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TABLE OF CONTENTS131
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	<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.

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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	"

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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-TT/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.

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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.

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- 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.

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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.

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- 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.

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- 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/S; 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:

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- 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.

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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.

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- 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.

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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 Programming 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

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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:

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Land development sector	of	Banmethuot	}	Belonging to Land development zone of Central Viet-Nam Highlands
"	"	"		
"	"	"		
"	"	"		
"	"	"		
"	"	"		
"	"	"		
"	"	"		
"	"	"		
"	"	"		

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

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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

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- 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.

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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:

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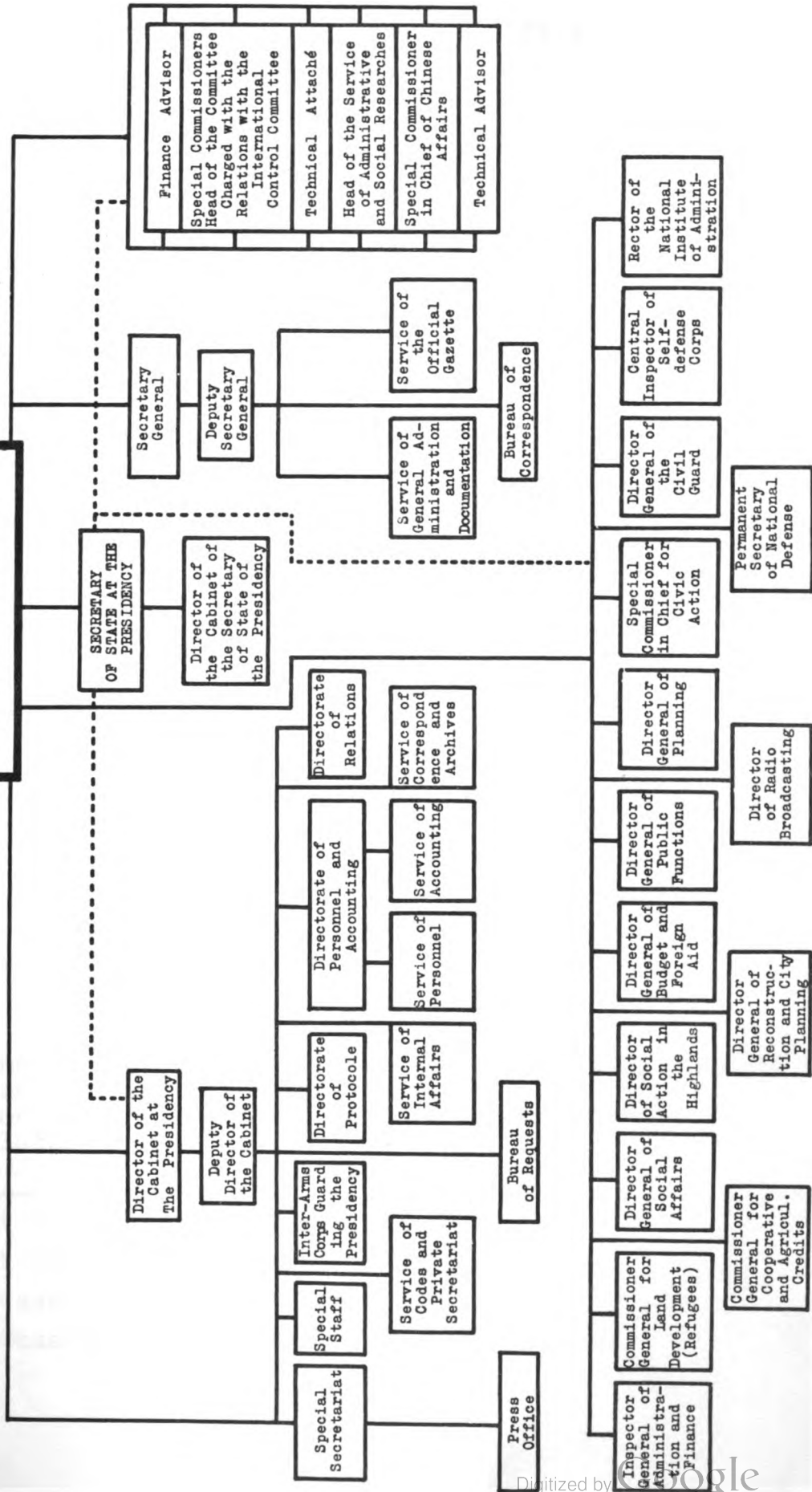
The Secretary of State at the Presidency..... Chairman
The Secretary of State for Health..... Member
The Secretary of State for Agriculture..... Member
The Secretary of State for National Education.. Member
The Secretary of State for Public Works
and Communication Member
The Assistant Secretary for National 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



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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,

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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;

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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.

