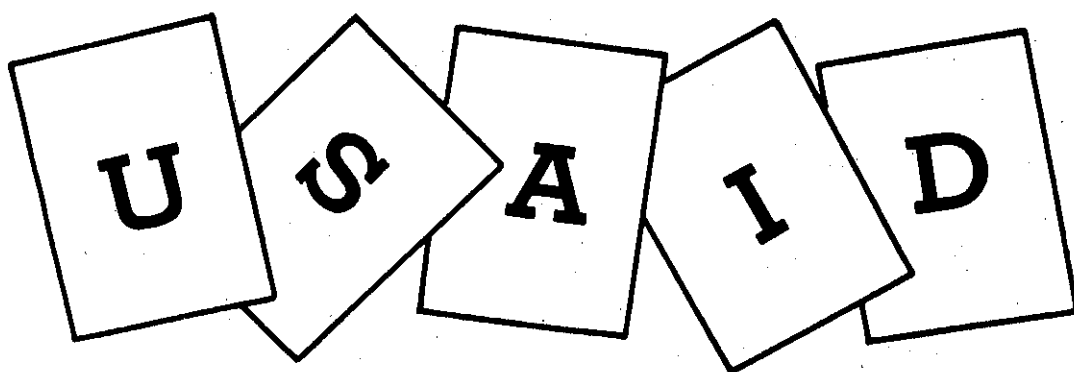


Public Administration Bulletin Vietnam



October 1, 1968

No. 45

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Your opinions and contributions are welcome.

To receive the Bulletin, write to the Editor, USAID, ADPA, APO San Francisco 96243, or telephone 93083 to 93090, extensions 5546 or 5547.

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Republic of Vietnam
Presidency
No. 109-a/TT/SL

THE PRESIDENT OF THE REPUBLIC OF VN

In view of the Convention of 1 April, 1967

.....

DECREES:

Art. 1 - Now is hereby changed the Directorate General of Planning into Commissariat General of National Planning, under the direct jurisdiction of the President, and headed by the Commissioner General of National Planning.

Art. 2 - The Commissariat General of National Planning has the following responsibilities:

- 1) Centralize all plans presented by the Ministries, agencies or groups, before their submission to the National Planning Council for discussion;
- 2) Study and prepare all plans aiming to the realization of the national policies or the plans for important developments under the lines and purposes provided by the National Planning Council;
- 3) Diffuse the plans which have been approved by the National Planning Council to the interested agencies for implementation;
- 4) Stimulate and control the execution of the above plans,
- 5) Review and provide periodical reports on the progress in execution of these plans to the National Planning Council,
- 6) Establish the draft of the National Budget, according to the lines and standards determined by the National Planning Council,
- 7) Establish statistical data and national income accounting;
- 8) Control of national resources;
- 9) In the capacity of a unique agency, negotiate, receive and manage foreign aid of any type, including foreign investments in Vietnam;
- 10) Perform all other operations assigned by the National Planning Council.

Art. 3) - The Directorate General of Budget & Foreign Aid and the National Institute of Statistics shall be placed under the direct jurisdiction of the Commissariat General of National Planning.

Art. 4 - The organization and functioning of the Commissariat General of National Planning shall be determined by arrete of the President.

Art. 5 - All provisions contrary to the present decree shall be abolished. The present decree shall be published in the Official Journal of the Republic of Vietnam.

Saigon, 1 April 1968

S/NGUYEN VAN THIEU

Republic of Vietnam
Presidency
No. 109-d/TT/SL

The President of the Republic of Vietnam,

In view of the Constitution of 1 April, 1967

.

DECREES:

Art. 1 - Now is hereby established, under the direct jurisdiction of the President, a National Planning Council, with the following functions:

1. Determine the lines and purposes of the plans aiming to the realization of the national policies, or to important development supported by the National Budget, or cooperated and supported by international agencies;
2. Examine and approve the drafts of the plans presented by the Commissioner General for National Planning;
3. Review the development of the execution of the plans, and if necessary, make decision for putting in order the lines and purposes, to be realistic;
4. Determine guidances and standards for establishment of the National Budget, and utilization of the resources at home and abroad.

Art. 2 - The composition of the National Planning Council is as follows:

Chairman: The President of the Republic of Vietnam

5 Permanent Members, appointed by the President of the Republic;

Secretary General: The Commissioner General of National Planning.

The National Planning Council may, when it deems necessary, invite to attend its meeting in the capacity of advisors the members of the Government, the notables in their special fields, or the representatives of professional groups.

Art. 3 - A. The National Planning Council meets once a month, or otherwise as determined by the Chairman.

B. All matters to be discussed in the Council shall be presented by the Commissioner General of National Planning in his capacity as Secretary General.

Art. 4 - The Supreme Planning Council, established by Decree No. 36-SL/KHPT of 17 February, 1967 is abolished.

Art. 5 - Details on the organization and functioning of the National Planning Council shall be determined by an arrete of the President of the Republic. The present decree shall be published in the Official Journal of the Republic of Vietnam.

Saigon, 1 April, 1968

S/NGUYEN VAN THIEU

Republic of Vietnam
Prime Minister's Office
No. 90-TT/TH.T/PC3

COMMUNIQUE TO:

- Ministers, Vice Ministers
- Governor of National Bank
- Administrative Officers of all Strategic Zones
- Prefects, Mayors and Chiefs of Provinces

Subject: Regarding sending delegations abroad.

Dear Sirs,

Our country is in an extremely grave situation, all manpower and material sources are to be fully used to deal with the emergency problems. However, the 1968 National Budget is limited, still it is to provide for the maintaining of security and the relief of unfortunate people, communist victims.

By these reasons, I decide to limit to the most all appointments to go abroad, except for the most needed cases. Even in cases where international or foreign organizations invite us to send delegations to meetings, seminars or for observation which do not require expenditures from National Budget, they are to be subjected to a careful study before being approved.

