PREFACE

The Public Administration Bulletin for Vietnam, published by the Public Administration Division, Agency for International Development, Saigon, Vietnam, attempts to report latest developments in the legislative, judicial, executive and autonomous branches of the Government of Vietnam, as well as other items of interest in the broad field of public administration. The Bulletin is published periodically with frequency of issues dependent upon the importance, urgency and volume of materials available. Readers are invited to comment, or to suggest timely materials which will contribute to the strengthening of Vietnamese administration and management at all levels of government.

To receive copies, or to submit contributions, write to the Editor, USAID/ADLD/PAD, APO San Francisco 96243. Locally, copies of the Bulletin are available in Room 602, Lien Hoa Building, 275 Pham ngu Lao Street, Saigon, or by telephoning 93083 to 93090, Extension 5092.
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Law No. 10/68 of November 5, 1968

Considering the Constitution of the Republic of Vietnam, dated April 1, 1967,

After discussion and vote by the National Assembly,

THE PRESIDENT OF THE REPUBLIC OF VIETNAM

promulgates Law No. 10/68 of November 5, 1968, relative to the State of War, the full text of which is as follows:

Art. 1 - Art. 2 of Ordinance No. 01-UBLDQG dated June 24, 1965 is hereby rescinded, and replaced by the following provisions:

"Art. 2 - In the State of War, the following measures shall be applied:

- Control of food distribution

- Check of private dwellings, either by day or night,

- Assigned residence in designated area for persons who are considered a danger to the national security,

- Prohibition of all strikes,

- Prohibition of all meetings and reunions detrimental to public security and order,

- Prohibition of keeping or circulating printed matter, documents and leaflets detrimental to the national security,"
- The keeping and use of weapons is prohibited,
- Control and restriction of traffic and movements according to security requirements,
- Proclamation of a state of martial law, depending on local security.

Art. 2 - Now is hereby added to Ordinance No. 01-UBLDQG of June 24, 1965 one article which reads as follows:

"Art. 2-a - All violations to national security are under the jurisdiction of the Field Military Tribunal which will judge them according to the state of emergency procedures".

Art. 3 - The present law is promulgated under the emergency procedures.

Saigon, November 5, 1968

a/ Nguyen van Thieu
THE PRIME MINISTER OF THE GOVERNMENT,

Considering the Constitution of April 1, 1967,

Considering.....

DECREES:

General Responsibilities of the National Public Utilities Committee

Art. 1 - Now is hereby established, at the Ministry of Public Works, Communications and Transportation, a Committee, designated "National Public Utilities Committee", with the following general responsibilities:

- Control of the special franchised companies, including the state managed or state owned companies, and autonomous agencies promoting electric power or water production throughout the entire territory of the Republic of Vietnam.

- Study the electricity and water rates policy, and determine the price of electricity and water for the special franchised production of electric power or potable water.

- Promulgate general or special specifications for the franchised productions of electric power or potable water.

- Study and recommend to the Government the measures aiming at the solution of all matters pertaining to the franchised production of
electric power or potable water.

Composition of the Committee

Art. 2 - The National Public Utilities Committee shall comprise three commissioners and one secretary general.

The Commissioners shall be designated by the Prime Minister of the Government from among the persons recommended by the Minister of Public Works, Communications and Transportation, the Minister of Economy and the Minister of Finance.

In order to have continuity of service, the term of the first commissioners shall be two years, four years and six years. After this period, each commissioner shall be designated for a 6 year term. The Commissioners may be redesignated.

The Prime Minister of the Government shall designate the Committee Chairman from among the commissioners who have served for two years. After this period, the chairman shall be redesignated: he may be the former chairman or another commissioner.

During their term of office, the commissioners shall not fill any other position or profession, without prior approval of the Prime Minister.

The Prime Minister of the Government may dismiss a commissioner for incompetency or negligence in his duties, or for financial liaison in an enterprise controlled by the committee, or for grave culpability.

The Secretary General of the Committee shall be chosen and appointed by the Committee.
Organization of the Committee

Art. 3 - The Committee Secretary General shall be responsible to the Committee for the execution of Committee directives and has the duty to direct the Permanent Section and the Experts Team of the Committee.

The Permanent Section takes care of all administrative matters of the Committee, the public records and keeping of reports of meetings and seminars of the Committee.

The Experts Team comprises the inspectors, controllers, accounting clerks, lawyers, engineers and other technicians necessary to perform the duties assigned to the Secretary General by the Committee, such as examination of registers, contracts, public records and documents of the special franchised companies.

The Secretary General has the duty to submit to the Committee a draft of the annual budget necessary for the Committee activities.

The Committee's operating expenditures shall be supported by the national budget, and expenditure procedures shall be determined by an arrête of the Ministry of Public Works, Communications and Transportation, on the recommendation of the Committee.

