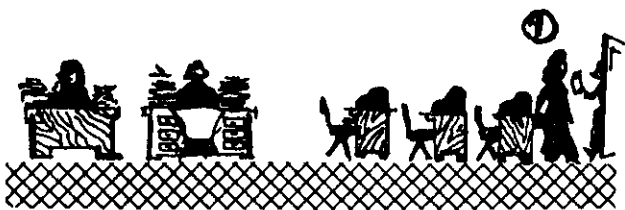
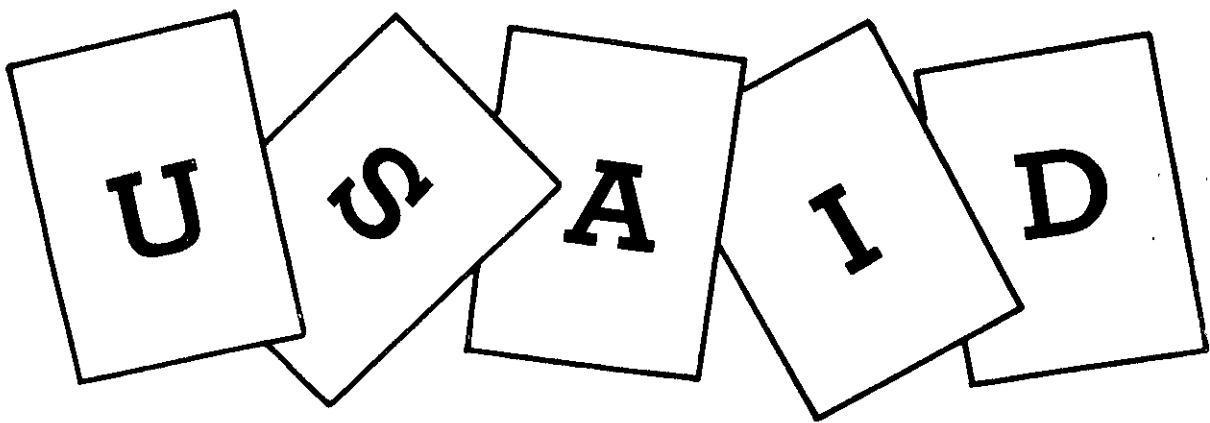


# Public Administration Bulletin Vietnam



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The Office of Public Administration of USAID, Saigon,  
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CENTRAL GOVERNMENT: the General Commission for Planning and Development:

Republic of Vietnam

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Central Executive Committee

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No. 196-SL/KHPT

The Chairman, Central Executive Committee,

Considering.....

DECREES:

Art. 1 - The General Commission for Planning and Development shall be headed by a Commissioner General.

The Commissioner General for Planning and Development shall have an Assistant. The Assistant shall be charged with special functions assigned to him by the Commissioner General and shall equally with the Secretary General of a Ministry.

Art. 2 - The functions of the General Commission for Planning and Development are defined as follows:

1. To establish short-range, medium-range and long-range national plans with a view to making the most of national resources and foreign aid in order to develop the Republic of Vietnam during wartime as well as in post-war period.
2. To coordinate, study, review and rectify all plans established by various agencies with a view to implementing national policies that have been approved by the government.
3. To guide, direct and propose to modify the implementation of above plans.
4. To coordinate with the Directorate General of Budget and Foreign Aid in the preparation of budget for all plans and programs.

5. Furthermore, the Commissioner General for Planning and Development may be entrusted with programs and projects by the Government and may be delegated the power to control important undertakings relative to the development of the Nation.
6. The Commissioner General for Planning and Development approves of new projects - under whatever financing form - whose expenditures exceed 20,000,000\$.

Art. 3 - A supreme council on Planning and Development with the Prime Minister as Chairman will be created and the composition of this Council will be fixed at a later date.

Art. 4 - The General Commission for Planning and Development is composed of the following agencies:

1. Central agencies
2. Dependent agencies

Art. 5 - The central agencies include:

- The office of the Director of Cabinet
- The inspection team

Art. 6 - The office of the Director of Cabinet is placed under the supervision of the Director of Cabinet assisted by:

1 Chief of Cabinet, 3 expeditors, 3 generalists, 1 private secretary

and is composed of the following:

- Directorate for Administration, Mail and Archives Bureau
- Press Bureau
- Protocol Bureau

Art. 7 - The inspection team has a maximum of 4 inspectors and 4 controllers.

The inspectors of the General Commission for Planning and Development have the rank of a Director of a small size Directorate.

The controllers have the rank of a Chief of Service.

Art. 8 - The dependent agencies include: The Directorate General of Planning and the National Institute of Statistics.

Art. 9 - The Commissioner General for Planning and Development shall issue an arrete defining the responsibilities and internal organizations of the central and dependent agencies.

Art. 10 - All provisions contrary to this Decree are repealed.

Art. 11 - The Commissioner General for Planning and Development and Commissioners to the Office of the Prime Minister are charged, each as to that which concerns him, with the execution of this Decree.

This decree will be published in the official journal of the Republic of Vietnam.

Saigon, December 15, 1966

s/ Air Vice Marshal Nguyen cao Ky

CENTRAL GOVERNMENT: The Commission for Handicrafts and Industry:

Decree No. 188-SL/CKN dated 5 December 1966.

DECREE:

Art. 1 -

The Commission for Handicrafts and Industry is composed of the following agencies:

A. Central agencies:

- The Secretariat
- The Office of the Secretary General
- The Directorate of Handicraft and Industry
- The Directorate of Mining
- The Office of Standardization

B. Dependent agencies:

- The Industrial Development Center
- The Handicraft Development Center
- Nong Son Mining Administration and other State-run and mixed-ownership industrial concerns. (Organization, coordination and control of these concerns will be fixed later.)

Art. 2 -

The Secretariat is composed of:

- a. An Assistant Commissioner for handicrafts and industry who assists the Commissioner in handling departmental problems and in directing central and dependent agencies in the technical field.

The Assistant Commissioner is entitled to the same salary and allowances as a Secretary General.

- b. A Chief of Cabinet who directs:

- The Private Secretariat
- The Bureau for the Press
- 4 Officials in charge of special missions
- 1 secretarial assistant

- c. An Investment Research Section of a maximum of 6 specialists who are to be hired by contract or paid monthly by lump-sum.
- d. An industry inspection team of 4 inspectors each ranking with a Chief of Service.

Art. 3 -

The Office of the Secretary General, directed by a Secretary General, has the duties to:

- Handle administrative, accounting, personnel and legal matters
- Coordinate activities of central agencies in the administrative field
- Direct the activities of the following agencies:
  - a. The Directorate of Administration and Legislation
  - b. The Directorate of Cooperatives
  - c. The Cooperative Training Center

The Secretary General will direct the above agencies for both the Commission for Handicrafts and Industry and the Commission for Trade.

