

(Letter: Ladejinsky to C&ng)

Rosenfeld
Draft 11/24

I have had an opportunity to review the material which Messrs. Mode, Gittinger, Rosenfeld and I discussed with you on Thursday, and with the changes made, I believe that it is now ready for presentation to the President. In order to facilitate the preparation of your letter to the President, I have prepared a draft (attached) which gives an outline of our plan.

Briefly, we visualize an organization of approximately 50 employees in Saigon and approximately 1,900 employees in the provinces. The latter figure includes the village committee administrative secretaries and the provincial agrarian reform agents but not the members of the village committees.

We estimate that you will require a budget of about 70,000,000\$ VN and about US\$176,000 for the first year. Some of the cost items provided for are non-recurring, as expenditures for automobiles and other equipment. A detailed explanation of the proposed organization and cost items is attached to this letter.

I estimate that for the initial four months of work you will need only **20** employees and about 500,000\$ VN. A description of the work planned for these employees is also attached.

PROPOSED WORK PROGRAM -- JANUARY 1 - MARCH 30, 1957

We recommend that the following officials be employed prior to January 1, 1957 to work as shown:

1. Director of Agrarian Reform and one secretary.
2. Chief of Land Acquisition Service, two assistants and one secretary to work on:
 - a. Procedures and forms for acquisition of land.
 - b. An inventory of national and provincial government owned land, arrange with Agriculture Department for evaluation of land and, if necessary, arrange with USOM for preparation of land.
 - c. Procedures and forms for reporting by village of eligible land.
3. Chief of Land Sales Service, one assistant and one secretary to work on:
 - a. Procedures and forms for sale of land.
 - b. Procedures and forms ^{to be used by} ~~for~~ applicants for land.
4. Chief of Personnel, one assistant and one secretary to
 - a. Negotiate with Fonction Publique on hiring practices.
 - b. Arrange for training of cadastral and land registration personnel.
 - c. Develop training courses for provincial and village personnel.
5. Chief of Field Supervision and Inspection Service to determine how many field offices will actually be required and where they should be located.
6. Chief of Accounting and Procurement, one assistant and one secretary to
 - a. Develop accounting procedures and forms.
 - b. Plan procurement of equipment.
 - c. Negotiate with Treasury on fiscal practice.
7. Chief of Rent Contracts Service to develop a plan for revitalization of this activity.

8. Chief of Organization and Methods Bureau to work a general problem of organization and procedure

OPERATIONS AND PERSONNEL

Office of Director

1 Director
1 Secretary

Program Planning Service

Office of Chief

1 Chief
1 Secretary

Law and Legislative Bureau

Will develop legislative proposals, arretes, standard contracts, handle all legal work arising out of program operations.

1 Chief
1 lawyers

Reports and Statistics Bureau

Develop reports required. Receive and compile data.

Develop overall reports, charts. Analyze reports to determine progress of program.

1 Chief
1 program analyst
1 statisticians
1 statistical typist

Administrative Service

Office of Chief

1 Chief

Accounting and Procurement Bureau

Will develop accounting and procurement procedures.

Will handle operation for Saigon and control accounts for all provincial offices (Provincial Office will handle own detailed operation including periodic payments on land sales contracts.

1 Chief
1 secretary
1 accountant

Personnel Bureau

Will develop recruiting, training, etc. programs.

Will handle personnel operations for Saigon (Provincial

1 Chief
1 secretary
3 training officers

offices will handle own recruiting, etc. operation).

General Service Bureau

Handle mail, files, messenger work, etc.

1 Chief
1 typist
3 clerks
2 messengers
2 plantons
1 chauffeur

Organization and Methods Bureau

Will prepare and issue directives, review organization needs, make surveys, etc.

1 Chief
2 analysts

Land Acquisition Service

Will develop procedures and forms required for land acquisition operation. Will review land purchase contracts prepared in provincial offices.

1 Chief
1 secretary
2 analysts

Rent Contracts Service

Will develop and supervise for extending rental contract coverage.

1 Chief

Land Sales Service

Will develop procedures and forms required for land sales operation.

1 Chief
1 secretary
2 analysts

Enforcement Service

Will look after honesty and integrity of all operation.

1 Chief
1 secretary
5 agents

Field Supervision and Inspection Service

Will supervise all operations in field and coordinate contacts between operating services and provincial office.

1 Chief
1 secretary
5 inspectors

Typical Provincial OfficeChief of Province Service.

General Supervision of program.