Responsibilities and duties of the Committee

Art. 4 - The Committee shall have the following responsibilities:

- Inquire and receive the annual reports, or
other reports if it deems necessary, relative to the study of records and financial results of the special franchised companies, according to procedures to be determined by the Committee,

- Review the reports and make decisions on whether the special franchised companies fulfill their present obligations and make preparations for execution in the future,

- Conduct investigations on electricity rates or water rates of the special franchised companies, and on their conformity to the applicable special technical standards and specifications in cases where the Committee deems necessary, or upon request of a public agency or a consumer,

- Study the electricity or water prices submitted by the special franchised companies,

- Study the special franchises, the merging of companies or the selling of their properties,

- The Committee may ask the assistance of the tribunals in its decisions, companies which do not accept the Committee recommendations may be sued at law.

Electricity rates and water rates

Art. 5 - The rates of electric power or potable water applied by each franchised company shall be determined and promulgated by the Committee, by delegation of the Minister of Public Works, Communications and Transportation.

No electric power or potable water rate and no change in the electric power or potable water
rates shall be applied until they are approved and promulgated by the Committee.

The Committee shall determine in detail the processes for calculating the electric power and potable water rates, consistent with the healthy management of a franchised company supplying public utility services.

In case where a franchised company does not agree with the Committee decisions, it has the right to bring the affair before the Courts for judgments.

**Specifications for special franchise exploitation**

**Art. 6** - The Committee shall approve and promulgate the general and special specifications for all special concessions.

In the specifications, the Committee shall determine accounting procedures and technical standards.

On the accounting side, the Committee shall classify all accounts, determine investment capitals, or the statement of accounts for reduction in price, and provision of capital in the accounting of operating expenditures.

On the technical side, the Committee shall determine the security regulations for production, standards for building, and standards for the nature of services.

The Committee has the responsibility for controlling the franchised companies in the application of production specifications in
both accounting and technical aspects.

In addition to the committee control of accounting the franchised companies are also subject to the audit processes, according to the financial regulations in force.

**Procedures for special franchises**

**Art. 7** - All applications for special franchise must be submitted to the Commission for examination.

The public record of an applicant shall show the financial ability, the project of establishment or extension, the operational program, the estimated electricity rates, and all other documents necessary for action.

After a review of the reports received, and after discussion between the persons concerned, the Committee shall make recommendations to the Minister of Public Works, Communications and Transportation who will reject or approve, with recommendations for change, if any, before granting the franchise.

**Transitional provisions and taking over the responsibilities**

**Art. 8** - Pending the promulgation by the Committee of the specifications for the special franchises, and of the processes for calculating electricity or water rates, the franchised companies continue to operate the special concessions in accordance with specifications already approved.

In order to carry out its control responsibilities
over franchised companies, the Committee shall take over its responsibilities, mainly the archives of the Control of Electricity Service, established by arrete No. 238-BCC/NV/ND of 14 Sept, 1965.

The Committee shall replace the National Prices Committee in all matters relative to electricity rates, established by Ordinance No. 55 of Oct. 2, 1950 and arrete No. 268-BRT/NC/ND of March 26, 1958.

All provisions of the previous decrees or arreteres contrary to the present decree shall be rescinded.

Art. 9 - The Minister at the Prime Minister's Office, the Minister of Public Works, Communications and Transportation, the Minister of Economy and the Minister of Finance are charged, as far as their duties are concerned, with the execution of the present decree.

The present decree shall be published in the Official Journal of the Republic of Vietnam.

Saigon, 23 September 1968

s/ Tran Van Huong
Republic of Viet Nam  
Prime Ministry  
No. 022-SL/Th.T/CS

THE PRIME MINISTER OF THE GOVERNMENT,

Considering the Constitution of the Republic of Vietnam, dated April 1, 1967,

Considering Decree No. 234-TT/SL of May 25, 1968 and subsequent texts determining the composition of the Government,

DECrees THE FOLLOWING:

Art. 1 - Now is hereby established the Central Inspection Agency, under the direct jurisdiction of the Prime Minister of the Government.

Art. 2 - The Central General Inspection Agency is headed by a Central Inspector General, with Vice-Minister rank and appointed by the Prime Minister by decree.

Art. 3 - The Central General Inspection Agency comprises a number of Central Inspectors and Inter-provincial Inspectors, with Director General rank.

Art. 4 - The scope of inspection of the Central General Inspection Agency includes all public services, public or autonomous organizations, national or mixed enterprises, in general, all organizations under the jurisdiction of the Executive power.
Art. 5 - Within the limits specified in Article 4, the Central General Inspection Agency is empowered to:

- Review their organization and proper functioning;
- Review the receipts and expenditures of their public funds (for conformity to regulations);
- Recommend the necessary measures for their modification or improvement;
- Coordinate the activities of all Ministries' Inspectors;
- Carry out the inspection or investigative duties specially assigned by the Prime Minister.

Art. 6 - The organization of the Central General Inspection Agency, the statutes and responsibilities of the Central Inspectors and Inter-provincial Inspectors shall be established by arrête of the Prime Minister of the Government.

Art. 7 - Minister of State, Ministers and Vice-Ministers are charged, each as to that which concerns him, of the execution of the present decree.

The present decree shall be published in the Official Journal of the Republic of Vietnam.

