

State of Viet Nam

Office of the President

No.59 - CV

Saigon November 13, 1954

Circular

From: The President

To: The Secretaries of State,  
Deputy Secretaries of State,  
Commissioner General for Refugees.  
(also to the Delegates).

Subject: Organization of the various Departments and the appointment of personnel to important positions.

To secure uniformity in the organization of the Departments Delegations, and related agencies, and to ensure that the organizational structure of each department corresponds to its size, I would like to call your attention to the following points:

Under present regulations, the organization of the Departments Delegations, and related agencies are fixed by arrêté of the Secretary of State or Deputy Secretary of State.

These arrêtes must be approved by the Department of Finance in terms of budget and the <sup>Directorate General</sup> ~~Department~~ of Civil Service in terms of organization and functions.

Once the above regulations are observed, and contrary to Circular No. 30-SG/Cir, dated August 27, 1952, please send your arrêtes to my office for approval before they are issued and put into effect.

Two main objectives to which attention should be paid in the internal organization of the Departments and agencies are the simplification of the organization and the economical use of public funds referred to in Circular 30SG/Cir, dated August 27, 1952.

Excessive expansion of the agencies should be avoided because it may set a precedence which would be difficult to modify later on.

x

x x

The appointment of personnel to high-level positions of a purely administrative or technical nature should be based on professional capacities and the moral character (virtue) of the appointee.

The appointment of unqualified people to the above positions will be detrimental to the functioning of the agencies, the prestige of the Government, and the discipline among the civil servant groups.

The present situation requires that the administrative machinery be effective and powerful. Therefore, the personnel running this machinery must be highly qualified. The responsible authority should be careful in appointing people to important positions, such as Secretary General, Inspector General, Director General, Director.

The selection should be based on the following factors:

1. Cadre and grade. If the appointee is a civil servant, attention should be paid to his cadre and grade. According to the statute of each cadre the commanding, inspecting positions should be assigned to a high level official. The appointment of a typist to a Chief of Service or a Chief of Bureau position will receive justified criticism.

2. Degree. A degree is not the only factor on which to base the judgement of people's capacities, but still it is a significant guarantee for general culture, especially for technical knowledge.

3. Professional capacities and experience.

The appointee should have a good professional record and seniority in the fields pertaining to the position assigned.

4. Personality. Consideration should also be given to personality so that the appointee will be respected by the public and his staff.

With regard to the political functions of the office of the Secretary of State, the latter may make the appointment based upon the recommendation of his personal confidants (Director of Cabinet, Chief of Secretariat, Private Secretary) but should keep in mind the above principles.

Please pay particular attention to the above regulations whenever you are considering the reorganization of your agency or an important appointment to be made so that the Government's prestige will be strengthened.

State of Viet-Nam

Office of the President  
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Saigon, February 15, 1955

No. 12-CV  
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Circular

From: The President

To : The Secretaries of State, Deputy  
Secretaries of State, Delegates  
of North, Central, South Vietnam,  
Commissioner General for Refugees

Subject: Special recruitment conditions  
reserved for the Vietnamese special-  
ists residing abroad.

To encourage the Vietnamese specialists, graduated from Foreign Universities and still residing abroad, to come home and work for the national reconstruction, Circular 3-CV of January 11, 1955 has prescribed the special recruitment conditions reserved for them.

I hereby notify that, after careful consideration of these recruitment conditions, I found that, with the exception of the special provisions, the salary and allowances provided therein do not have sufficient appeal to these specialists.

Most of them have jobs at a high salary in foreign countries and, therefore, will not gain anything by accepting the salary stipulated in Arrêté 739-NV of June 25, 1954, if they ever come back to work in Vietnam.

To compensate for their losses and to encourage them to come home and work for the national reconstruction, I have decided to specially grant them an additional allowance based on their work status in France and that provided for them in Arrêté 739-NV of June 25, 1954.

For a just determination, each detailed individual record will be studied by the Ministry of Civil Service in consultation with the Department of Finance and the Department concerned before final decision is made as to the additional allowance.

This allowance will be mentioned in the contract and payment thereof will be made in the same manner as the basic salary. It is to be considered as a provisional allowance granted under present conditions and awaiting a review of the general statute.

Signed: NGÔ-ĐÌNH-DIỆM

Copies

Deputy Director of Cabinet

ĐOÀN-THÊM

Recruitment Conditions

Graduated from  
Foreign Universities

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Circular 3-CV, dated January 11, 1955; 12-CV, dated February 15, 1955.

