an operational group is headed by a cadre and composed of a number of specially assigned personnel of the army, civil guard, civil defense or self guard or a number of personnel temporarily recruited for the work.

DIRECTORATE OF ADMINISTRATION, PERSONNEL, AND FINANCE

Created by Arrete No. 722-YT/HC/ND of July 25, 1956 the

Directorate of Administration, Personnel and Finance is modified by Arrete No. 41-YT/HC/PC of March 18, 1958⁽¹⁾. According to this Arrete, the Directorate of Administration, Personnel and Finance is organized as follows:

Headed by a director, this Directorate is composed of three services and one bureau:

I. Service of Legislation, Administration, and Research is divided into two bureaus:

- a. Bureau of Legislation and Prosecution is responsible for drafting legal documents dealing with the organization of health agencies throughout the country, and the statute for physicians, pharmacists, and dentists.
- b. Bureau of General Administration is in charge of drafting legal documents dealing with general administration.

II. Personnel Service is composed of two bureaus:

- a. Bureau of Principles and Regular Personnel Management
- b. Bureau of Non-cadre Personnel Management.

III. Service of Finance is composed of three bureaus:

- a. Bureau of Expenditure Authorization, Delegation of Fund, and Budget.
- b. Pay Office
- c. Bureau of Materials.

IV. Bureau of Official Correspondence and Archives is responsible for registering and distributing the in-coming and out-going mail, translating internal official correspondence, establishing and maintaining archives, and purchasing magazines and reviews used by the Health Department.

NATIONAL HEALTH COUNCIL AND LOCAL HEALTH COMMITTEE

According to Arrete No. 165-YT of May 14, 1958, superceding Arrete No. 406-Cab/SG of August 20, 1951 of the Public Health Minister, the National Health Council was reorganized and the Local Health Committees were established as follows:

Function: The National Health Council acts as a consultant on

(1) Official Gazette of the Republic of Viet-Nam, no.15 of April 5, 1958 p. 1249.

all public health problems entrusted to it by the Public Health Secretary of State, and on prophylactic measures and public health.

The Local Health Committees are to give advice on public health problems and medicine entrusted to them by the Public Health Secretary of State, and to make recommendations on the modification of sanitary and prophylactic measures.

The municipal or provincial health committees may turn to the Local Health Committees for suggestions on provincial or municipal health problems.

Organization: The National Health Council is composed of regular members and members designated for each session (members appointed by the Secretary of State for Public Health and members representing administrative agencies.)

The Local Health Committee is composed of regular members and members designated for each session by the Departments of Public Health, Interior, and National Education.

Function: The Secretary of State for Public Health or his representative inaugurates the meeting of the National Health Council or the Local Health Committee and then withdraws and gives up his seat to the elected chairman.

The secretariat is composed of: a chairman, a deputy-chairman, a reporter, and a secretary.

The Director General of Public Health and Hospitals may attend these deliberative sessions but is not entitled to vote. The Council may elect several committees for studying problems before submitting them to the plenary session.

The discussions and decisions of the Council are valid when more than one-half of the total members (not including the guests and observers) are in attendance.

SCHOOL OF HEALTH AND NURSERY AGENTS AND NATIONAL SCHOOL OF MIDWIVES (Saigon and Hue) were formerly subordinate to the National Education Department, but are now placed under the supervision of the Public Health Department. These changes were made as a result of Arrete No. 1789-TTP/CV of September 18, 1958⁽¹⁾ which was concerned with the educational and administrative aspects, and an Arrete of October 1st, 1958 regarding the budget and accounting aspects.

(1) Official Gazette of the Republic of Viet-Nam No. 42 of October 11, 1958, p. 3858.

THE GENERAL DIRECTORATE OF PUBLIC HEALTH AND HOSPITALS

Two additional bureaus have been added to this General Directorate:

- The Laboratory for Drug Control;
- The Bureau of Administration and Accounting (belonging to the Service of Drug Supply).

I. The Laboratory for Drug Control

Created by Decree No. 21-YT/HC/PC of the 28/1/1958, this bureau is responsible for the analysis of Chinese and European medicines and pharmaceutical products used for drug manufacture with a view to checking their properties and composition.

Organization: The Laboratory for Drug Control is headed by a Chief of Bureau chosen among pharmacists or chemists and appointed by the Secretary of State for Health.

The Chief of Bureau is technically assisted by one or many pharmacists or specialists, and administratively by an official responsible for administration and accounting. In addition, depending on the needs of the laboratory, the Chief of Bureau may obtain the assistance of a number of laboratory specialists.

The Head of the Laboratory for Drug Control may obtain information from the Service of Fraud Prevention directly supervised by the Department of Finance, and the Pasteur Institute.

II. The Bureau of Administration and Accounting:

Decree No. 98-YT/HC/PC of 5-8-59 changing and amending Article 4 of Decree No. 722-YT/HC/ND of the 7-25-56 creating the Department of Health, has created an additional Bureau of Administration and Accounting at the Service of Drug Supply.

The Service of Drug Supply Includes:

1. The Bureau of Drug Manufacture and Preparation;
2. The Bureau of Drug Management;
3. The Bureau of Administration and Accounting. This Bureau, headed by a Chief of Bureau, is responsible for:
 - Solving administrative problems related to the service,
 - Managing personnel and pay,

- Purchase of drugs and medical equipment;
- Setting up receipt orders, and
- Budgeting.

HEALTH INSPECTION

Decree No. 88-YT/BV creating the Regional Health Directorate has been abolished by Decree No. 162-YT/HC/PC of 8-25-1958. The latter created a Health Inspector in each region whose function is performed by a Physician. According to Circular No. 15,279-YT/HC/NVCN of 8-27-1957 and Circular No. 3,830-YT/HC/NVCN, however, the functions of Health Inspectors have also been abolished, except the Health Inspector of South Viet-Nam will serve temporarily.

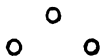
At present the Department of Health has already forwarded to the Presidency for approval a draft of the arrete abolishing the previous functions of Inspectors and creating an Inspection Committee reporting directly to the Secretary of State. This Committee is divided into two sub-committees.

1. The Health Sub-Committee including three Health Inspectors; and
2. The Pharmaceutical Sub-Committee including three Drug Inspectors.

Besides the regular function of inspecting, controlling, investigating, etc., the Health Inspectors and the Drug Inspectors may be sent on missions wherever ordered by the Secretary of State.

The clerical work of the Inspection Committee is carried out by a clerical section.

The Health Inspectors and Drug Inspectors are paid entertainment allowances and enjoy privileges equivalent to those provided for a Chief of Service.



AGENCIES REPORTING DIRECTLY TO THE DEPARTMENT

I. The Course for Hospital Attendants was created by Decree No. 51-YTPC of 15-4-1958.

This class is held at:

- The Cho-Ray Hospital Saigon, and
- The Central Hospital Hue.

Purpose: To train auxiliary personnel to assist physicians and chemists in medical organizations all over the country.

Organization: The Director, professors, and instructors of the class for hospital attendants are nominated by the Secretary of State for Public Health according to recommendations of the Director General of Public Health and Hospitals.

At the end of the course, the students are required to pass an examination. Those passing the examination are nominated according to needs, and hold the probationary grade in the cadre of hospital attendants.

II. The National Eye Bank was established by Decree No. 280-YT of 5-30-1958.

The National Eye Bank, reporting directly to the Department of Public Health, is situated at the ophthalmological section of the Binh-Dan Hospital, Saigon, and is under the direct management of the Director of the Ophthalmological Section.

Function: To send specialists to hospitals to collect eye balls, or to private houses in case of voluntary donors.

- To stock and distribute eye balls to ophthalmological hospitals according to ophthalmologic doctors' requests for the use of their patients.

Organization: The Eye Bank is annexed administratively to the Binh Dan Hospital.

All expenses of the organization and management of the National Eye Bank are paid by the National Budget (Department of Public Health).

According to the needs of the population and the capacity of the budget, National Eye Banks may be established in other localities.

III. Civilian Center of Blood Transfusion in Viet-Nam.

Established in Saigon, Can-Tho, and Hue by Decree No. 293-YT of 6-5-1958.

Function: Specializing in the preparation, preserving and distributing of various kinds of blood.

In order to fulfill the above duties, the Civilian Center of Blood Transfusion undertakes the following regular activities:

- To select and encourage voluntary blood donors,
- To examine the health of blood donors,
- To prepare pure blood,
- To organize the preserving of blood and to prevent it from deteriorating, etc.

Organization: The establishment of Civilian Centers of Blood Transfusion falls within the responsibility of the Department of Public Health and is technically controlled by it.

Each center is managed by a doctor nominated by the Secretary of State for Public Health to perform concurrently the function of director. He is assisted by an advisory commission.

The technical and administrative personnel is placed under the supervision of the director and is supplied by the Department of Public Health.

The Center of Blood Transfusion operates as a non-profit organization.

Management expenses of all civilian centers of blood transfusion are paid by the National Budget (Department of Public Health).

IV. The Functions of Public Health Chiefs in Districts:

Public Health Chiefs were created at each administrative district of provinces by Arrete No. 119-YT/HC/PC of 7-25-1958.

Function: Public Health Chiefs in districts manage first aid centers and maternities and all sanitary bureaus in the district, including those of villages.

The Public Health Chiefs in districts are under the direct supervision of the Provincial Public Health Chief and are under the administrative control of District Chiefs.

The Public Health Chiefs in districts are nominated by the Department of Public Health, after agreement with the provincial administrative authorities, and are chosen among public health agents. If medical agents are not available, regular hospital attendants or nurses may be assigned to that function.

V. Schools of Public Health Agents and Attendants and the National Girls School of Maternity in Saigon and Hue.

VI. Medical Examination Room for Civil Servants

The medical examination room for civil servants was placed within the Directorate of Prophylaxy (Arrete No. 1188-YT/HC/NVCN of 11-12-1956) but by Arrete No. 101-YT/HC/PC of 5-19-1959 creating the Thanh Quan Hospital, the medical examination room for civil servants is now established at the Thanh Quan Hospital.

This room is managed by a doctor assisted by a dentist in odontological matters, and by a doctor or a pharmacist responsible for the laboratory.

Function: To examine and deliver health certificates to civil servants, civil servant candidates, scholarship holders going abroad, and to give medical care to families of civil servants.

VII. Public Health Services:

South Region:

Newly created: The Public Health Service of Phuoc Thanh.