Saigon, March 10, 1969

s/ Tran van Huong
REPUBLIC OF VIETNAM

OFFICE OF THE
PRIME MINISTER

No.039-SL/NV

THE PRIME MINISTER OF THE GOVERNMENT

Considering the Constitution of the Republic of Vietnam, dated 4/1/1967,

Considering Decree No. 234-TT/SL dated 5/25/1968 and subsequent documents which fix the composition of the Government,

Considering Decree No. 19-SL/NV dated 11/22/1967 which determines the function of the Minister of Interior,

Considering Decree No. 155-SL/HDXD dated 11/9/1968 which establishes the Pacification and Development Council,

Considering the basic directives concerning the 1969's Pacification and Development Plan,

In view of official business requirements,

DECREES:

Art. 1 - Now is hereby established within the framework of the Central Pacification and Development Council a Committee called Committee in charge of the NGUYEN CONG TRU program.
CHAPTER I: Purpose

Art. 2 - The general purpose of the Committee in charge of the NGUYEN CONG TRU program is to carry out a Village Development program which includes the following:

a. The creation at inter-ministerial level of a coordination institution whose duty is to study matters concerning the activities of village communities inside the National Community and report to the Central Pacification and Development Council the fields of program implementation in view of progress as well as difficulties, obstacles.

b. Utilize the information and propaganda forms for a combined program at all governmental levels in order to disseminate Village Development procedures and help the people assume their active role in the accomplishment of the program.

c. Guarantee the timely implementation of priority works within the scope of Village Development by assuring adequate manpower and necessary means of support for carrying out the program.

d. Work out a reserve plan of action to be put into effect, apart from the measures in force, when needs arise concerning the implementation of the Village Development program.
CHAPTER II: Composition and Duties

Art. 3 - The composition of the Committee in charge of the NGUYEN CONG TRU program is specified in an annex attached to this Decree. Besides the fixed composition, the Committee can form Sub-Committees to be in charge of appropriate operations within the scope of the Village Development Program.

Art. 4 - The Committee in charge of the NGUYEN CONG TRU program has the duties of:

- Studying and coordinating subjects related to village activities in cooperation with concerned Ministries of the Government

- Advise the Central Pacification and Development Council on matters pertaining to Village community in general and to Village-life development in particular.

CHAPTER III: Management

Art. 5 - The Committee in charge of the NGUYEN CONG TRU program will meet at least once a month. At the initial meeting the Committee will work out a basic management directive for Village Development matters in addition to the ones already mentioned in the 1969 Pacification and Development Plan.

Art. 6 - Approved proposals and projects formulated by the Committee in charge of the NGUYEN CONG TRU program will be distributed, by the Central Pacification and Development Council to concerned lower echelons for execution.
Art. 7 - Matters concerning the management and coordination of the Committee in charge of the NGUYEN CONG TRU program will be defined by the Committee's chairman through special decisions.

CHAPTER IV: Implementation scope

Art. 8 - The Village Development program under the care of the Committee in charge of the NGUYEN CONG TRU program will be carried out through the performance of the following activities:

1. Elect Village Council, Hamlet and Deputy Hamlet Chiefs
2. Train village and hamlet officials
3. Improve procedures pertaining to Village Administration and Village Finances
4. Land Reform
5. Self Defense
6. Information and Propaganda
7. Police and convention
8. Health
9. Village Self-Development program
10. Agriculture Development Bank.
Art. 9 - Deputy Prime Minister, Ministers of State, Ministers, Secretaries of State, Under Secretaries of State, concerned Directors General and Chiefs of Province are charged, each as far as their duties are concerned, with the execution of the present decree.

This Decree will be enregistered in the official Journal of the Republic of Vietnam.

Saigon, March 24, 1969

s/ Tran van Huong
Village Hamlet Administrative Organization

INTRODUCTORY NOTE

On April 1, 1969, the Prime Minister issued Decree No. 045-SL/NV amending Decree 198-SL/DUHC of December 24, 1966, which established the present village and hamlet administrative organization. The primary effect of the amendment is to strengthen the authority of the village chief and village council, particularly in matters concerning operational control of Popular Forces and management of financial affairs. Implementing instructions will be issued shortly by the Ministry of Interior. Decree No. 198-SL/NV was printed in Public Administration Bulletin No. 35, 1 February 1967.
THE PRIME MINISTER OF THE GOVERNMENT,

Considering the Constitution of the Republic of Vietnam, dated April 1, 1967,

Considering Decree No. 234-TT/SL of May 25, 1968 and subsequent texts determining the composition of the Government,

Considering Ordinance No. 57-a of October 24, 1956 organizing the National Administrative Foundation,

Considering Decree No. 198-SL/DUHC of December 24, 1966 reforming the Village and Hamlet Administrative Structure,

On the recommendation of the Minister of Interior,

DECREES THE FOLLOWING:

Chapter 1 - Designations

Art. 1 - Designations in village and hamlet administrative organization as determined by Decree 198-SL/DUHC dated 24 Dec. 1966 are changed as follows:

The deliberative agency at village level is called the Village Council, instead of the Village People's Council.