Art. 4 -

The Office of Standardization has the duty to conduct research on, set forth and publish standards for products manufactured in Vietnam.

The Office of Standardization will be placed under the direction of a Director (ranking as a Director of a large Directorate).

The organization of this Office will be fixed by an Arrete by the Commissioner for Handicrafts and Industry.

Art. 5 -

Any provisions of previous documents which are contrary to this decree are rescinded.

Art. 6 -

The Assistant at the Prime Minister's Office and the Commissioner for Industry are charged each as to that which concerns him with the execution of this decree.



This decree will be published in the Official Journal.

5 December 1966

a/ Air Vice Marshal Nguyen Cao Ky

CENTRAL GOVERNMENT: the Commission for Trade:

Decree No. 186-SL/TM dated 30 November 1966.

DECREE:

Art. 1 - The Secretariat of the Department of Trade is composed of:

1. An Assistant for Foreign Trade who assists the Commissioner for Trade in handling foreign trade problems and in directing the following agencies in technical fields:
  - Directorate of Commercial Aid
  - Directorate of Foreign Trade
  - Export Development Center.
2. An Assistant for Internal Trade who assists the Commissioner in settlement of internal trade problems and in directing the following agencies in technical fields:
  - Directorate of Economic Control
  - Directorate of Economic Trends
  - Directorate of Security Warehouses
  - Economic Inspectorates in the Central Lowland, Central Highland and South West regions.
3. A Chief of Cabinet who supervises:
  - The Private Secretariat
  - The Bureau for the Press
  - 4 officials in charge of special missions
  - 1 Secretariat Assistant.
4. A team of specialists, a maximum of 6, its members to be hired by contract or to be paid by lump sum monthly.

Art. 2 - The Assistants for Foreign Trade and Internal Trade are entitled to the pay and allowances granted to a Secretary General.

Art. 3 - The Office of the Secretary General, under the direction of a Secretary General, is vested with the following functions:

- Handling of administrative, accounting, personnel and legal matters
- Coordination of administrative activities of departmental Directorates and Services
- Direction of the activities of the following agencies:
  - a. Directorate of Administration and Legislation
  - b. Directorate of Cooperatives
  - c. The Cooperative Training Center.

The Secretary General will direct the above agencies for both the Commission for Trade and the Commission for Handicrafts and Industry.

Art. 4 - Any provisions of previous documents which are contrary to this Decree are hereby rescinded.

Art. 5 - The Commissioner for Trade is charged with the execution of this Decree.

This decree will be published in the Official Journal.

30 November 1966

s/ Air Vice Marshal Nguyen Cao Ky

CENTRAL GOVERNMENT: the Commission for War Veterans:

No. 019-a-CT/LDQG/SL

The Chairman of the National Leadership Committee

DECREES:

Art. 1 - There is hereby established a Commission named: "Commission for War Veterans" which is placed under the Ministry of War and Revolutionary Development.

Art. 2 - The Commissioner for War Veterans has the duties:

- a. To prepare or propose modification of laws and regulations governing organization of current or future agencies so as to uphold moral and material interests of Veterans, disabled servicemen, war widows and orphans;
- b. To formulate effective policies governing war veterans within the framework of the struggle against the communists;
- c. To operate and strengthen dependent agencies, particularly the following offices:
  - The Office in charge of payment of retirement pensions and subventions to veterans, disabled servicemen, and their widows and orphans;
  - The Orthopedic and Vocational Training Center, which is to provide disabled servicemen with employment and means of subsistence;
  - The Office of the Wards of the nation, which is in charge of education of these wards;
- d. To work out plans for the establishment of plantation centers, animal husbandry farms, handicraft centers and veterans' villages in order to provide ex-servicemen

with means of subsistence and opportunities to clear fertile land in order that they may become owners of such properties;

- e. To devise a policy aimed to assure social interests of Veterans, ex-servicemen, war widows, and orphans (priority in obtaining employment in government offices and private enterprises, privileges in reductions of transportation cost and school fees, etc...)
- f. To encourage, guide and promote public or private organizations the activities of which are aimed at assisting veterans, disabled servicemen, war widows and orphans;
- g. To maintain coordination with related Departments, especially the Commissions for Defense and Social Welfare, to ensure effective assistance to War widows and orphans.

Art. 3 - The following agencies and their component offices together with their budgets, personnel, headquarters, real estates, equipment, materials, files and records, are incorporated to the Department of Veterans:

- Directorate of Veterans and Disabled servicemen
- Orthopedic and Vocational Training Center
- Military Orphanage
- Directorate of the Wards of the Nation

Art. 4 - The internal organization of the Department of Veteran will be fixed later.

Art. 5 - Any provision which is contrary to this Decree is hereby rescinded.

Art. 6 - The Chairman, the Deputy Chairman of the Executive Central Committee and Commissioners General are charged, each as to that which concerns him with the execution of this decree.

This decree will be published in the Official Journal.

Saigon, 21 January 1966

s/ Lt. Gen. Nguyen van Thieu

CENTRAL GOVERNMENT: the Commission for War Veterans:

No. 74/SL/CCB

The Chairman of the Executive Central Committee

DECREES

Art. 1 - The Commission for War Veterans is placed under the direction of the Commissioner for War Veterans and is composed of the following agencies:

1. Central agencies:

- Office of the Director of Cabinet
- Directorate of Retirement Pension
- Directorate of Programming and Planning
- Directorate of Training
- Directorate of Administration, Budget and Accounting.

The Office of the Director of Cabinet is placed under the supervision of a Director of Cabinet and is composed of several component bureaus and sections.

The Directorates of Retirement Pensions, of Programming and Planning, of Training, of Administration, Budget and Accounting are placed each under the direction of a director and is composed of several Services, Bureaus and Sections.

2. Dependent agencies

- National Institute of Rehabilitation
- Convalescent Home for disabled servicemen
- Military Orphanage
- The School of the Wards of the Nation

3. Local agencies

- In Saigon and in cities and provinces as well, there may be established Services of Veterans as required by circumstances.

General rules

Art. 2 - An Arrete of the Commissioner for War Veterans will fix in detail the organization and duties of the above mentioned agencies.

Art. 3 - Any previous provision which is contrary to this decree will be rescinded.

Art. 4 - The Commissioner for War Veterans and the Assistant to the Office of the Prime Minister are charged, each as to that which concerns him with the execution of this decree.

Saigon, 26 April 1966

s/ Air Vice Marshal Nguyen cao Ky

CENTRAL GOVERNMENT: the Commission for War Veterans:

Arrete No. 20/CCB/VP/ND dated 1 July 1966.