I kindly request Ministries and Agencies to follow the spirit of this Communique in your considering the sending of personnel abroad.

Sincerely yours,

Saigon, June 7, 1968

s/ Prime Minister TRAN VAN HUONG.

Merger of the Ministry of Public Works and the Ministry of Communications and Transportation.

Republic of Vietnam
No. 63-SL/CC-GTVT

The Prime Minister of the Government,

- Considering the Constitution of April 1, 1968 of the Republic of Vietnam

- Etc...

DECREES:

Art. 1 - The Ministry of Public Works, Communications and Transportation is composed of the following organizations:

1. Central organizations

- The Cabinet
- The Management Group
- The Public Works Group
- The Utilities Group
- The Transportation Group
- The Inspection Directorate

2. Agencies under the direct jurisdiction of the Ministry

- The Bridges & Highways Directorate General
- The Reconstruction & Urban Planning Directorate General
- The Port & Telecommunications Directorate General
- The Air Bases Directorate
- The Civil Aviation Directorate
- The Navigation Directorate
- The Road Transportation Directorate
- The Meteorology Directorate
- The Water Supply Directorate
- The Mekong River National Committee

3. Autonomous Agencies or Agencies under the protection of the Ministry of Public Works

- Electricity of Vietnam
- Saigon Electric Power Company
- General Housing Management
- Saigon Water Office
- Da Nang Water Office
- Vietnam Railways System
- Air Vietnam Company

Art. 2 - The Cabinet of the Ministry of Public Works, Communications & Transportation is placed under the direction of a Director of Cabinet, assisted by a Chief of Cabinet, 4 Expeditors, 2 Generalists, 1 Press Secretary and 1 Private Secretary.

The Director of Cabinet assists the Minister in the direction of the Ministry.

Art. 3 - (as modified by Decree No. 73-SL/CC-GTVT of 2 July 1968):

The organizations dependent on the Ministry are divided as follows:

1. The Management Group comprising:

- The Administration, Budget & Accounting Directorate
- The Personnel, Control of Resources and Study of Mobilization Directorate
- The Legislation & Claims Service.

2. The Public Works Group comprising:

- The Bridges & Highways Directorate General
- The Air Bases Directorate
- The Reconstruction & Urban Planning Directorate General
- The General Housing Management.

3. The Utilities Group comprising:

- The Post & Telecommunications Directorate General
- The Electricity of Vietnam
- The Saigon Electric Power Company
- The Water Supply Directorate
- The Saigon Water Office
- The Danang Water Office

4. The Transportation Group comprising:

- The Civil Aviation Directorate
- The Navigation Directorate
- The Roads Transportation Directorate
- The Meteorology Directorate
- The Vietnam Railways System
- The Air Vietnam Company

5. The Inspectorate General of P.W. comprising:

- The Inspection Directorate
- The Planning & Study Directorate

Art. 4 - (as modified by Decree No. 73-SL/CC-GTVT)

Each bloc is headed by an Assistant Minister and the Inspector General of Public Works, Chief of the Inspectorate General of Public Works.

The Assistant Ministers and the Inspector General of Public Works are appointed by decree of the Prime Minister and are entitled to the same salary and allowances in kind or in money provided for a Secretary General of a Ministry.

Art. 5 - The organization in detail and the responsibilities of the agencies listed above shall be determined by arretes of the Minister of Public Works, Communications and Transportation.

Art. 6 - All previous provisions contrary to the present decree shall be abrogated.

Art. 7 - The Minister at the Prime Minister's Office, and the Minister of Public Works, Communications and Transportation 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, 17 June, 1968

s/ TRAN VAN HUONG

GENERAL MOBILIZATION LAW

Following is an unofficial translation of the General Mobilization law, as passed by National Assembly on June 15 and promulgated by President Thieu on June 19:

CHAPTER I

Purpose

Art. 1 - Promulgated herewith is the order for general mobilization of manpower and the requisition of resources throughout the territory of RVN for the purpose of consolidating rear area and increasing fighting potential at the front lines in order to achieve early victory over the Communist invaders.

CHAPTER II

Distribution and Utilization of Manpower

Art. 2 - Except for military personnel on active duty, male citizens from 16 to 50 years of age, according to age group, will be mobilized to serve in one of two following forces:

a. RVN Armed Forces (RVNAF) as reserve military personnel:

Citizens from 18 to 38.

Specifically with regard to officers and NCO's, age limit will be prescribed by existing regulations.

b. Peoples Self-Defense: Citizens from 39 to 50 years of age and youths of 16-17 years of age, except for people who volunteer to enter RVNAF.

Citizens deferred from RVNAF for reasons other than health during the entire period of their deferment.

A decree law will prescribe the organization and operation of the Peoples Self-Defense Force (PSDF).

Art. 3 - Mobilization is to be carried out in groups according to the following priority:

- a. People who have not yet fulfilled their military obligation.
- b. Veterans with the least military service.

Art. 4 - All demobilizations are suspended except for reasons of health. If military strength requirements demand, personnel can be transferred from the PSDP to RVNAF according to the following order of priority:

- a. Citizens from 39 to 43 years of age to serve in non-combat units in rear areas.
- b. Youths 17 years of age.

Art. 5 - Veterans with more than 12 years military service may be exempted from recall to serve in PSDF.

Art. 6 - All male and female citizens not serving in RVNAF and PSDF, must join the ranks of local people's groups. A Decree Law will fix the organization and operation (of local people's groups).

CHAPTER III

Exemption and Deferment

Art. 7 - In principle exemptions are unacceptable, except those for reasons of health affirmed by a Medical Survey Council.

