

No 484 - a/PTT/TTK

- According to ordinance No 1 of July 1st, 1949 about the organization and the functioning of Government agencies;
- According to ordinance No 2 of July 1st, 1949 modified by ordinance No 21 of August 4, 1954 about the organization of procedures of government offices;
- According to ordinance No 15 of June 19, 1954 concerning the nomination of NGO-DINH-DIEM to be President of Government with entire civil and military power;
- According to ordinance No 145-CP of May 10th, 1955 defining the whole government body;
- According to ordinance No 48 and No 49-NV of June 1st, 1953 and to arreté No 366-Cab/MI of June 6th, 1953, deciding civil service procedures;
- According to arreté No 483-PTT/TTK of August 9th, 1955 about the establishment of the National Institute of Administration.

DECREES:

Article 1. The N.I.A. will be under the supervision of 1 Director and 1 Deputy Director.

The Deputy Director assists the Director in all fields and replaces the Director when the latter is absent.

Article 2. All administrative bureaus of the N.I.A. are under the direction of a chief of service. The administrative bureaus are:

1) The Bureau d'Ordre is under the supervision of a chief of Bureau, and this bureau is in charge of handling the mail, of the correspondence work: routine correspondence, secret correspondence, and also is responsible for personnel, students, entrance examinations, graduation examinations, distribution of certificates, typing work.

2) The accounting Bureau is under the supervision of a chief of Bureau and this bureau is in charge of: budget accounting (salary, purchase) material accounting, light, equipment, automobiles, repairing garden.

3) The bureau of sport and of Social activities is under the supervision of a chief of Bureau and this bureau is in charge of the sport activities and social activities of the students, of the management of Students Club, of military service.

The chief of administrative service supervises by himself the office work of the administrative committee, of the study committee and of the disciplin committee.

Article 3. The technical works are under the direct supervision of the Deputy Director. The technical works are divided into these following sections:

1) Division I. ~~Instruction~~ Education and training: training program, training schedule, examination at the end of year, graduation examinations, typing and mimeographing work.

Division I is composed of 5 sections; each section is headed by a professor or a "part time instructor" (who is responsible for):

- a. Preliminary class (first year)
- b. General administration (second and third year)
- c. Economy and Finance (second and third year)
- d. P.M.S. (first and second year)
- e. In-Service training

2) Section II. Study, research and library; this section is lead by a Professor or a "part time instructor" and the chief of section is assisted by many Assistant Professors.

Article 4. The Director of the N.I.A. will be selected among the high officials and this director must be graduated from University, or among the most experienced officials in administrative and political fields.

The Deputy Director will be choosen from among the professors of the N.I.A.

Article 5. Each professor will be in charge of at least one whole semester course (the teaching hours must be at least 30 hours for each semester). The professors will be recruted among:

1 - the doctors in law or equivalent, and among those who are the most qualified professors of University, or the most qualified officials in the administration, economy, and finance fields and they must have at least 3 years of practice in civil service

2 - the fonctionnaires who have the Licence in Law certificate or equivalent and who have passed the administrative examination and who have been in the position of supervisor (such as Inspector of Administration, or Economy or finance, General Secretary of Department, Director of Cabinet, General Director, Director of

Service in various departments, or in various regional delegations, municipal mayer, chief of Province, Prefect etc....) at least for 5 years.

3 - the "part time instructors" who have had at least 5 years of teaching and specially proposed by the academy council.

In the transitory period and with special qualifications, the professors could be selected among:

1. the doctors in Law who have not yet 3 years of practice in civil affairs.

2. the Licenciante in Law with 2 certificates of High Study: one High Study certificate in Public Law or Economy and have more than 3 years of practice in civil affairs.

Article 6. The "Part-time instructors" will be selected among:

1. The University graduated with the certificate of Licence in Law and a High Study certificate in Public Law or Economy and have more than 2 years of practice in civil affairs.

2. The fonctionnaires who have the capacity of licentiate in Law and have assumed the functions indicated in article 5, at least in 2 years or have assumed the functions of Deputy Chief of Province, Administrative delegate, Chief of district, Chief of Service in various departments or regional delegations in at least 5 years.

