

Some responsibilities of village administration

Wally  
note

The village administration ~~has to~~ <sup>must</sup> do:

- establish the budget
- determine and fix the conditions to collect ~~the~~ taxes
- rent or sell ~~the~~ village properties
- study the program or plan of social and economic ~~the~~ matters
- activities in the general interest
- submit to the village Council all decisions mentioned by the laws
- submit to ~~the~~ <sup>its</sup> supervisors all requests concerning the life of the people and of the village.

CONCERNING EDUCATION

- attend to the all questions concerning the Education (schools, hygiene, popular classes, basic education...)
- stimulate the physical education to the youth.

CONCERNING REGISTRATION

- ~~Keep~~ the registration (birth, death, marriage)
- deliver the duplicata

HEALTH

- keep and control the hygiene
- assist the medical post
- help the social welfare organisations in the village.

PUBLIC WORKS

- inspect permanently the roads, bridges
- inform all defections to be repaired.

ECONOMY

- control the prices in the market
- control the industry (factories)
- control the handicrafts
- study the loan requests of industrials or land owners

AGRICULTURE

- Promote the land reform and make report
- control the harvest and make report
- control the cattle.

REGISTRATIONBIRTH

- the declaration must be done in 8 days.
- the physicians, midwives and Directors of Hospitals have to declare for registration. If the parents are legally married, the baby is registered in the family name of the father. In other case, the baby has the mother's family name unless the father can recognize him.

DEATH

The declaration must be done in 3 days  
 In the case of death caused by accident, the registration officer must mention clearly the name, age and make an exact description if there are no identity card with the victim.

MARRIAGE

- a) Declaration to be done 8 days before the marriage
  - Important papers necessary to the marriage:
    - birth certificate
    - consent of parents
    - death certificate of parents if they are died
    - divorce certificate of (separation) divorced
    - death certificate if one of partner is died 10 months
    - for the soldier, permit delivered by Army
    - certificate delivered by French Representative in Viet Nam if they have french citizenship.
- b) (In the respect of the laws in force, the man can get many wives)

REMARK

This is all the official regulations to be observed. But in the village the Authorities must know and understand the situation of each people, and for this reason the Registration Officer, according to each case, must simplify the formality. The importance is to prevenue the false declaration. He must know really the situation.

P O L I C E  
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The Police Commissioner is responsible for the administrative and legal police, he is the assistant of the district Attorney. He is charged with keeping the order and security with his assistants.

The Police Commissioner, responsible for the village Defense

must inspect all the village day and night assure the respect of the laws and decisions taken by the village Administration council.

He must internene and stop or prevent the individual quarrels and if it is necessary, he can put in jail, but not more than 24h, all people disturbing the order in the parish.

He looks after the execution of the laws concerning the roads, rivers, the treew belonging to the parish.

He sends to the Justice Court all gamblers, opium smokers, and prostitutes and set up a report with all details of the situation.

He must secure and help the population in the accidents, distress: conflagration, flood, epidemic etc...

He assists the Justice Authorities to find out the defective in the report he gives all details concerning matters and things found with him and ask him to sign the report. If the defective is refusing to sign the report, he must mention it.

He put in jail murderers, thieves, communists, rebels.

He must be polite and courtesous with the population when he asks them their identity card.

He disperses all public meetings disturbing the security; In this case, he must not use guns nor grenades. Except :

- When he meets violence from the armed people
- when he has not peaceful solution to defend his position and the population under his protection

He must look after the vagrancy and mendicity

#### DURING THE WAR

He must cooperate with the Security Post during the patrols. The responsibility of the Security Post is that of the military advisor of the village Administration Council. He can get more military personnel for patrols or for dispersing armed quarrels.

He must give to the military Authorities all informations about the activities of the enemy.

#### CASES WHERE HE MUST MAKE A SPECIAL REPORT

- Event which claims a rapid solution to assist the population (conflagration, flood, accident...)
- Social or political events (strike, revolution)

- Attempt at disturbing security, National Defense -  
desertion.

## TAXES AND FINANCE

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### BUDGET

The village budget is presented by village Administration Council. The chief of Province gives his agreement if it is less than 500.000\$ V.N. The Delegee of the Government, if it is more than 500.000\$ V.N. The Fiscal year covers the period from January 1st to January 20th of the next year.

### RECEIPTS

The village Administration Council is collecting ordinary taxes and must receive agreement of the Chief of Province for extraordinary taxes.

There are 2 kinds of receipts books:

- 1) - for National and Provincial budget
- 2) - for village taxes and revenues.

The treasurer is responsible for the collection of tax. At the end of each month he must present a report to the Council and after the fiscal year, the Chief of Province controls the receipts and gives the visa.