Art. 1 - The organization and functions of central agencies of the Department of Veterans are as follows:

1. Office of the Director of Cabinet

Art. 2 - The Office of the Director of Cabinet is placed under the direction of a Director of Cabinet and is composed of the following sections and personnel:

- a. A Chief of Cabinet. Assisted by two attaches, this official is entrusted with classified, political and security matters. His office consists of:
  - (1) The Private Secretariat which is placed under the supervision of a Private Secretary and is entrusted with:
    - Confidential correspondence of the Commissioner
    - Receptions and interviews
    - Visits and inspection tours
    - Awards of medals
  - (2) The Security Section, in charge of maintenance of order and security for personnel and within the Headquarters. The Section will perform other duties as may be required.
  - (3) The Interior Section, in charge of interior and miscellaneous matters.
- b. Two Officers for special missions entrusted to them by the Commissioner or the Director of Cabinet.
- c. An Inspection Team under the supervision of a team leader who is assisted by 3 inspectors. This team has the duty to control and follow up the progress of activities of the Department. The team leader (ranking equal to a Director of a large Directorate) and inspectors (ranking equal to



Directors of small Directorates) conduct inspections and control of central and local agencies of the Department in line with their function or as required by the Commissioner and the Director of Cabinet.

- d. The Service of Information and Public Relations. This Service is placed under the supervision of a Chief of Service and is composed of two Bureaus:

(1) The Press and Broadcasting Bureau, in charge of:

- Scanning newspapers, and answering questions in newspapers.
- Translating, gathering and disseminating information pertaining to Veterans.
- Accompanying newsmen and correspondents in their visits to installations and activities of Veterans.
- Editing and publishing newspapers.
- Making arrangements for broadcasts.
- Making public the policies of the Government governing Veterans.
- Conducting psywar activities regarding Veterans.

(2) The Public Relations and Protocol Bureau in charge of:

- Answering inquiries from ex-servicemen.
- Maintaining contact with information agencies and Veterans' organizations.
- Making arrangements for receptions, press conferences, etc.

e. Mail and Records Bureau

- Receives, numbers and distributes incoming and outgoing correspondence;
- Keeps records;
- Distributes papers of general concern;
- Performs other related administrative duties within the Section.

2. Directorate of Administration, Budget and Accounting

Art. 3 - This Directorate is placed under the direction of a Director and is assigned the following functions:

- Handle organizational, administrative and financial matters.
- Control, supervise and coordinate activities of agencies of the Department in the administrative field.
- Follow up and control implementation of the Department's budget.

This Directorate is composed of two Services:

- a. The Administrative Service. This Service placed under the supervision of a Chief of Service, is composed of 4 Bureaus, and is charged with:

- Disseminating administrative directives;
- Recruiting, administering, and training personnel.

- (1) The General Administration Bureau. This Bureau is supervised by a Chief of Bureau and is composed of three sections:

(a) The Administrative Section

- Handles general administrative matters;
- Follows up on administrative procedures.

(b) The Transportation Section

- Maintains and controls means of transportation.

(c) The Typing and Mimeographing Section

- Types and mimeographs all papers from component agencies of the Department.

(2) The Disputed Claims Bureau

- Conducts research of and prepares legislative documents and administrative regulations;
- Handles all disputed claims.

(3) The Career Personnel Bureau

- Administers career personnel and servicemen attached to the Department.

- Holds examinations to recruit career personnel.
- Handles in-service training activities and scholarships for personnel.

(4) The Non Career Personnel Bureau

- Administers non-career personnel (contract-hired, daily wage and occasionally employed personnel)
- Holds examinations to recruit non-career personnel.

b. The Finance Service. This Service is composed of three Bureaus:

(1) The Budget and Foreign Aid Bureau

- Establishes and implements principal and supplementary budgets;
- Controls various funds of the Department;
- Releases appropriated funds;
- Controls the use of allocated funds;
- Keeps records of advance funds;
- Approves accounts for payment;
- Considers requests for financial assistance from component agencies of the Department;
- Maintains relations with the Directorate General of Budget and Foreign Aid and Embassies of friendly nations in matters of foreign aid;
- Establishes foreign-aid projects.

(2) The Accounting Bureau

- Makes out obligated expenditures for personnel's salary;
- Settles payment of subventions, per-diem, allowances, etc.;
- Pays pension dues to the Pension funds;
- Issues checks to pay expenditures for materials;
- Establishes advance funds and prepares justificative papers;
- Keeps records of payrolls and other related accounting materials;
- Submits monthly reports on obligated expenditures and payment.

(3) The Material Supply Bureau

- Calls for bids, procures, distributes and administers materials, equipment and office expendable items;
- Keeps records of properties;
- Administers repair and maintenance of public buildings;
- Keeps accounting records of and distributes foreign aid materials and equipment.

3. Directorate of Programming and Planning

Art. 4 - This Directorate is placed under the direction of a Director and is entrusted with the following functions:

- Gathers, studies, processes and distributes research and statistics information submitted by agencies within and without the Department;
- Devises plans and coordinates, follows-up and directs implementation of various programs of action of the Department;
- Prepares and consolidates reports for the Department;
- Cooperates with specialized agencies in compiling, translating and publishing papers and books on Veterans;
- Administers the Library and the Records Bureau of the Department.

The Directorate of Programming and Planning is composed of three Bureaus:

a. The Documentation Bureau and the Library

- Conducts documentation of, classifies and distributes information and publications concerning the Department;
- Edits, translates and publishes publications concerning the Department;
- Makes exchanges of publications between the Department and other national and foreign agencies;
- Organizes and operates the Library of the Department;
- Organizes and operates the Records Bureau of the Department;

b. The Research and Statistics Bureau

- Conducts research of every problem within the scope of

activity of the Department and of related organizations, especially pertaining to education, vocational training, medical care, and other veterans' interests;

- Gathers and consolidates information into statistical data concerning the Department;
- Administers service records of ex-servicemen, disabled servicemen, war widows and orphans.

c. The Planning Bureau

- Devises short range and long range plans of activities for component agencies of the Department;
- Analyses and consolidates reports of component agencies and prepares periodic and special reports of the Department.

4. Directorate of Training

Art. 5 - This Directorate is placed under the Direction of a Director and is composed of two Services.

a. The Service of Education

- Works out and prepares general and technical education programs;
- Follows up application and progress in implementation of general and technical education programs;
- Follows up education assistance from friendly nations;
- Assigns officials to participate in in-service training and observation tours at home and abroad;
- Maintains relations with the Department of Education regarding general and technical education.

The Service of Education is composed of three Bureaus:

(1) The General Education Bureau

- Handles every problem related to general education program for war orphans;
- Proposes employment of specialized personnel;
- Follows up activities of general education organizations in the Department;
- Conducts evening classes with no charges for the benefit of war widows and orphans and ex-servicemen;
- Reviews and publishes training materials.

(2) The Technical Education Bureau

- Handles every problem concerning technical education program for war orphans;
- Proposes employment of specialized personnel;
- Follows up activities of technical education organizations of the Department;
- Reviews and publishes training materials.

