

REPUBLIC OF VIET-NAM
Department of Health and
Social Welfare

Arrêté No. 722 HC/ND of July 25, 1956 fixing
the organization of the Department of Health
and Social Welfare. (The Health Division)

Article 1. The Central administrative organization of the Health
Division of the Department of Health and Social Welfare
consists of the following directorates placed under the
direct supervision of the Secretary of State:

1. Office of the Director of Cabinet
2. Directorate of Personnel, Administration and
Finance.
3. Directorate General of Health and Hospitals.

Article 2. Office of the Directorate of Cabinet.

It is placed under the direction of a Director of
Cabinet who is assisted by a Chargé de Mission, an
Attaché de Cabinet and a Private Secretary.

It is composed of:

1. The Cabinet. (Common to the 2 Divisions of Health
and Social Welfare) is in charge of:
 - Important and confidential documents
 - Public affairs having a confidential or
particular character.
 - Confidential affairs.

- Centralization of documents to be presented to the Secretary of State.
 - Control of the application of the Minister's decisions.
 - Classification and keeping of the documents of the Cabinet.
 - Relations with the Presidency, the other Departments and the National Assembly.
 - Coordination of the works of all the Directorates and Services of the Department.
 - General questions.
 - Organization of the meetings of the Health advisory Committee.
 - Study of means to improve the work methods.
 - Organization of the political life of the Department.
 - Organization of the collective life of the personnel of the Department: sports, artistic, social activities.
2. Private Secretariat. (Common to the 2 Divisions)
in charge of:
- Interviews, meetings of the Minister
 - Official trips and missions of the Minister.
 - Protocol
 - Private correspondence of the Minister

- Press conferences of the Minister
- Internal relations.

3. The Central Bureau of Health and Social Welfare is composed of 3 sections:

- a) Planning
- b) Statistics
- c) Control of the activities of the Social Welfare Bureaus of the hospitals.

It is in charge of:

- Establishing the Social Welfare Bureaus in all the hospitals and clinics in order to help the patients materially and morally.
- Studying a common program of action for all the Social Welfare Bureaus; improving their methods of work.
- Centralizing the reports.
- Controlling the activities of the Social Welfare Bureaus of the Hospitals.
- Organizing nation-wide conferences for all health and social welfare agents in order to allow them to exchange ideas and to attend training courses.
- All other programs relating to the Social Welfare Bureaus of the Hospitals.

Article 3. Directorate of Personnel, Administration and Finance.

It is placed under the direction of a Director, and is composed of 2 Services and a Bureau:

- Service of General Legislation and Administration.
- Service of Personnel and Finance.
- Bureau of Mail

1. Service of General Administration and Documentation

It is headed by a Chief of Service and composed of:

a) Bureau of Legislation and Procedure, directed by a Chief of Bureau:

- Studying and centralizing all documents and material relating to the Service of General Legislation and Administration.
- Studying in collaboration with the Directorate General of Health and Hospitals, the Service of Personnel and Finance on the following problems:

Preparing all legal documents on:

- Organization of all the health agencies in Viet-nam.
- Regulations concerning the professions of Physicians, Pharmacists and Dentists (Western and traditional medicine)
- Organization of the associations of Physicians, Dentists, Pharmacists, Midwives.
- Studying the drafts of regulations (ordinances, decrees, arrêtés) prepared by other Departments.

- Studying the contentious matters of the Department of Health, except those concerning personnel.
 - Studying the problems of principles relating to the application of the regulations.
- b) Bureau of General Administration and Documentation.
 Directed by a Chief of Bureau and in charge of the preparation of legal documents concerning the following problems:
- Settlement of problems relating to general administration.
 - Relations with the Associations of Physicians Pharmacists, Dentists and Midwives.
 - Granting of provisional licenses for the management of drugstores.
 - Granting of licenses for the preparation of Medicines;
 - Granting of special authorizations in cases not following the usual regulations of the Medicine and Pharmacy branches.
 - Documentation.

2. Service of Personnel and Finance.

This Service is directed by a Chief of Service and is composed of:

- a) Bureau of Cadre Personnel Management, in charge of:
- Preparing the procedure for the application of the General Statute of Civil Servants to the

Health Division Personnel.

- Preparing the special statute of the Health personnel.
- Appointment of civil servants into the national cadres.
- Study of problems of principle and preparation of regulations for the management of the Health Division personnel.
- Regime of salary and allowances; Documentation and statistics on personnel.
- Mobilization, relations with the Department of Defense and the Directorate of Military ~~and~~ Health *Service*
- Special assignment, census.
- Organization of examinations for the recruitment, appointment or integration into regular cadres.
- Promotion, transfer, special assignment, mission order, travel order.
- Reintegration into cadre.
- Retirement, pension, allowances.
- Medical Board.
- Annual leave, long leave, leave without pay.
- Reward Medal, commendations, disciplinary measures.
- Scholarship, personnel sent abroad for training
- Special positions.
- Census of personnel.

b) Bureau of Non-Cadre Personnel Management:

Directed by a Chief of Bureau.