Art. 8 - Deferment for a limited period may only be approved for the following:

a. Priests ("bonzes" - tu si) studying and/or practicing their religion. The Executive will base the rules and regulations for deferment on the practices and special characteristics of each religion.

b. Students and pupils who are outstanding, in accordance with limiting criteria prescribed by the Executive.

c. National Police personnel, RD Cadre and Truong Son (Montagnard) Cadre over 33 years of age or who have fulfilled their military obligation. With regard to Combat Police and to RD and Truong Son Cadre serving in hamlets and villages, those from 21 to 24 years of age recruited prior to promulgation of this law may continue to serve in these forces.

d. Vietnamese citizens of Montagnard origin from North and South Viet Nam and of Cham origin.

e. Technical specialists and teachers who temporarily have no replacement as determined by an Inter-Ministerial Council.

g. Hoi Chanh currently serving in Armed Propaganda Teams and as Kit Carson Scouts.

h. Representatives elected by the people, and hamlet and village officials during their time in office.

i. Public health and Education cadre serving in the countryside.

k. Citizens temporarily unfit for reasons of health as determined by a Medical Council.

l. (Persons) over 33 years of age who are supporting 6 or more children under 18 years of age.

- m. The eldest male child of a family with no living parents, who must support 6 brothers, sisters, and children under 18 years of age.
- n. The only child of parents over 60 years of age, or of one widowed parent who is an invalid due to being blind, crippled, mute or deaf.
- o. The only remaining male child of a family where father or mother, or two or more blood brothers and sisters have been killed by the Viet Cong.
- p. The only remaining youth in a family where father or elder brother(s) is currently serving in the armed forces or has given his life for the nation.
- q. The only remaining youth in a family where parents are over 60 years of age, or having one widowed parent who is an invalid due to being blind, crippled, mute or deaf, when all other brothers are serving in RVNAF.

CHAPTER IV

Requisitioning of Resources

Art. 9 - Requisitioning of resources will be prescribed by law (passed by the National Assembly). During intervening period, requisitioning of resources can be done according to laws currently in effect.

CHAPTER V

Application

Art. 10 - This law remains in effect as long as a state of war exists.

Art. 11 - Provisions contrary to this law are temporarily suspended.

Art. 12 - This law will be promulgated according to urgent procedures and will be printed in the Official Journal of the Republic of Viet Nam.

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CAM/7-10-1968

REPUBLIC OF VIETNAM

THE PRIME MINISTRY

CIRCULAR

FROM: Prime Minister

TO: - All Province Chiefs
 - All Mayors
 - Director General of National Police

SUBJECT: Relationship between the local administrative
 authority and the National Police

In reference to Circular # 001-a/PTT/VP dated March 1, 1968, the President of the Republic of Vietnam clearly defined Ordinance # 57-a/TTP/VP and Executing Circular # 115-a/TTP/VP dated October 24, 1956 stipulating the responsibility and jurisdiction of the local administrative officers. These documents still remain in force.

As per Ordinance # 57-a, Prefects, Mayors and Province Chiefs are representatives of the Central Government, and are responsible for the effective operations of the administrative and technical public services, supervising and keeping-up the execution of the policy, plans, programs of the Government in order to gain the people's heart in the actual struggle against the Communists. Therefore, in regards to manpower, local administrative officers have the duty to control any conduct and behavior

of all public employees, regardless of administrative or technical branches, particularly political activities and corruption and then to propose to the Ministry concerned for appropriate punitive actions. Thus, Prefects, Mayors and Province Chiefs, are not only invested with authority, but are responsible for taking action against any subordinate agencies for any activity which may be harmful to the national policy.

The Directorate of Saigon Metropolitan Police, all City and Province Police units, are obviously covered by the above mentioned relationship toward the Prefects, Mayors and Province Chiefs. Moreover, due to the fact that the Police have daily contacts with the population, the local administrative officers should control their conduct and behavior of the Police personnel in order to interdict any act of discontent, complaint among the population. This would create good opportunity for the enemy's slandering propaganda.

Besides this, Ordinance # 57-a clearly delineated that Prefects, Mayors and Province Chiefs are responsible for maintaining public order and security. Therefore, vis-a-vis the National Police, Prefects, Mayors and Province Chiefs, not having only the responsibility of general functioning, control, are invested with the rights to deploy anytime in order to cope on time with the situation, when required, as well as vis-a-vis the military, Ordinance # 57-a stipulated that local administrative officers can requisition them in cases of emergency.

Addressees are requested to clearly acknowledge your responsibility and jurisdiction and to properly execute the above indicated principles in order to re-instate and consolidate the national prestige as a result of the past and continuous political disturbances.

s/ Tran van Huong

copy: s/ Pham van Phang
Chief, C&R

Republic of Vietnam
The Office of the Prime Minister

Saigon, July 13, 1968
No. 129-TT/Th. T. HVHC

The Prime Minister, Government of Vietnam

To: - The Ministers of State
- All Ministers and
- Vice Ministers

Subj: Implementation of the Basic Administrative
Management Course in Government Agencies.

Ref.: Circular No. 62-TT/Th. T. HVHC
dated April 2, 1968

In keeping with the Government's overall program for advancement in the effectiveness of government agencies, an in-service training program in Basic Administrative Management for civil servants started on April 29, 1968. The Steering Committee, with the support of USAID, is conducting four Basic Administrative Management training cycles designed to train instructors in BAM for central and local agencies.

The purpose of this BAM in-service training program is to help supervisors, from service chiefs up to directors, have a basic general and systematic knowledge of methods and techniques of supervision, so they will be able to guide and train their personnel on the job.

Moreover, this type of training can help supervisors redistribute jobs necessitated by reductions in personnel, and thus maintain or even increase the effectiveness of the agencies, thanks to supervisory skills in proper man-management and full utilization of abilities and time.

Therefore, I have determined that, following completion of the four cycles of instructor-training, BAM courses must be conducted in each government agency -- Ministries, Departments, Provinces, Districts, in compliance with the following standards:

1. All Heads of Government Agencies (Ministries, Department, Provinces) will be responsible for the establishment, support and control of such courses within their own organizations.
2. As soon as an agency has one or two staff members graduated from BAM instructor training they will immediately organize BAM courses for the agency's supervisors. There will be at least one course per month until all supervisors, from section chiefs to directors have participated. (Regular training courses can be given to section chiefs and the seminar type of BAM training to other supervisors of the rank of bureau chiefs and directors).