(3) The Scholarship Bureau

- Receives, considers and recommends approval or refusal of applications for scholarships submitted by ex-servicemen (Secondary school, College, Technical education, etc...)
- Assists ex-servicemen in establishing dossiers to apply for scholarship in foreign countries and recommends them to responsible authorities;
- Follows up the progress in their studies.

b. The Service of Vocational Guidance

(1) The Vocational Guidance Bureau

- Works out methods of Vocational tests and provides guide for their application;
- Maintains contact with test centers to request for testing of ex-servicemen and heirs of war dead;
- Keeps close watch of labor supply and demand;
- Makes studies of the labor policy adopted by foreign enterprises;
- Recommends ex-servicemen, war widows and orphans to government offices and private enterprises for employment.

(2) The Organization and Equipment Bureau

- Works out vocational training plans for ex-servicemen and heirs of war dead;
- Works out plans of organization, equipping and operating of vocational training facilities within the Department;
- Works out plans of training, employment and assignment of specialized personnel;

- Handles problems concerning vocational training assistance, from friendly nations;
- Assigns officials to participate in in-service training courses and observation tours at home and abroad;
- Maintains contact with the Department of Social Welfare regarding every problem related to vocational training;
- Procures vocational training courses with necessary training aids;
- Prepares and publishes vocational training materials.

(3) The Vocational Training Bureau

- Makes studies of the vocational situation at home;
- Works out and devises plans to train skill labors;
- Establishes vocational training programs and vocational training courses;
- Controls and keeps watch on vocational training courses;
- Keeps watch on the application of apprenticeship systems in various enterprises.

5. Directorate of Retirement Pension and Subvention

Art. 6 - This Directorate is placed under the direction of a Director and is composed of three Services:

a. The Service of Retirement Pension which consists of two Bureaus:

(1) The Bureau of Pensions for Regular Army members

- Effects payment of retirement pensions to members of the Regular Army;
- Effects payment of discharge allowances to members of the Regular Army;
- Calculates pension and discharge allowances to be paid to members of the Regular Army;
- Establishes and keeps records of pension and discharge allowances for members of the Regular Army.

(2) The Bureau of Pension for members of Regional Forces

- Effects payment of retirement pensions to members of Regional Forces;
- Effects payment of discharge allowances to members of Regional Forces;
- Calculates pensions and discharge allowances for members of Regional Forces;
- Establishes and keeps records of pensions and discharge allowances.

b. The Service of Subventions

(1) The Bureau of Subventions to members of the Regular Army

- Considers application for and grants subventions to Regular Army disabled servicemen;
- Considers application for and grants subventions to heirs of Regular Army deceased members;
- Calculates subventions to be paid to Regular Army disabled servicemen or to heirs of deceased members;
- Establishes and keeps records of subventions.

(2) The Bureau of Subventions for members of Regional Forces and Popular Forces

- Considers applications for and grants subventions to members of Regional Forces and Popular Forces;
- Considers applications for and grants subventions to the heirs of deceased members of Regional Forces and Popular Forces;
- Establishes and keeps records of subventions.

(3) The Bureau of Subventions to the Wards of the Nation

- Receives applications for subventions from the Wards of the Nation;
- Establishes records of subventions and calculates subventions;
- Pays subventions to recipients.



(4) The Service of Medical Care and Social Work

1. The Bureau of Medical Care

- Works out medical care plans within the framework of the program of action of the Department;
- Controls, supervises and follows up activities of Medical Care Sections of the Department;
- Procures and distributes medical equipment and medicines needed by Medical Care Sections of the Department.

2. The Social Work Bureau

- Receives applications for subvention of wounded and disabled servicemen, ex-servicemen, war widows and orphans;
- Convenes the Council of Subvention to consider applications for subvention and takes records of meetings of the Council;
- Administers the advance funds for subvention;
- Maintains relations with social and charitable organizations to work out measures to support wounded and disabled servicemen, ex-servicemen, war widows and orphans;
- Distributes gifts to disabled servicemen (at the National Rehabilitation Center) on National Holidays and on Tet;
- Administers disabled servicemen in convalescent homes;
- Controls, supervises and follows up activities of convalescent homes;
- Provides supplies to central agencies of the Department.

Art. 7 - Officials who hold supervisory positions as mentioned in this Arrete are entitled to allowances in kind and in cash according to current regulations.

Art. 8 - The Director of Cabinet of the Department of Veterans is charged with the execution of this Arrete.

This Arrete will be published in the Official Journal.

Saigon July 1, 1966

s/ Nguyen tan Hong  
Commissioner for War Veterans

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: the beginning of government of the people, by the people, and for the people, in rural areas?:

The purposes of rural development during 1967:

As I reported to the Army & People's Council on October 18 and to the Manila summit conference on October 24, the Government has mapped out the 1967 plan to construct a certain number of New Life Hamlets. It has found that most of farmers are actually living only the old hopeless life full of mourning, hatred, injustice, and bias under the VC undergrounds' plots with the complicity of country lords. This old life is also a life of disunion, poverty, disease, and illiteracy. Such a hopeless life of the past must be destroyed for the building of a new brighter life. Consequently, New Life Hamlets will be built on the basis of the following eleven (11) standards:

1. Extirpating the VC undergrounds and destroying the VC infrastructures.
2. Getting rid of country lords and putting an end to corruption in rural areas.
3. Building a new spirit, a spirit of cohesiveness, emancipation, morals, science, and citizen's responsibility, and especially a nationalist spirit to safeguard the good of our national culture, and, at the same time, to accept the good from foreign cultures.
4. Organizing democratic and administrative civil groups to help farmers manage and reconstruct their hamlets and villages.
5. Organizing civil groups to fight against the VC and to assist the people to defend themselves.
6. Putting an end to illiteracy.
7. Curing and preventing diseases.
8. Agrarian reform.
9. Developing agriculture and wiping out poverty.

10. Developing the communication and liaison network.

11. Treating combatants commensurately.

The government has brought out the following three directives to be adopted by cadres as their courses of action:

1. The key problem to be considered as the first step of the Revolutionary Development program is to win the people's heart, i.e. to practically create a mutual understanding as much as possible between the people and government. The government has presumed that cadres should be those who consolidate this mutual understanding.
2. Second, in the task of revolutionary development, the people must play the active role while cadres assume their campaign task and the government provides support only.
3. The cadres will achieve successful results only when they comply with standards as required by the policy and simultaneously meet the people's aspirations.

In 1967, the Armed Forces of the Republic of Vietnam will change their courses of action, and their vital task is to help revolutionary development. Several seminars were held to give servicemen and government cadres opportunities to better understand one another, and to make them friends among themselves as well as among the people. In such a way, cadres would endure hardships, offer their positive sacrifice for the local people's interests, and properly mingle with the local inhabitants, thus gradually making disappear the authoritarian officialdom, and slow attitude of the local authorities. In 1966, at least 75% of the works scheduled for completion in provinces have been achieved.