The executive agency at village level is called the Village Administrative Committee, headed by the Village Chief.
Chapter 2 - Composition

Art. 2 - The composition of the Village Administrative Committee determined by article 22 of Decree 198-SL/DUHC is changed and comprises the following:

- Village Chief
- Deputy Village Chief for Administration
- Deputy Village Chief for Security
- Commissioner for Military Affairs
- Commissioner for Agriculture and Land Reform
- Commissioner for Economy and Finance
- Commissioner for Civil Status
- Commissioner for Taxation
- Commissioner for Social Welfare and Culture

This composition should be regarded as the maximum composition, used for villages with populations over 5,000 people (class A villages).

In villages with populations under 5,000 people (class B villages) the Deputy Village Chief for Administration serves concurrently as commissioner for finance.

Art. 3 - Placed under the authority of Village Administrative Committee is a Secretariat managed by a chief secretary and consisting of:

- 1 chief secretary
- 1 secretary
- 1 Information/Open Arms cadre
- 2 technical cadre

This number should be regarded as maximum, used for class A villages.
Offices for class B villages do not have a secretary and have only one technical cadre.

In addition, villages can recruit general purpose personnel to help with the work, if necessary.

**Art. 4 - Composition of the Hamlet Management Board determined by article 36 of Decree 198-SL/DUHC is changed as follows:**

- Hamlet Chief
- Deputy Hamlet Chief for Administration
- Deputy Hamlet Chief for Security
- Special Assistant for Military Affairs
- Information/Open Arms cadre

**Chapter 3 - Duties**

**Art. 5 - Duties of officials on the Village Administrative Committee specified by articles 26 to 31 of Decree 198-SL/DUHC are changed as follows:**

1. The Village Chief is relieved of his responsibility for legal documents.

With regard to security, the Village Chief has the additional responsibility of directing forces under village authority, including Popular Forces, and executing measures within the framework of this authority.

With regard to other aspects of village activities, the Village Chief has authority to direct all cadre within the framework of these activities in the village.
In addition to the duties specified above, the Village Chief carries out the duties determined by Decree 198-SL/DUHC, which original remain unchanged.

2. The Deputy Village Chief for Administration has responsibility for coordinating of the activities of the commissioners on the village administrative committee (with the exception of the Commissioner for Military Affairs) in accordance with instructions from the Village Chief, and substitutes for the Village Chief when he is absent or busy with other work.

If necessary, the Village Chief can delegate authority to the deputy Village Chief to decide a number of matters or to review a number of documents for which the village is responsible, with the exception of permission to make budget expenditures.

3. The Deputy Village Chief for security has the following duties in addition to those specified in article 28 of Decree 198-SL/DUHC:

- To follow up closely political activities, intelligence organizations, people's self defense, youth, and sports.

- To substitute for the village chief on political and military matters when the latter is absent or busy with other work.

4. The Commissioner for Military Affairs directly commands the Popular Forces units assigned to village and has responsibility for defense, patrol, ambush, search, and destroy operations in accordance with the village chief's plan.
The Commissioner for Agriculture and Land Reform is responsible for matters concerning lands and agriculture as follows:

Development of agriculture, fisheries, animal husbandry, and most important implementation of the land reform program.

Maintenance and updating of village maps and registers on village lands.

Assistance to personnel from the land office in surveying lands and drawing of maps.

Supply of documents to the village chief for attestation of certificates of real property.

Coordination with commissioners for finance and taxation on management of village lands and fields and establishment of land tax rolls.

Execution of all work connected with land reform and ceding of village lands.

Classification of village lands and establishment of statistical records on them.

Collection, safekeeping, and forwarding of monies generated by sale of expropriated lands, land purchased by the Government but not yet resold to private farmers, and agricultural credit monies.

6. The Commissioner for Economy and Finance has responsibility for managing village finances, property, budget, economy, and supplies. He conducts research on methods of increasing village resources. He is also the village treasurer.
7. The Commissioner for Civil Status has responsibility for maintaining a register of legal documents, notarizes, and makes copies of birth, marriage, and death certificates for people in the village.

8. The Commissioner for Taxation has responsibility for establishing tax rolls and collecting taxes.

9. The Commissioner for Social Welfare and Culture has responsibility for social welfare and cultural matters, education, adult literacy training, reconstruction, ethnic affairs, public health, and public sanitation.

Art. 6 - Village Secretariats

1. The Chief Secretary is in charge of the duties as village treasurer. His other duties specified by article 35 Decree 198-SL/DUHC are not changed. In class B villages the chief secretary runs the village post office.

2. The secretary helps the chief secretary to manage the village office and substitutes for him when he is absent or busy with other work. He also runs the village post office.

3. The Information/Open Arms cadre is responsible for information, propaganda, Open Arms, and mobilization of the people in the village.

4. Technical cadre have multifarious duties; they take care of special matters assigned by the village chief, regulations on them will be determined by the Minister of Interior at a later date.
Art. 7 - Duties of the Hamlet Management Board are determined as follows:

1. The hamlet chief is responsible for those duties specified in article 39 of Decree 198-SL/ DUHC. In addition he is responsible for directing forces under his authority, including Popular Forces, in accordance with orders from the village chief.