In the case of new taxes, the Council must sent the project to the Chief of Province who will ask for the agreement of the Delegate of the Government.

All rent more than 50.000\$ a year must be accepted by the Delegee of Government.

The tax collector can keep in the coffer of the Administration office the following sum:

- 10.000\$ VN in Province
- 5.000\$ - Delegation of Province
- 3.000\$ - Village

The bigger sum must be sent to the treasury.

The délégué of Province and the chief of village have the responsibility to control the coffer of Administration once each month

### EXPENDITURES

Each expenditure must (be approved by the chief of Province)

In the case of Expenditure for Personnel, the employee give his signature for each payment received concerning the Expenditures for Material, the bill must be delivered after payment. The agreement of Delegate of Government is necessary for each sum of 50.000\$. Call of bid is required if the sum is more than 60.000\$

If the budget permits the construction the project must be sent to the Delegate of Government and approved by the latter and controlled by a technical commission.

The Public Works Service is charged with looking after the reparation of roads.

All expenditures must be mentioned in the book in each categorie and chapter and sent to the Chief of Province every month in 3 copies.

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INFORMATION

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PROPAGANDA

#### ORGANISATION

- 1 - One member of the Council will be put in charge of Information Committee.
- 2 - All teachers and village guards are members of Information Committee.
- 3 - The Council gives to the Committee all means of work, for instance a house or an office.
- 4 - To create information and reading room, broadcasting service and bulletin of information.
- 5 - To open training information courses
- 6 - To set up cultural and artistic clubs

#### ACTIVITIES

- 1 - To set up the list of Vietnamese Communistes, the pro-communistes, traitors etc...
- 2 - to give to Army, the Administration all help to destroy communist organisation
- 3 - to organise the counter propaganda
- 4 - to disseminate the main lines of Government policy to the people through the cadres village organizations.

- 5 - to organize the permanent training class
- 6 - to organise a special class for the ex-communists

### ORGANIZATION OF HAMLETS

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- a) Each village has different hamlets. The number of hamlets is proportional with the number of houses. One hamlet has different groups of houses. Each hamlet has its chief who is the representative of the Administration Council in the village.

### RESPONSIBILITIES

- 1 - Explain to the people in the hamlet the ideology of the Government and demonstrate the dangers of the communison.
- 2 - Diffuse the main lines of the Government on different areas : Economie, Finance, Health, Social, Education ...
- 3 - Look after the activities of the population in the hamlet.
- 4 - Prevent the larceny, and assure the order and Security.
- 5 - Make report of each event in the hamlet
- 6 - Bring up the opinion of the population to the knowledge of the Administration Council.

### b) NUMBER OF GROUPS

One group has 5 houses, and each group has its number

In the declaration there must be mentioned : name of hamlet, number of the group and the house. The commissioner of Police is charged with looking after the declaration registration.

Each group has 5 houses, that means there are 5 chiefs of family. The chief of the group is chosen among them. And the 4 others are responsible for : Youth and Education, Economical Service, Hygien and Social welfare, Collection of taxes.

The Administration Council must give its agreement to this choice.

The responsibilities or functions of the chief of each group are similar to that the Chief of Hamlet.

### YOUTH AND EDUCATION

- a) Information, Propaganda and Youth

- 1 - Teach the policy education
- 2 - Diffuse the documents sent by the Information Ministry
- 3 - Encourage the youth to take part in the social action
- 4 - Relationship with the chief of the group and Information Service in the village.

b) EDUCATION

- 1 - basic education
- 2 - popular class for reading and writing
- 3 - relationship with the Education Service in the village

ECONOMICAL SERVICE

- 1 - Explain to the people the usefulness of traffic means: canal, river, road, post office, telecommunication, bridges, public service, public building and their maintenance.
- 2 - Inform the Public Works office all defection to be repaired.
- 3 - Explain to the people their responsibility or function in the production
- 4 - Explain the usefulness of the commerce, industry and the cooperative.
- 5 - Explain the agriculture and its methodes
- 6 - Encourage the agriculture and animal husbandry
- 7 - Inform the Economic Office the situation of the season.

HEALTH AND SOCIAL WELFARE

- 1 - Promote the hygien in the village
- 2 - Help the patient to get physician or to reach hospital
- 3 - In the epidemie case, inform the Health office

- 4 - Struggle against gambling, opium, alcohol, prostitution
- 5 - Help the poor families or the victims of calamity

#### COLLECTION OF TAXES

Explain the system of tax and its usefulness and the obligation of the people in regard to payment.

#### SOCIAL WORK

- Development of health by hygien in family, in village, public place
- Prevention of sickness, epidemic
- Medical help
- Moral and material assistance