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USUAL PROCESS FOR THE PREPARATION  
OF A DECREE SUBMITTED TO THE SECRETARY  
OF STATE FOR FINANCE

1. Phase of preparation of a project of decree.

Official documents received at the Department of Finance, are submitted to the Secretary of State by the Mail Office. These documents then goes to the Director of Cabinet and the Secretary General (in case of routine and ordinary work, the Secretary general is qualify to consider and to make necessary decisions concerning these documents). They will then put directives on these documents.

Documents bearing the signature of the secretary of state, the Director of Cabinet and the Secretary General, will be returned to the Mail Office, which will distribute them to the concerned agencies and services. And there, in these agencies and services, the director or chief of service will consider them then distribute them to chiefs of bureau, who in turn will give it to the employee in charge.

The problem of studying documents (consideration of files, previous documents. . .) and if necessary, their sending to concerned services or agencies for more information. (sic, translator)

After gathering all the documents and opinions of the concerned services, then it makes a draft decision which can be a document, a directive, an order of service or a decree.

This draft will be submitted to the head of service and the director for consideration and for approval.

If the draft is approved, the director will affix a seal where it is written: read and to be submitted to the Secretary of State.

Rank and signature.

But before reaching the secretary of state, it goes first to the secretary general and the Director of Cabinet. This regulation is not to be applied if it is a special case.

If it is something important or something very complicated, the draft will be followed by a report, giving all necessary clarifications and the cause which necessitates such an approach of the problem and all the details, in order that the secretary of state can understand it rapidly and thoroughly.

The draft of decision, (if necessary, as in the case of a decree) must bear the visa of the concerned agencies, (i.e. of the General Direction for Public Function, the Civil Pension funds, the Service of Control of engaged expenditures) before being submitted for the signature of the Secretary of State.

There are also cases which need the signatures of two secretaries of state, because they involve the responsibilities of two departments.

It should be noticed here that External Services of the Department of Finance, such as the Customs house, the Hypothecque services have also their part of suggestions in the passing of a decree. Or if they had these projects already done, they can send them to the Secretariat General, in the same process of an ordinary document.

2. Form of a file presented for signature.

In the file submitted for the signature of the Secretary of State, documents are placed following this order:

1/ Decisions which need the signatures of the Secretary of State before being implemented.

2/ Joint pieces.

3/ Copies

4/ Consultative file and documents.

On the file is also added a printed card where are put:

- the name of the employee in charge.

- the day the document is received.

- the day the work is assigned.

- the day of its submittance for signature

- the day the document is sent out

Thus, anyone who has a look at the document, can know that the work is realized in so and so many days, and by whom it is done. . .

Documents referred to in the decision or in the report of the Director, are kept in the consultative part.

If the secretary approves the draft, he will affix his signature on the draft which will then become a decision.

3. Completion of a decision.

If it is an ordinary document, it is immediately sent to the Mail room which sends it out. If it is a decree, it is sent to the Secretariat General which will make some additional explanations, which must bear the signature of the General Secretary or the Chief of Service of the Central Service.

Copies of the decree must be signed by the Chief of Service of the Central Bureau.

The original copy is always kept at the Central Bureau. Explanations are sent to the concerned agencies and copies of the decree are send to the Official Gazette and the other places.

REMARKS.

**Advantages:** The control is facilitated by the signatures of the responsible official in charge in each document.

The card added to every file, with date of receipt and of completion of works, immediately shows if the work is completed rapidly or slowly.

**Shortcomings:** The process is slow.

Incoming and outgoing documents are all without exception, submitted to the secretary general, the Director of Cabinet and the Minister.

Although there are now some degree of power delegation in the department of Finance, the routine work still needs signatures of the Secretary of State, which is absurd. We think that the division of work must be applied to allow directors, chief of services, chief of bureau to decide on routine work and matters of their concern. This will fatally happen, because works are increasing daily.