



GET TO KNOW DOPA



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ข้อมูลบรรณานุกรม

กลุ่มงานวิเทศสัมพันธ์ กองวิชาการและแผนงาน กรมการปกครอง

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CONTENT

❁ Overview


1.1 Information.....	4
1.2 Strategic Plans.....	11
❁ Registration Administration Bureau.....	17
❁ Investigation and Legal Affairs Bureau :	21
❁ Internal Security Affairs Bureau :	33
❁ Provincial Administration Bureau :	42
❁ The Territorial Defense Volunteer Corps Administration Bureau :	47
❁ The Institute of Administration Development :	54
❁ Office of the Secretary to the Department of Provincial Administration :	60
❁ Personnel Division :	63
❁ Technical Services and Planning Division :	68
❁ Security Affairs Senior Specialist :	72
❁ Law Senior Specialist :	75
❁ Administration System Development Group :	77
❁ Information Center for Provincial Administration and Development : ..	85
❁ Finance Division :	89
❁ Communication Division :	93
❁ Internal Audit Group :	98



The Department of Provincial Administration

History of the Department of Provincial Administration

The Ministry of the Interior was among all ministries established on April 1, 1892 headed by HRH Prince Damrong Rajanubhab as the minister responsible for administrative affairs nationwide which were clearly distinguished from the role of the Ministry of Defense to avoid possible duplication. Accordingly the Ministry of Interior was the only authorized administrator for provincial rule.



The provincial administration system was set up as the governor system (*Thesaphiban* administrative reforms) with various provinces (*monthon*), towns and districts. The provincial governor was authorized to rule his province assisted by chief-district officers to supervise civil servants in all duties and take care of people in each locality while heads of sub-districts (*tambon*) and heads of villages were responsible for their own areas. Therefore, the Department of the Interior for Provincial Administration was the origin of the Department of Provincial Administration.

When Thailand changed from an absolute monarchy into a democracy in 1932, the Department of the Interior for Provincial Administration was renamed the Department of Interior in 1933. Later on, in 1962, it was renamed again, this time to “The Department of Provincial Administration” which remains its name today.

Manpower

The Department of Provincial Administration is served by civil servants, officers and employees plus members of the Territorial Defense Volunteer Corps in the Central and other provincial offices as follows:

Central civil servants	2,082	
Regional civil servants	11,528	
Central officers	109	
Regional officers	1,095	
Central employees	142	
Regional employees	521	
Total	33,744	persons





Personnel

Sub-district Headmen	7,077
Village Headmen	68,785
Assistant Village Headmen for administration	141,724
Assistant Village Headmen for order maintenance	46,181
Assistant Sub-district Headman	14,154
Sub-district Medical Practitioner	7,077
Total	294,998 persons

Members of Territorial Defense Volunteer Corps

Permanent members	20,983
Reserved members	20,341
Total	41,324 persons

Sub-district and Village Headmen

Source: Annual Report of Department of Provincial
Administration 2015





“Sir, power comes from people’s respect, not from the royal sword or weapons. Wherever you are, if you have people’s respect and trust, no-one, not even the king, can discharge you. His Majesty the King also wants to see all people living well and happy.”

The royal address by HRH Prince Damrong

Rajanubhab

The first Minister of the Interior



Vision

“The major national organization to enhance integrated provincial administration at all levels to provide services, peace-keeping, and security-building based on good governance to ensure people’s confidence and trust”

Mission

1. Supervise law enforcement, monitor balance of internal peace and security maintenance and promote fair practices by the Department of Provincial Administration.
2. Provide public services for civil registration, ID card, general registration and other registration related to public order maintenance and internal security.
3. Administer integrated IT and data base systems to enhance effective services for both the public and private sectors.
4. Integrate public administration, provincial administration, provision of services, public order maintenance and security building at all levels to serve the needs of the people and national development in accordance with government policies.
5. Develop organizational capacity to achieve a higher level based on good governance.



1. Enhancement of internal security at all local levels to strengthen capacity and unity

Goals

- 1.1 Strong internal security administrative systems at all local levels with good standards.

