

File

MICHIGAN STATE UNIVERSITY  
VIETNAM TECHNICAL ASSISTANCE PROJECT

**OFFICE MEMORANDUM**

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TO: Dr. John T. Dorsey, Chief PA Division      DATE: July 29, 1957  
FROM: D.C. Cole *DCC*  
SUBJECT: Budget of the NIA for 1958

Attached for your information and file are two copies of a translation of the proposed budget for Fiscal Year 1958 as submitted by the National Institute of Administration to the Budget Direction. You may wish to forward one copy to Dr. Fishel. I am also sending a copy to Mr. Stoutenburg.

This document is useful in that it gives a breakdown of the anticipated staff members and student-body and gives us some ~~phases~~ *main* for planning our organization and activities in relation to the structure of the Institute. Some of the ~~first~~ *main* points of this document are as follows:

1. Total proposed expenditures for 1958 show a reduction of almost 300,000 piasters over 1957. This reduction is in compliance with the budget directive which asked all agencies to reduce their expenditures below the 1957 level if possible. The reduction occurred in the expenditures for personnel and for student's scholarships. Apparently, the regular staff is to be reduced by 9 persons as indicated on page 3. The reduction in student scholarships expenditures is achieved through a decrease in a number of former government officials studying in the day certificate program. The Institute was required to pay the full salaries of these students who had been in the government prior to admission to the NIA. Material expenditures are expected to increase, and these are mostly for water and electricity, PTT and office supplies.
2. The number of students is expected to increase by 23. Most of this is accounted for by an increase of 20 students in the Highland Section.
3. Approximately two-thirds of the total Institute expenditures are for scholarships and payment of former civil servants. As shown in the "Table for Details on Personnel", there will be 115 cadre students and 58 non-cadre students in 1958. These are the students who were former government employees. The 166 scholar students were not formerly in the government. Salary and allowance payments to the former government employees will amount to 9.5 million piasters while the scholarship payments to the 166 scholarstudents will be approximately 4 million piasters. As the ~~compensation~~ *compensation* of the student-body shifts increasingly to the scholarstudents category, the payments to students should be steadily reduced and it is to be hoped that the amount saved thereby could be used for other Institute expenditures.

cc: Mr. Stoutenburg  
2 Incls.  
DCC/hsm.

BUDGET

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National Institute of Administration

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FISCAL YEAR 1958

Created by Arrêté No. 483 - PTT/TTK of August 9, 1955, the National Institute of Administration has the function of a training center for high ranking civil servant of the administrative staffs and is a study and research agency.

In addition, the in-service training classes intended to personnel of the Departments, Directions and regions have been organized.

On the other hand, Michigan State University assists NIA under two forms:

- a/ Technique: A number of american teachers are teaching at NIA.
- b/ Finance: American Aid funds finance a great part of expenditures on the development of NIA (construction of new building at Tân-Sơn-Hòa).

Although in this phase of development, and by carrying out the Presidency's communiqué No. 45 - TTP/NS of April 18, 1957, the NIA's budget project for fiscal year 1958 has spared 282.811\$ as compared with that of 1957.

A.- Personnel

In 1958, NIA's personnel will be classified as follows:

a) Board of Directors

a/ Director . . . . .	1 )	2
b/ Deputy-Director . . . . .	1 )	

b) Administrative service

- Chief of service . . . . . 1

a) Secretariat	(	Chief of bureau	1	)	7
	(	Secretary	1	)	
	(	Typist	1	)	
	(	Telephone operator	1	)	
	(	Messenger	1	)	
	(	Gardener	1	)	
b) Accounting bureau	(	Chief of bureau	1	)	6
	(	Secretary	1	)	
	(	Typist	1	)	
	(	Driver	2	)	
	(	Guardian	1	)	
c) Social bureau	(	Chief of service	1	)	4
	(	Instructor	2	)	
	(	Worker	1	)	
c) <u>Study and training division</u>					
a) Teaching group	(	Chief of division	1	)	16
	(	Assistant-chief of division	3	)	
	(	General curriculum section	1	)	
	(	Section of General Administration	3	)	
	(	Section of Economics Finance	2	)	
	(	Section of high land	1	)	
	(	Section of evening class	1	)	
b) Administrative personnel	(	Secretary	1	)	
	(	Typist	1	)	
	(	Worker	2	)	
d) <u>Research and Documentation division</u>					
a) Teaching group	(	Chief of division	1	)	15
	(	Chief of documentation section	1	)	
	(	Chief of research section	1	)	
	(	Teacher and lecturer	3	)	
	(	Research-assistant	5	)	
b) Administrative personnel	(	Librarian	1	)	
	(	Typist	1	)	
	(	Worker	2	)	

(Was created in 1957 and has large activities following the President's order)

a) Teaching group:	Chief of division	1	)	
			)	
b) Administrative	( Secretary	1	)	4
personnel	( Typist	1	)	
	( Worker	1	)	
		1	)	

Total of personnel:  $(2+17+16+15+4) = 54$  persons; 9 persons less than that of 1957's budget:  $63 - 54 = 9$  persons

Reason:	- retired personnel	1	)	
	- transferred personnel	4	)	
	- a physician can't be recruited	1	)	9 persons
	- a nurse - id -	1	)	
	- 2 interpreters - id -	2	)	

1) Board of directors (unchanged)	2	)	
2) Administrative personnel	23	)	54 persons
3) Teaching personnel	24	)	
4) Worker	5	)	

Teaching personnel includes 24 persons which are divided as follows:

a) Study and training division	12	)	
(teachers and lecturers)		)	
b) Research and documentation division	6	)	24 persons
(teachers and lecturers)		)	
Research assistant	5	)	
c) In-service training division	1	)	

The teaching personnel continues to be in charge of:

- the regular day classes with an increased number of students as compared with last year
- the teaching personnel is also in charge of the evening classes intended to the civil servants and private persons (in 1957 there are 500 attendants)
- it cooperates closely with the departments in organizing in-service training classes for the civil servants
- in addition, the research and documentation division has to collaborate directly with the departments in many fields (to study the administrative matters, to participate in the Committee for personnel recruitment etc...)