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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.

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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.

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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. 1: 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. Group 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 Arrete 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. Seigon Ship Building Yard in charge of constructing new boats, repairing old boats. The Da-Nang Ship building yard, a branch of the Seigon 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-Loc, 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 communiqués, 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, communiqués, 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-xuan 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.

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
- Studyin 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 Arrete No. 403-ND/DBCP of July 12, 1955) was abolished as of July 1st, 1958 and incorporated into the Department of Economy by Arrete 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 Arrete 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:

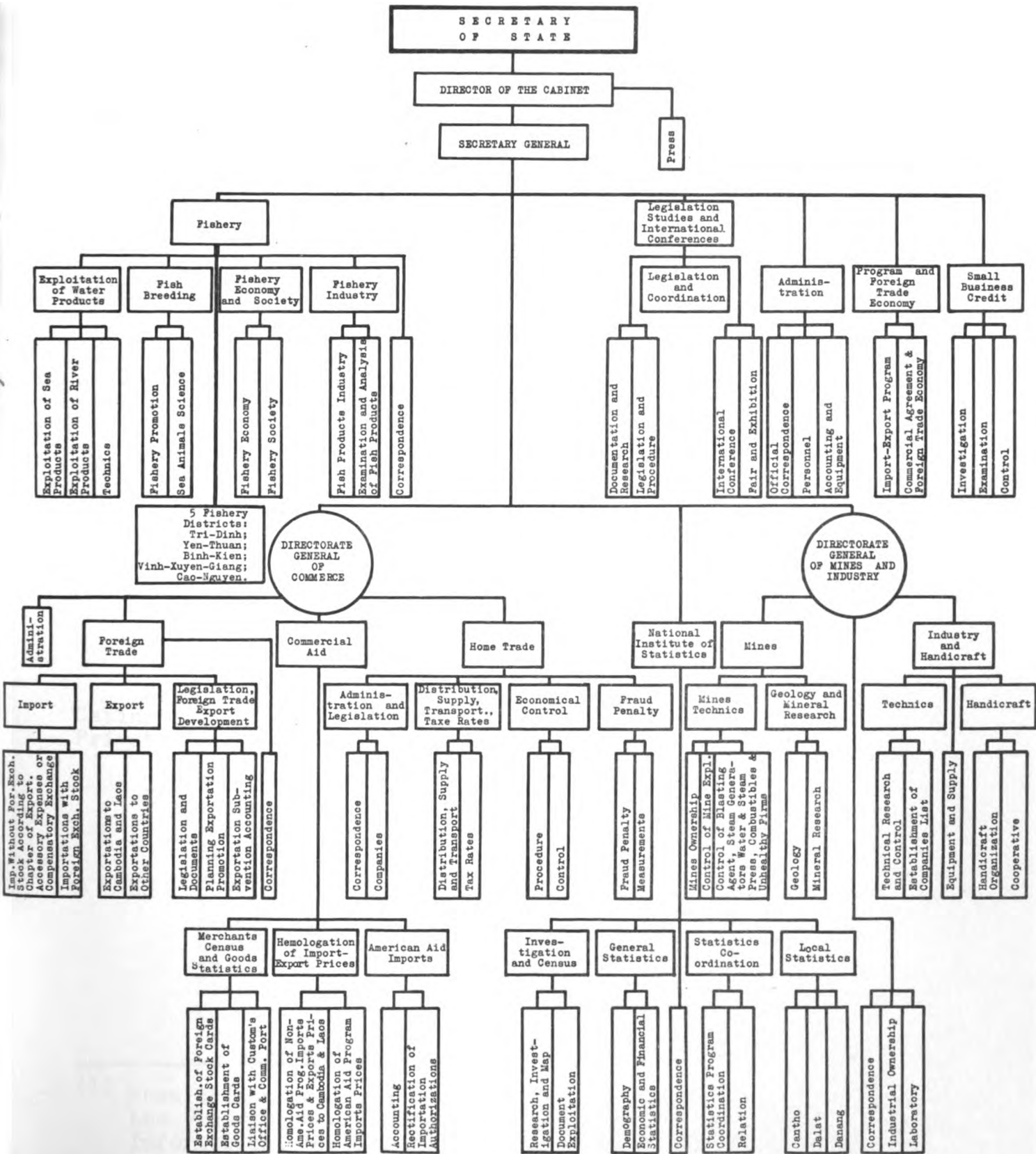
- Nguyen-Ngoc-Tho, Secretary of State
for Economy Chairman
- Nguyen-Dinh-Thuan, Secretary of State
at the Presidency Member
- Tran-Le-Quang, Secretary of State
for Public Works and Communication "
- Tran-Huu-Phuong, Director of Viet-Nam
National Bank "
- Vu-Quoc-Thuc, Professeur Agregé of Law
Faculty "
- 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