Strategies

- 1.1.1 Administrative collaboration to strengthen border regions and security risk areas.
- 1.1.2 Develop communication systems to support all tasks in border regions and security risk areas.
- 1.1.3 Enhance the efficiency of the security system at provincial/district public offices.
- 1.1.4 Coordinate integrated public order maintenance and internal security systems to promote and support the development of southern border provinces.
- 1.1.5 Enhance the capacity of the District Operation Center of Southern Border Provinces.
- 1.1.6 Enhance the efficiency of security intelligence operations.

2. Peace and public order maintenance, ensuring social justice and social well-being

Goals

- 2.1 Enhance people solidarity to strengthen community, to ensure peace and public order maintenance and lessen problems of locality.

Strategies

- 2.1.1 Develop peace and public order maintenance systems and prevent abuse of power by provincial administration officials.
- 2.1.2 Enhance monitoring of efficiency/law enforcement and suppression against malfeasance.
- 2.1.3 Promote democratic way of living to enhance solidarity at the village level.
- 2.1.4 Upgrade capacity to resolve conflict through peace at the local level.
- 2.1.5 Enhance social power and community networks to effectively and sustainably eliminate drug addiction.

Goals

- 2.2 Practical procedures to enhance fair and reliable practices for people

Strategies

- 2.2.1 Develop the capacity of provincial administration personnel to ensure justice for people.
- 2.2.2 Develop justice mechanisms at the village level through people participation.
- 2.2.3 Upgrade investigation capacity to international standards among provincial administration officials.

- 3. Modernize the services provision system in accordance with the quality standards required for admission into ASEAN Community.

Goals

- 3.1 Ensure that service users are satisfied with the quality of services provided – public and private sectors have confidence in the quality of services rendered by the Department of Provincial Administration.

Strategies

- 3.1.1 Advance the development of personnel, offices and working procedures to ensure proper and timely services to all at international standards to meet changing situations.

- 3.1.2 Develop quality control mechanisms for services provided to ensure confidence, anti-corruption practices and protection of people's rights.
- 3.1.3 Develop data base management systems in accordance with national development Strategic Issues to support tasks and operations carried out by public agencies.
- 3.1.4 Improve the registration database used by the Department of Provincial Administration to ensure full and precise coverage as the national core database enhancing social protection with access to services provided by public and private sector agencies.

4. Development and enhancement of integrated administration capacity within the locality

Goals

- 4.1 Districts will be strengthened to serve as the core entity to enhance integrated administration at all local levels according to requirement for changes and achievement of national development goals.

Strategies

- 4.1.1 Develop quality of district administration as the center to ensure integrated practices to meet people's needs.

- 4.1.2 Enhance inspection efficiency and oversee how organizations operate to ensure effectiveness.
- 4.1.3 Develop collaboration and promote participation mechanisms for the development of parties/ networks at all levels.
- 4.1.4 Promote and support learning to enhance actions taken for sustainable development among villages/communities in accordance with the King's Sufficiency Economy.

5. Enhancement of excellent administration and personnel development at international standards

Goals

- 5.1 Ensure that the administrative system employed by the Department of Provincial Administration incorporates best practices for the public sector, updated to meet international standards for admission into the ASEAN Community.

Strategies

- 5.1.1 Improve structure and manpower to meet changing tasks and responsibilities.
- 5.1.2 Develop the strategic administration system as the driving mechanism to enhance the duties and responsibilities carried out by the Department of Provincial Administration in accordance with the Public Sector Management Quality Award' (PMQA).

- 5.1.3 Develop technology to increase the administrative capacity of the Department of Provincial Administration.
- 5.1.4 Improve laws related to the roles and responsibilities of the Department of Provincial Administration to accommodate required changes.
- 5.1.5 Develop administrative capacity at the provincial level in preparation for access to ASEAN Community.

Goals

- 5.2 To ensure that personnel in the Department of Provincial Administration are of high and positive working capacity.