- Recruitment, appointment, transfer.
- Long period leave, annual leave, mission order, travel order.
- Termination, allowances, cancellation of contracts, indemnities.
- Reform of salary scale, change of status, promotion.
- Census of personnel.
- Receipt and distribution of mail for all the Service.

c) Bureau of Budget, Authorization of Expenditures, Delegation of fund.

Directed by a Chief of Bureau, in charge of:

- Authorization of Fund.
- Delegation of fund to the provinces and control of the delegation.
- Obligation control.
- Monthly statement of estimates of expenditures, obligations and authorization of expenditures.
- Preparation of the annual budget and modification of the budget.
- Annual accounting.
- Allowances to Holders of Health Medal.
- Travel order and requisition.

d) Bureau of Salary.

Directed by a Chief of Bureau:

- Setting-up of the individual files, the payroll, the list of all the categories of allowances.
- Control of the payroll of all the Health agencies dependent of the Department of Health.
- Establishment of payment order.
- Liquidation.
- Control of salaries.
- Withholding hospital fees and housing.
- Order to collect money.

e) Bureau of Material.

Directed by a Chief of Bureau:

- Calls for bids, contracts.
- Purchase order for material, receipt and control of material.
- Order to collect money. Preparation of money order for liquidation of expenditures or material, book-entry of material.
- Liquidation of expenditures of material.
- Motor-pool, gasoline.
- Statistics on equipment, material, public buildings; statement of receipt and disposal.
- Office supplies.
- Hospital fees.
- Travel allowances.
- Advance Fund.

3. Bureau of Mail and Archives, headed by a Chief of Bureau:

- Book entry of in-coming and outgoing mail.
- Distribution of mail.
- Delivery of duplicate copies of documents.
- Translation of documents.
- Classification and keeping of files.
- Library.
- Official journal; purchase of newspapers relating to the Department of Health.

Article 4. Directorate General of Health and Hospitals.

The Directorate General of Health and Hospitals is placed under the direction of a Director General, assisted by 2 Inspectors: A Health Inspector and a Pharmacy Inspector. It is composed of:

- Service of Health
- Service of Preventive Medicine
- Service of Public Hygiene
- Service of Supply.
- Bureau of Public Relations and Foreign Aid

The Health Inspector and the Pharmacy Inspector receive the functions allowances and other advantages in cash and kind granted to a Chief of Service.

The Health Inspector is in charge of:

- 1A - Inspecting the Hospitals, the Health Services in the cities, towns, municipalities and provinces.

- Reporting and making recommendations for the development and improvement of all the health organizations mentioned above regarding the organization, facilities and efficiency, etc...
- Making proposals after agreement with the Regional Directorate of Health and, the other Health agencies, in view of assuring a continuous execution of the government health program;
- Coordinating the plan for the implementation of the American Economic Aid Program and of the Children's Relief Program in the Regions.
- Controlling the occidental and oriental Physicians, the Dentists, the Midwives in the exercise of their professions; relations with Vietnamese Red Cross.
- Controlling the private relief associations (investigation, relation, guidance).
- Relations with the French Health agencies (from the technical point of view).

The Pharmacy Inspector is in charge of:

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- Inspection of the drugstores and the drug warehouses.
 - Report of the inspections; guidance, instructions.
 - Control of spirits and drugs (cocaine).
 - Presenting his ideas and opinion on all the problems relating to the occidental and oriental pharmacies.

The following are functions of the services dependent of the Directorate General of Health and Hospitals:

1. Service of Health.

It is placed under the direction of a Chief of Service and is composed of:

a) Bureau in charge of Hospitals, directed by a Chief of Bureau.

- Technical direction of all the health agencies of the Department, in Saigon and in the Regions.
- Study of the organization of all the Health "cadres" (Physicians, Pharmacists, Midwives, Nurses), with the collaboration of the Service of Legislation and the Service of Personnel.
- Examination and approval of all new programs, based on modern medicine techniques.
- Centralization of all reports on the activities of the Central and Regional Health Services.
- Regular reports to the government.

b) Bureau of Nurses' Training, directed by a Chief of Bureau:

- Collaboration with the National School of Nurses in view of developing the training program.
- General organization of the various "cadres" of nurses.
- Relations with private organizations.

c) Bureau of Gynecology, Pediatrics and Health.School, directed by a Chief of Bureau:

- Protection of maternity and childhood.
- Control of postit^aution for ^{the} protection of the moral foundation of the society.

- General organization of maternity houses and children's hospitals.

d) Bureau of Statistics and Reports, directed by a Chief of Bureau:

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- Centralization of reports and statistics received from the Regional Directorate of Health, the municipal and provincial Health agencies.
 - Report writing, setting-up of statistics for the Department.
 - Maps, charts, posters, etc.
 - Statistics of all the health organizations and census.
 - Statistics in view of improving the existing techniques in order to develop the population's health.
 - Statistics in view of estimating the results of the public health program and of improving the methods to be applied in this program.
 - Coordination of all activities.