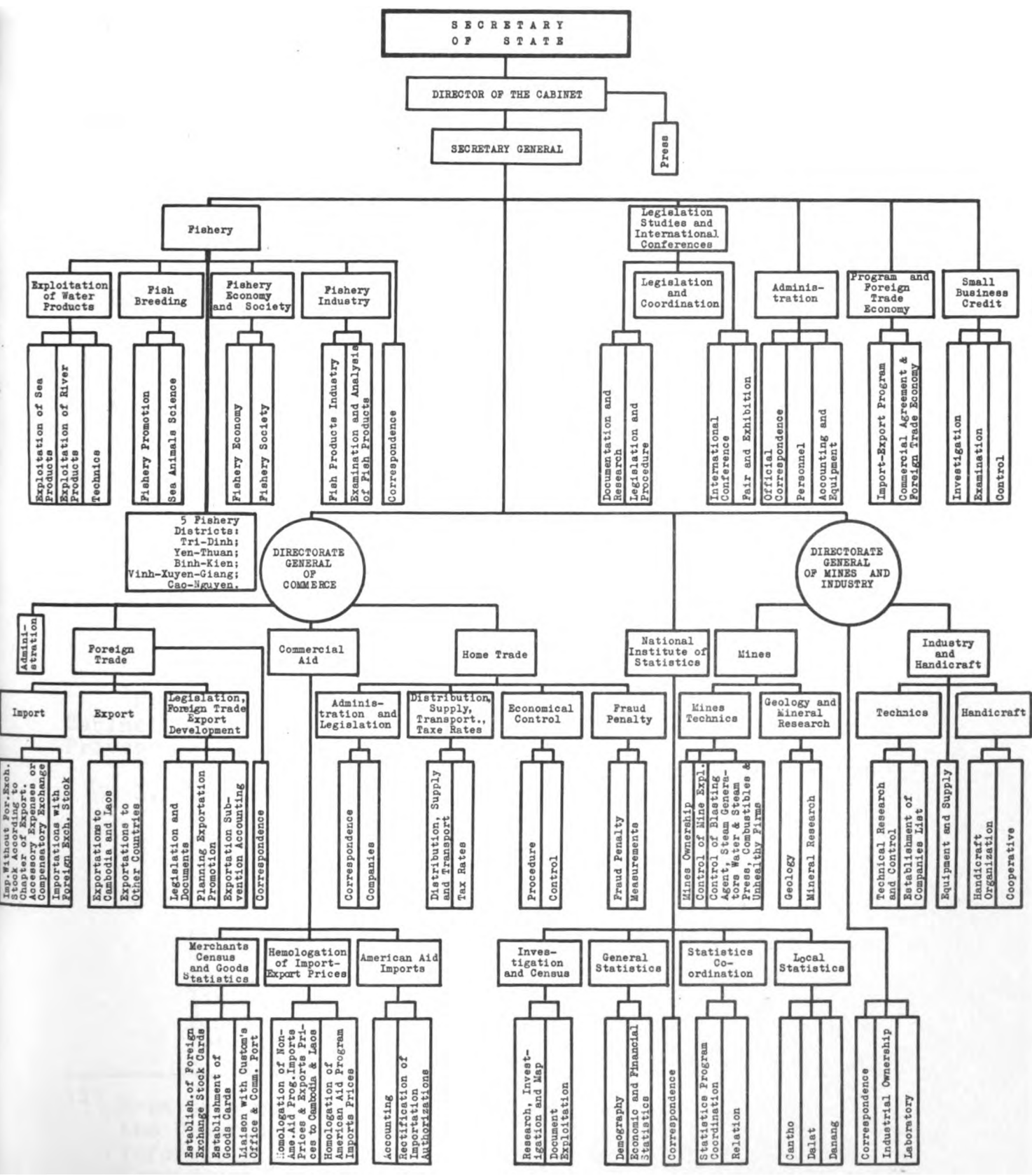
(1) Official Gazette No. 3, January 18, 1958, page 203
 (2) Official Gazette No. 25, June 14, 1958, page 2199

