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| **PEOPLE’S COMMITTEE OF**  **HA NAM PROVINCE**  No.: 19/2009/QD-UBND | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence – Freedom – Happiness**  *Phu Ly, 08th June 2009* |

**DECISION**

*Re: Regulation issuance on regimes, policies to officials,*

*public servants assigned for training, improving;*

*Policies for attracting high level manpower source*

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**HA NAM PEOPLE’S COMMMITTEE**

Pursuant to Law on People’s Council and People’s Committee Organization dated 26th November 2003;

Pursuant to Law on officials, public servants dated 26th February 1998 and Law on collecting, supplementing some points of Law on officials, public servants dated 29th April 2003;

Pursuant to Decision No. 161/2003/QD-TTg dated 04th August 2003 of Prime Minister regarding to regulation issuance on training, improving for officials, public servants;

Pursuant to Circular No. 51/2008/TT-BTC dated 16th June 2008 of Ministry of Finance guiding to manage and use expenses for training, improving officials, public servants;

According to suggestion of Director of Home Affairs Department,

**DECIDES:**

**Article 1:** This decision is issued in conjunction with regulations on regimes, policies to officials, public servants assigned for training, improving; Policies for attracting high level manpower source.

**Article 2:** This decision takes effect after 10 days since the day of signing and replaces for Decision No. 1036/2004/QD-UB dated 02nd August 2004 of provincial People’s Committee on temporary regulations of preferred policies in recruitment, training, and use of management officers, skilled technical and scientific officers in fields.

**Article 3:** Chief of the provincial People’s Committee office, Directors of Home Affairs Department, Finance Department; Heads of related organizations, units, Chairperson of People’s Committee of districts, cities take responsibility to implement this decision./.

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| ***Recipient:***  - Office of the Government;  - Ministry of Home Affairs;  - Department for Examination of Legal Documents – Ministry of Justice;  - Governmental website;  - Permanent provincial committee of the Party, provincial People’s Council, provincial People’s Committee;  - As Article 3;  - Ha Nam website, TTCB;  - Head of office, NC, Administrative organization;  - Archive: VT, NC | **ON BEHALF OF PROVINCIAL**  **PEOPLE’S COMMITTEE**  **CHAIRMAN**  Tran Xuan Loc  *(signed and sealed)* |

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| **HA NAM PROVINCE PEOPLE’S COMMITTEE** | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence – Freedom – Happiness** |

**DECISION**

**About regime, policies with officers, civil servants, and officials appointed to train and improve their qualification and abilities; Policy of attracting high-level human resource**

**(***P****romulgated together with Decision No.19/2009/QD-UBND dated June 08th, 2009 by the Provincial People’s Committee)***

**Chapter I**

**GENERAL REGULATIONS**

**Article 1.** Adjusted scope and objectives:

This Decision regulates regimes and policies for following objectives:

1. Officers, civil servants and officials have been working at party agents, organization; state administration organs, public cause units, and associations that are assigned personnel from district level and above, and are appointed to study at training and improving classes by the competence authorities, including:

- Training postgraduate in the country (*Master, Doctorate, Professional Doctors at grade I, and grade II; Professional Pharmacists at grade I, and grade II; intern doctors);*

- Training political bachelors with profession at sectors; political theoretic advance and state administration;

2. Students graduating from public universities at full-time training mode and achieving grades of distinction and high distinction types;

3. People with ranks of: Professors, Vice Professors, and degree: Doctorate, Master; Professional Doctors at grade I, and grade II; Professional Pharmacists at grade I, and grade II; and intern doctors;

4. Not to apply remote training mode, and internet training; and officers and civil servants learn by themselves to increase profession and abilities;

**Article 2.** Purposes:

Promulgating policies with officers, civil servants and officials appointed to train and increase is aim at promoting and encouraging officers, civil servants and officials not to non-stop studying and increasing their qualification and profession; political theoretic and state management. The policy attracting high-level human resource gradually meets requirements and missions of socio-economic development at locals;

**Article 3.** Requirements:

Implementing regimes and policies shall ensure correct objectives and shall derive from requirements and missions of each unit in each stage, in conformity with list of jobs, professional job and fields that locals have had demands;

**Chapter II**

**SPECIFIC REGULATIONS**

**Term 4.** General conditions and norms with officers, civil servants, and officials appointed to train, improve, and people under attraction policy:

Having good political quality and ethics; strictly following guidelines and policies of the Party, legislation of the State, completing assigned missions well annually, ensuring conditions, and standards of law on officers and civil servants. Training profession shall be suitable with requirements and missions; structure of title and position, and category of civil servants of each unit. Following assignment of organization and organs appointing to train, promoting creativeness, and activeness in operation; the time serving for operation when appointed to train is under current regulation of the State;

**Article 5.** Officers, civil servants, and officials are appointed to train for political bachelors at majors, political theoretic advance, and state administration outside the province (*full time training mode):*

1. Conditions, and standards to enjoy the preference regimes and polices:

Next to the general conditions and standards, officers and civil servants shall ensure following conditions and standards:

- To be chief, deputy chief and equivalent position or above; key officers in planning;

- To have decision appointing to train and improve qualification and abilities of Organization Board of Provincial Party Committee;

2. Policy with the people appointed to train and improve:

- Supporting documents; 500,000 Vietnam dong/person/year

- Supporting living cost monthly: 400,000 Vietnam dong/person/month

Woman trainees will be supported more 20% (*With part-time training mode, the supporting level of living cost is equal to 50% of this norm);*

3. Expense source: supporting expense for officers, civil servants and officials in annual budget estimate of units;

**Article 6.** Training postgraduate with full-time training mode (*a school year in 10 months)*

1. Conditions to enjoy the preference regime and policy

Next to the general conditions and norms, the people who are appointed to train and improve qualification and ability shall ensure following conditions and norms:

- To be subject in planning or in plan of training and improving officers, civil servants and officials approved by the competence authorities. In necessary case, officers, civil servants and officials are appointed to train without plan but are already approved, it shall be considered and decided by the competence authority;

- To have decision appointing to study of Standby Provincial Party Committee (*with party agents and organizations)* or of the Provincial People’s Committee (*with agents under state management blocks);*

- Implementing well regulations of training organizations, completing well study missions and being issued the graduation certificate of the training mode;

- Regarding to age: after receiving the graduation certificate, the rest time of operating at locate is 5 years, at least;

- Regarding to training major: to be suitable with requirements and missions of the province, when making thesis and graduation project, it shall be in line with socio-economic development orientation and science – technique of the province; Participating in studying scientific title, proposing feasible methods to deploy applications into real practice of the local;

2. Policy with the people appointed to train and improve:

a) Supporting document’s money:

- Post-graduate (*doctorate*), Professional Doctors at grade II, and Professional Pharmacist at grade II: 1,000,000 Vietnam dong/person/year;

- Master, Professional Doctors at grade I, Professional Pharmacist at grade I and intern doctors: 500,000 Vietnam dong/person/year;

b) Supporting monthly living cost: 400,000 Vietnam dong/person/month. Woman trainees will be supported more 20%. (*With part-time training mode, monthly supporting level of living cost is equal to 50% of this norm).*

c) Supporting expense after receiving graduation certificate”

- Doctorate: supporting level of 30 (*thirty)* million dongs

- Master, Professional Doctors at grade II, Professional Pharmacist at grade II and intern doctors: supporting level of 10 (*ten)* million dongs;

- Professional Doctors at grade I, and Professional Pharmacist at grade I: supporting level of 5 (*five)* million dongs

3. Expense source: Expense to support document’s money, and monthly living cost for officers, civil servants and officials is taken from annually budget estimates of units. Expense to support after receiving post-graduation certificate is taken from budget source of the province and other sources, that are synthesized and submitted to the Provincial People’s Committee for approval by Department of Home Affairs;

**Article 7.** Attraction policy:

1. Conditions and norms:

- To have training majors to be suitable with requirements and missions of locals;

- To have decision of recruitment of agents with enough competence of officer management;

- To have a good ethic quality, healthy enough, clean curriculum vitae and enough standards with officers, civil servants and officials under the state's regulations; following assignment of organization, and making commitment of working under trained profession;

- The people who are Professors, Vice Professors, Doctorate, Masters, Professional Doctors at grade I and grade II, Professional Pharmacist at grade I and grade II and intern doctors commit to come back working at Ha Nam Province 10 years at least, specifically as with men from 50 years old and younger and with women from 45 years old and younger;

- The students graduating from public universities at full-time training mode and achieving distinction and high distinction and younger than 30 years, commits that they have working time at the province within 05 years at least;

2. Support policy

a) The students graduating from public universities at full-time training mode and achieving distinction and high distinction with majors in line with requirements and missions of the province, having enough conditions and standards under law's regulations on officers, and civil servants are recruited and appointed into categories of civil servants and officials (*not to be through examination)* and enjoyed 100% of salary under the appointed category;

b) The persons with university degrees of: Doctorate, Master; Professional Doctors at grade I and grade II, Professional Pharmacist at grade I and grade II and intern doctors and having enough conditions and standards are recruited and appointed into categories of civil servants and officials (*not to be through examination)* in agents and units under the Province; are arranged to work under profession, ability and supported once as follows:

- Doctorate: 30 million dongs;

- Master, Professional Doctors at grade II, Professional Pharmacist at grade II and intern doctors: 10 million dongs;

- Professional Doctors at grade I, and Professional Pharmacist at grade I: 5 million dongs

c) The persons with the ranks of Professor and Vice Professors and having enough above conditions and standards and desire coming back Ha Nam Province to work are supported once as follows:

- Professor: 35 million dongs

- Vice Professor: 30 million dongs

3. Expense source: to be taken from budget source of the Province and other sources, and to be synthesized by Department of Home Affairs annually and then submitted to the Provincial People's Committee for approval;

**Article 8.** If the subjects regulated at Article 1 of this Decision violate regulations, they shall return expense that is already supported and competence authorities will delete other preference decisions;