1. Special contract for one year. As a result, the applicant will not be bound by the contract.
2. Applicant is recruited on the spot.
3. Travel expenses of the applicant and his family, if any, are paid by the Government.
4. Salary is equal to civil servant of cadre.
5. If salary provided in statute is lower than salary received in France, the applicant will be entitled to an allowance to make up for the difference.
6. Settlement allowance.
7. Government housing facilities will be provided if available.
8. A period of probation is not required.
9. May be admitted to the Technical Chargé d'affaires. This cadre includes 6 grades, the 1st grade of which has a salary index higher than that of a civil servant under probationary period with an equivalent degree.

Graduated in Vietnam

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Ordinance No. 9 dated July 14, 1950.

1. Must meet degree requirements provided in the statute to which the applicant is seeking admission.
2. Must take an entrance examination.
3. Must take a professional examination at the end of the probationary period.
4. Resignation must be submitted to supervisor and wait for the latter's decision.
5. At least 2 year's service is required for a promotion.
6. Salary scale of civil servants, category A, University degree, ranges from 430 to 960 or 1,020 including 12 grades:  
430  
470  
510  
550  
590  
630  
680  
730  
780  
840  
900  
960

State of Vietnam

Saigon March 28, 1955

Prime Minister

No. 22-CV

From: The Prime Minister

To : The Secretaries of State,  
Deputy Secretaries of State,  
Delegates,  
Commissioner General for Refugees.

In Circular 3-CV of January 11, 1955 I have prescribed a settlement allowance. This allowance is granted in addition to the special treatment given to the Vietnamese specialists graduated from foreign universities in their recruitment, in order to help them meet financial difficulties that will necessarily arise when they come home.

This is to inform you that, to be just and to encourage the specialists residing abroad to come home, I have decided to make Circular 3-CV of January 11, 1955 effective from July 15, 1954 to October 15, 1955, as far as the settlement allowance is concerned.

Please transmit the necessary instructions for the implementation of the said circular.

Signed: **NGO-ĐÌNH DIỆM**

Copies

Deputy Director of Cabinet

Signed: **ĐOÀN-THÊM**

Department of the Interior

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Direction of Personnel Management

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No. 1480 - BNV/CV/NNV/2

Saigon, June 6th, 1955

From the Secretary of state  
for the Interior to The Secretary  
of State for Finance and Economy.

SAIGON

Dear Sir,

According to official letter No. 1361/BTC/NT of March 10th, 1955, you asked the previous Secretary of State at the Presidency in charge of special functions to define clearly the word "specialist" in order to execute Circular Letters No. 3-CV and 22-CV of January 11 and March 28, 1955 from the President.

This is to inform you that Circular Letter No. 3-CV above did not explain clearly the word "specialist" but listed, in paragraph 3, a number of specialists with degrees presently needed by the Government, namely:

I. Graduated from

- Polytechnic School
- National University of Water and Forestry of Nancy
- College of Commerce
- College of Pedagogy of Paris
- National College of Highway Construction



- College of Mineralogy
- College of Small Industries
- Notary School. Etc...

II. Or degrees such as:

- Agrégé en Medecine
- Agrégé en droit . . .

According to the above-mentioned list, the term "specialist" has been understood in a broad sense, as far as the technical branches are concerned, and Circular No. 3-CV of January 11, 1955 recognized as specialists all students graduated from universities in all specialized branches.

On the contrary, with regard to the branches of medicine and law, Circular No. 3-CV only considers as specialists all students having the agrégé decree, because at present the Faculties of Law and Medicine can produce an adequate number of "licenciés en droit" and physicians each year.

If Circular No. 3-CV is applied in a larger sense, several offices will, in accordance with this circular, recruit physicians or "licenciés en droit" living abroad under the special conditions of recruitment provided. This will result in financial losses and vexation on the part of students graduated from Faculties of Law and Medicine in this country.

If the requirement that only holders of agrégé en droit or medicine can be considered as technicians is found to be excessive, the application of Circular No. 3-CV may also be extended to

those graduated from faculties of law and medicine abroad,  
provided there are no applicants in Viet-Nam and the situation  
proves to be an emergency .