DEPARTMENT OF NATIONAL ECONOMY



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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 Arrete No. 257-ND/BTT of December 2, 1955. Arrete No. 99/BTT/ND of April 1st, 1959 amending the previous Arrete ordered the reorganization of the General Secretariat of the Department of Information and Youth. (3)

In accordance with the two above-mentioned Arretes, 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 synthetizing 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: zinc 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.

1. The first part of the document
describes the general situation
of the country and the
state of the economy.

and

2. The second part of the document
describes the state of the
economy.

3. The third part of the document
describes the state of the
economy and the state of
the economy.

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

SECRETARY
OF STATE

Youth & Sports
DIRECTOR
GENERAL
ASST. DIRECTOR
GENERAL

SECRETARY GENERAL
D.O.I.A.Y.
3 Controllers

DIRECTOR OF THE
CABINET
D.O.I.A.Y.

COMMUNISM
DENUCIATION
ATTRIBUTION

INFORMATION
ATTRIBUTION
1 Chief Secretary
2. Mission Commis-
sioners

YOUTH ATTRIBUTIONS
1 Chief Secretary
1 Mission Commis-
sioner

1 Attaché of the
Cabinet
1 Private Secretary

2 Attaché of the
Cabinet
1 Private Secretary

DIRECTORATE OF
INFORMATION
and PRESS

Service
of Infor-
mation

Service of
Press

Motion
Picture
Center

- Bureau of Correspondence and Archives
- Bureau of Information
- Bureau of Translation
- Bureau of Press and General Affairs
- Bureau of Foreign Publications
- Bureau of Film Production
- Bureau of Cinematographic Industry Control
- Bureau of Film Censor
- Bureau of Photo-Film

DIRECTORATE OF
PSYCHOLOGICAL
WARFARE

Research
Service

Psycho-
logical
Action
Service

Cultural
Affairs
Division

- Bureau of Archives and Library
- Bureau of Research and Study
- Bureau of Document Exploitation and Editing
- First Bureau
- Second Bureau
- Third Bureau
- Cultural Dissemination Section
- Cultural Research Section
- Budget and Authorized Expenditures

Service
Of
Account
ing and
Material

- Foreign Aid Bureau
- Accounting Bureau
- Material Bureau
- Warehouses Management Bureau

Service
of
Person-
nel and
Cadres

- Bureau of Personnel
- Bureau of Cadres
- Bureau of Training and General Affairs
- Bureau of Production and Planning
- Technical Bureau

Adminis-
trative
Service

- Bureau of Training
- Bureau of Personnel, Accounting, Material
- Bureau of Legislation and Research

Youth

- Youth Liaison, Control
- Bureau of Physical Education
- Bureau of Sports

Physical
Educa-
tion
Sports

- Specialized Education Affairs
- Schools Management

Cadres
School

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. In 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.

II. 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 Arrête No. 21-GD/ND of the February 3, 1955 and subsequent documents; and finally, as a consequence of Arrête No. 945-GD/ND of June 6, 1955 (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 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, arrêtes, 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.

