

Mr. Murphy

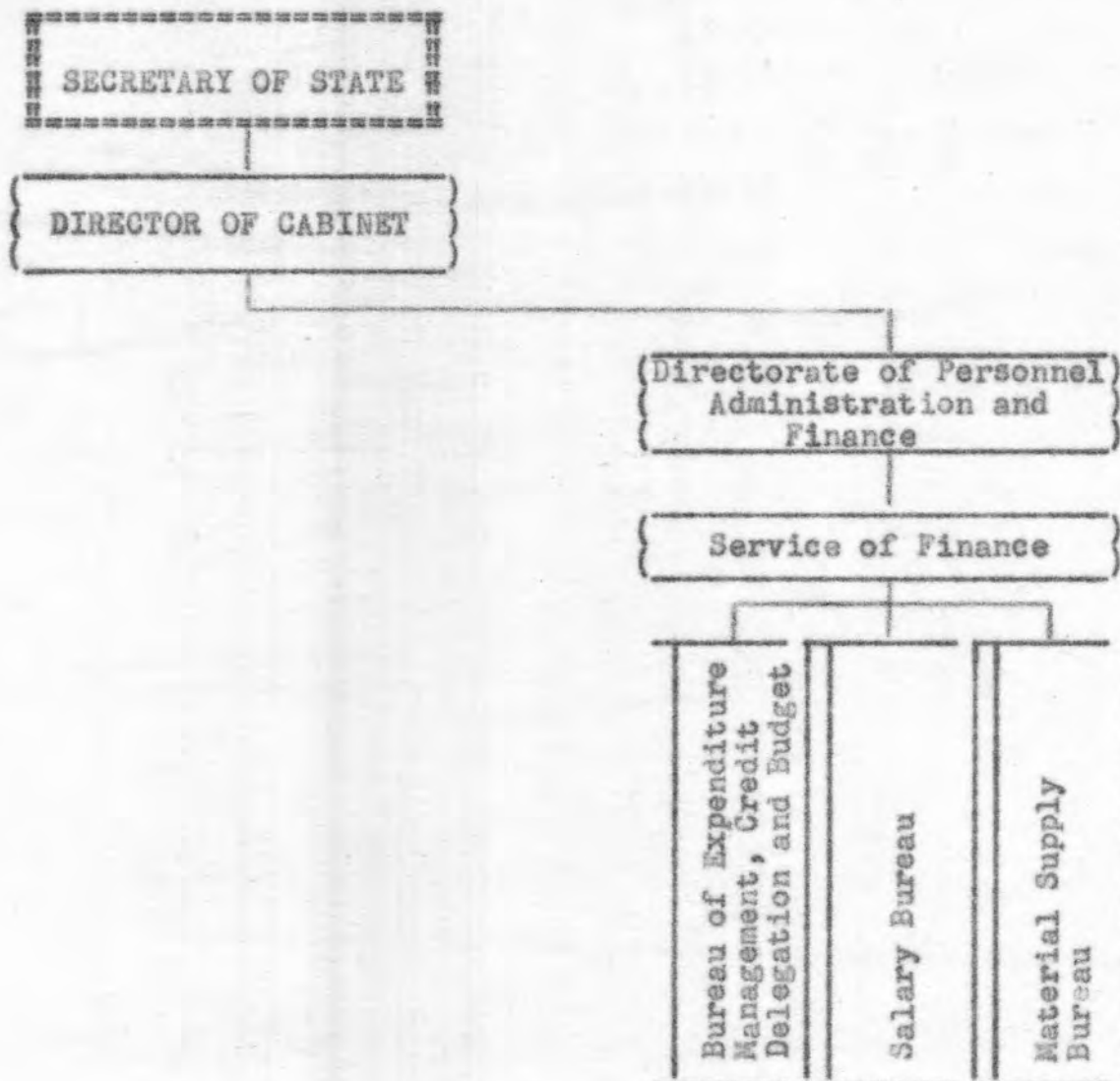
# RECORD OF MEETINGS

Subject: Department of Health  
Service of Finance

Dates of Interviews: March 20 and April 1

Present: Mr. Khang, Mr. Buu-Huong, Mr. Myers

The Service of Finance of the Department of Health exists in fact although its existence has not yet been "normalized" by the approval of an appropriate arreté. It is composed of an Office of the Chief of Service and three bureaus which were formerly part of the Service of Personnel and Finance. Its organization and relationship to the rest of the Department is shown in the following chart.



