

Circular No. 29-NV of 1 July, 1954 on the execution of Arreté No. 739-NV of 25 June, 1954, fixing salary and allowance system for non-career status governmental personnel.

Saigon, 1 July, 1954

Circular

The President of the Government,

to Messrs: Vice-President of the Government,
Ministers,
Secretaries of States, and
Governors

Reference: Execution of Arrete No. 739-NV of 25 June, 1954, fixing a new salary and allowance system of salary for non-career status governmental personnel.

Arreté No. 739-NV of 25 June, 1954 put into effect a new system of salary and allowances for non-career status governmental personnel.

With a view to facilitating the carrying on of this system it is deemed necessary to point out the basic principles again and to prescribe the procedure to be followed.

This new system is a part of the program for reclassifying the public service and for improving the standard of living of the governmental personnel. This program aims at standardising the pay system throughout the country, which up to now has been too complicated and has so many disparities between one class of personnel in one region and the corresponding class in another.

I.- Class Designation.

The various classes of non-career status personnel are designated as follows:

Class A	(University degree)
Classes B1, B2; B3	(Secondary degree or Capacity)
Classes C1, C2	(Primary degree or Capacity)
Classes D1, D2	(Laborers)

Thus, there will be some comparability with classes A, B, and C of the career status.

A list (No. 1) is attached to the arrete, in which the classes are arranged according to the following general principles:

Class A.- Contractual and specific job employed personnel, holders of a university degree or in charge of managing technical functions as previously set forth.

Class B1.- Secretaries having the 2nd part baccalaureat degree, and positions of corresponding level. Class 7 of Central and North Vietnam will be integrated into B1.

Class B2.- Secretaries having a diploma "d'Etudes Primaires Supérieures", and positions of corresponding level. Class 6 of Central and North Vietnam and class A1, South Vietnam, will be integrated into B2.

Class B3.- Secretaries having no diploma "d'Etudes Primaires Supérieures", and positions of corresponding level. Classes 5, Central and North Vietnam, and A2, South Vietnam will be integrated into B3.

Class C1.- Messengers having a primary degree, and positions of corresponding level. Classes 4, Central and North Vietnam, and B1, B2, South Vietnam will be integrated into C1.

Class C2.- Messengers having no primary degree, and positions of corresponding level. Classes 3, Central and North Vietnam, and C, D, South Vietnam will be integrated into C2.

Class D1.- Permanent laborers. Classes 2, Central and North Vietnam, and E, South Vietnam will be integrated into D1.

Class D2.- Laborers recruited as daily paid workers (class 1 of Central and North Vietnam),

Some positions (such as that of Clerk-typists, drivers, etc..) not classified in the order above are dealt with in Article 12 so that they ^{are} treated more rationally.

II.- In-Class Gradations.

Except for the personnel of class A and secondary school professors who are dealt with in Article 2 and who are provisionally enjoying a special treatment, those of classes B1, B2, B3, C1 and C2 will have 10 steps in each class, that is, 2 steps more than in the corresponding classes under the old system.

As for the laborer classes, the employees previously classified in classes 1, 2, of Central and North Vietnam, or class E in South Vietnam will enjoy basic salaries as well as family allowances similar to those prescribed by the labor law for laborers in private business concerns. In regard to laborer classes, the Governor of each region is asked to issue an arrete at the earliest date possible to prescribe such provisions/in compliance with the principles given in Articles 8, 9 and 10. ^{as will be}

III.- Cost of Living and Family Allowances.

Except for the personnel classified in classes mentioned in Article 2 who are entitled to 90o/o or 85o/o of the allowances granted to the civil servants of corresponding cadres, those in classes B1, B2, B3, C1 and C2 are all entitled to 75o/o of the allowances granted to the civil servants of corresponding cadre B or C.

The granting of family allowance must be in compliance with regulations being applied to civil servants of various, cadres, with no limit as to the number of children for which allowances are granted.

IV.- Integration into New Classes

Article 11 and 12 provided a basis for determining the method for reclassifying all presently employed non-career status personnel. Except for the journalier personnel enjoying the status of a specific job-employed employee or an assimilated employee whose situation must be readjusted according to the proposals of the Contractual and Journalier Central Council - or regional if it is the regional budget from which they are paid, journalier personnel of the various classes will be automatically classified into new classes according to the regulations provided by Article 11 and 12 and following list No. 2 attached to the arrete.

Since with the new system, each class has up to 10 steps, I have come to a decision that those at the ceiling of a class under the old system will be promoted to 1 or 2 steps immediately above their old step, if they have 4 or 8 years of seniority as of the 1st of January, 1954.

With the classes being re-classified automatically there is no need for applying the usual formalities on approving recruitment orders or employment orders, but the establishment of a re-classification list which will be attached to the mandats for retroactive payment. This list will be set up in accordance with the model attached herewith by the Chiefs of Bureau of Accounting and Personnel in charge of the payroll who sign it and who are held fully responsible for the action.

About the classes D1 and D2, the re-classification will be

CARRIED out in the same way as has been discussed above, after the Governor of each region has issued an arrete for the execution of the Articles 8, 9 and 10.

V.- Transitory Provision

It is clearly prescribed in Article 13 that when the total of the salary and allowances of the new class and step are lower than that which an employee is currently receiving, he will continue enjoying his old pay till some time, for some reason, the new salary will be equal to or higher than the old one.

VI.- Repayment of Têt Loan.

With this new system, almost all journalier employees will have increases in their salary, especially those of lower classes who have a large family.

As has been applied to career status personnel, half of the amount granted as a Loan for the last Têt will be repaid out of the back pay. The repayment of the second half will be carried on in four months, starting from July 1954.

If the back pay is not equal to half of the Loan a quarter of the Loan will be repaid out of it and the rest, out of the salary in four months, starting from July 1954.

Even though there is no increase in salary the repayment will be carried out in four months, starting from July 1954.

I ask you to give necessary instructions at the earliest date possible so that the various services can duly liquidate the back pay for the past month of June.

Buu-Lộc

(Form Attached)

State of Vietnam

Ministry (or Regional Office).....

Service.....

List of Reclassification
of Journalier Personnel into New Classes.
(in accordance with Articles 11 and 12 of Arr
No. 739-NV of June 25, 54 and Circular 29-NV of July 1, 54).

Full Name	Position	Old		New		Observation
		Class, step	Monthly Salary (basic)	Class, step	Monthly Salary (basic)	

..... day month 195 ...

Certified as correct:
Chief of Accounting Bureau.
(Name, cadre and grade, No.
and date of issuance of
assignment arrêté)

Liquidateur.
(Full name, cadre and grade,
No. and date of issuance of
assignment arrêté)