

**MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 84 /2003/QD-BNN

Hanoi, September 04th 2003

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

**Functions, tasks, authorities and organizational structure of
the Department of Personnel and Organisation**

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 (MARD);
- 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 Department of Personnel and Organization is a general management agency of the Minister of Agriculture and Rural Development to perform the State management functions of the agriculture and rural development sector over organization, staffing, training for the whole sector under the law.

Article 2. Tasks and authorities

The Department of Personnel and Organization is assigned by the Minister to perform general management tasks on organization apparatus, staffing, training and upgrading, labor and salary within the State management scope of the Ministry as follows:

1. Organization apparatus

- a. Formulate and submit to the Minister master plans and proposals on organization structure, staffing of the sector and of agencies and units under the Ministry; plan and arrange the State management system of the sector, technology and science system, training system and other public service delivery units; renovate and develop state-owned enterprises under the management of the Ministry.
- b. Submit to the Minister for approval of standards and conditions of public service delivery unit establishment and staffing norms for administration and public service delivery units under the Ministry management according to the law.

- c. Cooperate with concerned agencies in drafting legal normative documents defining functions, tasks and organization structure of State management agencies operating in the field of agriculture and rural development in provinces and centrally-administered cities according to regulations.
- d. Submit to the Minister for approval of functions, tasks, authorities, organization structure, staffing and working regulations of departments, administration and public service delivery agencies under the management of the Ministry and operation rules of state-owned corporations.
- e. Submit to the Minister for approval of the establishment, merger, giving additional tasks to and ranking of administration and public service delivery agencies under the Ministry management according to the law.
- f. Submit to the Minister staffing norms and annual salary budget for administration and public service delivery agencies; set up salary norms for state-owned enterprises under the Ministry in accordance with the law.
- g. Give guidance and inspect the implementation of legal normative documents and regulations made by the Minister on the organization structure and staffing according to the law.

2. Staffing:

- a. Formulate and submit to the Minister the development plan of contingent of leaders and managers, technology and science specialists and professional employees; the human resource development plan; the staff rotation plan for leaders and managers of the agriculture and rural development sector all over the country.
- b. Establish and submit to the Minister professional standards of cadres, civil servants and employees of the sector.
- c. Submit to the Minister the appointment, re-appointment, rotation, displacement, commendation and punishment of cadres, civil servants under the Ministry management.
- d. Submit to the Minister for approval and be responsible for the implementation of the **going-aboard staff management** rule under the law.
- e. Give guidance, monitor and inspect the human resource management and the implementation of annual staff quality evaluation within the Department mandate and under the law.
- f. Submit to the Minister for issuance and be responsible for inspection of the decentralization regulation implementation on staff management, appointment, exam, ranking and upgrading rank of civil servants, employees under the law.

3. Policy

- a. Formulate and submit to the Minister policies and incentives for cadres, civil servants and laborers in the agriculture and rural development sector all over the country.
- b. Submit to the Minister salary and allowance raising plans and incentives for cadres and civil servants under the Ministry management; give guidance to agencies and units under the Ministry on the implementation of incentives for cadres, civil servants and laborers of the sector within the Department mandate and under the law.
- c. Submit to the Minister for proposal to the Government salary ranking, salary upgrading, incentive handling, State commendation, senior cadre recognition and recognition of

cadres working in pre-revolution period within the Department mandate and under the law.

- d. Participate in the implementation of funeral and social insurance regulation of the Ministry.

4. Training and upgrading

- a. Formulate and submit to the Minister staff training, upgrading and development mechanisms and policies
- b. Submit to the Minister programmes, plans to train and upgrade cadres, civil servants, professional specialists, technical workers and labors of the sector.
- c. Submit to the Minister the annual budget for training assigned by the State.
- d. Give guidance, monitor and inspect the implementation of training contents, programmes and plans of schools under the Ministry according to regulations.

5. Represent the State in state-owned enterprises under the management of the Ministry.

- a. Participate in appraisal of development investment projects of enterprises under the Ministry management.
- b. Submit to the Minister establishment, merger, separation, disintegration, rearrangement, renovation and transformation, giving additional tasks to and ranking state-owned enterprises under the Ministry management according to the law.
- c. Submit to the Minister staffing works and policies for enterprises under the Ministry management as assigned.

6. Manage profiles of cadres and civil servants under the Ministry management; give guidance to units under the Ministry management on exploitation, utilization and archive of cadres and civil servants profiles under the law.

7. Make reports and produce statistics on organization, staffing works, working, training and upgrading under the law.

8. Submit to the Minister the State confidential list of the sector and organize the implementation after approval; safeguard the internal political security; manage the stamp use of agencies and units under the Ministry according to the law.

9. Unified management of schools and health care units under the Ministry.

10. Control and inspect the organization, staffing, training, upgrading and human resource development of the sector under the law.

11. Unified management of associations and non-governmental organizations of the sector under the law.

12. Take the lead in formulation of the public administration reform plan for the whole sector under the State management authority of the Ministry; organize the implementation of the public administration reform according to the plan and assignment of the Minister.

13. Participate in Commissions to appraise and take over programmes, proposals, base-line investigation projects, planning projects and development investment projects in the agriculture, forestry, salt, irrigation and rural development sector according to functions and tasks of the Department and as assigned by the Minister.

14. Being a permanent member of the salary council, punishment council, civil servant examination council and council to propose to the State for considering and granting titles of

excellent teacher, physician and scientist of the Ministry; being a permanent member of State-owned Enterprise Renovation and Development Committee, Committee for Advance of Women of the agriculture and rural development sector.

15. Carry out other tasks assigned by the Minister.

Article 3. Organizational structure

1. Leadership:

The Department 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 Department and responsible to the Minister and under the law for the operation of the Department 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. The number of Deputy Directors shall not exceed 3; exceptions will be reported to the Minister for approval.

2. Civil servants and employees of the Department will be responsible to the Director and under the law on realization of the assigned tasks and have responsibilities and rights as stipulated by the law.

The Director drafts Working Regulation of the Department and submits it to the Minister for approval and is responsible for the following implementation, civil servant and employee arrangements to suit their titles, standards and assigned tasks.

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. 14 NN-TCCB/QD dated January 6th 1996 by the Minister of Agriculture and Rural Development defining functions, tasks, authorities and organizational structure of the Department of Personnel and Organisation and other previously issued decisions by the Ministry which are against this Decision.

Article 5. Enforcement responsibility

The Director of Personnel and Organisation, Director of the Office of the Ministry, 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