3. For harmonization and mutual support of this in-service training program among various agencies, there must be coordination and planning. Each agency will appoint a Coordinator to keep contact with the Directorate General of Civil Service (for central agencies) and the Ministry of Interior (for local agencies). This coordinator should be selected from among training officers, Chiefs of the Training or Personnel Departments or from among those who have attended BAM instructor-training.

4. The Roster of Coordinators appointed will be forwarded to DGCS (if central agencies) and MOI (if local agencies).

5. The DGCS and MOI will confer with all the coordinators so there will be joint planning for the training program, time schedules and solutions to any problems. The DGCS and MOI will be responsible for guidance, follow-up and evaluation of all BAM courses and seminars as well as for reporting results to the Steering Committee, of which the NIA Rector is the Chairman.

6. All expenditures concerning BAM courses (for organizing, printing training materials and remuneration for instructors) will be absorbed by the budget of the operating agencies.

I recognize that obstacles will be encountered in the implementation of BAM training courses under present circumstances in regard to official working hours, expenses, and manpower. However, I believe this is a good investment in civil service which will result in increased effectiveness in government agencies in spite of reductions in personnel. Hence, I request you to be rigorous in carrying out the intent of this circular.

S/s: TRAN VAN HUONG

Copy to:

- The Office of the President
- The Office of the Secretary General,
Office of the President
- The Office of the Vice President
- The Office of the Senate
- The Office of the House of Representatives
- All Departments of the Office of the Prime Minister
and their related agencies.

Translated by
PA: VQC:kp/7-22-68

IN-SERVICE TRAINING NEWS
"Basic Administrative Management" Training Course.

I. Objectives of BAM Courses

Following recovery of independence from foreign domination, the need for middle managers' development training became critical for the growth and effectiveness of the Civil Service in VN. Although efforts in this direction had been very significant, the National Institute of Administration, with its limited means and budgets, was unable to conduct many refresher management training courses as desired.

At present, a nation-wide total of 200,000 civil servants in various agencies and organizations are performing services for about 14,000,000 fellow citizens. Their performance, depending mainly if not entirely on management, in turn, will determine how our 14,000,000 people feel toward the Government -- their support, their resentment, or their indifference.

The typical manager and supervisor wants to do a good job of bringing out the best in others. That is a very satisfying thing to be able to do. Yet it is a real art, not very easy to master. In the past we have expected supervisors somehow to acquire the talent, or to learn the technique by trial and error. A few of them have become reasonably successful. But there has been no systematic way for them to pass their "know-how" on to others.

Besides the common resources of experiences and practical knowledge from old timers, currently we should be able to find out techniques for developing skills and abilities in others through research and documentation of techniques applied in advanced countries.

Under current circumstances with GVN's stress on national administrative development, we strongly believe that personnel training is critical, chiefly for supervisors or middle managers.

II. Steering Committee and Progress of BAM Courses.

By Memo #62-TT/Th.T/HVHC, dated April 2, '68, of the Prime Minister, a Steering Committee was set up with the Rector of NIA as Chairman and the Civil Service Director General and the Secretary General of MOI* as members. With the support of USAID and the Westinghouse Learning Corporation team the Steering Committee has been sponsoring a series of courses to train about 60 instructors who will, in turn, teach BAM to supervisors, starting in 1968.

The efforts of the Westinghouse Learning Corporation Team in this work have been particularly commendable, especially the adaptations of the BAM course content to Vietnamese situations.

* MOI: Ministry of Interior

Teaching techniques are appropriate and objective, well suited to injecting life and variety into the course and hence provocative of enthusiastic participation.

Each BAM Cycle trains 15-20 supervisors of the rank of Service chief or equivalent, to become BAM instructors for subsequent BAM Courses at Central as well as local levels.

Cycle I was conducted from April 29 through May 25, 1968

Cycle II was conducted from June 3 through June 29, 1968.

Cycle III scheduled to start on July 15, 1968

Cycle IV scheduled to start on August 19, 1968.

Each cycle comprises 2 weeks (whole morning) ^{of} learning the course and 2 weeks of intern teaching. Various ministries send 3 to 5 Supervisors - chiefs of bureau or equivalent -- and these comprise classes for the instructor-trainees to teach under guidance.

To date the number of Civil servants completing BAM Courses are:

Cycle I.: Service Chiefs : 15 persons
Bureau Chiefs : 46 persons

Cycle II: Service Chiefs : 20 persons
Bureau Chiefs : 51 persons

III. Multiplier Effect

As soon as an agency has one or two instructors (Service Chiefs) return from BAM instructor-training course, it is necessary for them to organize similar BAM Courses for supervisors within their units. Each agency will designate one coordinator to keep contact with the Civil Service Directorate General (for Central Agencies) or with the Ministry of Interior (for Local Agencies) to coordinate, plan for and implement BAM Courses within their respective units so that all supervisors from bureau chiefs to directors can go through a BAM Course. Regular training courses can be organized for Bureau Chiefs and Seminar-type training can be given to service chiefs or directors.

In other words, for disseminating BAM programs, the Civil Service Directorate General will be in contact with various coordinators in each central agency, and the MOI with the others at local levels. The Civil Service Directorate General and the MOI will provide guidance and support in training materials to all agencies.

Finally the Civil Service Directorate General and the MOI will report to the Prime Minister all BAM courses and results through the Steering Committee, the compositions of which has been mentioned above.