According to the Presidency's instruction, the Institute has to request the high ranking civil servants as well as private personalities to help teaching (3rd grade). The Institute will have

need of teacher for the sections of administration, economics and finance. Therefore, an amount of 450.000\$ has been listed in the budget project. That amount is divided as follows:

- civil servant teacher . . . . .	300\$ x 700	=	210.000\$
- non-civil servant teacher . . . . .	400\$ x 600	=	240.000\$
			-----
			450.000\$

(more than that of 1957's 280.000\$:  $450.000\$ - 280.000\$ = 170.000\$$ , because in 1956, that allowance amounted to 456.000\$ was liquidated).

The expenditure on personnel amounted to 5.402.697\$ which is less than that of 1957's (5.715.400),  
Decrease:  $(5.715.400 - 5.402.697 = 312.703\$)$ .

According to the Presidency's Communiqué No. 45 - TTP/NS of April 18, 1957, the Directions and Services are not permitted to recruit more personnel, therefore the Institute has prepared a minimum amount of 5.402.672\$.

#### B.- Student

Expenditure on student will be decreased of 208.208\$ because there will be more scholar student than civil servant student and due also to the subsidy to scholar is 2.000\$ per month (instead of 2.500\$ as proposed in 1957 but was not approved).

NIA's students are divided as follows:

##### a. General curriculum section

1) 3rd grade's student (2nd term)	35
2) 2nd grade's student (3rd term)	54
3) 1st grade's student (4th term)	62
4) student to be recruited in 1958 (5th term)	100

##### b. Highland section

1) 2nd grade's student (3rd term)	14
2) 1st grade's student (4th term)	15
3) student to be recruited in 1958 (5th term)	20

##### c. Special section

The graduate students of special section attending military course from January to July,

	1957	39
	1958	-----
Total:		339 students



Increase of 23 students as compared with that of 1957:  $(339 - 316) = 23$   
 Due to the future need of staff personnel for district, province, region and department, the recruited students must be increased. In addition to the formation of administrative official, the NIA has to train up staff personnel for economics and finance fields which is lacking of specialists (Treasury, Bank, Budget, Taxation etc...)

By the contract with Michigan State University, the Government has increased yearly from 200 students to 400 students.

In addition, there are 500 students of the evening classes.

Expenditure on student in 1958's budget is: 13.573.392\$00.  
 Decrease of:  $13.781.700\$ - 13.573.392\$ = \underline{208.208\$}$  as compared with 1957 (13.781.700\$).

#### D.- Material and Equipment

Five Quonsets have been built and a building available for the location of 10 classes, offices and boarding house will be constructed by American Aid funds.

Obviously, the expenditures on material will be increased: (in 1958:  $835.800\$ - \text{in } 1957: 597.700\$$ ). Increase:  $835.800\$ - 597.700\$ = \underline{238.100\$}$

- Part 1: (purchase and repairing of furnitures) = unchanged
- Part 2: (electricity and water) increase of 180.000\$00 - excluding the expenditures on water and electricity for NIA's building, there is expenditure on water and electricity for 5 Quonsets which are used as office for NIA and MSU's personnel.
- Part 3: (PTT expenditures) - increase of 60.000\$00 because in 1956, the real expenditures amounted to 106.406\$00. Moreover, these expenditures will be collected by PTT Direction for the national budget.
- Part 4: (official gazette and periodics): unchanged
- Part 5: (office supplies): increase of 100.000\$00 because in 1956, the real expenditures amounted to 236.594\$00 (paper for mimeographing the materials of the divisions can't be reduced)

- Part 6: (purchase and repairing of typewriter and mimeograph machine)-  
Increase of 1.600\$00 (due to the fact that no new typewriter  
to be purchased and the old ones must be repaired)
- Part 7: (dress for driver and messenger).  
Decrease of 2.200\$ (because one messenger will be transferred)
- Part 8: (repairing of public car): unchanged
- Part 9: (30.000\$ as projected): rent of ~~Univer~~ University's houses  
for the location of evening classes.
- Part 10: (pay to worker). None. To be transferred to personnel  
chapter.

With such expenditures on personnel, student and material  
and equipment, NIA is able to attain its aim as defined by  
regulation of August 9, 1955:

- to train up the administrative cadres as the school of  
administration at Dalat
- to be in charge of research and study of administration  
of Viet-Nam and foreign countries.

Due to those reasons, the NIA's budget project amounts to  
19.823.889\$00. As compared with that of 1957 (20.106.700\$00) it has  
a decrease of 282.811\$00 (20.106.700\$ - 19.823.889\$)

Saigon, June 1957

Director of NIA