

**MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

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Hanoi, September 04th 2003

**DECISION OF THE MINISTER OF AGRICULTURE AND
RURAL DEVELOPMENT**

**Functions, tasks, authorities and organizational structure of
the Office of the Ministry**

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT

- Based on the Government Decree No. 86/2003/ND-CP dated July 18th 2003 defining functions, tasks, authorities and organizational structure of the Ministry of Agriculture and Rural Development;
- Based on the Article 16 of the Government Decree No. 86/2002/ND-CP dated November 05th 2002, defining functions, tasks, authorities and organizational structure of Ministries and ministerial-level agencies;
- In consideration of the proposal by the Director of the Organization and Personnel Department.

DECIDES:

Article 1. Position and functions

The Office of the Ministry of Agriculture and Rural Development is an agency under the Ministry with the functions of synthesizing and coordinating activities of other organizations under the Ministry to keep them in line with working programmes and schedules of the Ministry and realization of administration and facility management as for activities of the Ministry.

The Office of the Ministry has its own seal and is entitled to open bank accounts under the law.

Article 2. Tasks and authorities

The Office is assigned by the Minister to synthesize, coordinate activities of organizations under the Ministry; submit to the Ministry Leaders the realization of working coordination regulations with agencies of the Party, National Assembly, Government, mass organizations at central and local level within the mandate of the Ministry as follows:

1. Formulate programmes and working plans of the Ministry; monitor and urge the implementation; synthesize periodical and unexpected reports on the task realization of the Ministry.
2. Take the lead in formulation and submission to the Minister for approval of Working Regulation of the Ministry; monitor, urge and inspect the regulation implementation of agencies and units under the Ministry; ensure order, obedience of rules and disciplines of the Ministry.
3. Organize meetings, guest-receiving parties and in-country travel of the Ministry leaders; monitor and urge the implementation of decisions, directives, circulars and disseminate the guidelines from the Ministry leaders to agencies and units under the Ministry.
4. Take the lead in submission to the Ministry leaders the implementation of working coordination regulations with agencies of the Party, National Assembly, Government, and mass organizations at central and local level.
5. Organize the implementation of administration, paperwork, archives and information works of the Ministry under the existing regulations; give professional and skill guidance on paperwork and archives to agencies and units in the agriculture and rural development sector.
6. Inspect the way and procedures to issue legal documents of the Ministry.
7. Being a permanent member of the Competition and Awards Council and be responsible for Public Administration Reform Programme of the Ministry; synthesize activities of presses, magazines, propaganda, exhibitions and publications of the Ministry; supply information to the media, organizations and individuals in accordance with regulations and as assigned by the Minister.
8. Implement the public administration reform according to the programme and plan of the Ministry.
9. Manage the wide area network to assist leadership and coordination of the Ministry leaders; manage the information technology application and development of the Ministry.
10. Manage assets, expenditures and transportation means of the Ministry; ensure material and technical conditions for activities of the Ministry; be responsible for reception, festivals and funerals in accordance with regulations of the Ministry; ensure security, safety, health services and environment cleaning in the Ministry under the law and be responsible for self-defense within the Ministry.
11. Manage the organizational structure, staffing, civil servants and employees assigned to the Office according to regulations.

12. Be responsible for representative of the Ministry of Agriculture and Rural Development in Ho Chi Minh and carry out other tasks assigned by the Minister.

Article 3. Organizational structure

1. Leadership:

The Office leadership consists of the Director and his/her Deputies who are appointed by the Minister of the Ministry of Agriculture and Rural Development under the law.

The Director is responsible for managing the operation of the Office and responsible to the Minister and under the law for the operation of the Office and the assigned tasks.

The Deputy Directors, as assistants to the Director, are assigned by the Director with specific tasks and responsible to the Director and under the law for the assigned tasks.

2. Civil servants and employees of the Office will be responsible to the Director and under the law on realization of the assigned tasks; will have responsibilities and rights according to regulations.

3. Divisions under the Office of the Ministry

- a. Administration and Organization Division;
- b. General Division;
- c. Financial and Accounting Division
- d. Division of Competition, Propaganda and Exhibition
- e. Archives Division
- f. Health Service Division;
- g. Informatics Division;
- h. Representative Office in Ho Chi Minh city.

4. Public service delivery units under the Office of the Ministry:

- a. Agricultural Service Center I and II (in Hanoi and Ho Chi Minh)
- b. Car Dispatch I and II (in Hanoi and Ho Chi Minh)

The Director drafts Working Regulation of the Office and submits to the Minister for approval and is responsible for implementation arrangements.

Article 4. Enforcement

This Decision will come into effect 15 days after being published on the Government Official Gazette, and will substitute the Decision No. 18 NN-TCCB/QD dated January 6th 1996 by the Minister of Agriculture and Rural Development defining functions, tasks, authorities and organizational structure of the Office of the Ministry of Agriculture and Rural Development, Decision No 955/NN-TCCB/QD dated May 20th 1997 on establishment of Divisions under the Office of the Ministry and other previously issued decisions by the Ministry which are against this Decision.

Article 5. Enforcement responsibility

The Director of the Office, Director of the Organization and Personnel Department, and heads of other concerned agencies and units under the Ministry are responsible for the implementation of this Decision./.

**MINISTER OF AGRICULTURE AND
RURAL DEVELOPMENT**

To Whom It May Concern:

- *As mentioned in Article 5;*
- *Ministry of Home Affairs;*
- *Ministry of Justice;*
- *The Office of the Government;*
- *The Government Official Gazette;*
- *Archived at the Office of the Ministry,
Organization and Personnel Department*

Le Huy Ngo