Highlands of Central Viet-Nam:

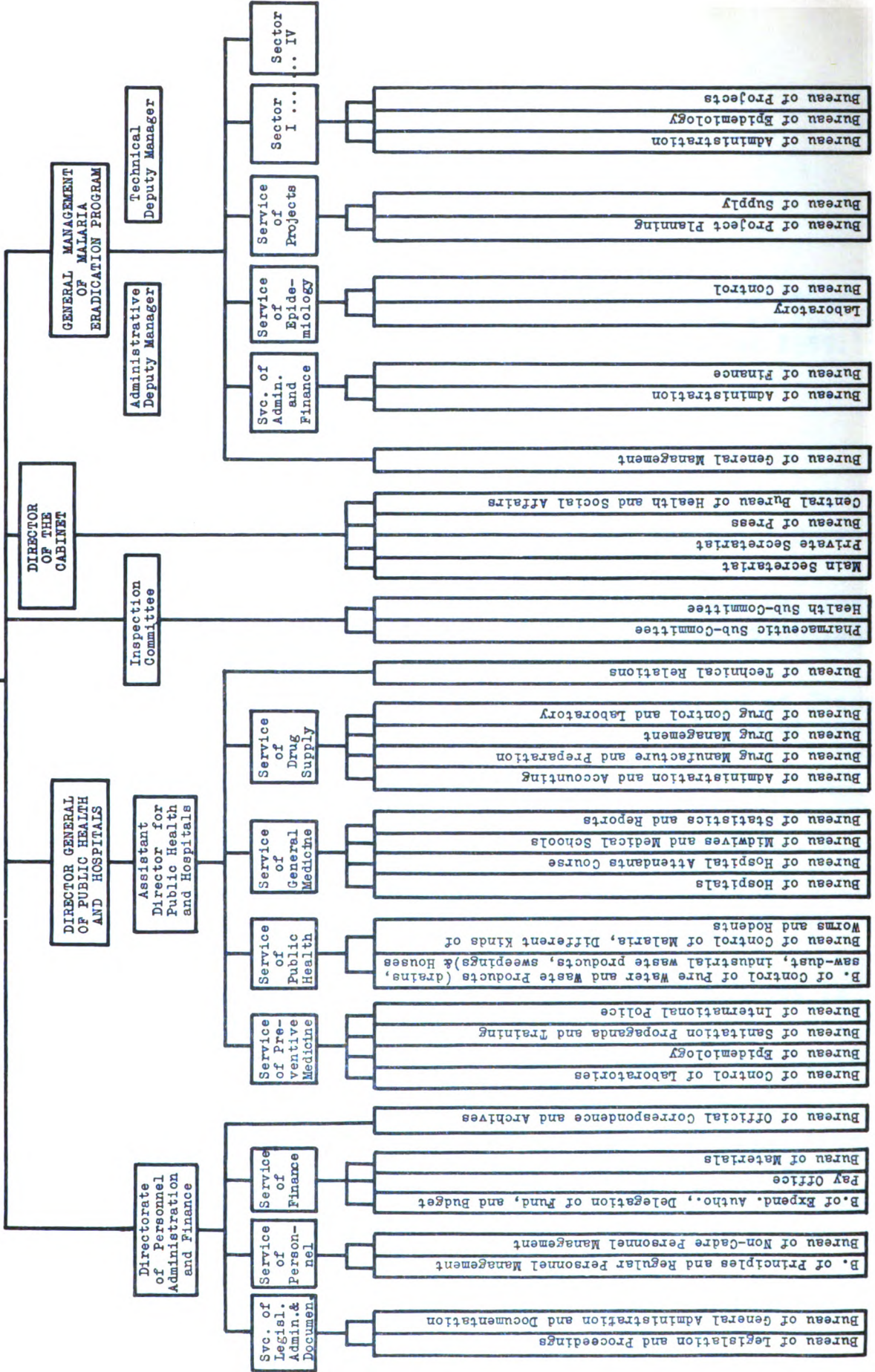
1. Dalat	New name: Tuyen-Duc
Dong-Nai-Thuong	" " : Lam-Dong

2.

Newly established: The Public Health Service of Quang-Duc.

DEPARTMENT OF HEALTH

SECRETARY
OF STATE



CHAPTER XII
DEPARTMENT OF LABOR⁽¹⁾

Establishment and Function⁽²⁾

Organization: From the organizational viewpoint, the Department of Labor has undergone important reorganization relating to the following offices (Decree No. 36-BLD/HC/ND of February 1st 1959)⁽³⁾.

- Office of Chief of Cabinet
- General Secretariat
- Directorate General of Labor Inspection.

Decree No. 36/BLD/HC/ND has also established the Labor Service for the Province.

In addition, Decree No. 16-BLD/LD/ND dated February 12, 1957 replaced by Decree No. 34-BLD/LD/ND dated April 3, 1958 established the Labor Investigation Consulting Committee.

Finally, according to the spirit of Ordinance No. 17 of December 24, 1955 and subsequent documents, all regional Directions of Labor Inspection have been abolished.

A. OFFICE OF CHIEF OF CABINET

Compared with the organization established in Decree No. 56 56-LDTN/ND of December 31, 1954, the present organization of the office of Chief of Cabinet remains unchanged except for the incorporation of a Press Bureau, which no longer reports to the General Secretariat.

Thus, at the present time the Office of Chief of Cabinet is composed of:

I. The Secretariat of the Chief of Cabinet: in charge of political, confidential, and special affairs; of contact with the Presidency and all Department and other Offices; of contact with all International Offices on labor matters; of the conduct and supervision of the program of action of all offices depending directly on the Department; of the control and execution of all decisions and instructions of the Secretary of State; of special works and missions

(1) Government Organization Manual 1957-58, pp. 108-109
(2) Government Organization Manual 1957-58, pp. 109-111
(3) Official Gazette; No. 9, February 21, 1959, p. 522

and of the awarding of medals.

II. The Private Secretary's Office: in charge of the personnel mail of the Secretary of State, receptions, audiences, tours, of the entry of "confidential", mail sent to the Secretary of State or Secretariat, and of the internal affairs and special affairs of the Secretary of State.

III. The Press Bureau: in charge of scanning newspapers, disseminating information on labor, contacting the Department of Information, the Public Press and Viet-Nam Press; publishing manuals and newspapers on labor; broadcasting labor's voice; and propaganda operations.

B. GENERAL SECRETARIAT

The General Secretariat has the functions of centralizing and managing administrative affairs, and accounting for the services of the various Directions of the Department.

According to Decree No. 36-BLD/HC/ND above mentioned, the General Secretariat is composed of two services and three bureaus:

I. General Administration Bureau is in charge of research on general administration; studying the development of all offices within the Department and within the administrative area; proposing various solutions; preparing all documents on general administration; disseminating all instructions on general administration; and preparing general correspondence and reports.

II. Mail Bureau is in charge of receiving and registering incoming mail, distributing incoming mail, forwarding mail, and keeping a record of out-going mail.

III. Bureau of Library and Archives is in charge of receiving classifying, and distributing books, newspapers and materials; organizing the library, reading rooms, and book-lending room; proposing the purchase of necessary books; receiving and classifying mail; and centralizing files (general archives).

IV. Personnel Service is headed by a Chief of Service (also acting as Director of the course of labor cadres) and is composed of two bureaus:

1. Personnel Management Bureau is in charge of studying and preparing bills, recruitment, nomination, appointment, transfer, discipline, annual leave, sick leave, leave without pay, discharge, retirement and recruitment of daily and contractual personnel; maintaining individual files; maintaining personnel files; mobilizing the

personnel of the Department; and controlling the personnel's record of service.

2. In-Service Training and Scholarship Bureau is in charge of studying the program and organization of courses for the training of labor cadres; coordinating courses for the training of labor cadres; studying and disseminating all instruction notices concerning scholarships; preparing in-service training programs for personnel at all levels of the Department (contacting all internal offices); centralizing, studying, and proposing all applications asking for scholarships; and contacting all responsible offices.

V. Financial Service is composed of three bureaus:

1. Budget and Foreign Aid Bureau is in charge of centralizing all budget projects for all offices dependent on the Department; drafting projects for the national budget; allocated budget review for the Department, establishing supplementary budgets, administrative accounts, studying and preparing all foreign aid programs, reviewing the use of foreign aid, implementing the foreign aid program, contacting all foreign aid offices on financial matters, and establishing statistical tables with respect to foreign aid accounting.
2. Accounting bureau is in charge of centralizing all accounting documents for all directions, offices, and provincial services; estimating expenditures; disbursing expenditures; controlling salaries of personnel; paying all expenses for materials; approval of department expenses; maintaining books; periodic statements; and contacting all responsible offices within the accounting field.
3. Supply bureau is in charge of estimating expenses of materials; controlling materials of the Department; maintaining and purchasing equipment and materials; maintaining accounting books for merchandise and materials; maintenance of public cars; maintaining and repairing the Department's premises, and a yearly review of equipment and materials of offices within the Department.

C. DIRECTORATE GENERAL OF LABOR INSPECTION

Establishment and Functions

The Directorate General of Labor Inspection, formerly called the Directorate General of Labor Inspection and Social security, was established and placed under the direct supervision of the Premier's office by Decree No. 43-Cab/Pre of December 6, 1950.

Decree No. 56-LDN/ND of December 31, 1954 of the Department of Labor and Youth reorganized and placed the Directorate General of Labor Inspection and Social Security under the management of the Department of Labor.

Decree No. 61-BLD/ND of June 23, 1958 once again reorganized the Directorate General of Labor Inspection and Social Security by abolishing "Professional Orientation Service" and establishing the "Manpower Service".

The present organization of the Directorate General of Labor Inspection (notice: the Direction of Social Security has been abolished) is fixed by Decree No. 36-BLD/HC/ND of February 1, 1959.

The Directorate General of Labor Inspection's function is to centralize labor legislation, maintain professional liaison, study and supervise manpower, inspect firms care for social security, and manage directly all prefectural and provincial labor offices.

Organization:

According to Decree No. 36-BLD/HC/ND mentioned above, the Directorate General of Labor Inspection is composed of two directorates, two services, and one bureau.

I. The Central Directorate of Manpower includes two services:

1. The Service of Manpower is composed of three bureaus and one section:

- a. The Statistical Materials Bureau is in charge of compiling information on the labor market, preparing a general statistical list of professions and trades, preparing instructions for provincial manpower services for the establishment of card-indexes of firms.
- b. The Planning Bureau is in charge of studying manpower policy and establishing projects relating to every aspect of manpower; studying and preparing statutes on manpower; studying all needs of manpower and measures for solving unemployment; studying principles of census of unemployment for all provincial manpower services; studying solutions for helping unemployed workers to look for employment; participating in resettlement projects for unemployed workers and workers desiring to return to farming.
- c. The Liaison and Control Bureau is in charge of contacting all government and professional offices on every question of manpower; organizing manpower consulting committees

at central and field levels; coordinating the activities and carrying out recommendations of these committees; controlling foreign and Vietnamese workers going abroad; and organizing and inspecting all manpower services in the field.

d. The City Manpower Section is in charge of research concerning urban manpower and finding jobs for the unemployed.

2. The Professional Orientation Service is composed of two bureaus:

a. Professional Orientation Bureau is in charge of studying the state of the professions in the country; studying various test methods; evaluating tests so that workers may be aware of their own capacity; and studying all projects and measures for changing professions.

b. The Professional Teaching Bureau is in charge of planning the opening of intensive professional teaching courses held in the afternoon and at night; operating and coordinating these courses; and contacting firms and factories in towns in order to establish workshops.

II. THE DIRECTORATE OF CENTRAL INSPECTION is composed of two services:

1. The Dispute Reconciliation Service

a. The Dispute Reconciliation Bureau is in charge of controlling, conducting, and helping field services to solve labor disputes; studying legal fees; judgments of individuals and collective disputes; contacting conciliation boards; contacting labor court; and caring for the annual appointment of arbitrators and assessors of labor courts.

b. The Trade Union Liaison Bureau is in charge of maintaining direct liaison with trade unions; following the activities of trade unions; studying with trade union all appropriate means to avoid disputes; and assisting trade unions in promoting cooperation between employers and employees.

2. The Inspection Service including two bureaus:

a. Controlling and Coordinating Bureau is in charge of centralizing and controlling the monthly and annual

reports of city and field labor services; controlling and combining technical activities of field labor services; proposing the assignment of village labor inspectors (plantations); preparing monthly and annual reports of the Directorate General of Labor Inspection; proposing tours to the General Inspector of Labor and the list of inspectors to go on missions; proposing labor inspection officers; and awarding labor medals.

- b. The Health Inspection Bureau is managed by a Labor Health Inspector who is an M.D. in charge of applying regulations on health and hygiene for workers; inspecting hygienic conditions of houses allocated to employees; diseases caught by workers of various branches; medical examination of workers; special care to workers suffering from labor accidents; and delivering certificates of infirmity.