1 Chief
1 secretary

Land Sales Accounting Bureau

Will handle accounting for land sales

1 Chief
2 accountants

Land Acquisition Bureau

Will handle all contracts for land acquisition

1 Chief
1 secretary
1 lawyer

Land Distribution Bureau

Will divide acquired land into sales-size plot, arrange for necessary surveying and registration, execute contracts of sales.

1 Chief
1 secretary
1 typist
3 clerks

Village Operation Bureau

Will operate rent control program, training of village committee and secretaries and inspection of village operations.

1 Chief
1 secretary
3-6 rent control agents
3 training officers
2 inspectors

Proposed Budget - Directorate of Agrarian Reform

Piasters

Personnel

Saigon: 50 <u>a</u> 5,000\$/month	3,000,000\$
Provinces: 405 <u>a</u> 4,000\$/month	19,440,000\$
Villages: 600 <u>a</u> 2,00\$/month (for Cadastral Service)	14,400,000\$
30 surveyers <u>a</u> 5,000\$/month	<u>1,800,000\$</u>
Sub-total:	38,640,000\$

Per diem

Secretaries (600x20 day-/mo. <u>a</u> 50\$)	7,200,000\$
Provincial personnel (150x20 day-/mo. <u>a</u> 50\$)	1,800,000\$
Central office personnel (20x10 day-/mo. <u>a</u> 100\$)	240,000\$
Fees-village committee-men (2000village <u>a</u> 300/mo.)	<u>7,200,000\$</u>
Sub-total:	16,440,000\$

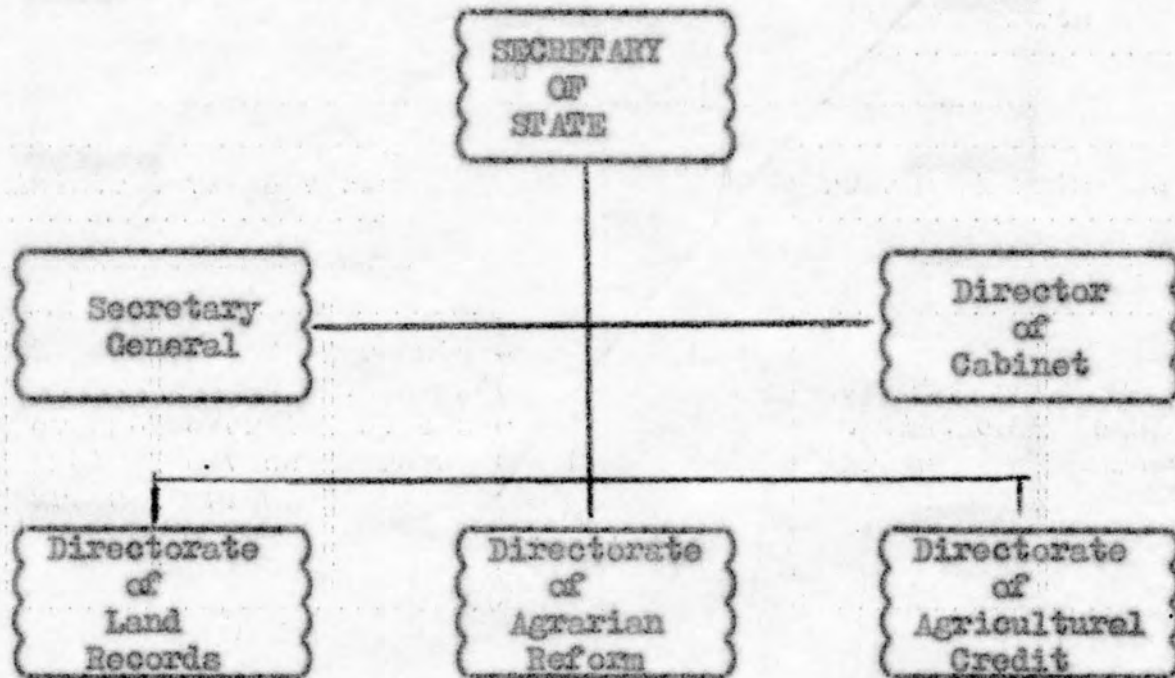
Furnishings & supplies

Furniture for provinces (15office <u>a</u> 50,000\$ ea.)	750,000\$
Stationary for province (15office <u>a</u> 10,000\$ ec.)	150,000\$
Printing	<u>2,000,000\$</u>
Sub-total:	2,900,000\$
GRAND-TOTAL:	57,980,000\$