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.

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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.

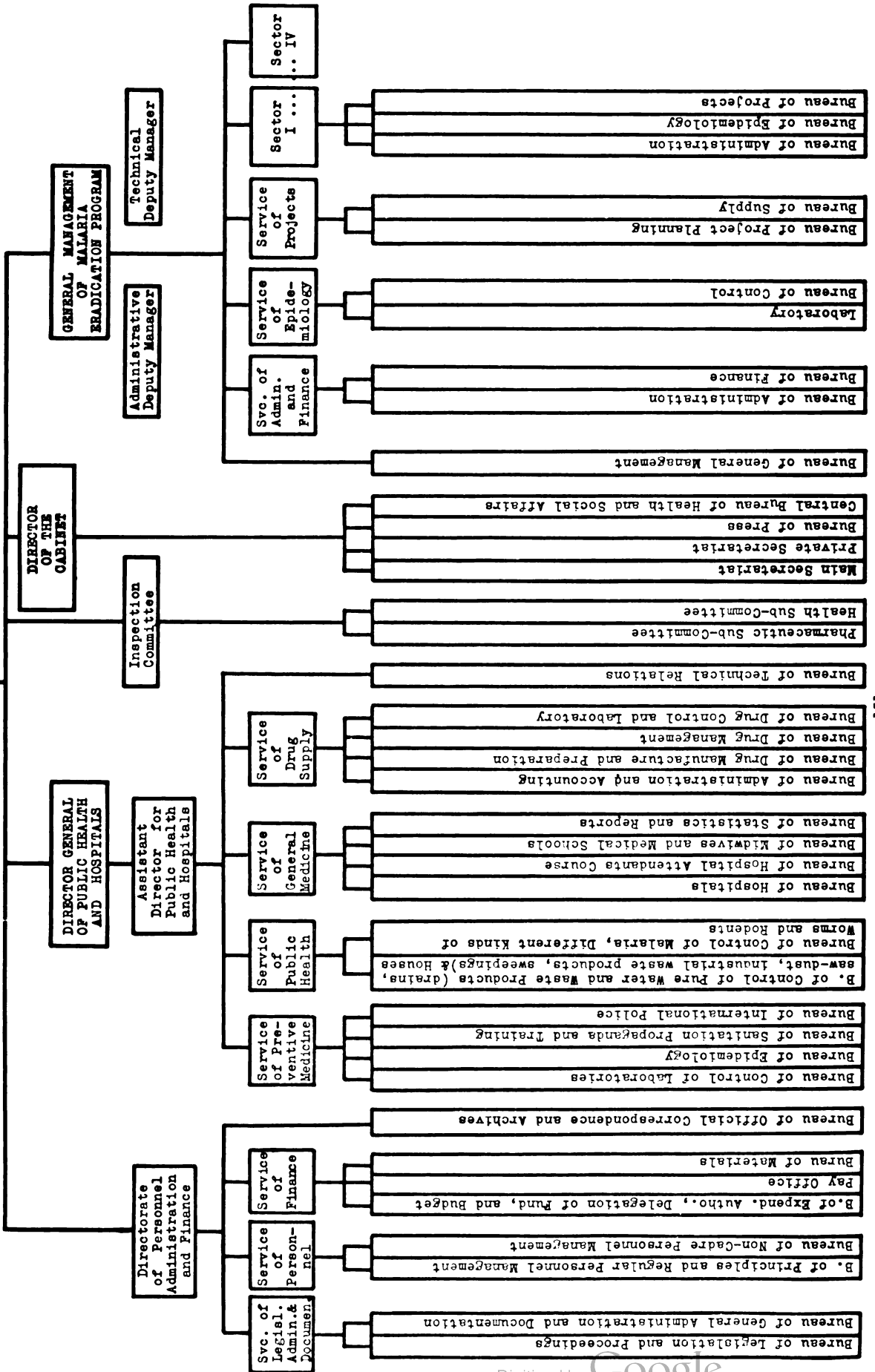
Highlands of Central Viet-Nam:

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|----|-----------------|-----------|------------|
| 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 and 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 entry 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.