**Article 9.** Payment dossiers of training and improving expenses:

1. Training political bachelors at majors, political theoretic advance, and state management:

- Admission notice of training and improving facilities;

- Decision to appoint study of Organization Board of Provincial Party Committee

- Extract list of officers, civil servants, and officials appointed to train and improve;

2. Postgraduate training

- Plan of training and improving officers, civil servants and officials of units;

- Admission notice of training and improving facilities;

- Decision to appoint study of Standby Provincial Party Committee or the Provincial People's Committee;

- Duplicate of University Degree and Post-graduation Degree;

- Commitment Letter of long-term working at local;

3. Dossiers to enjoy attraction policy:

- Proposal Minute of Organ receiving and using officers, civil servants and officials;

- Recruitment Decision of competence organs to manage officers;

- Duplicated of concerned degrees and certificates;

- Commitment Letter of long-term working at local;

**Article 10.** Management and usage of expense source:

1. Expense source is taken from budget of the province and other expense sources. Department of Finance, and Department of Planning- Investment take responsibility for staffing and assisting the Provincial People's Committee to create training expense source and to have allocation plan of training expense annually under the plan;

2. Department of Home Affairs staffs the Provincial People's Committee to manage supporting expense source after officers receive post graduation degree and expense source to implement attraction policy; synthesizing, building plan of training and improving officers, civil servants and officials and annual attraction plan to submit the Provincial People's Committee; coordinating with other units to implement after the plans are approved;

3. Departments, sectors, branches, organizations, district and city people's committees; and heads of units take responsibility for management and usage of expense source of training and improving that are already allocated effectively and under the State's regulations;

**Chapter III**

**ORGANIZATION AND IMPLEMENTATION**

**Article 11.** Responsibilities of departments, boards and sectors:

1. Chiefs of Departments, boards and sectors, and Chairmen of Districts and Cities People's Committees take responsibility: monitoring to synthesize, building to plan and attraction plan; training and improving officers, civil servants and officials of their own units; Building plans shall be derived from requirements and missions of unit; this plan is designed in target of budget plan assigned by the Provincial People's Committee; synthesizing dossiers enjoyed preference policy and sending them to Department of Home Affairs by August 31st every year;

2. Heads of party organs and organizations annually take responsibility for building planning, attraction plan; plan of training and improving officers, civil servants and officials of their own units and reporting competence authorities for approval and sending them to Department of Home Affairs for synthesizing;

3. Department of Home Affairs:

- Sponsoring and coordinating with other units to build, synthesize the lists and make estimate of expenses for attracting, training and improving officers, civil servants and officials;

- Making appraisal and managing dossiers of subjects enjoyed the policies of attracting and training post graduation; providing supporting expense after the Provincial People's Committee approves for units and individuals under order and procedure as regulated in budget law;

- Guiding, tracking and supervising and speeding up units to implement this Decision and reporting to the Provincial People's Committee at fixed periods;

4. Organization Board of Provincial Party Committee:

- Synthesizing and building training plan of political theoretic for officers working at party agents; organizations of the province and districts, and municipals and then sending them to Department of Home Affairs by August 31st every year;

5. Department of Finance:

- Synthesizing cost estimate of expense for policy of attracting, and training officers, civil servants, and officials of units and reporting to the Provincial People's Committee;

- Implementing allocation of expense for units and individuals enjoyed the policy of attracting, training and improving after approval by the Provincial People's Committee;

- Coordinating with concerned sectors to inspect and check implementation of this preference policy;

6. State-owned enterprises, non-public cause units, and central organs located in the province can apply this Decision to implement regime and policy when appointing officers, civil servants and officials to train and improve qualification and ability. Paid expense is taken from expense source of unit;

**Article 12.** Providing and making final settlement of expense for attraction, train and improvement:

1. With cases of studying political bachelors of majors, political theoretic advance and state administration: individuals appointed to study make payment of training expense at the current working unit under norms as regulated and subdivision of financial management;

2. With cases of post graduation and attraction: units synthesize dossiers, list and expense to send to Department of Home Affairs for synthesizing and then submits to Provincial People's Committee for consideration and approval. Expense source is taken from budget of the province assigned by Provincial People's Committee for Department of Home Affairs, every year;

**Article 13:** With officers, civil servants and officials appointed to train and improve qualification and ability by competence authorities that before this Decision becomes valid, it is implemented under the Decision No. 1036/2004/QD-UB dated August 02nd, 2004 by the Provincial People's Committee;

**Article 14.** Heads of Departments, boards, sectors, provincial organization and Chairman of People's Committees of districts and cities deploy this Decision to officers, civil servants and officials under their own management to organize and implement;

During process of organization and implementation, if there is any wonder, units reflect in written with Department of Home Affairs to synthesize and then submitting to Provincial People's Committee for consideration and decision./.

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|  | **ON BEHALF OF PROVINCIAL PEOPLE’S COMMITTEE**  **CHAIRMAN**  *(signed and sealed)*  **Tran Xuan Loc** |