Dollars

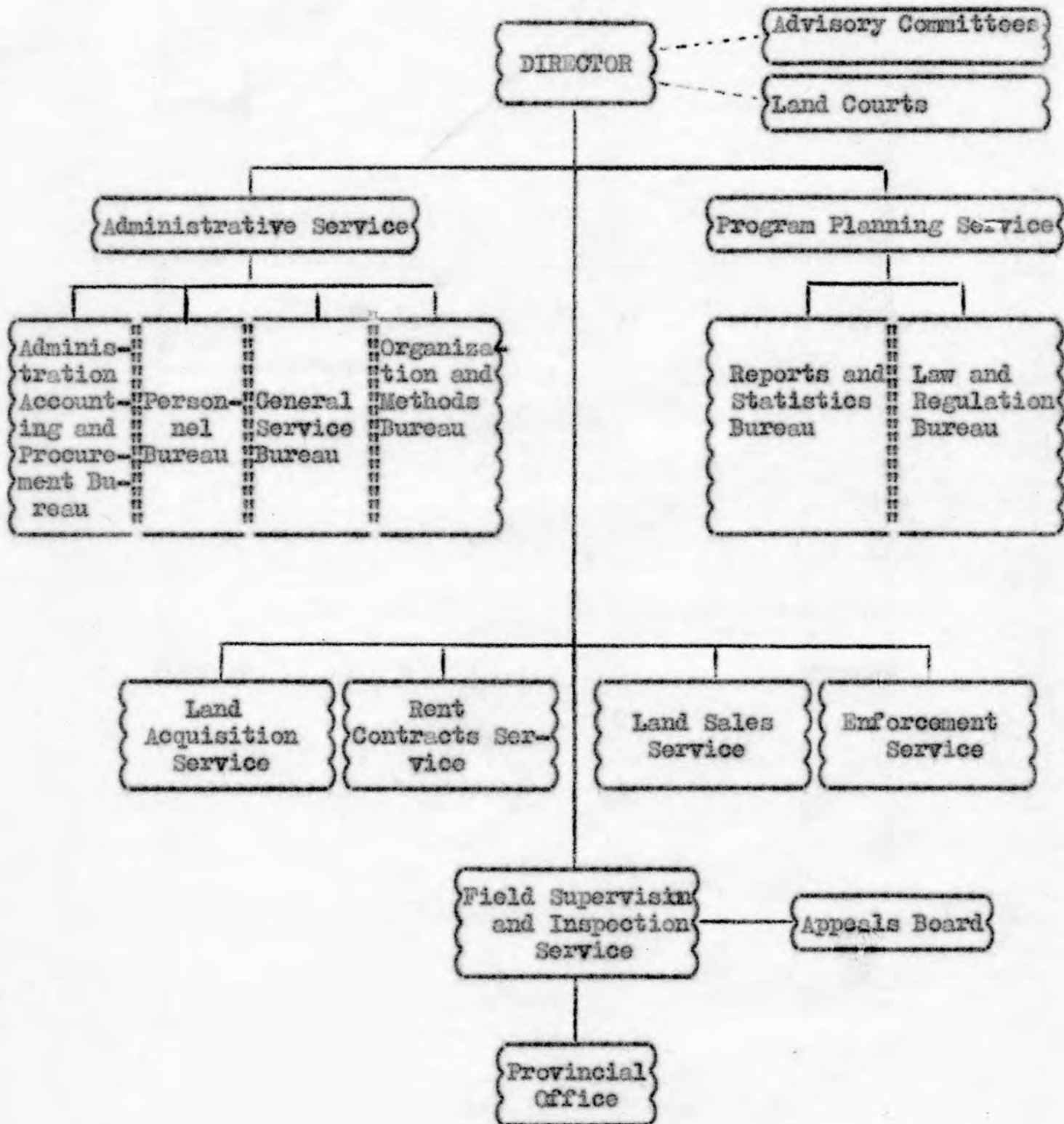
700 bicycles	\$28,000
15 jeeps	37,500
75 typewriters	7,500
30 adding machines	3,000
Surveying equipment (for Cadastral Service)	50,000
Osolid equipment (for Cadastral Service)	<u>50,000</u>
TOTAL:	\$176,000

DEPARTMENT OF LAND REGISTRATION AND
AGRARIAN REFORM.



Directorate of Agrarian Reform

CENTRAL OFFICE ADMINISTRATION



Directorate of Agrarian Reform

PROVINCIAL ORGANIZATION