Training and Public Relations
Directorate General of Civil Service

**GVN EMPLOYEES TRAINED IN BASIC ADMINISTRATIVE MANAGEMENT
TRAINING COURSE
or in training as of 7/26/68
Grouped by Employing Agency.**

<u>Trained as Instructors</u>			<u>Supervisors who took BAM</u>	
<u>Name</u>	<u>Title</u>	<u>Agriculture Ministry</u>	<u>Name</u>	<u>Title</u>
Phu Thien KHON	Bureau Chief	Tran Van SU		
Lam Bau HOA	Asst. Head of Office	Nguyen Huu DONG		Service Chief
Communications & Transportation Min.				
Tran Van THAI	Bureau Chief	Pham Van HUNG		Service Chief
		Pham Van LOC		Service Chief
		Nguyen Van HY		Service Chief
		Miss Phan thi		
		Phuong LAN		Asst. Bureau Chief
		Nguyen Van BA		Service Chief
		Vo Van CHEN		Service Chief
		Nguyen Van SINH		Service Chief
Defense Ministry				
		Bao BON		Chief, Admin Service
Demomg Ministry				
Vo Xuan DAI	Chief of Special Mission	Nguyen Kien THU		Service Chief
Nguyen Van VUONG	Director	Nguyen thi NGUYET		Service Chief
Education Ministry				
Do Thanh CHU	Service Chief	Tran thi DAY		Service Chief
Tran Cong THIEU	Asst. Director, Eng.	Huynh Van NAM		Service Chief
Pham Binh THANH	Head of Office	Huynh Khac DUOC		Service Chief
		Pham Tan CHIEU		Service Chief
		Pham Minh GIAO		Asst. Planning Manager, Printing
		Nguyen GIAC		Service Chief
		Giang Tran AN		Service Chief
		Nguyen Van VU		Service Chief
		Le Van MANH		Service Chief
Ethnic Minorities Min.				
Truong Nam THO	Deputy Sec'y Gen.	Doan Thuy LIEN		Service Chief
Do Van TU	Service Chief	Le Van LAN		Service Chief
		Pham Van HAO		Service Chief
		Le Hoang LUONG		Service Chief

Instructors

Supervisors

Finance Ministry

Nghuyen Thuong CHI	Training Instr.	Miss Tran Thi HIEN	Service Chief
		Tran Ngoc An	Chief Inspector
		Hoang GIAN	Asst. Inspector
		Ha Vinh THO	Service Chief
		Nguyen Huu PHUOC	Inspector
		Dang Van PHUNG	Service Chief
		Le Van VY	Service Chief
		Mrs. Cao Thi DUC	Service Chief
		Duong Dinh KHAI	Service Chief

Foreign Affairs Min.

Bui Van ANH	Asst. Director	Le Vinh PHAT	Service Chief
		Phan Dinh NGOC	Service Chief

Health Min.

Mrs. Nguyen Thi TUYET	Asst Bur. Chf.	Nguyen Van PHAM	
		Dao Xuan CU	Service Chief
		Pham Tho HUONG	Employee
		Dao Minh HA	Chief Clerk

Information Min.

Dao Nhat LINH	Service Chief	Chau Van HUU	Service Chief
		Nguyen Van DUC	Service Chief
Nguyen Ngoc DU	Service Chief	Vu Van LOC	Division Chief
		Pham Van LAP	Service Chief
		Nguyen Xuan NAM	" "
		Phan Dinh Hien	Asst Serv Chf.
		Cao Xuan DAI	" " "
		Phung Chi TU	Service Chief
		Nguyen Van THONG	Chief Controller
		Tran Quang TRI	Service Chief
		Dang Van DAI	Service Chief

Interior Ministry

Ly Thai VUONG	Chief, Training	Huynh Xuan THU	
		Truong Ba LONG	
		Hoang Khong BAC	
		Nguyen Tien DAT	Service Chief
		Ho Dinh QUANG	" "
		Nguyen Van MINH	" "
		Nguyen OANH	
		Nguyen Van HO	Service Chief
		Vo Phat DAT	" "
		Le Ton THANH	" "

Instructors		Supervisors	
Open Arms Ministry			
Vu Van DE	Chief, Training	Miss Pham Thi KY Van Van CHAM Tran Van NGA	Inspector Controller
Nguyen Xuan CAO	Social Welfare and War Refugees Training Director	Nguyen Thi HO Phan Thi SEN Tran Bich CHAU Miss Tran Thi TU Nguyen BINH	Service Chief Social Worker Service Chief
Prime Ministry			
Nguyen HUONG			
Public Works Min.			
		Hoang Dinh PHIEN Dang Xuan KHANH	Bureau Chief Service Chief
Veterans Ministry			
Bao BON	Service Chief	Nguyen Van THUYEN	Service Chief
Youth Min.			
Mrs. Do Thi Bich PHU Dinh LAN	Service Chief	Nguyen Huu SY Nguyen Phu LOC Miss Pham Mong NGA	Service Chief Specialist Controller
Civil Service			
Vu Van THUA Nguyen Duc SON	Training Specialist Specialist	Le Van NOI Trinh Van XUAN Nguyen Van DE Ho Van BINH Nguyen Van DINH Truong Dinh VY Le Van VINH	Service Chief " " " " Asst. Specialist Service Chief
Customs			
Vu Tam TU	Inspector	Nguyen Van LUONG Ha Duy KIM	Asst. Serv. Chief Service Chief
Harbor			
Mai Dong HUNG	Chief, Inspection		
Planning, Dir. Gen.			
Phan Tuan KIET	Chief, Training	Vu Van LIEM Vu Huy TU	Service Chief "

Instructors

Supervisors

Saigon City Hall

Mrs. Nguyen Thi BACH	Trg. Director	Vo Huu HUNG	Service Chief
		Le Trong DAO	" "
		Mrs. Nguyen Thi BIEN	" "

National Police

Le Son THANH	Vice Rector, National Police Institute
Trinh Van GIUC	Instructor, National Police Institute

Bac Lieu Province

Doan Van CO	Training Director
-------------	-------------------

Bien Hoa Prov.