2. Service of Preventive Medicine, directed by a Chief of Service and composed of:

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a) Bureau of Control of Laboratories, directed by a Chief of Bureau:

- Organization and control of the Central Animal Laboratory and of provincial laboratories.
- Relations with the hygiene laboratories, the Service of Falsification Control, and the Pasteur

Institute.

- Collaboration with the Training Bureau in the formation of laboratory technicians.
- Encouraging research work.

b) Bureau of Epidemiology, directed by a Chief of Bureau and composed of several sections:

Section of Epidemic Control:

- Vaccination
- Preventive and social medicine, eradication of contagious diseases, such as small-pox, cholera, plague, etc ...
- Investigation of contagious diseases.

Section of Control of Tuberculosis, Leprosy and Cancer:

- Preventive and social medicine for the eradication of tuberculosis, leprosy and cancer.
- Campaign for the eradication of these diseases

Section of Control of Eye and Intestinal diseases:

- Preventive and social medicine.
- Eradication of intestinal diseases and of eye diseases, especially trachoma.

Section of Eradication of Venereal Diseases.

- Eradication of venereal diseases.
- Preventive and social medicine.

Section of Control of Rabies and of Other Diseases caused by animals.

c) Bureau of Propagation of Hygiene and Field Agent Training, directed by a chief of Bureau:

- National Health Commission.
- Research and execution of the program of Municipal and village hygiene.
- General planning and general organization of all the public hygiene operations.
- Campaign against alcoholism and the drug habit.
- Propagation of the essentials of hygiene: study and execution of the program of propagation of hygiene through: books, magazines, pictures, movies.
- Problem of teaching hygiene in schools.
- Organization of training courses for agents in charge of the propagation of hygiene.
- Medical library: selection of books.
- Medical news; selection of reviews to be purchased; writing articles.
- Management of the scholarship and grant funds financed by the International Health Organization, the American Aid or other international organizations.
- General organization of the cadre training schools or courses (health cadre schools, public hygiene courses, national nursing school, training school for health technicians, hospital management

3A+B

courses, hygiene cadres training, laboratory technicians, etc ...)

- Relations with the Faculty of Medicine for the execution of the agreements between the faculty and the Department of Health.

d) Bureau of International Health Police.

- International health regulations.
- Inland, sea and air health police.
- Information and reports to the International Health Organization.
- Centralization of the reports of all the organizations responsible for inland, sea, and air health police.
- Information about contagious diseases.
- Reports on these diseases.

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3. Service of Public Hygiene.

Placed under the direction of a Chief of Service, this Service is composed of:

a) Bureau of control of Polluted Waters and Refuse

- 2 A { (gutters, industrial waste-products, refuse)
- Hygiene survey
 - 2 B - Disinfection programs
 - 2 P - Control of food quality and production
 - 2 C - Control of restaurants
 - 2 D - Control of milk production
 - Research on food quality

b) Bureau of Control of malaria, insects and rodents.

- cf - Control of malaria
- 2E - Eradication of all kinds of insects (especially flies, mosquitoes) and rodents (rats, mice)
- 2G { - Control of the hygiene conditions in factories
- Study of the influence of dust and smoke of the factories on the health of the population and workers.

4. Service of Supply.

The Service is directed by a Chief of Service and is composed of:

a) Bureau of Pharmaceutical Production

- Research and fabrication of pharmaceutical products.

b) Bureau of Management of Pharmacy Supplies.

- Purchase of pharmaceutical products and equipment for the whole nation.
- Receipt, storage and distribution of pharmaceutical products to the Regional Directorate of Health.

5. Bureau of Public Relations and Foreign Aid.

This bureau is directed by a Chief of Bureau and is composed of:

a) Section of Technical Relations:

- Health conference: organization of conferences and collaboration with the Department of Education

for the organization of such conferences as the International Health Conferences held in Geneva and Manilla, United Nations Conference, Conference on the Eradication of Venereal Disease held in Paris, on the Eradication of Cancer, conference of other international organizations.

- International^{al} Children's Relief Funds: study and planning of the program of action, relation with the International Health Organization and all international Children's Relief organizations.
- Distribution of funds and materiel given by the International Children's Relief organization.
- Pasteur Institute in Vietnam, application of the agreement between the Pasteur Institute and the Department of Health.
- Other organizations; International^{al} Red Cross, CARE, Vietnamese Red Cross, Cancer Institute etc ..., The Relief organization, the French Health Agencies the Faculties of the Medecine and Pharmacy, the Associations of Physicians, Dentists, Pharmacists, Nurses...

b) Foreign Aid Section:

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- Study and planning of the activities of the American Aid Program after receiving the approval of USOM and the central commission for the Management of Foreign Aid.

- Distribution of American Aid funds and materiel
- Statistics and report on foreign aid
- Control of the execution of the foreign aid program.

Article 5. This Arrêté replaces Arrêté No. 103-YT/VP of October 23, 1952 as of this day.

Article 6. The Director of Cabinet of the Department of Social welfare and health, the Director General of Health and Hospital, the Director of Personnel, Administration and Finance are responsible, each within his field, for the application of this Arrêté.

Saigon July 25, 1956

The Secretary of State for
Social Welfare and Health

Signed: Vu-Quốc-Thông