2. The deputy hamlet chief for administration assists the hamlet chief and substitutes for him on administrative matters when the latter is absent or busy with other work.

3. The deputy hamlet chief for security assists the hamlet chief on matters of security, intelligence, politics, youth, and sports, and substitutes for him on military and political matters when the latter is absent or busy with other work.

4. The hamlet special assistant for military affairs directly commands Popular Forces assigned to hamlet and has responsibility for defense, patrol, ambush, search and destroy operations according to the village chief's plan.

5. The Information/Open Arms cadre has responsibility for information, propaganda, Open Arms, and mobilization of the people in the hamlet.

Chapter 4 - Procedures for Installation in Office

Art. 8 - The Village Chief is elected by the Village Council according to procedures specified by article 24 of Decree 198-SL/DUHC, and has special responsibility for establishing the Village Administrative Committee of which he is chairman.
Art. 9 - The commissioners on the Village Administrative Committee are appointed by the Village Chief and relieved from office by his decision with the concurrence of the Village Council, in accordance with procedures specified in article 25 of Decree 198-SL/DUHC. The Commissioner for Military Affairs is selected from the Popular Forces.

The Deputy Village Chiefs for Administration and Security are appointed by the Province Chiefs as representative of the Ministry of Interior on recommendation of the Village Chief after consultation with the Village Council.

Art. 10 - The Chief Secretary, Secretary, and technical cadre are appointed by the Province Chief.

Art. 11 - The Information/Open Arms cadre at village and hamlet are recruited, trained, appointed, and administered by the Ministry of Information.

Art. 12 - The Hamlet Chief is elected by the people in accordance with procedures specified in article 37 of Decree 198-SL/DUHC.

The Deputy Hamlet Chiefs for Administration and Security and the hamlet special assistant for Military Affairs are appointed by the Village Chief on recommendation of the Hamlet Chief with concurrence of the District Chief.

Art. 13 - Limit of the authority of the Village Council to make fiscal decisions as specified by
Artic. 15 of Decree 198-SL/DUHC, paragraphs 3, 5, and 6, is raised from 50,000$V to 100,000$V. Before these decisions must be approved by the Province Chief prior to their implementation. Provisional Village Administrative Committee do not receive this increase in fiscal authority.

Art. 14 - Authority of the village council to make fiscal decisions specified by article 14, paragraph 2, and article 15, paragraph 1 of Decree 198-SL/DUHC are changed as follows:

Decisions of the Village Council related to the village budget are to be approved by the Province Chief before execution regardless of the sum of money involved.

Art. 15 - All previous stipulations at variance with this decree are hereby rescinded.

Art. 16 - The Deputy Prime Minister, Ministers of State, Minister, Under Secretaries of State, and Province Chiefs have responsibility for carrying out this decree.

This decree will be printed in the Official Journal of the Republic of Vietnam.

Saigon, 1 April 1969

Nguyen Van Hung
Republic of Vietnam
Presidency
No. 106-TT/SL

THE PRESIDENT OF THE REPUBLIC OF VIETNAM,

In view of the Constitution of April 1, 1967,

In view of Decree No. 234-TT/SL of May 25, 1968 and of subsequent texts determining the composition of the Government,

On the recommendation of the Prime Minister,

DECREES THE FOLLOWING:

Art. 1 - The composition of the Government as determined in Decree No. 234-TT/SL of May 25, 1965 and subsequent texts is modified as follows:

- Deputy Prime Minister, especially in charge of Pacification/Revolutionary Development, concurrently Minister of the Interior..........Gen. Tran thien Khiem

- Minister of State, especially in charge of Post-War Planning...............Prof. Vu quoc Thuc


- Minister of Revolutionary Development.....................Mr. Nguyen van Vang

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- Minister of Education and Youth..........................Mr. Le Minh Lien

- Minister of Land Reform and Agriculture...............Mr. Cao Van Than

- Secretary of State for War Veterans..................Mr. Nguyen Thach Van

- Secretary of State in charge of Liaison with the National Assembly.........Mr. Vo Huu Thu

- Vice Minister of Finance...........Mr. Nguyen Anh Tuan

(The remaining part unchanged)

Art. 2 - The Prime Minister, the Deputy Prime Minister, Ministers of State, Ministers, Secretaries of State and Vice-Ministers are charged, each as to that which concerns him, of the execution of the present decree.

The present decree shall be published in the Official Journal of the Republic of Vietnam.

Saigon, March 12, 1969

s/ Nguyen Van Thieu
Republic of Viet Nam
Prime Ministry
No. 1320-ND/P.Th.T/CV

THE PRIME MINISTER OF THE GOVERNMENT,

Considering the Constitution of April 1, 1967,

Considering.....

