

The Secretary of State for Information and Youth.

- to:
- The Director of Cabinet
 - The Secretary General
 - The Regional Directors of Information
 - The Director of Radio Broadcast
 - The Directors, Chief of Service, Chiefs of Bureau of the Department of Information in Saigon
 - The Chief of the Mail Bureau
 - The Private Secretary (Bureau of Confidential Correspondence)

From now on the distribution and submitting of ordinary correspondence are fixed as follows

A. Correspondence to be submitted to the Secretary General

All in-coming correspondence relative to administrative matters (personnel, materiel, finance, accounting) and exceptionnally documents and reports sent by the Service of Administration, the Service of Foreign Aid, the Service of Cadre Training, the Service of Administration of the Directorate of Radio Broadcast, the Printing Office, must be sent to the Secretary General who will give the necessary instructions for execution to the Directorates and Services concerned.

B. Documents to be submitted to the Director of Cabinet:

All correspondence relative to political affairs and general policy (policy, objectives, planning, operations, reports, liaison with the other Departments, the foreign embassies, the press and the private associations, individual cases of appeal proposal of promotion and termination) and exceptionnally the mail and reports sent by the Directorate of Information and Press, the Directorate of Psychological Warfare, the Directorate of Radio Broadcast (except for administrative and financial matters), the Cultural Affairs Service, Communist Denunciation section, must be submitted to the Director of Cabinet who will distribute them with attached instructions to the different Directorates, Services, or employees placed under his direction.

If the documents mentioned above are routine affairs which are also concerned with means such as personnel, materiel and finance, the Director of Cabinet will send them, for information purpose, to the Secretary General, but if these documents are concerned with new needs and means, the Director of Cabinet should send them to the Secretary General and ask his opinion before taking decision.

Another circular will fix the distribution of work among the Director of Cabinet, the Chief of Cabinet the Chargés de Mission and the Attachés of Cabinet.

C. Confidential correspondence:

Will be submitted to the Secretary of State by the Private Secretariate.

E. Correspondence concerning Youth and Sports:

Will be presented to the Private Secretary for Youth and Sports.

F. Correspondence concerning Vietnam Press:

Will be transferred to the Secretary in charge of the file of Vietnam Press.

Saigon, February 8, 1957

Signed: TRAN-CHANH-THANH