3. The assistant professors who have 5 years of practice and who are specially promoted by the Institute Committee.

In the transitory period, the "part time instructors" could be selected among the professors of Administrative school who have more than 2 years of teaching.

Article 7. The committee for recruitment of professor and "part-time instructor" is composed of:

- |  |                        |
|--|------------------------|
| - The representative of the President .....                            | President of committee |
| - The General Inspector of administrative and financial agencies ..... | Member                 |
| - The Director of the N.I.A. ....                                      | "                      |
| - The Dean of Law department .....                                     | "                      |
| - The General Director of Fonctions Publiques ..                       | "                      |
| - A fonctionnary in the Presidency                                     | Secretary              |

Article 8. The Professors have right to a supplement of payment of 1.600\$ per month; the salary index is as follows:

-	Professor of 1st category after 6 years	1.120
-	-"- after 3 years	1.060
-	-"- before 3 years	1.000
-	Professor of 2nd category before 3 years	940
-	Professor of 3rd category before 3 years	890

Article 9. The "part-time instructors" have right to a pedagogic premium of 1.200\$ per month; the salary index is as follows:

-	"Part time instructor" of 1st category after 6 years	840
-	-"- after 3 years	790
-	-"- before 3 years	740
-	"Part time instructor" of 2nd category -"	690
	-"- 3rd category -"	640

Article 10. The professors and the "part-time instructors" will be assisted by assistant-Professors; these assistants will be selected among the Licentiates in Law or those who passed the examination organized by the Study Committee.

The assistant professor are entitled to a "index salary" of:

-	Assistant professor of 1st category	590
-	-"- 2nd category	540
-	-"- 3rd category	490
-	-"- 4th category	440

Article 11. The "part time instructor" is entitled to a teaching wage hour of:

- 400\$00 for professors who are not fonctionnaires
- 300\$00 for professors who are at the same time fonctionnaires

Article 12. All professors, "part-time instructor" and assistant professors recruited with the temporary character can be terminated (stop use)

After one year, there will be a special committee as indicated in article 7 to decide the permanent appointment for these above



mentioned fonctionnaires in the cadre of professor, "part-time instructor" and assistant professor.

Article 13. The fonctionnaires who are selected as Professor, part-time Instructor, Assistant Professor for one year are still in their former cadre, and they are only assigned to assume the teaching function for one year by arrêté of the President of government.

But they are to be paid an index salary of the fonctionnaires in the cadre to which assigned to hold the position of Director, Deputy Director, Professor, part-time Instructor, and Assistant as soon as they assume the teaching function. If their index salary is higher than this mentioned index salary then they will be paid with their former index salary.

Individuals in private profession could be recruited as Professors, part-time Instructors and Assistant Professors for one year. In this period, they will be paid with the index salary of their assigned function.

After one year, a special committee as indicated in article 7 will decide the permanent appointment for these persons in the cadre of Professor, part-time Instructor, Assistant Professor.

Article 14. In case of the fonctionnaires who are assigned to assume the function of Professor, part-time Instructor and who are to work only part time, these professors or part-time instructors will have a supplement of payment of

6.000\$00 per month for professor  
4.000\$00 per month for part-time instructor

and also they are entitled to continue to draw the supplement of payment their other function.

Article 15. The Professors and part-time Instructors are founded with housing or with an housing allowance of 800\$00 per month.

Article 16. The minister of Interior, the minister of Finance and Economy, the minister of National Defense, the minister of National Education and Youth, the General Secretary of the Presidency are ordered to execute this arrêté.

Saigon August 9th, 1955

Signed: NGO-DINH-DIEM,

No 7300-BNV/CV/CH

Copy sent to:

Saigon, October 18, 1955

The Minister of Interior  
Signed: BUI VAN THINH

Visa No 3065

Saigon, August 23, 1955

Controller of exgaged expenditures  
Signed: ĐANG VAN THEM

No 4786-BTC/NV

Copy sent to:

Saigon, August 25, 1955

The Minister of Finance  
Signed: TRẦN HỮU PHƯƠNG

Extra copy:

Deputy Director of Cabinet  
Signed: ĐOÀN THEM

No 716-HVHC/VT

Copy conformed

Saigon November 8, 1955

B.O. Director of N.I.A.  
Chief of Service,  
Signed: PHẠM DUY SƯU