ENACTS THE FOLLOWING ARRETE:

Art. 1 - Especially admitted into the cadre without competitive examination are contractuals, daily workers, floaters assimilated to daily workers, permanent floaters from category B and below who meet the following eligibility requirements:

1. Having at least 4 consecutive years of service in the same category (may be included in this figure the consecutive years of service in the same category in the non-permanent floater's capacity, and the years of military services, to the extent of a maximum of two years for each kind).

For the applicants who do not have the diplomas provided in paragraph 2 below, the seniority of service is compulsorily increased by 2 years.

If the length of service is interrupted, the previous years of regular service from 6 months and above may enter into account, without any regard to the duration of the interruption, except the case of interruption by disciplinary measures.
2. Having the following diplomas:

   a. **For the Administrative Cadres**

   - Full baccalaureate, plus one University Certificate (for entrance into the cadre of Administrative Senior Clerks);

   - Secondary Education, First Level diploma or an equivalent diploma (for entrance into the cadre of Administrative Clerks),

   - 4 years of Secondary Education, First Level, and a Typewriting Certificate delivered by a public agency (for entrance into the cadre of Typists).

   - Elementary Education diploma (for entrance into the cadre of Messengers).

   b. **For the Technical Cadres**

   The diplomas required are specified in each cadre statute.

3. Having filed an application for entrance into the cadre sans competitive examination.

4. Being recommended by the employing agency.

**Art. 2** - The consecutive years of service in the same category for entrance into the cadres in two phases, are accounted as follows:

- **First phase.** As of 31 December 1968, for entrance into the cadres from 1 January 1969.

- **Second phase.** As of 31 December 1969, for entrance into the cadres from 1 January 1970.
Nevertheless, during the first phase, if the length of service provided in Art. 1, paragraph 1, is at least 6 years as of 31 Oct. 1968, the applicants are allowed to enter the cadres from 1 Nov. 1968.

All kinds of seniority of service must be proven by regular personnel actions (recruitment); not accepted, especially in these phases of admission into cadres sans examination, are affidavits issued by the agencies and attesting the seniority of service.

Art. 3 - No age condition is required. The right for pension of the personnel admitted into the cadres under the provisions of the present arrête shall be determined by the regulations in force.

Art. 4 - Personnel meeting the eligibility requirements shall be appointed at the probationary grade.

If the employee is a contractual having a salary index above the salary index of the probationary grade, he is allowed to keep his current salary index.

The employees who have a length of service in excess, or a diploma above the diplomas required in paragraph 2, article 1, shall be classified in the superior salary index, according to the regulations in force.

Art. 5 - The time-limits of application for entrance into the cadres are fixed as follows:

- For the first phase of appointment into the cadres: before March 1, 1969.
Especially for the employees who may be admitted into the cadres from November 1, 1968: Not to exceed 2 months from the date of promulgation of the present arrête.

- For the second phase of appointment into the cadres: before 31 December 1969.

Candidates who have filed tardy applications shall be appointed in the next phase, except in cases of absolute necessity certified by the competent authority.

Candidates for the second phase of appointment into the cadres who have filed tardy applications in cases of absolute necessity shall be appointed from January 1, 1970. If the delay is due to the incumbent, the appointment to the cadre will be effective from the day complete public record is sent to the central organization having power to sign the arrête of appointment.

Art. 6 - All previous regulations, which are in contradiction with the provisions of the present arrête, shall be rescinded.

Art. 7 - Ministers of State, Ministers, Vice-Ministers, are charged, as far as their duties are concerned, of the execution of the present arrête.

Saigon, 21 December 1968

s/ Tran van Huong
Republic of Vietnam
Prime Ministry
No. 1321-ND/PThT/CV

THE PRIME MINISTER OF THE GOVERNMENT,

Considering the Constitution of April 1, 1967;

Considering...

ENACTS THE FOLLOWING ARRETE:

Art. 1 - Especially admitted into the cadres without competitive examination are contractuals, daily workers, floaters assimilated to daily workers, permanent floaters belonging to the ethnic minorities (Highlanders, Cham, Cambodian, Tho, Nung, Thai, etc...) from category B and below, who meet the following eligibility requirements:

1. Having at least 2 consecutive years of service in the same category (may be included in this figure the consecutive years of service in the same category in the non-permanent floater's capacity, and the years of military services, to the extent of a maximum of two years for each kind).

For the applicants who do not have the diplomas provided in paragraph 2 below, the seniority of services is compulsorily increased by 2 years.

If the length of service is interrupted, the previous years of regular service from 6 months and above may enter into account, without any regard to the duration of the interruption, except the case of interruption by disciplinary measures.

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2. Having the following diplomas:

   a. For the Administrative Cadres:

      - Full baccalaureate, plus one University Certificate (for entrance into the cadre of Administrative Senior Clerks);

      - Secondary Education, First level diploma or an equivalent diploma (for entrance into the cadre of Administrative Clerks);

      - 4 years of Secondary Education, First Level, and a Typewriting Certificate delivered by a public agency (for entrance into the cadre of Typists);

      - Elementary Education diploma (for entrance into the cadre of Messengers).

   b. For the Technical Cadres

      The diplomas required are specified in each cadre statute.