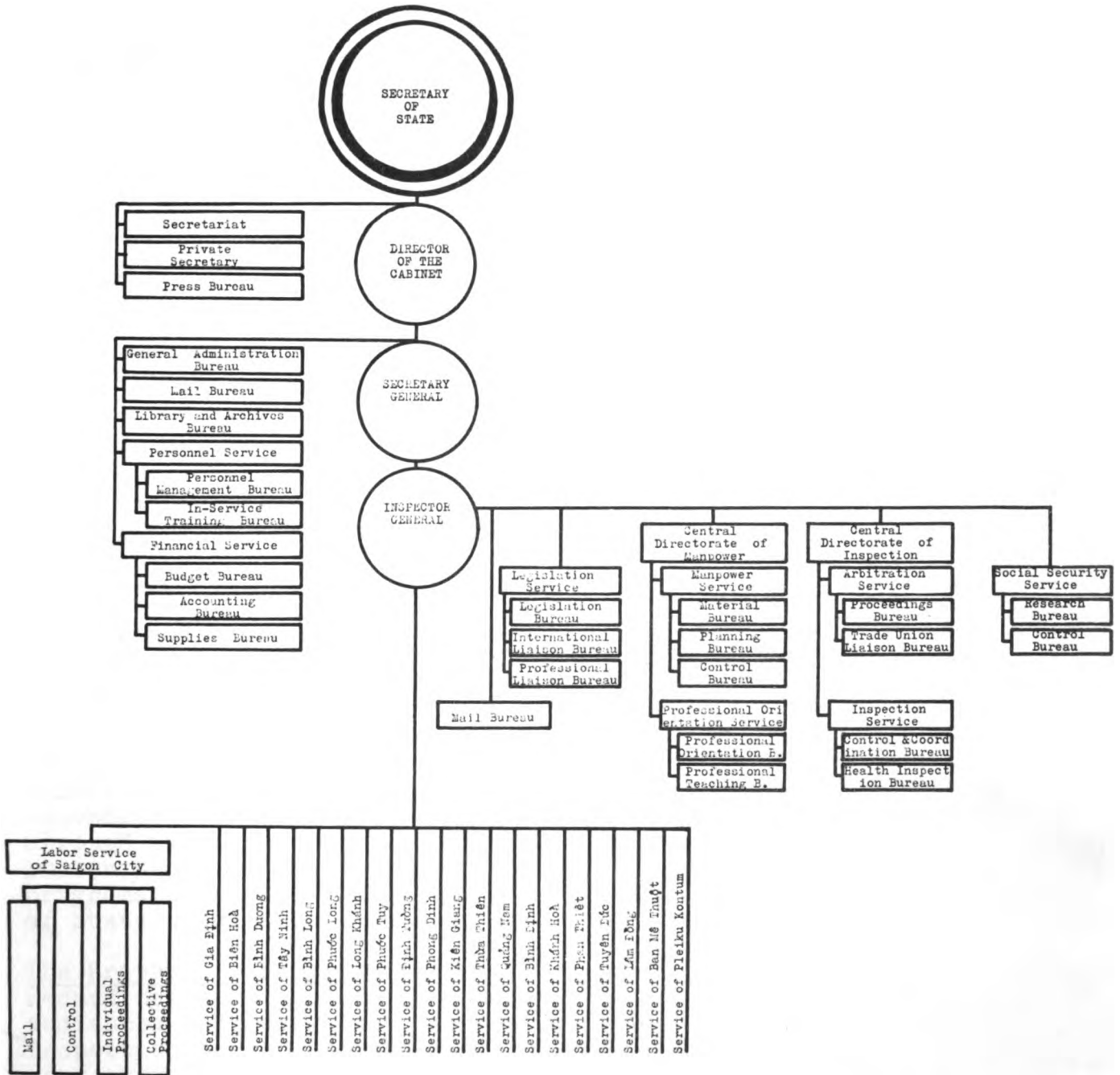
To be admitted to the "labor inspection course", regular students must have full baccalaureate diplomas or a diploma equivalent to law capacity diploma (2nd part) and junior high school diploma or an equivalent diploma. Civil servant students desiring to attend the labor inspection course must be classified 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,