Even though the main features as well as forms of the above activities are not yet satisfactory, I affirm that servicemen and government cadres understand how to participate in revolutionary development. To compare the past year's achievements with those of 1963 and 1964, we find no reason to be pessimistic but on the contrary we may expect much more satisfactory achievements in the year 1967 to come. Next year, the area to be operated by cadres is composed of over 1 million inhabitants, and New Life Hamlets will be built for some 600,000 persons.....

(Excerpts from a report to the Nation  
by Brig. Gen. Nguyen duc Thang,  
Commissioner General for Revolutionary  
Development, by television, Dec. 27, 66)

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: land: a new member of each Village Government for land administration, land transfers, and agriculture:

In the reorganization of village and hamlet administration, the government not only has carried out democracy, but has also laid emphasis on the increase of efficiency for these structures by adding one more technical member, viz. Member for Agricultural Affairs, to the Village Administrative Committee.

In the past, as there was no Member for Village Agricultural Affairs, all matters related to agriculture, land, and agrarian reform were either delayed or not processed appropriately.

Now, when the Village Administrative Committee will include this new Member, the Department of Agriculture will be able to carry out rapidly and efficiently all important problems in the rural areas:

- As regards agriculture, dissemination of farming techniques, and distribution of facilities for agriculture improvement;
- As regards land, land registry, and assistance to the people in establishing contracts, dealing in, and distributing landed properties;
- As regards agrarian reform, application of the tenants' statute, distribution of expropriated land and rice-fields, and especially the responsibility of a recorder in the Village Agricultural Affairs Committee to settle all matters related to ownership and use of land and rice-fields.

Thanks to the reorganization of the administrative infrastructures, in 1967 the Department of Agriculture will have a good opportunity to intensively urge forward short term programs of agrarian reform as mapped out in the past year, especially the following:

- Abrogation of auction sales of public land and rice-fields;
- Distribution of land belonging to French residents and of expropriated land as defined in ordinance No. 57;
- Distribution of land within the land development area;
- Adjudication and assignment of national properties occupied by squatters.

Beside the completion of planned activities the Department of Agriculture is convinced that owing to the above-mentioned

administrative improvement, it will be able to closely cooperate with rural people and carry out future agrarian reform programs.

The Agriculture Department will disburse 78 million piasters to help people farm, e.g. to distribute rice seeds and other varieties of crops, insecticides, fertilizers, fishing tackles, and livestock to farmers, excluding a loan program providing 50 million piasters for the purchase of water-pumps, and another 70 million piasters to be loaned to farmers.

(Excerpts from a report to the Nation  
by Mr. Lam van Tri, Commissioner for  
Agriculture, by television,  
Dec. 27, 1966)

LOCAL GOVERNMENT AND RURAL CONSTRUCTION: the reorganization of villages and hamlets: elections, self-government, training, increased facilities, weapons for self-defense, increased cash allowances:

On December 24, 1966, the Chief Executive promulgated three basic documents launching a gigantic reform of national infrastructures to press the 1967 revolutionary development program forward:

1. Decree No. 198 governing the reorganization of village and hamlet administration;
2. Decree No. 199 defining procedures governing the elections of Village Councils, Hamlet Chiefs, and Deputy Hamlet Chiefs;
3. Circular No. 191 governing supporting measures to be taken to carry out the program of Village/Hamlet reorganization.

The reorganization of the village and hamlet administration must be realized due to the following reasons:

Various organizations elected by the people at village and hamlet levels appointed in accordance with Decree No. 203 of May 31, 1964 had their terms of office gradually expire. This is a good opportunity for us to acquire more experience in the elections of village and hamlet officials.

Even though the present village and hamlet administration has achieved considerable progress there are still shortcomings since an organization elected by the people is often set up for the sake of form only, and has no actual power. Moreover, the elected organization has neither unity of command nor unique internal organization, and therefore rural local government has been deprived of a certain number of regional powers that represent its ancient traditions of governing its own affairs.

First - The position of the village will be restored as a basic administrative unit within the national community, in which villagers will be responsible to elect their village administrative bodies to administer the village's interest. Each village will enjoy the full power to use its own resources for the implementation of programs for the public interests of this basic administrative unit.

Second - The village administration's efficiency will be increased thanks to the unity of command, proper use of personnel, commensurate treatment, adequate training, and strengthening of the various administrative sections so as to help the village develop.

As regards new village or hamlet units, we may divide them into two types:

Type 1 - In areas where security conditions are met, two bodies will be elected: the Village People's Council, a deliberative body, will be elected through universal suffrage by direct and secret ballot and composed of from six (6) to twelve (12) members, and the Village Administrative Committee, an executive body, will be composed of six (6) members. The Chairman of this Committee will be selected by the Village People's Council from among its members, and five (5) members of this Committee will be nominated by the Committee Chairman with the agreement of the Council. Two (2) new members are included in the Committee, one in charge of social welfare, the other in charge of land and agricultural affairs.

Type 2 - In areas where security conditions are not yet met for the election, the Province Chief will nominate members for the provisional Village Administrative Committees having the collective powers of the above-mentioned Village Council and Administrative Committee.

At the hamlet level, depending on security conditions, an election or appointment of Hamlet Chiefs and Deputy Hamlet Chiefs will be carried out accordingly.

The implementation program follows:

- a. Some 1,000 villages and 4,000 hamlets will organize elections between March and May 1967 if security conditions are ensured, right at the time when the rural people are relatively free from their farming.
- b. Also, from March 1967 on, provisional Village Administrative Committees and provisional Hamlet Executive Boards will be appointed in villages or hamlets where security conditions are not yet ensured.

In the legal aspect, we have as support the basic documents recently promulgated. As far as the implementation program is concerned, we have mapped out a plan for 1967. But to realize this reorganization, the following measures must be executed:

- a. Elections must be organized in such a way that they are free and just, and appropriate action should be taken so that individuals able and of good will stand for election.
- b. Outlining seminar agenda at district and provincial levels concerning the appropriate training of village/hamlet officials.
- c. Providing more means and facilities such as office supplies, communication facilities, etc. for village/hamlet organizations.
- d. Equipping the officials holding key positions in villages with weapons to defend themselves.
- e. Issuing necessary instructions to Popular Forces at the village level for close cooperation with the village authorities.
- f. Increasing 40 to 70 percent of allowances for village/hamlet officials.
- g. Unifying the system of fund delegation for expenditures and for the payment of allowances to village/hamlet officials.
- h. Controlling the proper use of the village fund so as to respect the autonomous character of the village fund administration.
- i. Studying the reorganization of administration at district and provincial level.