III. The Social Security Service is composed of two bureaus:

1. The research bureau is in charge of preparing and explaining regulations on Social Security administration (compensation funds, labor accidents, family allowances, maternity allowances, etc.); researching and studying regulations on international social security, labor saving, labor retirement, and statistics on social security.
2. The Social Security Control Bureau is in charge of encouraging the establishment and control of compensation funds; and controlling the application of measures tending to prevent labor accidents in firms.

IV. Legislation Service is composed of three bureaus:

1. The Legislation Bureau is in charge of controlling all projects relating to labor regulations; preparation research, and interpretation of labor regulations except questions relating to wages and social security; research and study of foreign labor regulations; preparation of books on labor problems; and study of projects referred by other departments asking for advice.
2. International Liaison Bureau is in charge of contacting the International Labor Bureau and all International organizations on labor matters; contacting foreign labor offices; studying all problems brought up by international labor offices; preparing files and materials for international conferences; contacting the General Secretariat in order to take charge of all procedures in sending Vietnamese delegates

to attend labor conferences; and contacting the General Secretariat for preparing and carrying out programs for technical aid, specialists, and scholarships.

3. Professional Liaison Bureau is in charge of trade union legislation (contacting the legislation bureau); controlling the execution of trade union legislation; controlling the application of workers' delegate system in firms; labor consulting committee; controlling and advising on the signing of collective contracts and general labor regulations; obtaining statistics on living conditions and wages; comparing the level of wages and market prices; examining the guaranteed minimum salary rate; and preparing and interpreting regulations on wages.

- V. Mail Bureau is in charge of liaison between, and the coordination of Directorate General of Labor Inspection and all the Directorates, and Services within the Department; in-coming and out-going mail; centralizing and controlling files to be submitted for signature; particular papers and "confidential" files; contacting the central authorities on matters of personnel and supplies; typing materials; and maintaining files of the Directorate General of Labor Inspection.

D. LABOR SERVICE OF SAIGON CITY AND PROVINCIAL LABOR SERVICES

I. The Labor Service of Saigon City

Establishment and Functions: The Labor Service of Saigon city was established by Decree No. 36-BLD/HC/ND of February 1, 1959. This Service's function is to control and implement labor regulations and the activities of firms in the city, and to solve disputes (individual or collective).

Organization: The Labor Service of Saigon City is composed of four bureaus:

1. The Mail Bureau is in charge of book entr and the distribution of in-coming mail; sending mail; keeping files; operating the library; centralizing the distributing mail for typing; centralizing and controlling files to be submitted for signature; personal mail; "confidential" mail; all works pertaining to the personnel of different services; as well as supplies, equipment accounting, and administrative affairs.
2. Control Bureau is in charge of controlling the implementation of labor regulations and social security in all firms; examining and countersigning all books on labor; investigating and gathering statistical materials; child

bounty equalization funds; labor accidents; controlling trade union activities; controlling the implementation of regulations concerning workers' delegates; and providing periodical reports of service.

3. Individual Dispute Bureau is in charge of settling individual disputes; establishing files to be sent to labor court when the disputes are unsettled; and representing workers before the court.
4. Collective Dispute Bureau is in charge of hearing collective disputes; reconciling collective disputes; and establishing files to be sent to the Conciliation Board when disputes are unsettled.

II. Provincial Labor Services

According to Decree No. 36-BLD/HC/ND of February 1, 1959, all provincial, or inter-provincial, labor services have the function of implementing labor regulations and social security in the areas of agriculture, industry, mining commerce, and the liberal professions; reconciling all individual or collective disputes falling within their jurisdiction; bringing to labor courts or conciliation boards all unsettled disputes; answering questions on labor regulations; gathering materials on labor within their jurisdiction under the instructions of the central government; controlling manpower and finding jobs (until the provincial labor services are established); and following the activities of trade unions in their jurisdiction.

The provincial labor services, established by special decree of the Secretary of State for Labor, are placed under the supervision of a chief of service who works directly within the Department of Labor.

E. CONSULTING COMMITTEE OF MANPOWER INVESTIGATION

Establishment and Functions

The Manpower Investigation Consulting Committee was established by Decree No. 34-BLD/LD/ND of April 3, 1958. This Committee's functions are to follow up the investigation of manpower undertaken by the Directorate General of Labor Inspection; to give suggestions to all labor investigation projects; and to examine proposals of the Directorate General of Labor Inspection arising from his investigations of manpower.

The composition of the Committee is as follows:

Chief of Cabinet of Department of Labor	Chairman
Mr. Amoss, International Labor Organization specialist	Labor Expert
General Inspector of Labor	Member
General Secretary of Department of Labor	Member
Representative of the Directorate General of Planning	Member
Representative of the National Statistics Institute	Member
Manpower Investigation Director	Member
One Labor Inspector or Deputy Inspector from the Manpower Investigation Center	Secretary

The Committee will meet at the notice of the chairman. The Manpower Investigation Director, appointed by order of the Secretary of State for Labor, must conduct and carry out the investigation.

The Director will report frequently to the Consulting Committee on the progress of his work, its results, as well as problems to be solved. He must ask advice from the Committee when necessary.

F. TRAINING LABOR CADRE COURSE

The Training Labor Cadre Course was established in Saigon by Decree No. 114-BLD/LD/ND of November 11, 1955, modified by Decree No. 53-BLD/LD/ND of October 23, 1958. It is aimed at training inspectors and deputy inspectors for the Department in order to meet the needs of the public service.

Conditions for Admittance.

Besides the conditions on Vietnamese nationality, behaviour, curriculum vitae, health, and age, candidates must satisfy the conditions of diplomas and have seniority in service in order to be admitted to the labor cadres course.

Decree No. 53-BLD/LD/ND mentioned above has divided candidates into two categories in accordance with their different diplomas. These two categories are regular students and civil servant students.

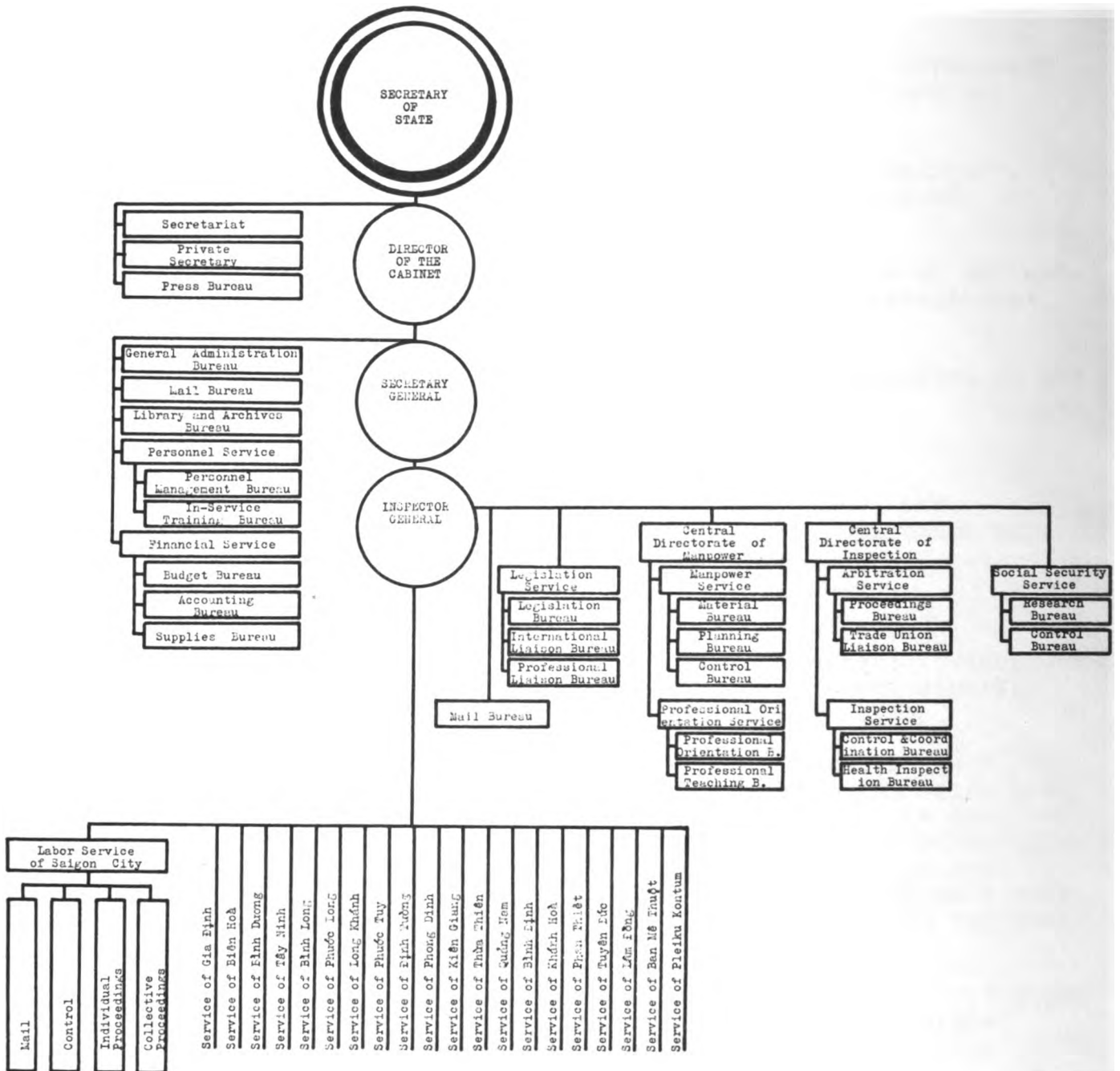
To be admitted to the "labor inspection course", regular students must have full baccalaureate diplomas or a diploma equivalent to law capacity diploma (2nd part) and junior high school diploma or an equivalent diploma. Civil servant students desiring to attend the labor inspection course must be classified in middle grade and have a salary index equal to 300 or above; civil servants of middle grade

having junior high school diploma or an equivalent diploma, and at least 6 years of continuous service (this is an exception and is good only for the first course after the signature of this decree).

To be admitted to the Labor deputy inspector course, regular candidates must have junior high school diploma or an equivalent diploma. As an exception, and this is good for the first course only, regular secretaries and non-regular secretaries having at least two years of continuous service in an office depending on the Department of Labor may be accepted.

After graduation, the regular civil servants will be nominated to a grade with an equivalent salary index, or to an immediately higher grade if there is no equivalent salary index. Non-regular civil servants will be nominated only to the probationary grade.

ORGANIZATION OF THE LABOR DEPARTMENT



CHAPTER XIII

THE DEPARTMENT OF AGRICULTURE

Establishment and Functions

Compared with its organization as described in the "Government Organization Manual 1957-58". The Department of Agriculture has undergone the following modifications:

- Creation of three positions of Inspectors for Agriculture, Water and Forestry, and Animal Husbandry at the Department of Agriculture,

- Incorporation into a single service called Service of Agriculture of all Services of Agricultural rice growing and agricultural development existing in the provinces, and

- Change in title of the Veterinary Services and Agencies in the provinces to "Animal Husbandry Services and Agencies".

ORGANIZATION OF CENTRAL DIRECTORATES

By decision No. 389-BCN/ND dated September 4, 1958, the organization of regular agencies depending upon the Department of Agriculture underwent the following modifications:

A. Directorate of the Cabinet

Placed under the authority of a Director of Cabinet, it includes a Chief of Cabinet assisted by two official mission commissioners, and attache, and an assistant secretary. It consists of:

1. The secretariat which is in charge of: political and diplomatic matters; requests for official appointment with the Secretary; relations with the Presidency, the various departments, the National Assembly, the Council of representatives and the military authorities through the Department of National Defense. It prepares general instructions of the Secretary of State; coordinates and directs work programs of the department, supervises the execution of the Secretary of State's decisions and orders.

2. The Private Secretariat which is in charge of registering, typing and recording secret and private documents; of official and private audiences and receptions of the Secretary of State; of planning inspection tours and maintaining the private correspondence of the Secretary.