The functions and employees of the three Bureaus are as follows:

Bureau of Expenditure Management  
Credit Delegation and Budget

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Chief of Bureau and 6 employees

Mail

Miss Nguyen-thi-Truong : -Book entering of in-coming and out-going  
daily secretary mail  
-Distributing of mail  
-Bookkeeping of collection of money  
-Distributing of travel-orders  
-Distributing of orders of requisition  
-Distributing of certificates for entering  
hospitals  
-Establishing list of cheques of the  
bidders for tax-collection.

Obligation accounting

Mr. Luu-dinh-Kiêm : -Obligational project (material, special  
daily secretary expenditures)  
-Bookkeeping of daily obligation project  
-Bookkeeping of itemized obligational  
project  
-Bookkeeping of credits  
-Monthly situation of obligation.

Mr. Nguyen-van-Yêm : -Obligational project (salary)  
Hospital attendant -Bookkeeping of daily obligational project  
-Bookkeeping of credits  
-Monthly situation of obligation  
-Establishing of list concerning the  
recovering of expenditures  
-List of situation of delegation of credit  
-Establishing of credit delegation list  
left at the end of the year and reporting  
to assistant of liquidators.

Delegation of money

Miss Huynh-thi-Thiêt : -Collecting informations, establishing  
files of liquidation, preparing of cheques,  
delegating expenditures for provinces of  
South Vietnam, Center, and Highland,  
-Bookkeeping of delegation of expenditures  
-Bookkeeping of liquidation of delegation  
of money  
-Bookkeeping of delegation of money

- Estimation of coupon of delegation of money
- Bookkeeping of estimation of delegation of money.

#### Visa of payment order

Mr. Vu-van-Hai  
daily secretary

- : -Bookkeeping of visa of payment order (salary, material, special expenditures)
- Bookkeeping of analysis visa of payment order
- Establishing of coupon of bank of issue
- Transmitting of cheques
- Monthly situation of visa of payment
- Statistic of payment orders related to the contracts.

#### Budget

Mr. Le-van-Cân  
administrative  
secretary

- : - Gathering materials, preparing annual budget for Department of Health and all health service in Vietnam
- Gathering informations for establishing files to improve budget
- Gathering informations to establish annual inventory list
- Gathering informations to establish files for asking more expenditures
- Gathering informations to establish files for releasing expenditures or for releasing more expenditure
- Controlling all cheques, salary, material, special expenditures for visa
- Preparing of communique and miscellaneous affairs (health delegation group abroad).

## Salary Bureau

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## Chief of Bureau and 6 employees

- Mr. Pham-van-Hay : - Paymaster  
- In charge of salary (of Personnel) at the Department, excluded retirement pension.
- Mr. Pham-duc-Kê : - Allowances on trips, lodging etc...  
- Retirement pension for in-cadres personnel at Department  
- Assisting Mr. Hay to follow the situation of expenditures.
- Mr. Pham-ngoc-Trac : - In charge of the salary and retirement pension of personnel of all hospitals and drugstores.  
- Fiscal year related to personnel of South VN.
- Mr. Vu-cai-Tong : - Differencies on salary and retirement pension of personnel engaged in army  
- Subtracted money during the period staying at hospitals.  
- Taxes on salary.  
- Receiving and distributing in coming mail.  
- Probationing personnel.
- Mr. Can-xuan-Phan : - Keeping of liquidation book, and distributing of Cash tickets  
- Normalizing extra work time.
- Mr. Tran-xuan-Dinh : - Keeping salary control book. Salary of floating personnel and workers of Hospitals.

## Material Bureau

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## Chief of Bureau and 14 employees

- Mr. Nguyen-duc-Phung  
administrative  
secretary
- : - Examining mail projects and reports relating to budgetary chapters, principles, and Finance.
  - All matters concerning the government's buildings, roads.
  - Hospital's tariffs.
- Mr. Vu-qui-Thoa  
Floating secretary
- : - Adjudication, bid calling, contract agreement of the Department and all hospitals depended to the Department (2 adjudication of goods for each year)
  - Controlling of adjudication, bid calling, contract agreement of provincial health service at South VN., Central, Highland.
  - Establishing of advanced funds of the Department, hospital depended to the department for 3 regions.
  - Examining and preparing correspondence, report related to the execution of adjudication, bid calling, contract agreement, advanced funds for whole country.
  - Book entering all conditions on adjudication, contracts, and decrees.
- Miss Trinh-thi-Mui  
accounting secretary
- : - Establishing of cheque, controlling bills on material of the Department (chapter 102/2 from article 1 to 10)
  - Establishing of cheque for the liquidation of all expenditures on Popular Hospital, children's hospital and services depended directly to the Department
  - Controlling all files to be submitted to liquidation
  - Liquidation of all expenditures belonging to central, Highland regions.
  - Liquidation of advanced funds of Central, Highland regions.
  - Preparation of correspondence, report on the above-mentioned works.
  - Establishing order for collecting expenses on electricity, water.