We earnestly hope and are quite convinced that the reorganization of village and hamlet administration, with the efforts of the government and according to the people's aspirations, will restore the village's position as a basic unit within the national community and, at the same time, provide favorable conditions for rural construction and pacification throughout the country.

In addition, under the 1967 revolutionary development program, the transformation of Old Life Hamlets into New Life Hamlets requires the direct participation of local hamleteers or villagers. To attain the maximum of results from this direct



participation, the local people should be organized into civil groups to facilitate the distribution of tasks, coordination, and support.

The organization project of civil groups for revolutionary development will be carried out in accordance with the following main points:

#### I. Method

- a. Civic groups for revolutionary development must be organized by the people themselves--while cadres prepare the ground and the government provides support only.
- b. Civic groups for revolutionary development may be organized only in hamlets that have available to them revolutionary development cadre.
- c. The organization of civic groups for revolutionary development should be very simple, logical, and practical.

#### II. Organization and duties

Civic groups have duties to build, maintain and protect their hamlets.

##### A. Protection of hamlets

Each hamlet will be divided into defense zones depending on the local population and terrain.

##### B. Building of hamlets

Youngsters, women, and children should participate in the groups of Youths, Women, and Children under forms of sub-groups, Inter-Teams, and Teams.

#### III. Implementation program

The program will be carried out in early of 1967 depending on the pace of the implementation of operations and activities led by revolutionary development cadre groups. These groups will stay in these hamlets and share the activities of the civic groups for revolutionary development until further orders.

(Excerpts from a report to the nation  
by Professor Nguyen van Tuong,  
Special Commissioner for Administration,  
by television, Dec. 27, 1966)

LOCAL GOVERNMENT AND RURAL CONSTRUCTION: reorganization  
of village and hamlet administration: who is responsible  
for what:

Republic of Vietnam

Saigon, December 24, 1966

Chairman of the Central  
Executive Committee

No. 191-TT/DUHC

CIRCULAR

CHAIRMAN OF THE CENTRAL EXECUTIVE COMMITTEE

To:           - Vice-Chairman of the C.E.C.  
              - (Super)-Minister  
              - Ministers  
              - Secretaries of State  
              - Special Commissioners

Copies to:   - Corps Commanders, acting government deputies  
              - Prefect  
              - Province Chiefs  
              - Mayors  
              - DGBFA

Subject: Reorganization of the Village and hamlet  
administration.

After deliberations and consultations of the Army-People's Council, the Cabinet has approved the project concerning the reorganization of village and hamlet administration. This reorganization aims at restoring the position of villages in the national administrative organization by a just distribution of regional rights on the one hand, and on the other hand by giving more efficiency to the low-level administrative apparatus, especially by the unity of command with respect to administrative organization.

All the citizens of both sexes fulfilling the requirements for the election, will select meritorious persons as members of the Village Popular Councils of which the organization and powers are conceived as for a determinative organization. The Village

Popular Council will elect the Village Administrative Committee Chairman which will be assigned the executive task at village level with the cooperation of a certain number of commissioners appointed by the Chairman of the Village Administrative Committee in agreement with the Village Popular Council.

Only for the villages which have not fulfilled security requirements for election, may the province chiefs nominate a temporary Village Administrative Committee to assume the duties and powers of the above mentioned Village Popular Council and the Village Administrative Committee Chairman.

This is a general feature of the reorganization embodied in Ordinance # 198-SL/DGHC of 12-24-66. To obtain maximum results from this reorganization, I want to draw your particular attention to the following measures which should be executed:

1. The elections should be organized in such a way that they are free and just and an appropriate action should be taken so that men able and of good will will stand for elections: General Commission for Revolutionary Development, Commission for Information and Open Arms, and the Special Commissariat for Administration.
2. Outlining the seminar agendas at district and province level concerning the training of village and hamlet level: the General Commission for Revolutionary Development and the Special Commissariat for Administration must coordinate with other Commissions.
3. Providing more means such as typewriters, vehicles, etc. to village and hamlet organizations: the General Commission for Revolutionary Development and the Commissions concerned and the Special Commissariat for Administration must coordinate.
4. Equipping the officials holding key-positions in villages with weapons for self-defense: the General Commission for War, the General Commission for Revolutionary Development, and the Special Commissariat for Administration must work together.
5. To issue necessary instructions for Popular Forces at village level for close cooperation with the authorities at this level: the General Commission for War, the General Commission for Revolutionary Development, and the Special Commissariat for Administration must do this together.
6. Increasing the allowances for village officials; unifying the system of fund release for expenditures: the General Commission

for Revolutionary Development, the Commission for Information and Open Arms, the General Commission for National Security, the Commission for Youth, the Special Commissariat for Administration and the Directorate General of Budget and Foreign Aid.

7. A just control of village funds in order to respect the autonomous character of the village fund administration. In this respect, the provinces are requested to give specific attention to the instructions issued previously, especially Circular # 65-UBHP/NSNV of 9-22-65 of the Central Executive Committee Chairman: Institute for Supervision, Special Commissariat for Administration and the Directorate General of Budget and Foreign Aid.

The reorganization of village administration needs to be completed by the reorganization of the administration at district and province level. The General Commission for Revolutionary Development and the Special Commissariat for Administration are ordered to make studies and proposals concerning this matter.

Signed: Air-Marshal NGUYEN CAO KY

For the Chief of Cabinet,  
Deputy Chief of Cabinet,  
DAO XUAN DUNG

LOCAL GOVERNMENT & RURAL DEVELOPMENT: the new Village People's Councils, the new Village Administrative Committees, and the new Hamlet Management Committees:

Republic of Vietnam  
Office of the Chairman  
Central Executive Committee

Decree No. 198-SL/DUHC of 24 December 1966

GOVERNING THE REORGANIZATION OF VILLAGE, HAMLET ADMINISTRATION

The Chairman of the Central Executive Committee

DECREES:

Article 1.- This hereby places the village under the responsibility of two bodies:

- Village People's Council, and
- Village Administrative Committee

The organization, authority, duties, and functioning of these two bodies are defined as follows:

CHAPTER I

Village People's Council

Section 1: Organization

Article 2.- The Village People's Council is composed of from six (6) to twelve (12) members elected by the village people through universal suffrage, direct and secret ballot. The election procedure shall be determined by a separate decree.

The member who wins the largest number of votes shall be the Chairman of the Village People's Council. The member who wins the next largest number of votes shall be the Deputy Chairman of the Village People's Council.

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In case the Chairman of the Village People's Council is elected Chairman of the Village Administrative Committee as defined in Article 24, the members who obtained the next highest number of votes in the election of the Village Council shall hold respectively the positions of Chairman and Deputy Chairman of the Village People's Council.

In case the deputy chairman of the Village People's Council is elected Chairman of the Village Administrative Committee, the elected member who obtained the next largest number of votes shall hold the position of deputy Chairman of Village People's Council.