Luong Van LUU	Service Chief
---------------	---------------

Binh Duong Prov.

Tran Minh GIAO	Training Director
----------------	-------------------

Binh Thuan Prov.

Pham Ngoc CUU	Serv. Chf , Health
---------------	--------------------

Cam Ranh City

Nguyen Duy THANH	Training Director
------------------	-------------------

Chuong Thien Prov

Tran Quang TRUNG	Training Director
------------------	-------------------

Dalat City

Nguyen Van THO	Service Chief
----------------	---------------

Danang City

Le Quang THONG	Training Director
----------------	-------------------

Darlac Prov.

Dang UYEN	Training Director
-----------	-------------------

Dinh Tuong Prov.

Tran Van SO	Head of Office
-------------	----------------

Gia Dinh Prov.

Hoang Van LUAN	Training Director
----------------	-------------------

<u>Instructors</u>		<u>Supervisors</u>	
	Go Cong Province	Organization (Unknown)	
Dang Thanh VINH	Training Director		
	Khanh Hoa Prov.	Nguyen Ngoc KHOI	Service Chief
Ton That DINH	Training Director	Do Vinh THUNG	Chief, Controller
	Long An Prov.	Bui Hua GIAO	Service Chief
Nguyen Van TIEU	Training Director		
	Phong Dinh Prov.		
Phan Van TUYEN	Training Director		
	Phuoc Tuy Prov.		
Tran Cong TOAN	Training Director		
	Phu Yen Prov.		
Bui The CHUONG	Asst. Trg. Director		
	Quang Nam Prov		
Tran Ba THUYET	Training Director		
	Sadec Prov.		
Vu Thien CHI	Service Chief		
	Tay Ninh Prov.		
Te Van LOI	Training Director		
	Thua Thien Prov.		
Le Ba OANH	Training Director		
	Tuyen Duc Prov.		
Nguyen Dac DIEU	Training Director		
	Vinh Binh Prov.		
Vu Van DAU	Training Director		
	Vinh Long Prov.		
Nguyen Van HAI	Training Director		
	Vung Tau City		
Le Ngoc THACH	Service Chief		
	USAID		
Nguyen Ngoc NE	Trg. Specialist		
Le Van TUAN	Admin. Specialist		

No. 160-TT/ThT/PC/2

14 August 1968

CIRCULAR NOTE

TO: - Ministers of State
 - Ministers
 - Deputy Ministers
 - Administrative Assistants to Corps Commander
 - Mayors, Province Chiefs

SUBJ: Nation-wide anti-corruption drive

Corruption is a serious disease to Vietnam's society and has been repeatedly talked about. Due to the chaotic situation under war condition, corruption has developed to such an extent that it has destroyed all the best established works of the government and the people.

Since the formation of the Cabinet, I have put the anti-corruption item on the top of my program of action. During the last two months, several cases of fraud and embezzlement have been brought before the court, a number of government officers have faced the Disciplinary Council, have been dismissed or suspended from exercise of their function. However, I have found that the results obtained were not satisfactory.

For that reason, I have decided to push forward aggressively the anti-corruption movement through an all-out drive from central to local level, at each ministry and each government agency.

In support of this drive, I have instructed each Ministry, each Directorate General, and each autonomous agency in central as well as in Local Government to establish a Committee for Eradication of Corruption. I have also approved a plan containing guidelines and measures for immediate application. (see attached plan). These measures are only minimum measures to be applied by all agencies. Each agency at its initiative may suggest such practicable and useful measures as may be deemed necessary.

It is therefore requested that this plan be brought into strict execution and an anti-corruption drive be stirringly launched in each agency and each locality by conducting indoctrination sessions on anti-corruption plan.

Eradication of corruption at the present time is similar to the cure of a chronic and serious disease. For that reason, satisfactory results obtained from this movement will depend on your grim determination in overcoming all difficulties. Monthly reports on the progress of the plan will be submitted to the Central Committee for Eradication of Corruption.

s/ Tran van Huong
Prime Minister

Plan for eradication of corruption

Corruption in our country has developed to such an extent that it has become a National disaster which cannot be eradicated in a short time. To solve this problem, a protracted and overall National plan is required.

1. Guidelines: Eradication of corruption should be conducted by the following guidelines:

- Preventive measures are better than treatment; that is, preventive measure should be taken in addition to punishment.
- Corruption should be eradicated from the very top level downward; that is, the anti-corruption plan should be implemented at all levels.
- Plans should be implemented on a protracted and overall basis; that is, no half-way discontinuance nor sporadic implementation.
- Emphasis should be placed on reformation of the corrupt officials.
- Cooperation of the people in implementation of this plan is necessary.
- Predominance of the law should be maintained.

2. Short-range measures (3 months)

A. Establishment of the Committee for Eradication of Corruption:

- An Inter-Ministerial Committee will be established at the office of the Prime Minister.

A committee will be established at each Ministry, each Directorate General and each province. These committees will be chaired by the head of the agency and will comprise a number of employees' representatives.

These committees will meet at least once a month.

B. Getting a written statement on key officials' properties:

Statement and control should be effectively made rather than for the sake of form.

C. Publicity of problems concerning the public

I. All applications of the people for important services (installation of telephone sets, and of water and electricity meters, exit permits, authorization for construction of houses, for transportation of supplies, and for circulation, etc.) must be entered in a separate record in accordance with date of submission. This record should be numbered and initiated by the head of the agency. The agency concerned must fix the date action will be taken by the agency regarding each application and let it be known to the party concerned.

II. Action taken by the head of the agency and list of the applicants concerned should be posted or notified to the public by whatever possible means.

III. A letter box and a complaint book should be available at each agency having contact with the people.

D. Issuance of strict order to government officials

In order to prevent bribery, seduction, collusion, strict order should be given to government officials and servicemen.

I. The administrative regulations should be strictly observed. Government officials are prohibited to undertake a business which has connection with his function.