Miss Nguyen-thi-Hoan  
typist

- : - Liquidation of all expenditures of Popular Hospital, Children Hospital, Health service, and furnishing medicines, International Health campaign (BCG, OMS, UNICEF, MCH, CARE.)
- Liquidation of transportation fees for whole country (air and navy transportation.)
- Advanced funds of BCG and TTCCDL

Ho-van-Ba

typist clerk first class:

- Liquidation of expenditures of Hospitals: Chô-Ray, Maternity of Tu-Dũ, Hồng-Bàng, Chô Quan, Nguyễn-van-Hoc, Clinic of Biên-Hoà, Directorate of Health Inspection of South Region, Maternity of Hung-Vũng.
- Liquidation of transportation fees for the whole country (roads, railways and navy transportation).
- Advanced fund of above-mentioned Hospitals.

Mr. Ngô-dinh-Quất  
daily secretary

- : - Liquidation of salaries of Professors, students workers. Hospital attendant Internal, and external medicine students at all Hospitals in the city, allowances of religious at Phu-My.
- Keeping of liquidation book of expenditures on materials (chapter 6 102/2, 102/3, 103/2, 103/3, 106/2, 106/3)
- Establishing monthly expenditure lists, and monthly financial situation.
- Establishing memorandum for sending cheques to the Direction of Obligation Control for approval.
- Receiving bon de caisse, notice of credit, for and sending them to all hospitals.
- Keeping files, liquidation all expenditure on materials.

Mr. Truong-thoi-Kinh

- : - President of commission of ordinary reception.
- Reception of materials, tools, of department of Health.
- Control of bon de commande of the services depended to the Department (Hospitals, Maternity, Laboratories.
- Controlling the estimated budget of the above mentioned services.
- Establishing of memorandum to be sent to Direction of Control of obligation, and to ask for the approval of bon de commande of all Hospitals.



- Examining and proposing all problems concerning telephone, water-meter.
- Managing of advanced funds at the Department.

Mr. Vu-tiên-Viên  
daily secretary

- : - Keeping of warehouse (materials and office supplies.
- Receiving and distributing of materials and office supplies.
- Controlling of bon de commande of 2 hospital: Children Hospital and Popular Hospital and service of BCG.
- Book entering of all bon de commande as well as other authorization for expenses of the Department and all depending services.
- Contacting with suppliers on all questions concerning the orders as well as the delivering of malarials.
- Controlling of estimated budget and establishing the bon de commande of the Department and the 3 above mentioned services.

Mr. Phan-duc-Thư  
administrative  
secretary

- : - Controlling of the motor-pool
- Establishing the authorization order for gasoline, oil and preparation of vehicles of the Department.
- Establishing and distributing monthly ticket of gasoline for the vehicles.
- Establishing of cheques for liquidating the expenses on gasoline, oil and preparation of vehicles of the Department.
- Controlling and establishing the authorization order gasoline, oil, and preparation of cars for all regions.
- Member of ordinary commission of reception at the Department.
- Miscellaneous affairs.

Mr. Nguyễn-van-Hiến

- : - Taking care of the property of the Department
- Controlling the property of the services depending to the Department (depended hospitals, and regional Health services.)

Mr. Hoàng-tat-Dac

- : - Receiving correspondence
- Distributing correspondence for all personnel
- Sending and keeping correspondence.
- Executing the instruction concerning personnel and general instruction.

- Establishing of list for a transferring cash tickets and establishing entering money report.
- Establishing authorization for expenses; cheques for liquidation hospital and maternity fees
- Member of ordinary commission of reception of the Department.

Mr. Nguyen-Chit  
messenger

: - All works concerning his jobs.

Mr. Nguyen-van-Dai  
permanent worker

: - Taking care of whole the building, distributing offices supplies.

Mr. Nguyen-van-Tin  
specialist

: - On mimeograph

Notice: Following additional personnel is requested to meet the increase in the work load.

- 1 in cadre secretary for adjudication and advanced-fund section.
- Secretaries for liquidating section.
- Secretary taking charge of buildings, and miscellaneous preparations.