3. The Press Bureau which is in charge of: newspaper scanning and making

reports to the Secretary of State; distribution and keeping of newspapers, information, communiques; arrangement of weekly broadcasts at the Saigon Station to give information about Agriculture, Water and Forestry Animal husbandry; writing information articles to be published by Viet-Nam Press and by the newspapers; liaison with the Department of Information and information agencies of all levels; preparation and organization of interviews; and photographic services in the Department.

B. General Secretariat

Responsibilities: Placed under the direction of a Secretary General, the General Secretariat is responsible for: the coordination, supervision and control of the administrative, financial and technical activities of the department technical directorates; the study of work programs; following up and supervising their implementation, especially those problems involving foreign technical and economic aid; reporting to the Secretary of State about operation development and proposals of appropriate measures for the implementation of all programs already planned, resolving questions pertaining to administration, personnel, materials, accounting.

Organization: The General Secretariat consists of three sections and four services.

I. The Correspondence Section is in charge of the reception and registration of correspondence and submitting it to the Secretary of State; of the distribution of in-coming correspondence; of the submission for signature, registration and sending out-going correspondence, and record-keeping.

II. The Typing Section is in charge of typing all the correspondence of the regular organisms of the Department.

III. A Central Library is entrusted to an archivist, equalling in part a chief of bureau.

IV. The Service of Administration comprises three sections.

1. The General Administration Section is responsible for: solving all administrative problems relating to or lying within the jurisdiction of the Department; diffusion of instructions and communiques of general scope; controlling the implementation of decisions, delivery of mission orders, duty orders, organization of festivities, conferences, supervision and general problems.

2. The Legislation Section is entrusted with the study of projects submitted by various departments to the Government Council; the study and preparation of drafts of legislation and regulations concerning agriculture, water and forests,

animal husbandry, drafts of contracts, international agreements; the study, preparation and enforcement of regulations concerning the personnel placed under the management of the Department of Agriculture; the enforcement diffusion and commentary of documents relating to legislation or regulations.

3. The Personnel Section is in charge of: the management of personnel, appointment, reinstatement, transfer, promotion, temporary attachment, discipline, leave, long term leave; sick leave, repatriation, retirement, maintenance; dismissal; removal; establishment and maintenance of individual files; controlling the personnel number, declaration of properties, orders and awards.

V. The Service of Finance is in charge of all financial operations and the carrying out of the national budget and the budget of Foreign Aid Agencies. It comprises three sections:

1. The Section of Accounting and Materials is responsible for: expenditure estimates, disbursement, issuing arretes appointing certain treasury paymasters, establishment of advance funds; delivery of gas and oil tickets, control of governmental cars; purchase and distribution of materials; management of public buildings; listing of properties, way-bills, transportation requisition orders, sick-vouchers, and establishment of pay orders.
2. The Section of Budget and Expenditure Approval is responsible for: the establishment of budget drafts, the carrying out of budgets, approval of contracts, purchase orders participation in bids, collection control committees, establishment of unbudgeted transfer accounts; examination of the needs of directly dependent agencies; and approval of expenditures.
3. The Section of Foreign Aid accounting is in charge of liaison with the Directorate of Foreign Aid and other Foreign Aid agencies concerned with finances; controlling and following up the use of funds supported by Foreign Aid agencies on behalf of directorates depending upon the department; establishing monthly general reports; gathering monthly estimated expenditures of directorates and establishment of monthly estimated expenditures for the whole department; controlling files from loan funds concerning foreign aid; establishment of a monthly balance between expenditures made and the amount granted to each project.

VI. The Technical and Planning Service is in charge of applying technical problems involving various branches of the Department of Agriculture. Also, it collects and examines project drafts submitted

by specialized directorates and sets up projects supported by the national budget or foreign aid agencies, and looks to the implementation of the projects.

The Technical and Planning Service is composed of three Sections:

1. The Technical Section is responsible for:

- studying and solving all technical problems relating to agriculture, water, forest and fisheries;
- gathering and putting into practice information derived from technical research and statistics concerning agriculture, forestry and fisheries;
- coordinating and controlling the application of techniques concerning agriculture, forestry and fisheries;
- the technical organization and functioning of national and local agricultural, forestry and fisheries agencies.

2. The Planning Section is responsible for:

- the collection and the examination of project drafts and the establishment of work programs.
- liaison with the Department of Plans, the Directorate of Foreign Aid and other Foreign Aid agencies for economic and technical assistance.
- liaison with international foreign aid agencies international agricultural organizations.
- following up the implementation of programs that have been already approved.
- coordinating projects submitted by concerned directorates.
- proposing all appropriate measures to promote and coordinate the achievement of programs.
- making a monthly report about the program progress

3. The International F.A.O. Liaison and Technical aid Section is responsible for:

- the examination of technical aid projects from the United Nations organization; liaison with agriculture, forestry and animal husbandry international organizations.

- appointment of members and delegations to participate in international conference, missions and observation tours, etc.

VII. The Statistics and Documentation Service in charge of:

- Research of documents of general scope and examination of problems concerning agricultural economics,
- Setting up statistics, charts and tables relating to agriculture, water, forestry and animal husbandry.

The Service is composed of three sections:

1. The Statistics Section responsible for:

- the organization of agricultural products census,
- research, setting up and distribution of documents concerning production, consumption and circulation of agricultural, fishing and animal products.
- setting up statistics, charts, tables, permanent index about resources, products and industries concerning agriculture, forestry, animal husbandry and fisheries.

2. The Research and Documentation Section is responsible for:

- gathering, commenting on, and disseminating documents of a general character as well as results brought about by special research in the fields of agriculture, water, forestry and animal husbandry;
- setting up weekly and annual reports on the activities carried on by the department;
- recording of technical files
- appointing representatives of the department or arranging participation of the Department in exhibitions and fairs, conferences, national and international committees.

3. An Agricultural Economics Section in charge of the following problems; rural economy, production costs, study of price of agricultural products, purchase and sale systems.

REFORMS IN THE DIRECTORATE OF ANIMAL HUSBANDRY

This directorate, created by Arrete No. 43-BCN/ND of December 4, 1952 underwent some reforms by the subsequent Arrete No. 17-BCN/ND of January 14, 1959.

Placed under the authority of a Director assisted by a deputy-director, the Directorate of Animal Husbandry is in charge of the following problems:

- Protection, development of stock farming and related industries.
- Control of distribution, supply and utilization of livestock as well as food and animal products.
- Organization, administration and inspection of national and regional Animal Husbandry and Veterinary Services as well as practical research and study about Animal Husbandry and Veterinary.

The deputy-director automatically replaces the Director when the latter is busy or absent and is especially responsible for the control of finances, supplies and the central agency staff.

The Directorate of Animal Husbandry is composed of central and regional agencies.

A. The Central Agency

The Central agency includes:

- I. The Administrative Bureau in charge of general administrative problems personnel, correspondence, archives, telephone, sending out-going mail.
- II. The Financial Bureau in charge of expenditure estimates, transfers, liquidation, budget control (national and Foreign Aid) salary and allowances; way-bills and orders for transportation of personnel, materials, and requisition of administrative cars.
- III. The Planning Bureau in charge of research, gathering study, distribution of technical documents, statistics; study and discussion of plans and operation programs; training, compilation, translation, library management.
- IV. The Service for the Improvement of Livestock Breeding in charge of carrying out all necessary measures to increase and improve livestock quantitatively and qualitatively. It consists of the following sections:
 1. a cattle section (buffaloes, oxen)
 2. a section for small animals (pigs, goats, sheep)
 3. a poultry section (fowls, ducks, birds)
- V. The Service for Animal Protection, in charge of domestic

animal sanitation and health and prevention of their decrease from disease. The service includes four sections:

- a sanitary and symptom.
- an epidemic section.
- medicine warehouse.
- veterinary hospital.

VI. The Service of Animal Products and Food Inspection.

It includes three sections;

1. One for the reconstruction and the organization of slaughter-houses.
2. One for the control of food.
3. One for animal product industries.

VII. The Institute of Microbiology and Animal Disease Research

VIII. National Experimental Breeding Center and Stations directed and coordinated by a managing committee which is in charge of the production and the experimentation of all production processes and techniques as well as the improvement of livestock and animal products.

B. THE REGIONAL AGENCIES include:

I. Animal Husbandry Services and Sectors. There is in each province a directly dependent service entrusted with all matters pertaining to veterinary and animal husbandry in the province. In those provinces with either large population, territory or especially an important livestock industry, one or more animal husbandry sectors may be established which will depend directly upon the provincial service. Each sector operates in an area covering from one to three districts.

II. The Animal Husbandry District is in charge of controlling the regional services. Free Viet-Nam is divided into five districts:

- | | |
|--------------------------------|-------------|
| - South Viet-Nam | 2 districts |
| - Midlands of Central Viet-Nam | 2 districts |
| - P.M.S. | 1 district |

According to arrete No. 141-BCN/ND of April 16, 1959 the five districts cover the following areas:

1. District I for South-West Viet-Nam includes the lands lying West of Tien-Giang River plus Kien-Phong, minus Kien-Hoa now comprising the provinces of An-Giang, Kien-Giang, Phong-Dinh, Ba-Xuyen, An-Xuyen, Vinh-Binh, Vinh-Long and Kien-Phong.

The Headquarters are set up at Chau-Phu (An-Giang).

2. District II for South-East Viet-Nam includes the lands lying East of Tien-Giang River minus Kien-Phong, plus Kien-Hoa, comprising the provinces of Dinh-Tuong, Kien-Hoa, Kien-Tuong, Long-An Gia-Dinh, Binh-Duong, Tay-Ninh, Bien-Hoa, Phuoc-Tuy, Long-Khanh, Binh-Tuy, Binh-Long, Phuoc-Long, Phuoc-Thanh, Saigon and Con-Son.

District II Headquarters are set up at Thu-Duc (Gia-Dinh).

3. District III for Central Viet-Nam Highlands includes the land lying in the highlands of Central Viet-Nam and comprising the provinces of Tuyen-Duc, Lam-Dong, Pleiku, Kontum, Darlac, Quang-Duc and Dalat.

District III Headquarters are set up at Ban-Me-Thuot (Darlac).

4. District IV for the midlands of Central Viet-Nam includes the land lying in the southern midlands of Central Viet-Nam and comprising the provinces of Binh-Dinh, Phu-Yen, Khanh-Hoa, Ninh-Thuan and Binh-Thuan.

The District IV Headquarters are set up in Phan-Rang (Ninh-Thuan).

5. District V for the northern midlands of Central Viet-Nam includes the land lying in the northern midlands of Central Viet-Nam and comprising the provinces of Quang-Tri, Thua-Thien, Quang-Nam, Quang-Ngai and the cities of Hue and Da-Nang.

The District V Headquarters are set up in Hue.

III. The Local Breeding Stations.

REORGANIZATION OF THE DIRECTORATE OF WATERS AND FORESTS

The National Directorate of Water and Forests was originally the Indochinese Directorate of Waters and Forestry established on March 30, 1950, the date on which the French Government transferred the management of the directorate to the Vietnamese Government. The arrete No. 43-BCN/ND of December 4, 1952 provides for the organization of the Department of Agriculture which comprises the national d directorate of Water and Forests. The arrete No. 39-BCN/ND of January 27, 1959 abolished articles 12 and 13 of the arrete No. 43-BCN/ND and reorganized the National Directorate of Waters and Forestry.

According to arrete No. 39-BCN/ND of January 27, 1959, the National Directorate comprises central and regional agencies.