II. No attendance to party and no acceptance of gift offered by private individuals or businessmen for bribery purpose.

III. Government officials should be reminded of proper use of public funds. Punishment should be imposed to fraudulent expenses, falsification of legal document, unauthorized paying in and out and fraudulent dispersion of public properties.

IV. Immediate measures should be taken regarding collusion between contractors and government officials, including permanent or temporary withdrawal of licence.

V. Government agencies should be instructed to review the procedure governing collection of fees and fines paid in by the people in order to eliminate graft.

VI. The following principle should be observed: the direct supervisor should be responsible for corrupt acts of his subordinates.

3. Long-range measures

A. Review of the policy governing utilization of government officials and employees in order to eliminate factionalism.

I. Appointment of high-ranking officials must be brought before a Council or Committee for discussion instead of being made upon recommendation of a single person. Appointment of a lower rank official to supervise a higher rank official should be avoided.

II. Appointment should be based on skill and good behavior; persons of kinship should not be appointed to posts dealing with interrelated financial matters.

III. Replacement of administrative employees in Ministries when a change of the leadership (the Minister) of the Ministry occurs should be avoided, unless for valid reason.

IV. Cashiers of public funds should be rotated at least once every two years.

V. Proper utilization of employees. Use of government officials in private business is strictly prohibited.

B. Assistance to government officials and servicemen against corruption.

I. Measures dealing with material assistance to government officials and servicemen should be immediately taken.

II. Establishment of a mutual aid league or association to assist government officials improve materially and morally.

C. Improvement of organizational structure and procedure in order to prevent corruption.

I. Work simplification in government agencies, elimination of over-centralization, logical functional assignment in order to control and prevent corruption.

II. Strict observance of financial regulations, exceptions on advance funds should be avoided, regular control of records of materials, etc...

III. Remedy to shortcomings revealed in administrative and financial procedures, including procedure governing implementation of village budgets, call for bid, printing and publishing of administrative guide book; elimination of favoritism in consideration of applications of the people.

D. Speedy and appropriate punishment to those who infringe laws and regulations.

I. Encourage the people and government officials to denounce corrupt employees and assure safety to informants. Award of compensation if appropriate.

II. Strengthening the inspection branch; assurance of safety to inspectors; their authority and duties should be clearly defined.

III. Just and fair inquiry should be conducted; accused employee should be allowed a hearing. Suspension of function and dismissal should be effected as soon as the first proof of the wrongful act is provided. Result of the inquiry should be made public.

4. Strengthening measures

a. Freedom of speech is insured: the press should be encouraged to participate in this plan in order to obtain satisfactory results (naturally diffamation must be prohibited).

b. Enlightenment of the people with a view to:

- promote eradication of corruption (denouncing corrupt officials, make suggestions on prevention of corruption).

- promote anti-luxury and anti-debauchery drive; get accustomed to simple and frugal life.

c. indoctrinate the youth and students to fight against material temptations.

d. gear the economic and financial policy to economical and frugal purpose.

14 August 1968

s/Huynh van Dao
Minister at the Office
of the Prime Minister

GVN INTERNAL TAX COLLECTION RESULTS FOR THE FIRST SIX MONTHS OF 1967 and 1968 ARE:

<u>Directorate</u>	<u>1967</u>	<u>1968</u>	<u>Difference</u>	<u>% Change</u>
Excise	VN\$3,107,889,000	2,853,036,000	- 254,853,000	- 8,20
Indirect	2,536,760,000	2,340,368,000	- 196,392,000	- 7,74
Registration	1,517,069,000	1,266,614,000	- 250,455,000	-16,51
Direct	<u>1,069,549,000</u>	<u>2,084,077,000</u>	<u>+1,014,528,000</u>	<u>+94,85</u>
TOTALS	VN\$8,231,267,000	8,544,095,000	+ 312,828,000	+ 3,80%

1967/68 6-MONTH COMPARATIVE GVN CUSTOMS COLLECTIONS

JAN/JUNE 1967

JAN/JUNE 1968

Customs Collection only

6,321,982,593

6,604,931,749

Total Collection (includes
for other agencies - Harbor
authority, Economy Ministry,
etc)

8,784,202,706

7,305,091,964

Personnel

20% Decrease

1967 High - 1856

Present level - 1688

9% Decrease

REPUBLIC OF VIET NAM
Ministry of Finance
Directorate General of Taxation

TAXATION
IN
VIETNAM

A Handy Guide for
Professional, Business,
and Salaried Taxpayers

Published by the Directorate
General of Taxation with the cooperation of the Tax
Advisory Team of the U.S. Agency for International Development

Saigon 1968

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LOCATION OF VARIOUS TAX OFFICES

(in Saigon-Cholon-Gia Dinh)

Directorate General of Taxation	85 Ham Nghi Blvd.Saigon
Directorate of Direct Taxes	115 Vo di Nguy, Saigon
Directorate of Indirect Taxes	43-45 Gia Long, Saigon
Directorate of Registration Taxes	229 Tu Do, Saigon
Directorate of Excise Taxes	130 Ham Nghi, Saigon
Matriculation office	117 Vo di Nguy, Saigon
Tax Clearance office	117 Vo di Nguy, Saigon
Tax Information office	85 Ham Nghi, Saigon, (First floor - 10-12 a.m.)
District Tax Offices	
District Office No. 1	85 Ham Nghi, Saigon
District Office No. 2	115 Vo di Nguy, Saigon
District Office No. 3	27 Han Thuyen, Saigon
District Office No. 4, 9	85 Ham Nghi, Saigon
District Office No. 5A	105 Phung Hung, Cholon
District Office No. 5B	105 Phung Hung, Cholon
District Office No. 6	140 Tong Doc Phuong, Cholon
District Office No. 7, 8	140 Tong Doc Phuong, Cholon
Gia Dinh Tax Office	948 Le van Duyet, Gia Dinh
Salary Tax Office	115 Vo di Nguy, Saigon
Corporation Tax Office	115 Vo di Nguy, Saigon

GENERAL INFORMATION FOR TAXPAYERS

(See separate list for "Location of Various Tax Offices")

New Business: A taxpayer starting a new business should:

1. Register the business with the Court of Commerce, 131 Cong Ly, St. Saigon.
2. Secure a matriculation number at the Matriculation Office.
3. Receive information and forms for withholding tax from the salary of employees, from the Salary Tax Office.
4. Receive information and forms for Production and other Indirect Taxes and the Patente from the District Office nearest your business.
5. Secure instructions and forms for Excise Taxes from the Directorate of Excise Taxes.
6. Certain categories of business are forbidden to non-Vietnamese persons. Such persons should consult the local government authorities before starting a new business.