3. Having filed an application for entrance into the cadre sans competitive examination.

4. Being recommended by the employing agency.

Art. 2 - The consecutive years of service in the same category for entrance into the cadres, in two phases, are accounted as follows:

- First phase - As of December 31, 1968, for entrance into the cadres from January 1, 1969

- Second phase - As of December 31, 1969
for entrance into the cadres from January 1, 1970.

Nevertheless, during the first phase, if the length of service provided in Art. 1, paragraph 1 is at least 3 years as of October 31, 1968, the applications are allowed to enter the cadres from November 1, 1968.

All kinds of seniority of service must be proven by regular personnel actions (recruitment). Not accepted, especially in these phases of admission into cadre sans examination, are affidavits issued by the agencies and attesting the seniority of service.

Art. 3 - No age condition is required.

The right for pension of the personnel admitted into the cadres under the provisions of the present arrêté shall be determined by the regulations in force.

Art. 4 - Personnel meeting the eligibility requirements shall be appointed at the probationary grade.

If the employee is a contractual having a salary index above the salary index of the probationary grade, he is allowed to keep his current salary index.

The employees who have a length of service in excess, or a diploma above the diplomas required in paragraph 2, article 1, shall be classified in the superior salary index, according to the regulations in force.

Art. 5 - The time-limits of application for
entrance into the cadres are fixed as follows:

- **For the first phase of appointment into the cadres:** Before March 1, 1969.

Especially for the employees who may be admitted into the cadres from November 1, 1968: Not to exceed two months from the date of promulgation of the present arrete.

- **For the second phase of appointment into the cadres:** Before December 31, 1969.

Candidates who have filed tardy applications shall be appointed in the next phase, except in cases of absolute necessity certified by the competent authority.

Candidates for the second phase of appointment into the cadres who have filed tardy applications in cases of absolute necessity shall be appointed from January 1, 1970. If the delay is due to the incumbent, the appointment to the cadre will be effective from the day complete public record is sent to the central organization having power to sign the arrete of appointment.

**Art. 6** - All previous regulations, contrary to the provisions of the present arrete, shall be rescinded.

**Art. 7** - Ministers of State, Ministers, Vice-Ministers, are charged, each as to that which concerns him, of the execution of the present arrete.

Saigon, December 21, 1968

s/ Tran van Huong
Republic of Vietnam
Prime Minister's Office
No. 1337-ND/P.Th.T/CS

THE PRIME MINISTER OF THE GOVERNMENT,

Considering the Constitution of April 1, 1967,

Considering...

ENACTS THE FOLLOWING ARRETE:

Art. 1 - Now is hereby fixed as follows the organization and responsibilities of the dependent agencies of the Prime Minister's Office:

I. Team of Advisors and Special Assistants of the Prime Ministry

Art. 2 - The Advisors and Special Assistants of the Prime Ministry shall be appointed by the Prime Minister and shall act under his direct guidance.

II. Office of the Minister at the Prime Ministry

Art. 3 - The office of the Minister at the Prime Ministry (for Executive Affairs) shall comprise:

- The Assistants to the Minister
- A Chief of Cabinet
- A Private Secretary
- A number of Expediters (charges of Mission), Generalists and Specialists.
III. Cabinet (Secretariate) of the Prime Ministry

Art. 4 - The Cabinet of the Prime Ministry shall be headed by a Director of Cabinet, with the assistance of a Deputy Director of Cabinet, and shall comprise:

A. The Protocol Directorate

Art. 5 - The Protocol Directorate, headed by a Director, shall comprise:

Bureau 1

- Arrange the protocol process and ranking order in the ceremonies, feasts and receptions under the Prime Minister's chairmanship,

- Establish liaison with the competent agencies in order to solve the protocol problems in ceremonies, officials internal trips or travels abroad of the Prime Minister,

- Research, study and compare the documents on internal or external protocols,

- File the correspondences, update the registers, make inventories of materials and carry out personnel and administrative matters of the Directorate.

Bureau 2

- Establish daily, weekly and monthly schedules for the Prime Minister,

- Contact, explain and answer the private citizens, groups or visitors who want to have audience or to present their wishes,
- Prepare, update, publish the listing of high ranking Vietnamese and Foreign Service Officials.

Bureau 3

- Arrange the audiences or consultations of the Prime Minister,
- Prepare, receive and escort the visitors or delegations which have the Prime Minister's audience,
- Arrange and carry out the invitations of guests to attend the ceremonies, feasts and receptions of the Prime Minister.

B. Press Directorate

Art. 6 - The Press Directorate, headed by a Director, shall comprise:

Bureau 1

- Receive, distribute and send all correspondences,
- Subscribe and distribute newspapers and magazines to the Prime Ministry agencies,
- Carry out administrative matters involving the personnel of the Directorate.

Editor Service

Bureau 2

- Draft, translate documents, reports, notices, press releases,
- File reviews and newspapers, documents.
Bureau 3
- Make liaison, follow-up newsmen activities,
- Organize press conferences, interviews,
- Take pictures, movies of the travels, feasts, receptions and other ceremonies.