Sincerely Yours

Bui Van Think

Republic of Vietnam  
Presidency

Arrêté No. 2518-TTP/CV, dated  
October 10, 1956, as amended by  
Arrêté No. 1277-TTP/CV, dated  
May 18, 1956 providing for the  
establishment of a Commission charged  
with examining the equivalence between  
diplomas.

Article 2 presently reads as follows:

Instead

Article 2.- Composition of the Commission mentioned in Article 1  
will be fixed as follows:

- The President or the <sup>Directorate General</sup> ~~Secretary of State~~ for Civil Service or their representative President
- The Secretary of State for Education or his representatives Member
- Rector of the NIA "
- Secretary of State of the Department concerned or his representative Speaker with votes
- An official of the Directorate General for Civil Service Secretary no vote

revise to

Please read: Composition of the Commission mentioned in  
Article 1 is fixed as follows:

- Secretary of State for Education represents the President President
- <sup>Directorate General</sup> ~~Secretary of State~~ for Civil Service or his representatives Member
- Rector of NIA or representatives "
- Rector of the National University "
- Director General for Planning "
- Secretary of State concerned or representative Speaker with vote
- An official of the Directorate of Educational Affairs Secretary no vote

Republic of Vietnam  
Presidency

Saigon, June 18, 1958

No. 1744-BPTT/VP

From: Secretary of State at the Presidency  
To: The Director General of Budget and  
Foreign Aid  
The Director General of Civil Service

Saigon

Subject: Settlement Allowances.

Circular No. 3, dated November 11, 1955, provided for settlement allowances for those Vietnamese specialists retraining from overseas training.

Circular No. 22-CV, dated March 28, 1955, provided that this allowance would be granted to those returning to Vietnam from July 15, 1954 to October 15, 1955.

However, it turned out that very few people came back during this period. Therefore, to encourage these specialists to come back and work for the Government, it was decided that this allowance should also be extended to those returning after October 15, 1955. So far, this has been the policy of the Presidency.

It is my opinion that the issuance of a new statement in replacement of Circular No. 22-CV, dated March 28, 1955, is not necessary. Instead the said circular should be carried out with flexibility in compliance with the legislative intent and the objectives set forth by the Government.

You are hereby notified to implement the above policy.

Signature: NGUYỄN-ĐÌNH-THUẬN

Excerpt from Article 29, Ordinance  
No. 9 of July 14, 1950

CHAPTER IV

Salary and Allowances

Art. 29 - Salary due to civil servants shall include:

- A basic salary ("traitement de base")
- A regional cost-of-living allowance
- Family allowances.

a) Basic salary - The basic salary of the civil servant belonging to the lowest echelon of the administrative hierarchy must be calculated in such a manner that it will not be less than 120o/o of the minimum living wage ("minimum vital"), which represents the amount strictly necessary to permit the civil servant to live in conditions commonly considered as normal.

This minimum living wage shall be fixed semiannually by a decree of the Council of Ministers upon the advice of the Superior Council of the Civil Service.

The base salaries of civil servants of all grades shall be obtained by multiplying each point of the index, as fixed by Article 25, above, by the fraction

$$\frac{M \times 120}{100 \times 100}, \text{ M being the minimum living wage}$$

b) Regional cost-of-living allowance - It shall be granted under the same conditions, in the form of an increase applied to base salaries and to family allowances, following the variations of cost of living in the different regions of the territory of Vietnam.

c) Family allowances - Civil servants who are heads of families shall be entitled, on the basis of the first legal wife and dependent children, to family allowances whose amounts shall be established by a special decree.

## Salary and Allowance Computation

Article 29 of Ordinance No. 9, July 14, 1950, (see attached excerpt) provides for the following formula:

$$\frac{M \times 120 \times 94}{100 \times 100 \times 100} \times I \text{ (salary index)}$$

M = the present minimum living wage is 1020\$

94/100 because of 60/o withholding for retirement pension:

The basic salary	100o/o
less the retirement pension	- 6o/o
equals	94o/o

This formula can be computed in advance as follows:

$$\frac{1020 \times 120}{100 \times 100} = \frac{1224 \times 94}{100} \times I \text{ (salary index)}$$


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### Cost of living allowances

Single	1,200\$
Married	1,550
1 child	1,900
2 children	2,250
3 " "	2,600
4 " "	2,950
5 " "	3,300 maximum allowance

### Family allowance

Married	350\$00
Child	250\$00 unlimited