Responsibilities of the Director and Assistant Director

- The Director: establishes the forestry policy for the whole national territory; establishes the daily or long-termed program of operations for the branch of Water and Forests from the perspectives of management and techniques; maintains liaison with international agencies on technical matters in accordance with the delegation of the Secretary of State; supervises all personnel pertaining directly to the National Directorate of Water and Forests; directs relationship with province-chiefs and directors of department; pays all expenditures of the Directorate of Water and Forests; delivers service-orders and way-bills to members of all grades (except for trips abroad); signs all contracts concerning tree felling bids and applications for three felling approved by the Secretary of State provided the volume of the trees cut will not exceed 50 cubic meters; receives and approves requests for negotiations about violations of forestry regulations if the proposed negotiation prive does not exceed the one that would be fixed by another subsequent arrete; distributes tools alloted to the National Directorate of Water and Forests by the Government or by Foreign Aid.

- The Assistant-Director: assists the Director in the supervision of the National Directorate of Water and Forests; serves automatically in the place of the Director when the latter is absent; performs through delegation from the Director various assignments.

A. The Central Agency. This consists of two sections and four services.

I. The Administrative and Correspondence Section in charge of registration and distribution of in-going mail; submission for signature, registration and forwarding outgoing mail; archives; diffusion of administrative and legal documents; personnel management; recruitment, appointment, transfers, promotions, discipline, leave

hospitalization, retirement, keeping personnel individual records; granting scholarships for overseas study, or for participation in in-service training course; service order; certificates; foreign specialists.

II. The Finance and Foreign Aid Section placed under the authority of a section-chief is in charge of: the preparation of budget draft of the Directorate; administration of delegated funds and carrying out of the budget; personnel and materials accounting; conservation of movable properties, material, and real estate; delivery of way-bills; advance funds; payment, and accounting of foreign aid projects; reception of material bought with national funds or with American Aid.

III. The Service of Codification of the Forestry Domain and Development of Forestry Products comprises four sections:

1. The Section in charge of Formulating and Codifying Regulations concerning the forestry domain: census of the forestry domain; establishment and reforms of perpetual forsts: study, combination and completion of forestry regulations and code, temporary exploitation and control as to the carrying out of approved programs.

In Water and Forests: examination of applications for the cultivation of public land or examination of files relating to the recovery of cultivated lands to the public domain.

2. The Section of Forestry Equipment: Examination, combination and completion of forestry equipment programs (opening and repairing roads bordering perpetual forests, highways etc...) and control of the carrying out of approved programs. Utilization of mechanical instruments of the Directorate to perform the programs concerning the equipment of the forestry domain and programs of other national services depending on the directorate.

3. The Section of Forestry Products Exploitation:

Drafts lists of yearly and exceptional tree felling authorizations, evaluates the volume of forestry products exploited yearly through license A, B in temporary reserves. Studies outright purchase rate and sale price of forestry products exploitation in temporary forests; considers applications for exploitation; controls cuttings in the national forestry domain, in private forsts, and in lands subject to clearing.

4. The Section for the Coordination and Utilization of Forestry Products. Studies, combines, and advises activities of corporations working on forestry products; examines applications requesting the setting up of forestry products corporations; conducts research in new markets and utilization of forestry products; assists forestry products cooperatives; studies advancement of funds, credit and subsidies to develop the exploitation of forestry-products handicrafts and industries.

IV. The Service of Protection of Nature and Fostering of Forestry Domain comprises four sections.

1. The Section of Nature Protection is in charge of the study, coordination and completion of the following programs: protection against forest fires, the cultivation process by clearing a forestry area with fire, and the digging of trenches; protection against alluvium and ground erosion; protection of river and canal water levels, and control of the implementation of programs already approved; establishment of parks, and natural reservations; and propaganda for the protection of the forestry domain.
2. The Section of Improving the Forestry Domain is in charge of studying and setting up programs; preservation and fostering of spontaneous reproduction of forestry plants; tree-planting in forests and control of the carrying out of approved programs.
3. The Forestry Experimentation Section is in charge of the study and the setting up of experimentation programs of all kinds; local and foreign forestry plants; forestry plants used in the forestry products industry.
4. The Section of Wild Game and Hunting in charge of the wild animals statistics; fixation of hunting areas; wild animal protection and breeding; delivery of shooting licenses; liaison with the Tourism Office and other international agencies, all relative wild games and hunting problems.

V. The Service of Legislation, Procedure and Document Research consists of two sections:

1. The Section of Legislation and Procedure is in charge of the study; preparation of drafts, and documents relating to legislation or regulations on forestry

and hunting; following up the enforcement of forestry laws and regulations concerning hunting; gathering, registering and examining the contents and the form of reports concerning breaches of forestry and hunting regulations; considering applications for negotiation about breaches of the above regulations, or denunciation of such violations; distribution of output bonus relating to reports about breaches of regulation; examination of regulation drafts set up by the various departments affecting the Water and Forestry branch.

2. The Section of Statistics and Documentation in charge of gathering domestic and foreign books and magazines dealing with forestry and hunting matters; research and distribution of documents relating to the production, utilization and manufacturing of forestry products; management of the Directorate library; monthly and annual reports about the activities of the Directorate; statistics; participation in fairs, exhibitions with the cooperation of technical services; liaison with international agencies in cooperation with services dependent on the Directorate.

VI. The Service of Smuggling Control, and Audit for Forestry Districts comprises one section and two mobile control squads.

1. The Section in Charge of Auditing for Water and Forestry Districts is responsible for gathering and controlling accounting documents and receipts of Water and Forests districts; control of census registers, passports and circulation permits; and following up the enforcement of approved prices applied to forestry products.
2. The Mobile Control Squads have the responsibility of maintaining mobile control throughout the national territory and making spot-checks: cutting operations in forestry domain or private forests, cleared lands; the circulation of forestry products; the places where the forest products are processed, put into use or stored (saw-mills, timber-yard, charcoal-kilns, brick-kilns, forestry-products depots, etc..). The Chief of the service of smuggling control and the chiefs of control squads are entitled to audit, on the spot, forestry district accounting-books. The control mobile squad chief enjoys the same rank as a section-chief in central agencies dependent on the National Directorate of Waters and Forestry and the same allowances as a section-chief.

B. REGIONAL AGENCIES

On the regional level, there exist two types of agencies: those in charge of controlling and those in charge of management

I. Controlling Agencies:

The Interprovincial Water and Forestry District
The Republic of Viet-Nam's territory is divided into five Water and Forestry interprovincial districts, each of them having under its authority a number of Water and Forestry divisions including several administrative provinces.

The Water and Forestry borders are fixed as follows:

1. District I. From the Thailand gulf to Tien-Giang River and Co-Chien estuary. The headquarters are set up at Quan-Long.
2. District II. From Tien-Giang River to Co-Chien estuary up to the South Viet-Nam borders. Headquarters set up at Bien-Hoa.
3. District III. Includes the provinces of Lam-Dong, Tuyen-Duc, Darlac, Binh-Thuan, Ninh-Thuan and Khanh-Hoa. Headquarters set up at Dalat.
4. District IV. Includes the provinces of Pleiku, Kontum, Binh-Dinh and Phu-Yen. Headquarters set up at Qui-Nhon.
5. District V. Includes the provinces of Quang-Ngai, Quang-Nam, Thua-Thien and Quang-Tri. Headquarters set up at Hue.

Each Interprovincial Water and Forestry district is placed under the supervision of a district-chief whose responsibilities and authority are fixed as follows:

- Overseeing the activities of the Waters and Forestry divisions; inspection of the latter from the administrative, financial and technical viewpoints; control of the transportation of the forestry products; sending monthly reports to the Directorate about division activities and useful suggestions; study and investigation about problems occurring within his division or those entrusted him by the national Directorate of Water and Forestry. Because of these responsibilities, he is entitled to get in touch with administrative, military and security authorities.

II. MANAGEMENT AGENCY:

Water and Forestry Division

The division is a management and operation unit of the Water and Forestry branch.

The division is directed by a division-chief who is placed under the direct authority of the National Directorate of Water and Forestry.

Drafting of forestry activity programs of the division; implementing all management and technical operations within the district under the guidance and control of technical service chiefs of the Directorate of Water and Forestry together with interprovincial water and forestry district-chiefs; delivering licenses for timber and wood exploitation in temporary forests within the available volume fixed yearly and after and Forestry; delivering hunting license of the categories B and C; enforcing laws and regulations relating to forestry and hunting; prosecuting, reporting, and certifying violation of forestry and hunting regulations on the district territory; controlling directly dependent sector-chiefs' activities.

1. The Division Chiefs

The Division-Chief having his headquarters at the chief-town represents the National Directorate of Waters and Forestry before:

(1) The Province-Chief: in this respect, the division-chief who is at the same time the representative gathers and concentrates the documents given him by the other division chiefs of the province in order to give an account to the Province-Chief whenever requested and to prepare a monthly provincial report.

For the sessions at the Province-Chief's office, the representative division-chief may call other interested division-chiefs to the meeting.

(2) The Provincial Court of Justice in cases of breach of forestry and hunting regulations, taking place in the province or the neighboring provinces within the jurisdiction of the district.

The representative division-chief is not empowered to supervise other Water and Forestry division-chiefs.

2. Water and Forestry Sectors

The Waters and Forestry division is divided into many Waters and Forestry sectors, each sector being under the authority

of a sector-chief whose responsibilities are the following:

Implementation of all technical operations entrusted to him by the division-chief, including control of tree felling and transportation of forest products within the sector's territory. The sector-chief may receive authority from the division-chief to carry out some management operations within the sector's territory (delivery of circulation permits, checking exploited woods etc...) on the approval of the Director of the Service of Water and Forestry.

THE POSITION OF INSPECTOR

A. Creation. According to the Arrete No. 526-BON/ND/HC2 of December 10, 1958, three positions of Inspectors; one for Agriculture one for Water and Forestry and one for Animal Husbandry are created within the Department of Agriculture and placed under the direct authority of the Secretary of State.

B. Responsibilities of the Inspector are fixed as follows:

- General inspection of all operations, especially on the technical side, of all branches entrusted to his supervision.
- Checking the implementation of all programs of the Directorate concerned.
- Controlling the enforcement of regulations and direction from higher authorities.
- Inspecting each district and province at least once monthly, so as to follow up the Development of permanent operations in the sectors in order to keep the report Secretary of State informed and to make all necessary proposals to him.
- Investigating, reporting and evaluating operations having an extraordinary character and entrusted him by the Secretary of State.

If necessary the inspector contacts directly the Directorates, Services, Agencies and Sections concerned in order to be supplied with documents and facilities.

SERVICES OF AGRICULTURAL AFFAIRS AND HUSBANDRY

A. The Service of Agricultural Affairs.

The Arrete No. 5-BCN/ND of January 6, 1959 put into proper form the decision No. 320-BCN/QD of July 17, 1958 concerning the transformation of the provincial services of Agriculture, Rice-

Growing and Agricultural Development into the service of Agricultural Affairs.

The Service of Agricultural Affairs is responsible for all agricultural problems in the province. The headquarters are set up in the chief-town.

The Service of Agricultural Affairs is placed under the authority of a Chief of Service who enjoys the same rank as that of a technical Chief of Service in the province.

Each Chief of Service has an Assistant who enjoys the same rank as that of a technical division-chief in a province.

B. The Service of Animal Husbandry.

The Arrete No. 142-BCN/ND of April 16, 1959 changed the names of provincial Veterinary Services and Sectors into Animal Husbandry Services and Sectors.

DISSOLUTION OF THE

DIRECTORATE OF WATER AND FORESTRY OF SOUTH VIET-NAM

As a consequence of Arrete No. 460-BCN/ND of October 28, 1958 of the Secretary of State for Agriculture, the Directorate of Water and Forestry of South Viet-Nam was dissolved and its functions were transferred to the National Directorate of Water and Forestry.