In case of a tie, the eldest member is declared elected.

Article 3.- The term of office of the Village People's Council is three years. Members may be re-elected.

Article 4.- Members of the Village People's Council are not authorized to hold any salaried public positions but they may hold another elected position. Any member of the Village People's Council may be appointed Chairman of the Village Administrative Committee but during such tenure has no vote in the Council.

Members are not authorized to bid for contracts with the village.

Parents and children, blood brothers and sisters, wives and husbands may not hold various responsibilities in the same Village Council.

Article 5.- Village Council members may send individual requests for resignation to the Province Chief through the Village Council Chairman. The resignation shall be effective the date of receipt of the decision of the Province Chief, or, if no decision is received from the Province

Chief, the resignation shall be effective one month after the request for resignation is submitted.

Article 6.- Any member of the Village Council shall be declared automatically resigned by decision of the Province Chief for the following reasons:

- a. Violation of the regulation excluding a person from holding more than one salaried public office or failure to fulfill all the conditions for eligibility laid down by the Decree fixing the Council electoral procedures, whether discovered during or after his election;
- b. Three continuing absences during the regular or special sessions, without any just reason recognized as well-founded by the Council.

Subject to a two-thirds majority of the Council, the Province Chief may remove from office any village Council member who without justification, fails to fulfill the duties assigned to him by the Council.

Article 7.- In case the Village People's Council proves to be inoperative or there is evidence that activities of more than half of the Village Council members are pro-Communist or neutralist in favor of Communism, the Special Commissioner for Administration may sign a decision to dissolve the Village Council upon the recommendation of a committee composed of:

- Province Chief or his representative ..... Chairman
- A local Presiding Judge, Court of 1st Instance,  
Court with Extended Powers or Justice of Peace ... Member
- One member of the Provincial Council ..... Member

The Chairman or a member representative of the Village People's Council concerned has the right to plead before the Committee.

Article 8.- In case of dissolution of the Village Council, the election of a new Council will be held within a maximum period of three months. Moreover, a by-election will be held, also within the maximum period of three months, to replace any members who have resigned, died, or terminated their responsibilities for whatever reason, provided that:

- The number of missing members is at least  $1/3$  of the total membership;

- the members so elected have at least one year to serve prior to the expiration of the term.

#### Section 2: Authority

Article 9.- Within the limits of current laws, the Village Council is empowered to discuss and decide on the following matters:

- 1.- Plans of construction and programs of public interest in the Village;
- 2.- Village budget;
- 3.- Miscellaneous taxes, fees, additional percentages, rentals and all receipts for Village budget;
- 4.- Regulations governing the collection of the income of the Village;
- 5.- Purchase, transfer, exchange, leasing or renting of Village properties and general administration and maintenance work on these properties;
- 6.- Bids for procurement, supply or transportation for the Village;



- 7.- Receipt of donations and legacies for the Village;
- 8.- Concessions for public services;
- 9.- Creation and modification of Village construction plans;
- 10.- Projects for construction of roads, bridges, dams, etc.;
- 11.- Creation, abolition, naming, renaming, modification of boundaries, and removal of Village Hamlet offices;
- 12.- Loans, subventions;
- 13.- Organization, administration of markets and fairs;
- 14.- Legal proceedings in order to defend Village interests, amicable settlements subject to approval of the Province Chief;
- 15.- All questions that must be submitted to the Village Council for discussion and decision in accordance with regulations in force.

Article 10.- The Village Council is empowered to control the following matters:

- 1.- Implementation of policies and programs of the Government and all decisions of the Village Council;
- 2.- Annual report of expenditures in relation to the village budget;
- 3.- Account books of village;
- 4.- Behavior of personnel and cadres at all levels in village, particularly their attitudes toward serving the people.

The Council is empowered to warn the Chairman, Deputy Chairman and members of the Village Administrative Committee as well as the Chief Secretary and assistants if it finds errors in the exercise of their duties.

The Council is empowered, subject to a three-fourths majority of its total membership, to propose the removal from office of the Village Administrative Committee Chairman, Deputy Chairman or other members, if it finds grave faults in the exercise of their duties.

Article 11.- The Village Council must be consulted by the Village Administrative Committee in regard to the following matters:

- Land affairs in the Village;
- Problems relative to professional practice by Villagers;
- Recruitment of personnel, and
- All questions that must be submitted to the Council for decision in accordance with regulations.

Article 12.- On any problem of general interest to the village, the Village Council may express opinions, proposals or aspirations to the local District Chief, Province Chief, Provincial Council, or Special Commissioner for Administration.

All such ideas, recommendations and suggestions received from the Council must be considered and resolved within the shortest period of time. Results of the consideration must be made known to the Council.

Article 13.- Except for the matters prescribed in Articles 14 and 15, all decisions made by the Village Council must be carried out by the Village Chief within 15 days after transmittal to the Village Administrative Committee.

In case the decisions of the Council can not be carried out, the Village Chief shall give explanations to the Council for reconsideration if necessary.

After reconsideration by the Council, if disagreement still exists, the Village Council as well as the Village Administrative Committee may submit the matter directly to the local District Chief or the Province Chief for solution.

Article 14.- The following decisions must be ratified by the Ministry involved before implementation:

- 1.- Construction projects, equipment, and programs affecting the public interest, expenses for which exceed \$1,000,000;
- 2.- Village budget, the total of which exceeds \$1,000,000;
- 3.- Miscellaneous taxes, fees, receipts for Village budget;
- 4.- Leasing or rental of real estate or properties for a period of over three years with the rental cost over \$500,000 per year;
- 5.- Receipt of donations and legacies with additional charges and conditions;
- 6.- Transfer, purchase and exchange of village properties, the expenses of which exceed \$500,000;
- 7.- Creation, and maintenance of Village public properties, the expenses of which exceed \$500,000;
- 8.- Creation and modification of Village construction plans;
- 9.- Establishment, naming, abolition, modification of official boundaries or moving of Village offices.
- 10.- Loans, special subventions;
- 11.- Concessions for public services extending as long as three years, the estimate for which exceeds \$500,000;

12.- Establishment of contracts costing over \$500,000 which involve financial responsibility for villages.

Article 15.- The following decisions must be ratified by the Province Chief before implementation:

1.- Establishment of Village budget, the total of which amounts to \$1,000,000 or less;

2.- Establishment of the percentage rate on any kind of taxes that the village has been authorized to collect;

3.- Leasing or rental of real estate or other properties for a period of three years or less with the rental cost ranging from \$50,000 to \$500,000 per year;

4.- Receipt of donations and legacies with no additional charges and conditions;

5.- Purchase, transfer and exchange of Village properties, the expenses for which range from \$50,000 to \$500,000;

6.- Creation or maintenance of Village properties, the expenses for which range from \$50,000 to \$500,000;

7.- Projects for construction of roads and plazas, alignment of roads and construction of village roads;

8.- Projects for modifying hamlet boundaries;

9.- Concession for public services for a period of 3 years or less, the cost of which does not exceed \$500,000.