Corporations should do the following in addition to the above:

1. Receive information and forms pertaining to Corporation Income Tax and current tax payments from the Corporation Tax Office.
2. Receive information and forms pertaining to tax on dividends and interest and other Registration Taxes from the Registration Tax Office.

Certain new enterprises are entitled to exemption from

Vietnamese taxes. Generally, the types of businesses which may be granted exemption are those whose activities contribute to the development of the national economy. Information concerning exemption may be obtained from the Industrial Development Center, 42 Nguyen Hue, Saigon.

FOREIGN CONTRACTORS

Foreign contractors operating in Vietnam exclusively under USAID or U.S. military contracts are exempted from the following customs duties and internal taxes under certain conditions:*

Customs Duties on equipment, machinery and vehicles temporarily imported with their own foreign exchange (free of Duty only during period of use under USAID or U.S. Military contracts);

Customs duties and consumption tax on lubricant products and other material used in performance of USAID or U.S. military contracts, imported with their own foreign exchange;

Registration fees and stamps on insurance policies for transportation of equipment, material and lubricant products used in performance of USAID or U.S. military contracts;

Registration fees and stamps on leases or verbal agreements to rent property for storing equipment, machinery, materials and lubricant products used in performance of USAID or U.S. military contracts;
Circulation tax on motor vehicles used in performance of USAID or U.S. military contracts;

Production tax of 6% on services and purchases directly connected with contracts under the USAID programs;

Patente and Income Taxes;

Taxes on dividends paid.

* See booklet entitled "Fiscal Measures in Favor of Foreign and Local Contractors Working for U.S. Military and Economic Assistance Programs."

One of the conditions for tax exemption is the fulfillment of tax obligations prescribed by law such as:

Withholding wage and salary tax and general income tax from compensation of Vietnamese employed by contractors.

Providing tax authorities with required documents and information pertaining to persons dealing with contractors.

Principal Vietnamese contractors are exempted from production tax of 6% and customs duties on equipment and professional tools temporarily imported for use under USAID or U.S. Military contracts.

Foreign employees of Foreign contractors operating in Vietnam under USAID or U.S. Military contracts are exempted from wage and salary tax, general income tax on wages and salaries, and resident fees. Employees of Vietnamese nationality are not exempt from taxes on their wages or salary.

CHAPTER I

DIRECT TAXES

1.1 Taxes on Income

There are three separate taxes on income as follows:

1. Business Income Tax
2. Salary Tax
3. General Tax

1.11 Business Income Tax

1.111 Who is Taxable

The tax applies to every person and corporation receiving income from the following activities in Vietnam:

- (1) Industrial and Commercial Enterprises
- (2) Non-Commercial Professions
- (3) Rental of Land and/or Buildings
- (4) Rice Fields and Crops Other Than Rubber
- (5) Rubber Plantations
- (6) Mines
- (7) Salt Marshes and Quarries

1.112 What is Taxable Income

Taxable income means gross receipts less the ordinary

and necessary expenses incurred in deriving such income. Depreciation on property used in the business (except land and good will) is deductible from gross receipts. The rate of depreciation depends on the facts and circumstances concerning the property. Ordinarily, the cost of property having a useful life of more than one year must be depreciated. The cost of items such as small tools, stationery, and supplies, having only a nominal value may be deducted in the year of purchase.

A deduction is allowed for business income tax payable on relevant income received prior to January 1, 1968. The income tax is not deductible from business income received after December 31, 1967. (Decree Law No. 15, June 1, 1967).

1.113 How Are Losses Deducted

Losses incurred in the operation of a business may be deducted from profits of another business in the same activity owned by the taxpayer. Any remaining loss may be deducted from the future profits of the business in which the loss was incurred until the loss is absorbed but not beyond three years after the year of the loss. However, a corporation may combine profits and losses of all businesses which it owns and operates.

1.114 Profit and Loss on the Sale of Capital Assets

Profit on the sale of a capital asset of a business is exempt from income tax if the sale price is, within three years from the end of the year of sale, invested in capital assets of the same business or of another business of the same kind owned by the taxpayer, in stocks or shares of a national enterprise, or in a new enterprise within the purview of Decree Law No. 16, dated June 1, 1967. A loss on the sale of a capital asset of a business is deductible in computing income from that business.

1.115 Family Exemptions

The following family exemptions from taxable income are allowed to individuals:

For the taxpayer	VN\$50,000
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For the taxpayer's wife if her income does not exceed VN\$25,000 (Note: If the wife's business income exceeds VN\$25,000, she must file a separate return and claim an exemption of VN\$50,000)	25,000
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Additional exemption for the surviving spouse of a marriage who is not re-married and who maintains a home for a dependent child of the marriage for whom an exemption is allowed	25,000
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For each dependent child, legitimate or legally adopted, who is under 21, or under 25 in the case of a student, or regardless of age if incapable of self-support (Not allowed if a return is filed in respect to the child's independent income)	10,000
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For each dependent parent or grandparent of husband or wife, who is over 60, or incapable of self support	5,000
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The above exemptions are determined as of January 1 of the year of assessment.