THE DEPARTMENT OF AGRICULTURE

Establishment and Functions

Organization of Central Directorates

- A. Directorate of the Cabinet
- B. General Secretariat

Organization

- I. The Correspondence Section
- II. The Typing Section
- III. A Central Library
- IV. The Service of Administration
 - 1. The General Administration
 - 2. The Legislation Section
 - 3. The Personnel Section

V. The Service of Finance

1. The Section of Accounting and Material
2. The Section of Budget and Expenditure Approval
3. The Section of Foreign Aid Accounting

VI. The Technical and Planning Service

1. The Technical Section
2. The Planning Section
3. The International F.A.O. Liaison and Technical Aid Section

VII. The Statistics and Documentation Service in charge of:

1. The Statistics Section
2. The Research and Documentation Section
3. An Agricultural Economics Section

Reforms in the Directorate of Animal Husbandry

A. The Central Agency

- I. The Administrative Bureau
- II. The Financial Bureau
- III. The Planning Bureau
- IV. The Service for the Improvement of Livestock Breeding
- V. The Service for Animal Protection
- VI. The Service of Animal Products and Food Inspection
- VII. The Institute of Microbiology and Animal Disease Research
- VIII. National Experimental Breeding Center and Stations

B. The Regional Agencies

- I. Animal Husbandry Services and Sectors
- II. The Animal Husbandry District
 1. District I
 2. District II
 3. District III
 4. District IV
 5. District V

III. The Local Breeding Stations

Reorganization of the Directorate of Waters and Forests

Responsibilities of the Director and Assistant Director

- The Director
- The Assistant Director

A. The Central Agency

- I. The Administrative and correspondence Section
- II. The Finance and Foreign Aid Section
- III. The Service of Codification of the Forestry Domain and Development of Forestry Products
 1. The Section in charge of Formulating and Codifying Regulations
 2. The Section of Forestry Equipment
 3. The Section of Forestry Products Exploitation
 4. The Section for the Coordination and Utilization of Forestry Products
- IV. The Service of Protection of Nature and Fostering of Forestry Domain
 1. The Section of Nature Protection
 2. The Section of Improving the Forestry Domain
 3. The Forestry Experimentation Section
 4. The Section of Wild Game and Hunting
- V. The Service of Legislation, Procedure, and Document Research
 1. The Section of Legislation and Procedures
 2. The Section of Statistiques and Documentation
- VI. The Service of Smuggling Control and Audit for Forestry Districts
 1. The Section in Charge of Auditing for Water and Forestry Districts
 2. The Mobile Control Squads.

B. Regional Agencies

- I. Controlling Agency: The Interprovincial Water and Forestry District

1. District I
- 2.
- 3.
- 4.
- 5.

II. Management Agency: Water and Forestry Division

1. The Division Chiefs
2. Water and Forestry Sectors

The Position of Inspector

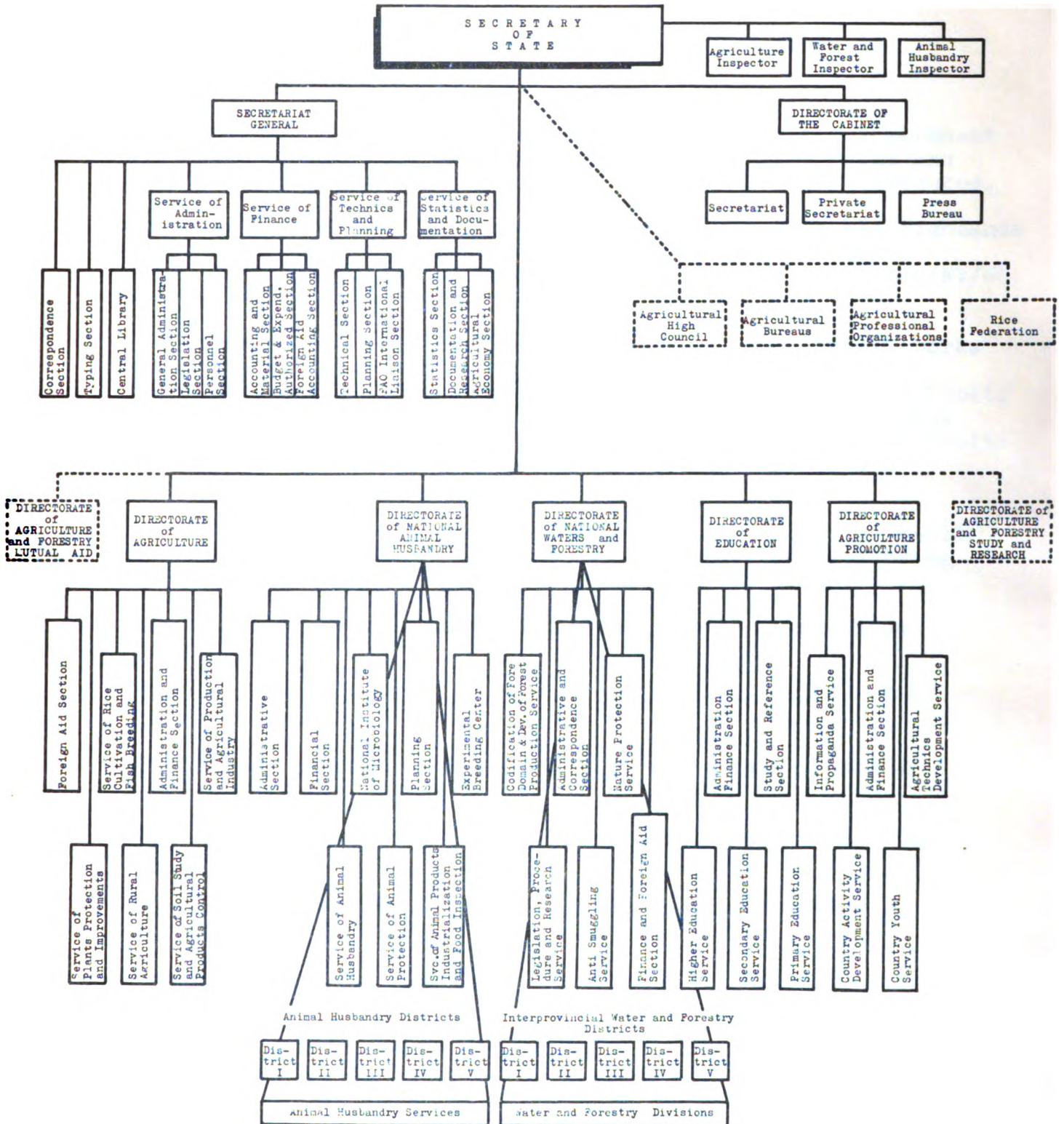
- A. Creation
- B. Responsibilities

Service of Agricultural Affairs and Husbandry

- A. The Service of Agricultural Affairs
- B. The Service of Animal Husbandry

Dissolution of the Directorate of Water and Forestry of South Viet-Nam.

DEPARTMENT OF AGRICULTURE



CHAPTER XIV

DEPARTMENT OF PUBLIC WORKS AND COMMUNICATIONS (1)

Establishment and Function (2)

Compared with its organizational description in the government organizational manual 1957-58 the Department of Public Works and Communications remains unchanged except in the following instances.

1. The abolition of the Directorate of Public Works in the Highlands of the South and the Establishment of a "Sector of Public Works in the Highlands of the Center" by Decree No. 33-BCC/NV/ND on 1-17-1959. (3)

According to this Decree, the Directorate of Public Works in the Highlands of the South, established by Decree No. 119/1576 of 4-28-1948 has been abolished, and a Sector of Public Works under the direct management of the Directorate General of Public Works, was created under the name of "Sector of Public Works in the Highlands of the Center" on 10-10-1958 with headquarters in Ban-Me-Thuot.

Under the management of a Director, the "Sector of Public Works in the Highlands of the Center" includes the following services, each under the management of a Chief of Services:

- The Lam-Dong Service of Public Works, whose head office is at Blao.
- The Tuyen Duc Service of Public Works, whose head office is at Dalat.
- The Darlac Service of Public Works, whose head office is at Ban-Me-Thuot.
- The Fleiku Service of Public Works, whose head office is at Fleiku.
- The Kontum Service of Public Works whose head office is at Kontum.

The headquarters of the "Sector of Public Works in the Highlands of the center" includes:

- One Administrative and Accounting Section, managed by a Section Head.

(1) Government Organization Manual 1957-58, pp. 192, 221
(2) Government Organization Manual 1957-58, pp. 192
(3) Official Gazette of the Republic of Vietnam No. 6 on 1-31-1959, page 348.

- One technical section, managed by a Section Head.
 - One section of Equipment and Car Control, managed by a superintendent.
2. The abolition of the Directorate of Public Works in the South, which had been established by Decree No. 53/15-ND/BCC of 3-7-1953.

Decree 119-BCC/NV/ND of 2-17-1959 (2) abolishing the Dir Direction of Public works in the South states that the above Directions personnel is put under the management of the Directorate General of Public Works to facilitate the assignment of personnel according to the needs of various agencies of the Direction.

In addition, the Direction of River transportation has also been reorganized and shall be designated as the Direction of River transportation and Agricultural Hydraulics; The National school of P.T.T. has also been established.

A. THE DIRECTORATE OF RIVER TRANSPORTATION
AND AGRICULTURAL HYDRAULICS.

Formation. Provided by Decree No. 301-Cab/SG of 4-24-1952 and created by the Decree 53-35/ND/BCC of 5-5-1953 of the Secretary of State for Public Works and Transportation, and with reference to the Decree No. 104-BCC/NV/ND of 2-13-1959⁽³⁾. The Directorate of River Transportation is now reorganized and assumes the name of "The Directorate of River Transportation and Agricultural Hydraulics".

Organization. The Directorate of River Transportation and Agricultural Hydraulics is under the direct control of the Department of Public Works and Transportation, and is managed by a Director. It includes Administrative services, Accounting, Technical sections, The Mekong Liaison and Research Section, The Merchant Marine office, The Agricultural hydraulics office and the fluvial shipping office.

- I. The Administrative Services Section completely responsible for general administration, in-coming and out-going mail, mail and files records; circulating orders and official notes; personnel.

² Official Gazette of the Republic of Vietnam No. 12 on 3-14-1959 page 846.
³ Official Gazette of the Republic of Vietnam No. 13 on 3-21-1929 page 923.

- II. The Accounting Section responsible for budget, expenses on personnel, salaries and materials and all problems concerning expenditures.
- III. The Technical Section responsible for the preparation of projects for agencies which have no special sections; the control of technical projects set up by special offices and of the execution of contracted works of different offices; the collection of technical documents; the files control of Foreign Aid projects; the concentration of documents concerning international conferences on River transportation and Agricultural Hydraulics.
- IV. The Mekong Liaison and Research Section includes three committees:
1. The Reception Committee responsible for receiving, lodging, transporting foreign specialists; scheduling itineraries for foreign officials to meet Vietnamese statesmen.
 2. The Committee of business connection with Foreign bidding Companies responsible for the approval of construction projects, research programs of Foreign bidding companies in Viet-Nam which have been approved by the coordination committee of the Mekong; helping foreign bidders in their relations with Vietnamese authorities; assisting the execution of instruction of the manager of the Project of Mekong Development, which instructions have been approved by the committee.
 3. The coordination committee of American-Aid projects on Agricultural Hydraulics and canalization and the Mekong Development project responsible for recruiting a sufficient number of personnel to do their on-the-job training with the bidders within the framework of the ICA aid program, and with other foreign bidders on the Mekong project; this committee plays an active part in the carrying out of aid programs of agricultural hydraulics, canalization, and the Mekong development program, and above all it coordinates those programs in order to avoid unnecessary difficulties.
- V. The Merchant Marine office includes three services and various local agencies: Saigon, Danang, Quinhon, Nha-Trang Vung-Tau, Rach-gia.
1. The Administrative services, responsible for the clerical, personnel and accounting services, includes:

- The mail section

- The accounting and personnel section
- The legislation section

2. The Sailors Management service responsible for the management of sailors, includes three sections:
 - The sailors identity and police-record section
 - The social services section
 - The section on merchant marine discipline and penal law
3. The Marine Transportation and Equipment service responsible for the security of the merchant vessels and other relative problems; this service includes three sections:
 - The marine transportation section
 - The marine equipment section
 - The marine economy section

VI. The Agricultural Hydraulics service responsible for constructing dikes, dams, gutters, and digging ditches to regulate rivers and water courses.