100
101
102
103
104

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 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 price does not exceed the one that would be fixed by another subsequent arrete; distributes tools allotted 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 Formalating 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. The 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

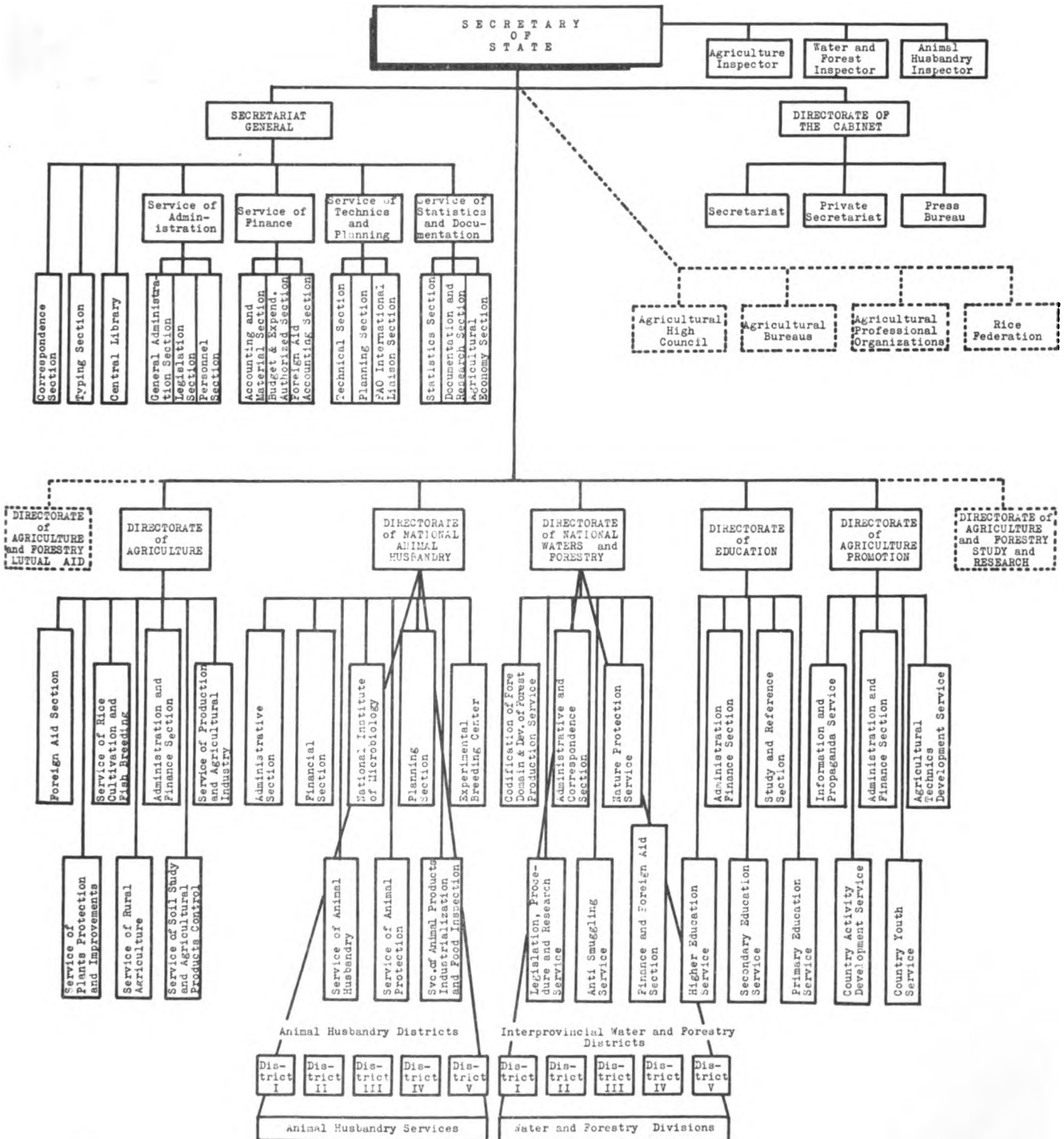
- A. Creation
- B. Responsibilities

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 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 F.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 or 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.

