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**MINISTRY OF PLANNING AND
INVESTMENT**

No. **898** /QD-BKHDT

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, May 15th, 2023

DECISION

on the functions, tasks, powers and organizational structure of the Department of Organization and Personnel

MINISTER OF PLANNING AND INVESTMENT

Pursuant to the Decree No. 89/2022/ND-CP dated October 28th, 2022 by the Government stipulating the functions, tasks, powers and organizational structure of the Ministry of Planning and Investment of Vietnam;

At the recommendation of Director General of the Department of Organization and Personnel.

DECIDES:

Article 1. Position and functions

The Department of Organization and Personnel is an affiliated unit of the Ministry of Planning and Investment, representing the Minister to perform the state management functions on organizing the apparatus and staffing of civil servants; job positions, structure of public employees by professional title and number of people working in public non-business units; rotation, mobilization, appointment, dismissal, resignation, reward and discipline; implementing salary regimes and policies; Training and fostering cadres, civil servants, public employees and workers under the Ministry's management according to the provisions of law.

Article 2. Tasks

1. Advising and submitting to the Minister the Ministry's legal documents, strategies, planning, plans, rules, regulations, schemes, projects, programs and tasks on staff organization and emulation, commendation; Guiding, inspecting and organizing implementation after approval

2. Regarding organizing the apparatus

a) Advising and proposing to the Minister measures and solutions to strengthen the organization of the Ministry's affiliated units and the statistical sector;

b) Advising and submitting to the Minister decisions on functions, tasks, powers and organizational structure of the Ministry's affiliated units; decisions on the establishment, reorganization and dissolution of organizations under the Ministry's affiliated units; Appraising projects and documents to strengthen the functions, tasks and organizational structures of the Ministry's affiliated units, guiding, inspecting and promoting the development and implementation of regulations on functions, tasks and the organizational structure of the Ministry's affiliated units according to the provisions of law and decentralization of the Ministry;

c) Submitting documents to the Minister to establish organizations (operating for a limited time) to perform specific tasks under the Minister's authority.

3. Regarding job positions and staffing:

a) Guiding, evaluating and submitting to competent authorities for consideration, approval and management of employment positions for the Ministry's affiliated units according to the provisions of law and decentralization of the Ministry;

b) Guiding to plan civil servant staffing, the number of contract employees and labours of the Ministry's affiliated units; synthesizing and developing civil servant staffing plans, the number of contract employees and labours and submitting to the Ministry for decision according to its authority or submitting to competent agencies according to the provisions of law;

c) Submitting to the Minister decisions on the civil servant staffing, the number of contract employees and labours in the Ministry's administrative units; the number of contract employees and labours in the Ministry's public non-business units and other organizations according to regulations.

4. Regarding cadre work:

a) Presiding over and coordinating with relevant agencies to develop and submit to the Minister for promulgation the titles, codes and professional standards of civil servant ranks in the statistical sector;

b) Advising and proposing to the Minister to organize recruitment, arrangement and assignment to work; management of professional ranks and titles; salary increase; planning; appointment, re-appointment, rotation, dismissal, resignation, resignation from leadership or management positions; retirement, resignation, unpaid leave; reduction the size of the workforce; receiving, re-receiving, transferring, seconding, mobilization and periodically changing work positions; assessment and classification of the quality of cadres, civil servants and public employees; statement of assets and income; management of staff records; discipline; implementing other regimes and policies for civil servants, public employees and workers in the Ministry's affiliated units according to the provisions of law and decentralization of the Ministry;

c) Submitting to the Minister decisions on sending and allowing civil servants, public employees and labours to go domestically and abroad for personal business according to the provisions of law and decentralization of the Ministry.

5. About training and fostering:

a) Presiding over and coordinating with the Ministry's affiliated units to plan and allocate annual funding for training and fostering cadres, civil servants and public employees granted by the State; Guiding, inspecting and promoting the Ministry's affiliated units to train and foster civil servants and public employees according to approved plans;

b) Presiding over and coordinating with the Ministry's affiliated units to compile and evaluate programs and documents on training and professional development as assigned by the Minister;

c) Presiding over and coordinating with the Ministry's affiliated units to organize professional training courses for civil servants, public employees and labours under the

Ministry, organizations and units in the planning and investment sector in localities as assigned by the Minister;

d) Advising and organizing the dispatch of civil servants, public employees and labours for training and fostering domestically and abroad by the state budget and other funding sources according to regulations;

d) Assisting the Minister in managing the Academy of Policy and Development, Da Nang College of Economics and Planning and other educational institutions under the Ministry according to the provisions of law and decentralization of the Ministry.