This Office includes three sections, one research bureau and various local agricultural hydraulics bureaus

1. The Administrative Service Section responsible for administrative affairs, personnel, accounting, legislation and mail records.
2. The Technical Section responsible for: study of irrigation projects, maintaining files for the technical office, use of technical documents submitted by different bureaus; operation of printing and map-drawing rooms, the equipment and material storehouse and the library; following up operations at the agricultural hydraulics workshops undertaken by the agricultural hydraulics service or by different agricultural hydraulics bureaus.
3. The Research bureau, managed by a chief of bureau, includes two committees (the measure committee and the hydrology committee), responsible for measuring works, setting up used in projects, measurement of tides, sea water flood, river flow, studying the effect of dry and rainy seasons on rivers, and other works relative to such research.
4. The Phu An water resources laboratory responsible for testing speedometers, analyzing water containing salt and alum, making clay models of dams, dikes, gutters and other enterprises relative to agricultural hydraulics; chemical testing of the soil.

5. The local agricultural hydraulic service is responsible for studying agricultural hydraulics and providing the research service and the technical section with documents; executing agricultural hydraulic projects within their respective sectors; taking care of and maintaining existing systems; setting up agricultural maps of their respective sector.

VII. The fluvial shipping office has three bureaus and six provincial bureaus:

1. The mail and accounting bureau is responsible for administrative and financial business.
2. The technical bureau is responsible for studying and setting fluvial navigation regulations; drafting technical projects, making reports on the study of canals and ditches, controlling the technical projects prepared by different services.
3. The fluvial operations bureau is responsible for studying the tide and river flow, maintaining and taking care of marigraphs; studying, setting up and organizing fluvial ports, signal systems; considering applications for temporary occupation of public property on the water-side; improving and repairing fluvial constructions; controlling the state of water-ways and inland ways of communications of canals and rivers; supervising and controlling the traps and fish nets on rivers; compensating the population living along the riverside when dredging the canals.
4. The canal excavation bureau is responsible for the use of dredging machines to dredge canals and ditches.
5. The excavation equipment bureau is responsible for supplying various workshops with fuel, materials, and for the repair of equipment.
6. The maritime signal bureau is responsible for building or rebuilding lighthouses, repairing and managing the maritime signal system, superintending boats used for the installation of maritime signals, the Cuu Long boat and signal tools; studying projects for the improvement and modernization of the signal system.
7. The waterways bureau is responsible for setting up maps of waterways; preparing projects for the improvement of water routes; studying and establishing new sea ports or river ports; administering steam-ships and water-way facilities.
8. The nautical mechanical service is responsible for repairing ships belonging to the Public works Department.

9. The maritime conveyance supervising bureau has three committees (the registration of river boats; supervision of motor river boats, river transport control); this bureau is responsible for registering river boats and measuring their tonnage; controlling the purchase, sale, hire, transfer and scrapping of river boats; maintaining liaison with the river boat registration manager; executing the decisions of the motored-river-boats control committee; controlling all kinds of river-ships, launches, junks and motored boats; granting licenses for maritime navigation and passenger transportation; organizing examinations and distributions of maritime navigation certificates; recording the daily volume of imports and exports carried by water-ways to and from the commercial port of Saigon; permanent liaison between the Department of Public works and communications and the Departments of Economy, Interior and Defense in order to prepare and execute river transportation plans; studying, and if necessary, proposing solutions to maintain waterway security; setting up weekly and monthly statistics of ships, boats, and articles imported and exported to and from Saigon port. These statistical lists are to be sent to various Government agencies; permanently controlling maritime navigation licenses and individual books of sailors.

THE NATIONAL P.T.T. SCHOOL

Establishment and Function

Established by the Decree No. 268-BCC/NV/ND of 4-23-1959 for the establishment and organization of the national P.T.T. School in Saigon, which is to train necessary personnel for the P.T.T. Business and Technical branches.

Organization

The training period at the national school of P.T.T. is three years, and divided as follows:

1. The Preparatory class whose term is one year, is designed to give a general knowledge to students possessing the Junior High School certificate to enable them to attend the Intermediate class along with student holders of the full Baccalaureate.
2. The Intermediate Class aims at training agents of the P.T.T. Business and Technical Branches; this class is divided into two sections:
 - a. The Business Section teaches special subjects necessary to agents in charge of the P.T.T. Business branch (P.T.T. business Controller, postmaster, Director of the Service of Telecommunication).

- b. The Technical Section gives the necessary specialization to agents in charge of the Technical Branch of the P.T.T. (agents controlling the installation of telegraph, telephone apparatus, the installation of wires and wireless sets).

In order to carry out the practical-work training program, the School has established the following rooms:

- The telecommunications laboratory.
- The room of translation and edition of annuals of the P.T.T.

Personnel. As a dependent unit of the Department of Public Works and communications (Directorate General of P.T.T.) the national school of P.T.T. is administratively, pedagogically and technically managed by a Director

The Director is chosen among the Chief Engineers of telecommunications and nominated by decree of the Secretary of State for Public Works and communications according to the proposal of the Director General of P.T.T. after agreement with the Department of Education.

The Director of the national school of P.T.T. is assisted in his functions by a number of administrative, technical, and teaching personnel. Those people are nominated by ministerial arrete according to need:

1. Administrative Personnel:

- One Administrative Section Head
- One Supervisor
- Several administrative, accounting and typing clerks
- Several messengers, laborers, etc.

2. Technical Personnel:

- A head of the telecommunications laboratory
- A head of the P.T.T. annual translating and editing section
- Several laboratory assistants, and assistants of the P.T.T. annual translating and editing section.

3. Teaching Personnel. Includes teachers and lecturers. Councils. The national school of P.T.T. has a Management and High council, and a Teacher-council

I. The Management and High Council

Functions. The Management and High Council is to propose amendments necessary for the school organization, the purchase of tools and equipment etc...; to propose the annual quota for each branch; to

serve as consultants to the Department of Public Works and Communications or the Department of National Education.

Constitution. The Management and High Council includes:

- The Secretary of State for Public Works and Communications or Representative chairman
- Representative of the Department of National Education deputy chairman
- Director General of P.T.T. or representative member
- Director of technology and arts teaching "
- Representative of the Department of Finance "
- Representative of the Directorate of Budget and Foreign Aid "
- Representative of the Directorate of Public Functions "
- Director of the Superior School of Electricity "
- Director of the National School of P.T.T. "
- Section Head of telecommunications laboratory and Section Head of translation and edition of annuals of P.T.T. for the National School of P.T.T. "
- Two representatives of the teaching personnel (general and advanced section) "
- Representative of the P.T.T. personnel Association Friendly society of civil servants "

II. Teacher-Council

Functions. The Teacher Council is to prepare the study program, the time table and internal regulations; to study problems relative to the prestige of the schools, the students' behaviour and diligence; to decide upon disciplinary measures to be applied, the reward or punishment of the students (in this case, the teacher-council will become the discipline council and will include a students' representative); to study problems posed by the Director.

Constitution. The Teacher Council includes:

- The School Director chairman
- Teachers and Lecturers members
- Section head of Laboratory and Head of Translation and Edition Section members
- Supervisor Secretary

Entrance conditions and privileges after graduation.

Entrance conditions.

- a. Preparatory class. To be eligible, the candidate should

have the Junior High School certificate or an equivalent certificate or a 2nd class certificate of wireless listener, and should pass the entrance examination.

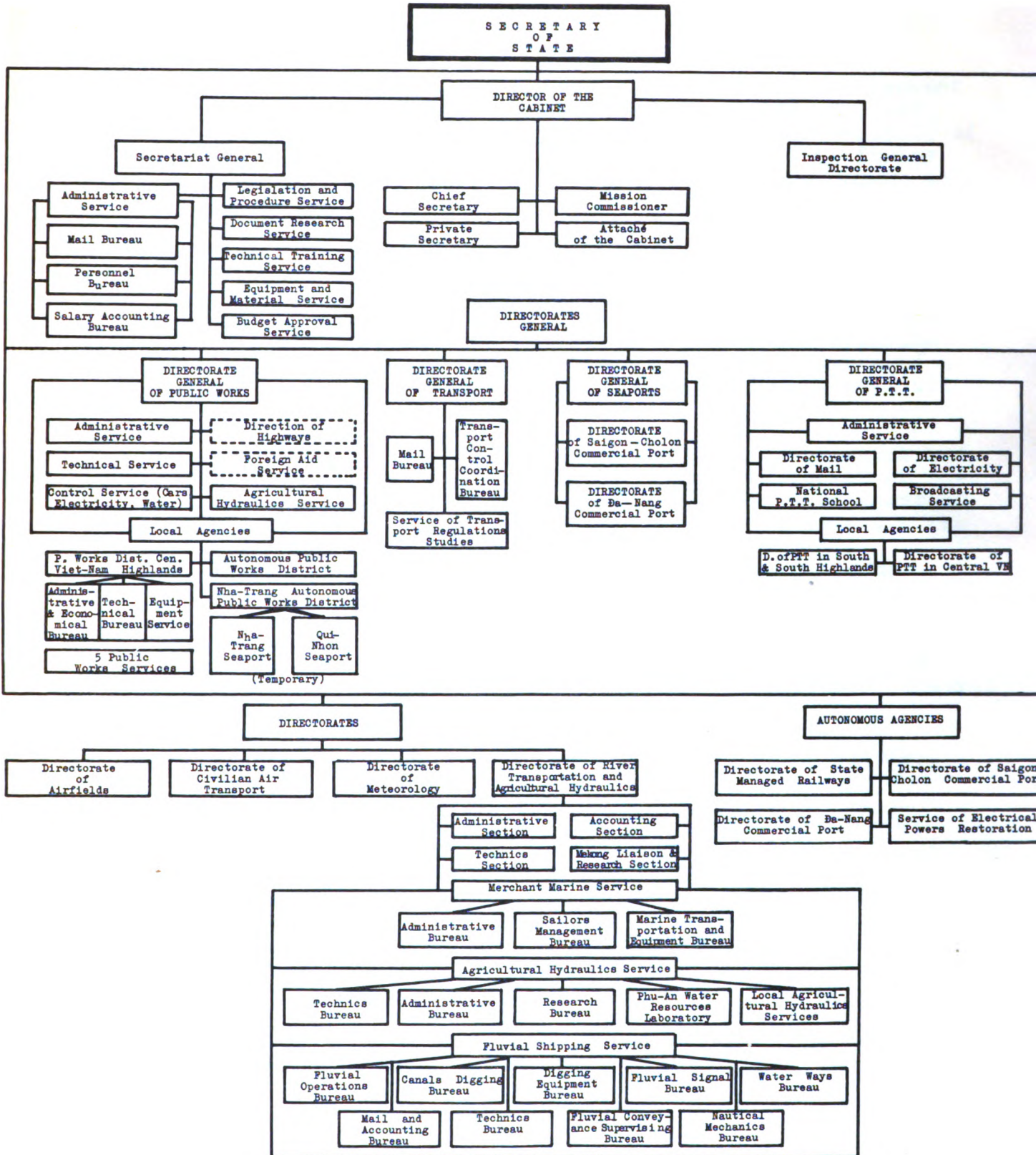
- b. The First year of the Intermediate class
The candidates should have the Full Baccalaureate or an equivalent diploma. Besides, students of the Preparatory class of the national school of P.T.T. who average a minimum total of 12/20 at the examination at the end of the school year will be automatically admitted to the Intermediate class (First year).