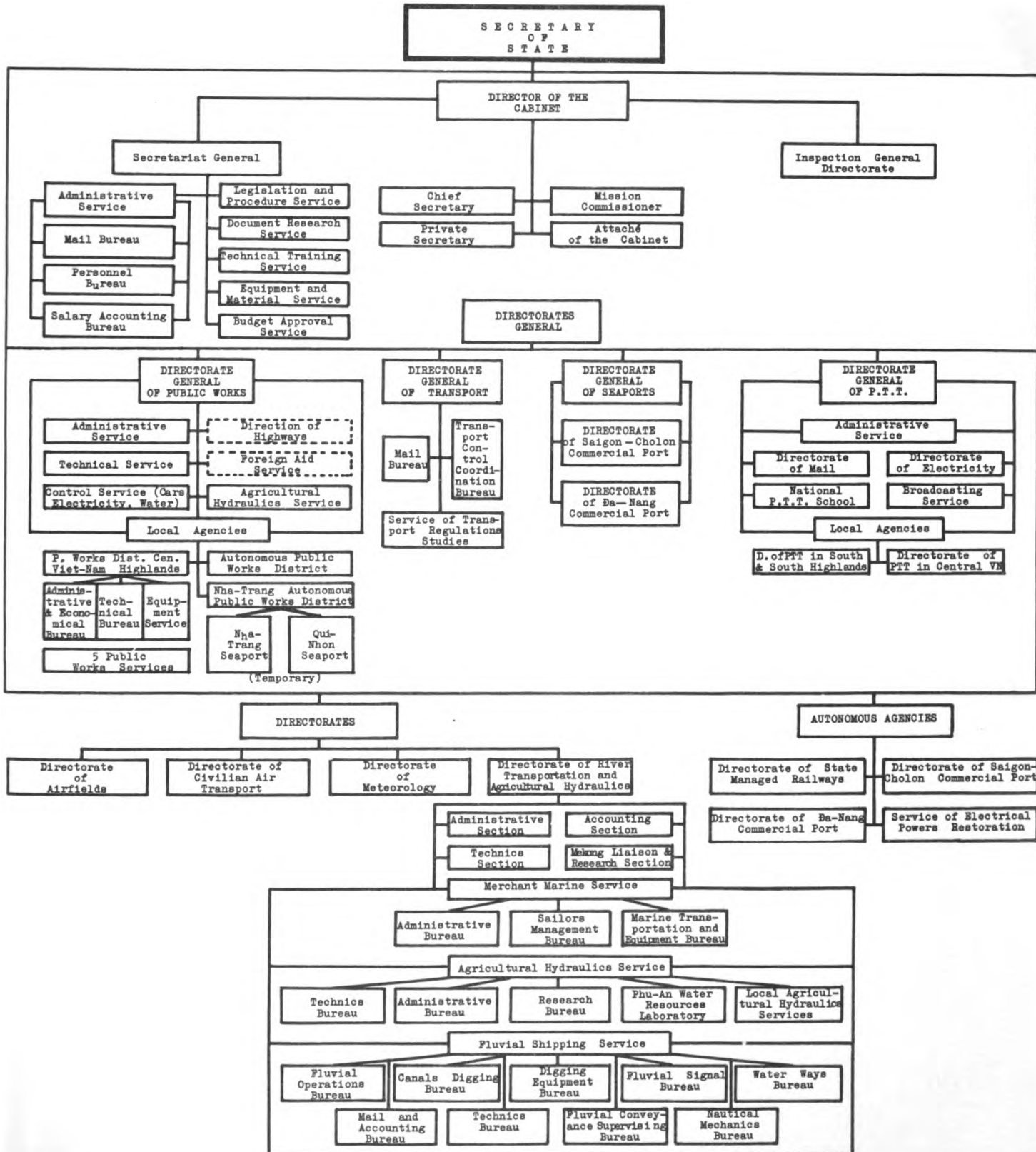
- b. The First year of the Intermediate class
The candidates should have the Full Baccalaureate or an equivalent diploma. Besides, students of the Preparatory class of the national school of P.T.T. who average a minimum total of 12/20 at the examination at the end of the school year will be automatically 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.

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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