Bureau 4
- Review the Vietnamese Press and Foreign Press,
- Research, classify the press articles involving the Government activities.

C. Research & Documentation Directorate

Art. 7 - Under the supervision of a Director, the Research & Documentation Directorate shall comprise:

1) Documentation Service

Bureau 1
Carry out the gathering of:
- Foreign political news,
- Political Parties activities,
- Political, security, intelligence information.

Bureau 2
Carry out the gathering of:
- Information relative to the groups, religious associations activities,
- Information on unions and students or pupils activities,
- Information on ethnic minorities activities.

2) Operations Service

Bureau 3

Gather and review the opinions, recommendations, wishes, claims and denunciations presented by all classes or organizations of the people.

Bureau 4

Follow-up the nationwide corruption repression.

- Implement the Anti-corruption Plan at the Prime Ministry,
- Report on investigation results,
- Gather and review the recommendations on the people's self-defense, people's organization into units policies,
- Follow-up the National People's Committee of Self-Defense activities.

3) Study Team

Headed by a Team Chief, it shall comprise from 3 to 5 specialists, and have the following responsibilities:

- Study and establish Government Policies for the political groups,
- Recommend measures for winning the heart of the people.
The Team Chief of Study ranks equally with a Service Chief.

D. Internal Affairs Service

Art. 8 - Headed by a Service Chief, it shall comprise:

Bureau 1

- Receive, distribute, prepare and send the correspondences,

- Carry out personnel problems within the scope of internal affairs, in particular the job assignments given to householders, waiters and laborers,

- Receive the materiel and control the properties of the Internal Affairs Service and of all Prime Ministry buildings,

- Organize, arrange the receptions and feasts.

Bureau 2

- Receive the public vehicles, recommend their distribution and the assignment of drivers,

- Receive the spare parts to insure the maintenance of public vehicles and the functioning of the service centers.

Bureau 3

- Receive the public housings under the management of the Prime Ministry and recommend their distribution,
- Take care and repair of the public dwellings and buildings of the Prime Ministry.

**Bureau 4**

- Take care of the public dwellings and vehicles located in Dalat, of the Prime Ministry,
- Carry out the Prime Ministry internal affairs in Dalat.

**E. Mail Service**

**Art. 9** - Headed by a Service Chief, the Mail Service shall comprise:

**Bureau 1**

- Receive, register and forward the incoming documents,
- Carry out the telephone switchboard functioning,
- Organize the duty schedule.

**Bureau 2**

- Send the outgoing documents,
- Make copies of legislative and regulatory texts for diffusion.

**Bureau 3**

- Receive, register and forward the classified mail,
- Send the classified mail,
- Prepare the Mission Orders and the Transportation Requests.
G. **Rewards Bureau**

**Art. 10** - Under the supervision of a Bureau Chief, the Rewards Bureau has the following responsibilities:

- Examine the dossiers of recommendation for rewards and posthumous rewards of all kinds,

- Examine the dossiers to allow Vietnamese Nationals to receive foreign medals,

- Deliver the Eulogies and Cash Awards,

- Collaborate with the Protocol Directorate in the rewarding ceremonies.

IV. **Prime Ministry Secretariat General**

**Art. 11** - Under the supervision of a Secretary General, assisted by a Deputy Secretary General who ranks equally with the Deputy Director of Cabinet at the Prime Ministry, the Prime Ministry Secretariat General shall comprise:

A. **Legislation Directorate**

**Art. 12** - The Legislation Directorate, headed by a Director, has the following responsibilities:

- Check and finish the draft of the legislative and regulatory texts and the draft of administrative texts involving particular or individual cases,

- Study the problems raised by the Ministries, offices or Autonomous Agencies and submit them to the Supervisors for signature or decision.
The job in this Directorate are distributed to the following Services and Bureaus:

The Administrative Service comprises 2 Bureaus:

Bureau 1
- Matters involving internal or foreign public relations,
- Legal, citizenship, marriage, adoption grace, amnesty matters, etc.,
- Confiscation, requisition,
- Land management,
- Professional activities of private citizens and aliens,
- Religions and associations problems.

Bureau 2
- Central and local administration,
- Personnel matters not carried out by the Directorate General of Civil Service,
- Appointment to supervisory positions,

The Economy and Finance Service comprises 2 bureaus:

Bureau 3
- Economy matters,
- Public Works, Communications & Transportation and Agriculture matters relative to the Economy,

- Foreign Aid,

- Prepare the dossier for the incoming meeting of the Economy & Finance Committee.

**Bureau 4**

- Finance, Budget, Tax and Money Problems,

- Exploitation of public properties: buying, selling and special Concessions,

- Matters relative to public dwellings and public vehicles,

- Miscellaneous subsidies.

**The Cultural & Social Service comprises 2 bureaus:**

**Bureau 5**

- Problems pertaining to the following matters:

  - Culture and education
  - Social welfare, Health and Relief
  - Labor, War Veterans & Open Arms

- Overseas studies, training

- Matters on Management and functioning of the National Institute of Administration.

**Bureau 6**

- Conferences, seminars and missions abroad,