Privileges. Students who are graduated will be granted the certificate of "Agent of P.T.T. Business or "Agent of P.T.T. technique". Those who are graduated must have a minimum average total note of 13/20.

The regular students, who have failed but have an average total note from 10/20 upwards may be granted the certificate of "alumni of the national school of P.T.T." in which mention of the specialization of the student is made.

The regular students holding the certificate of "Agent of P.T.T. Business" or "Agent of P.T.T. technique" will be nominated within the national cadre of "Agent of P.T.T. Business or "Agent of P.T.T. techniques."

DEPARTMENT OF PUBLIC WORKS AND COMMUNICATIONS



CHAPTER XV

THE DEPARTMENT OF LAND DEVELOPMENT AND LAND REFORM. (1)

Establishment and Functions. The Department of Land Development and Land Reform, was created by the Decree No. 4/TTP of 10-29, 1955 fixing the constitution of the Government of the Republic of Vietnam, completed by Decree No. 197-DT/CC of 6-4-1955, fixing the functions of the Secretary of State for Land Development and Land Reform.

The Department of Land Development and Land Reform was created with a view to studying, preparing, and proposing to the Government, and putting into effect, regulations and principles for carrying out progressive Agrarian Reform and other relative business; studying, preparing, proposing to the Government, and applying regulations and principles necessary for the establishment of a uniform land system and uniform public property legislation all over Vietnam.

Organization. Originally the Department of Land Development and Land Reform was organized by the Decree number 24-DTCC/ND of 11-11-16-1955; The Decree No. 34-DTCC/ND of 11-25-1955, as modified by the Decree No. 26-DTCC/ND of 8-18-1957, which reorganized the Department of Land Development and Land Reform.

The Department of Land Development and Land Reform includes:

- Central: Department cabinet and Secretariat General
- Internal agencies: Direction of Agrarian Reform.
- External agencies: Directorate General of Land Registry and Geodesy, Directorate of Land Conservation, National Agricultural Credit.
- Local agencies: Services of Agrarian Reform, Services of Land Registry and Services of Land Conservation in the provinces.

The above comprises the organization presented in the 1957, 58 Government Organization Manual. Compared with this organization, The Department of Land Development and Land Reform remains unchanged in structure except for changes in the Directorate of Control of Land Reform and the Directorate of Land Conservation. Also, The National Agricultural Credit has been split off from the Department of Land Development and Land Reform and annexed to the Commissariat General of Cooperatives and Agricultural Credit.

(1) Government Organization Manual 1957-58, pp. 222-234.

A. THE CONTROL OFFICE OF LAND REFORM.

The Decree No. 199-BDT/ND of 7-21-1958 modifies (1) the 7th clause of the Decree No. 26-DTCC/ND of 2-18-1957, fixing the control office of Land Reform.

According to Decree No. 199-BDT/ND, the control office of Agrarian Reform is managed by a chief controller, whose position is equal to that of a chief of service; also, there are a number of controllers of Land Reform, whose position is equal to that of an inter-province technical sector chief. The number of personnel to be appointed will be fixed according to the public service needs and the budgetary capacity.

B. DIRECTORATE OF LAND AND PUBLIC LAND CONCESSIONS.

Establishment and Functions

Created by Decree No. 133-BDT/ND of 5-17-1958 (2) to replace the Directorate of Land conservation, The Directorate of Land and Land concessions is to study the general organization and to attend to the application of regulations and principles on the land regime and land concession; to prepare and carry out legislative documents or regulations in order to bring about a uniform land system all over Vietnam.

Organization

The Direction of Land and Land concessions has three services:

I. The Service of Administration responsible for general problems of administration, personnel; accounting and agrarian reform. The Service of Administration has three sections:

1. The section of mail, personnel and proceedings.
2. The section of accounting and documents.
3. The section of Agrarian Reform.

II. The Service of Land Improvement has two sections:

1. The section of coordination and plannings, control and statistics.
2. The section of Free Improvement.

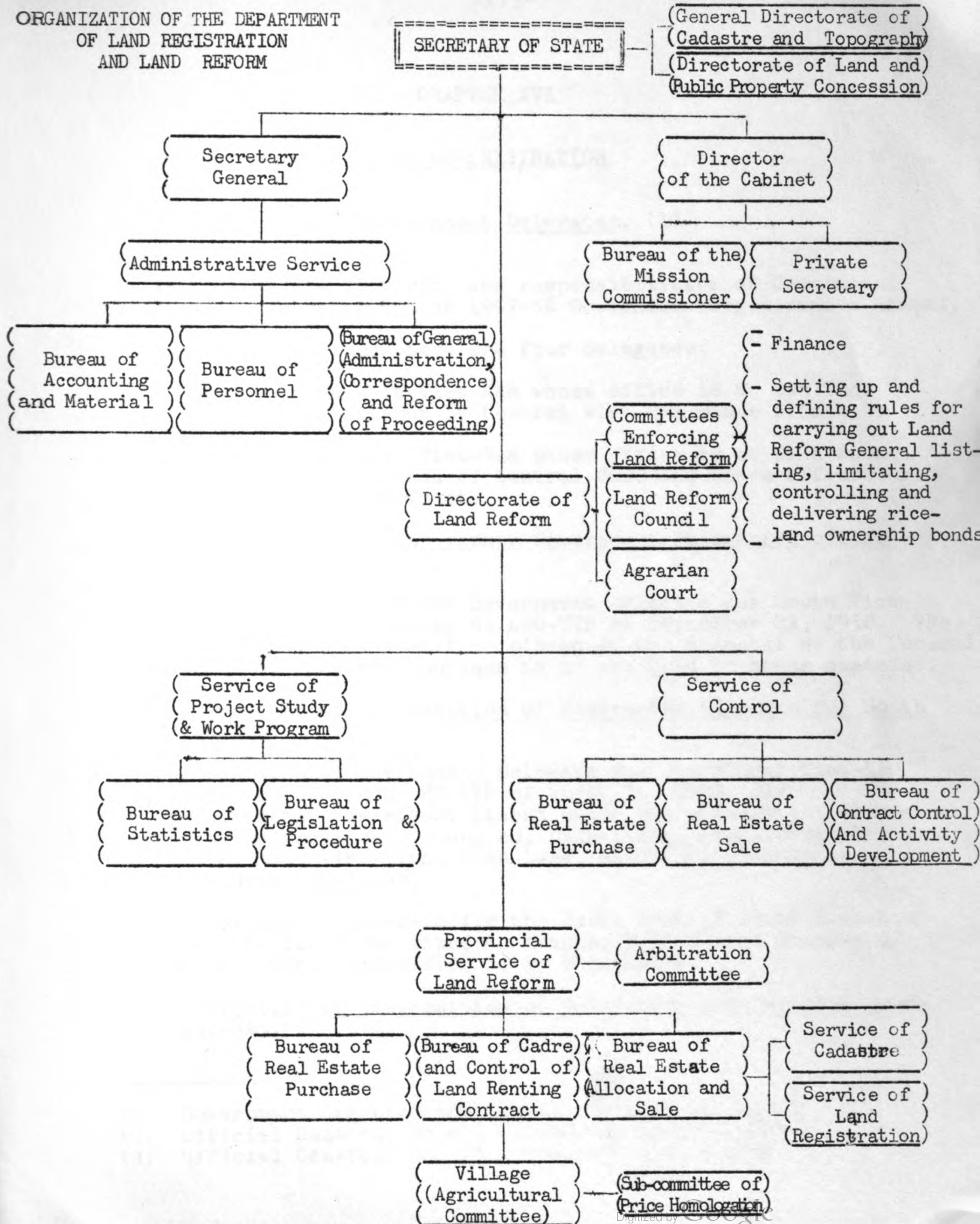
(1) Official Gazette of the Republic of Vietnam No. 33 on 8-9-1958 page 2954.
(2) See Official Gazette of the Republic of Vietnam No.24 on 6-7-1958 page 2147.

III. The Service of public land concession has three sections:

1. The First Section is responsible for immediate development of public lands in the South of Vietnam, the purchase, sale, and exchange of lands in cities, provinces and villages in the South of Vietnam.
2. The Second Section is responsible for the immediate exploitation of public lands in central Vietnam, the purchase, sales, and exchange of lands in cities, provinces and villages in central Vietnam.
3. The Third Section is responsible for public land legislation and archives.

The chief of the service of Land concessions is commissioned to gather documents on the immediate exploitation of public lands; to consider problems concerning the purchase, sale; exchange, hire of public lands belonging to cities, provinces and villages; land concessions in villages and cities; to draft decrees authorizing the immediate exploitation of public lands, temporarily or permanently; to prepare regulations, circulars, and orders to reach a uniform public land system applied in the whole of Vietnam; to study taxes applied to the exploitation, and use of public land resources; to study problems of principles and proceedings relating to public lands.

ORGANIZATION OF THE DEPARTMENT
OF LAND REGISTRATION
AND LAND REFORM



CHAPTER XVI

LOCAL ADMINISTRATION

A. Government Delegates. (1)

As regards the authority and responsibilities of Government Delegates phase refer to the 1957-58 Government Organization Manual.

For the time being there are four delegates:

- One for South West Viet-Nam whose office is at Can Tho.
- One for the midlands of Central Viet-Nam whose office is in Hue.
- One for South East Viet-Nam whose office is at Binh Duong.
- One for the Highlands of Central Viet-Nam whose offices are in Hue and Ban-Me-Thuot.

I. Termination of the former Government Delegate's office in South Viet-Nam. (2)

The former Office of the Government Delegate for South Viet-Nam was terminated by Decree No.480-TTP of September 24, 1958. The personnel of the office will be placed at the disposal of the General Directorate of Fonction Publique to be assigned to other agencies.

II. Creation of the Position of Government Delegate for South West Viet-Nam.

The position of Government Delegate for South West Viet-Nam was created by Decree No.87-TTP of April 15, 1959. (3) The Administrative territory placed under his authority includes the following provinces: Long An, Dinh-Tuong, Kien-Tuong, Kien-Phong, Kien-Hoa, Vinh-Binh, Vinh Long, An-Giang, Kien-Giang, Phong-Dinh, Ba-Xuyen, An-Xuyen.

The Government Delegate for the South West of South Viet-Nam exercises the functions fixed in chapter V of Decree No.57-a of October 24, 1956. His office is in Phong-Dinh.

III. Creation of the Position of Government Delegate for South East Viet-Nam.

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- (1) Government Organization Manual 1957-58, pp. 44-45
 - (2) Official Gazette, No.41, October 4, 1958, p.3789
 - (3) Official Gazette, No. 27, June 27, 1959, p.2099

The presidential decree No.138-TTP of June 18, 1959 created the position of Government Delegate for the Eastern area of South Viet-Nam. (1) The administrative territory placed under his authority includes the following provinces: Gia-Dinh, Binh-Duong, Bien-Hoa, Tay-Ninh, Binh-Long, Phuoc-Long, Phuoc-Thanh, Long-Khanh, Phuoc-Tuy, Binh-Tuy.

The Government Delegate for South East Viet-Nam exercises the functions fixed in chapter V of Decree No. 57-a of October 24,

The Government Delegate for South East Viet-Nam has his office at Binh-Duong.

B. The Provinces. (2)

(1) Official Gazette, No.27, June 27, 1959, p. 2099
(2) Government Organization Manual, pp. 45-46.

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