6. Regarding emulation and commendation:

a) Is the standing agency of the Ministry's Emulation and Commendation Council; Standing member of the Ministry's Initiative Council;

b) Advising and assisting the Minister in responding and participating in emulation movements launched by the Prime Minister; organizing and directing emulation movements in the industry; Organizing and guiding preliminary and final reviews of emulation movements; discovering, fostering and replicating advanced examples, of good people and good deeds; disseminating experience, proposing improvements and innovations in emulation, and improving the quality of commendation and trade. Directing, guiding and promoting emulation blocks in the planning, investment and statistics sectors;

c) Receiving and evaluating dossiers and submitting them to the Ministry's Emulation and Commendation Council for consideration to present to the Minister and the Prime Minister to reward emulation titles and forms of reward; special and extraordinary rewards and awards for collectives and individuals inside and outside the industry under their authority;

d) Receiving and evaluating dossiers and submitting them to the Initiative Council to consider recognizing initiatives for individuals under the Ministry; Carrying out the work of medical association and reward; confirm reports on reward achievements of collectives and individuals under authority; preside over the organization or coordinate with organizing units to award emulation titles and forms of commendation according to regulations;

e) Advising the Minister to make recommendations on commendation of ministries, sectors, and foreign organizations to the Ministry's collectives and individuals;

f) Advising the Minister to review, honor titles and give the Ministry's awards according to the Ministry's functions, tasks and state management;

g) Participating in developing and organizing the implementation of contents, programs and activity plans of the Emulation Block of ministries and sectors;

h) Managing and using the Ministry's Emulation and Commendation Fund according to the provisions of law; presiding over and coordinating with the Ministry's Office to develop an annual estimate for emulation and commendation (funds for organizing emulation movements, reward expenses, procurement of artifacts, etc.); Printing, managing distribution, collection, and exchange of reward items according to regulations.

7. Carrying out permanent duties of the Office of the CPV Designated Representation, carrying out the function of the Office to assist the Ministry of Planning and Investment's CPV Designated Representation to prepare contents and documents for meetings of the Ministry's CPV Designated Representation in meetings and working sessions; to prepare a

draft report summarizing and reviewing the annual work of the CPV Designated Representation; to report on the implementation of the Party's policies and resolutions assigned by the Party Committee; receiving, transferring, and keeping records, documents, and seals of the Party Committee according to regulations; and other tasks as assigned.

8. Assisting the Minister to manage press units under the Ministry according to the provisions of law and the Ministry's decentralization; Planning and arranging press units under the Ministry; Submitting to the Minister for approval of policies and reporting to competent authorities on the issuance, amendment, supplementation, and revocation of licenses for print and electronic press; press agency rankings; acting as focal point to report on the organization and operation of press units under the Ministry.

9. Implementing the internal political protection in the Ministry's agencies and regulations on protecting state secrets in the Ministry's staff organization, emulation and commendation according to the provisions of law.

10. Presiding over and coordinating with the Ministry's affiliated units to implement democratic regulations at the grassroots; regulations on thrifty practices and anti-wastefulness according to the provisions of law in staff organization, emulation and rewards.

11. Acting as the focal point to synthesize and advise the Minister to perform association management tasks in the fields under the Ministry's management according to regulations.

12. Carrying out tasks on administrative reform, youth work, gender equality, ethnic, belief and religious work.

13. Carrying out inspections and participating in inspections of the implementation of legal regulations on organizational structure and staffing; salary regime and other regimes and policies for civil servants, public employees and employees under the Ministry; emulation and commendation; resolving the complaint reports; Preventing and fighting corruption and negativity according to the provisions of law and decentralization of the Ministry.

14. Carrying out international cooperation tasks, scientific research, legal dissemination and education in the fields within the scope of the Department's functions and tasks; Making recommendations on documents on regimes and policies related to staff organization, examinations, and rewards; Carrying out periodic and irregular statistics and reports on the performance of tasks in assigned works;

15. Participating in Drafting Committees and Editorial Teams to develop legal documents, programs and projects within the scope of the Department's functions and tasks according to the provisions of law and decentralization of the Ministry.

16. Organizing the construction and management of the database system on staff organization, emulation and commendation of the Ministry; Applying information technology in the management and storage of records on the Ministry's personnel organization and rewards.

17. Managing the Department's civil servants and assets according to the provisions of law and decentralization of the Ministry.

18. Carrying out other tasks as assigned by the Minister and as prescribed by the law.

Article 3. Organizational structure

The Department of Organization and Personnel has one Director General and some Deputy Directors General; The Department of Organization and Personnel works under the Leader mode and Specialist mode; The Department's staffing is decided by the Minister.

Article 4. Enforcement

This Decision comes into force since the date of signing and replaces the Decision No. 1855/QĐ-BKHDT dated December 21st, 2017 by Minister of the Ministry of Planning and Investment on functions, tasks, powers and organizational structure of the Department of Organization and Personnel; Decision No. 1898/QĐ-BKHDT dated December 22nd, 2017 by Minister of the Ministry of Planning and Investment on functions, tasks, powers and organizational structure of the Department of Emulation, Commendation and Communication.

Article 5. Implementation responsibility

Director General of Department of Organization and Personnel, Chief of the Ministry Office, and the heads of units and organizations under the Ministry are responsible for implementing this Decision./.

Attn:

- As in Article 5;
- Leaders of the Ministry;
- Party Committee, Trade Union of the agency;
- Web portal of the Ministry of Planning and Investment;
- Filed at Archives, Department of Organization and Personnel
(05 copies)

MINISTER

(Signed and sealed)

Nguyen Chi Dung