10.- Establishment of contracts costing \$500,000 or less that require financial responsibility of Villages.

Section 3: Functioning

Article 16.- Five days at the latest after the result of the election is ratified, the Village Council will convene its first session under the chairmanship of the Chairman of the Village Council to elect the Chairman of the Village Administrative Committee and to establish the Standing Committee of the Council and the internal regulations.

Article 17.- The Standing Committee of the Village People's Council is composed of the Chairman, the Deputy Chairman and a Secretary General. The Secretary General is elected through a single secret ballot and with simple majority. In case of a tie the eldest is declared elected.

The result of election and internal regulations of the Council must be submitted within seven days to the Province Chief through the local District Chief for approval.

Article 18.- The Village Council convened by its Chairman shall meet in regular session at least once a month; its monthly meeting shall not last more than four days.

In addition, the Council may convene in special session at the request of the Chairman of the Village Council, the Chairman of the Village Administrative Committee or one-third of the Council members. Special sessions shall not last more than two days in a month.

The agenda of regular and special sessions shall be fixed by the Village Council Chairman after the latter discusses it with the Village Administrative Committee Chairman and the Standing Committee of the Council.

Every Council member has the right to suggest one or several questions to be listed on the agenda. In case such suggestion is not approved, it must be recorded in the minutes of the meeting and accompanied by an explanatory statement by the Secretary General of the Council.

Article 19.- The Council session and vote shall be valid if more than half of the total Council members are present. In case a meeting is duly convened but the above mentioned quorum cannot be formed, the Council can reconvene twenty-four hours later and its vote will be valid irrespective of the number of Council members present.

All decisions made by the Council are considered valid if they are approved by more than half of the members present unless otherwise prescribed by this decree.

In case of a tie, the vote of the Chairman shall be decisive.

Any decisions, ideas, recommendations expressed outside the regular sessions, against current laws, or outside the authority of the Council as prescribed in this Decree are automatically void.

Article 20.- Meetings of the Village People's Council shall be public unless otherwise requested by the Chairman of the Village Council, the Chairman of the Village Administrative Committee, or more than half of the total Council members.

The Chairman, deputy chairman and members of the Village Administrative Committee have the duty to attend sessions of the Village Council and, whenever deemed necessary, have the right to present their opinions.

On urgent matters arising when the Council is not in session the Village Council Chairman may consult individual members of the Council.

Article 21.- Proceedings of meetings of the Village Council must be recorded by the Council Secretary General in a separate register which is kept in the Office of the Village Administrative Committee and copy must be submitted to the chairman of the Village Administrative Committee for action within five days after each meeting.

## CHAPTER II

### The Village Administrative Committee

#### Section 1: Composition

Article 22.- The Village Administrative Committee is composed of:

- One Village Chief concurrently Commissioner for Civil Status;
- One Deputy Village Chief concurrently Commissioner for Economy-Finance;
- and from 1 to 4 Commissioners to assure the following functions:
  - Security
  - Propaganda and Civic Action
  - Social Welfare
  - Agricultural Affairs

Article 23.- The term of office of the Village Administrative Committee terminates at the same time as that of the Village Council. In case the Village Council is dissolved before completing its term of office, the Province Chief, upon recommendation of the District Chief, can designate a temporary Administrative Committee according to the proce-

dure provided by Article 44. He may designate the Chairman, the Deputy Chairman and any other members of the temporary Administrative Committee from members of the former Village Administrative Committee.

Article 24.- The Chairman of the Village Administrative Committee is elected by the Village Council from among its members at the first meeting of the Council as specified in article 16 above. The election must be held in a public meeting session and through secret ballot, using an absolute majority. If no member receives the number of votes required on the first ballot, simple majority is required on the second ballot.

The Chairman of the Village Administrative Committee is not authorized to assume concurrently the functions of Chairman, Deputy Chairman, or Secretary General of the Village Council.

The Chairman of the Village Administrative Committee can be declared automatically resigned in accordance with procedures specified in Article 6. The Chairman of the Village Administrative Committee can be declared resigned by decision of the Province Chief upon recommendation of the Village Council in accordance with procedures specified in Article 10, or he may be removed upon recommendation of the District Chief, with the agreement of the Village Council, for failure in duty or serious fault.

In case he is prosecuted before the Court and put in jail, his functioning will be suspended by decision of the Province Chief.

In case the Chairman of the Village Administrative Committee terminates his duty as a result of death, resignation, dismissal, being declared to have resigned or for any other reason, the Village Council will elect another Chairman.



Article 25.- The Deputy Chairman and Commissioners of the Village Administrative Committee are appointed and removed from office by decision of the Chairman of the Village Administrative Committee with the concurrence of the Village Council.

Such appointment must be made in accordance with procedure set forth by the Province Chief. A copy of the decision governing such appointment must be submitted by the Chairman to the District Chief of Province Chief concerned for ratification.

The Province Chief, or District Chief upon authorization of the Province Chief, has the right to disapprove appointment of a member if the member does not meet the prescribed conditions. In this case, the appointment decision will be returned to the Chairman of the Village Administrative Committee with explanatory statement attached.

If no action is taken by the Province Chief or District Chief within twenty (20) days after receipt of the copy of the appointment decision, the appointment is considered valid.

#### Section 2: Duty and Authority

Article 26.- The Chairman of the Village Administrative Committee represents the Village administration and is vested with the following responsibilities;

- Publishes and enforces laws and regulations and implements policies of the Government at the Village level;
  - Sees to maintenance of security and public order in the Village;
- in this respect he has the right to mobilize the organic forces in the

village and, if required, to request the popular forces of the locality to provide support for security measures;

- Reports to the Province Chief and District Chief any occurrences in his Village, submitting to them reports on special questions as may be required;

- Certifies documents pertaining to movable and fixed property and issues administrative certificates (certificate of good character, certificate of residence, etc.)

- Prepares a list of questions to be brought before the Village Council for discussion and executes decisions adopted by the Village Council;

- Provides supervision of the Village Administrative Committee and assumes responsibility of the whole Committee to the Village Council;

- Serves as representative of the Village before the law: signs contracts, takes legal proceedings, etc.

- Oversees the functioning of other governmental agencies at the village level;

- Provides direction for and operates Village administrative affairs;

- Signs receipts and authorizations within the limit of appropriations covered by the Village budget;

- Serves as conciliator for minor disputes in the Village.

The Chairman of the Village Administrative Committee has the authority to reward or punish subordinate personnel and make recommendations on rewards, punishment of employees and cadres of various echelons working in the Village.