Strategies

- 5.2.1 Personnel improvement to develop well-rounded knowledge /skills and appropriate capacity with professional and ethical practices.
- 5.2.2 Personnel development to enhance preparation for admission into ASEAN Community.
- 5.2.3 Develop incentive systems to encourage career fulfilment and advancement.

Registration Administration Bureau

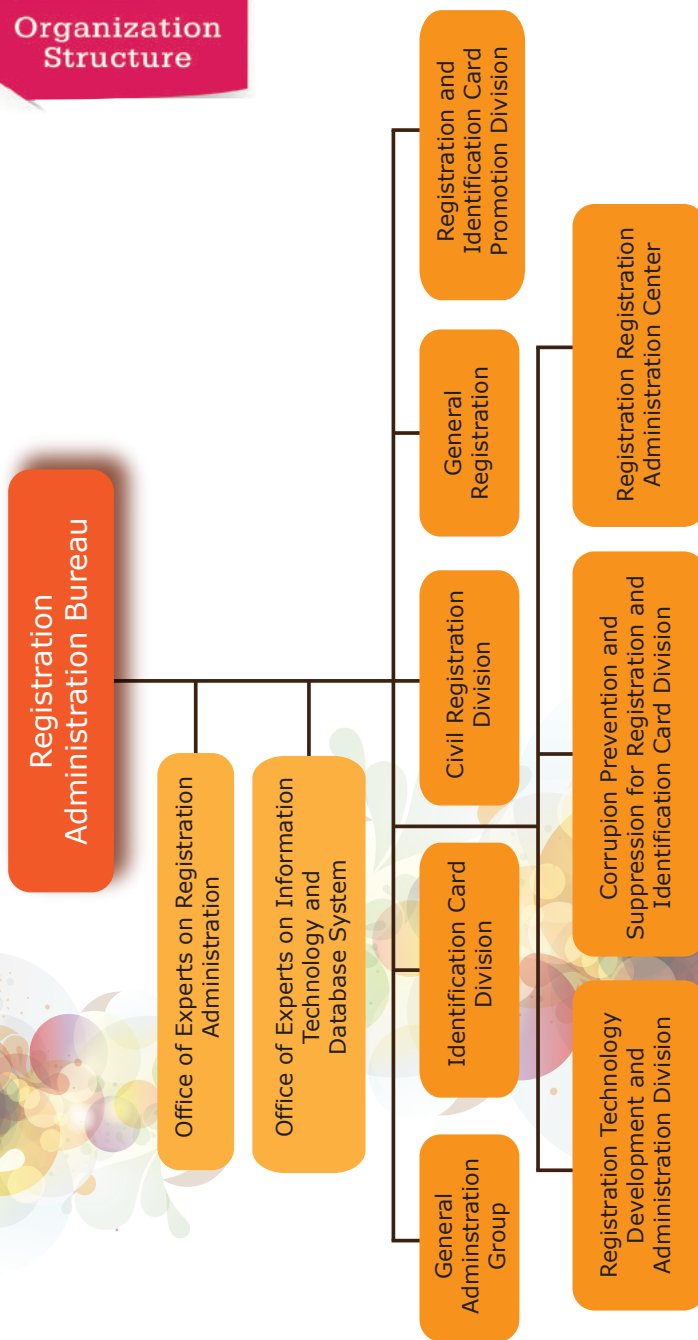
Background Information

Population database system by civil registration is element of country development according to international standard. Civil Registration system is not only the basic of development, policy and project implementation but also mechanical method for government service to people. In addition, civil Registration system will assist people having important legal documents to identify personality since date of birth. This procedure brings out privilege and absolute rights.

There is no clear evidence when Thailand's civil registration took place. However some assumptions show that the process might start from checking or counting for the able-bodied men's registration. The main purpose was gathering the troops for a war. This process was called "Citizen Recording or Material Account" aimed to enlist in the army and collect tax as well.

In 1983, Thailand set the identification number composed of 13 numbers to identify personality and had eventually developed the online database covered all area of Thailand.

Organization Structure



Authority and Function

Civil Registration :

- Birth Registration / Late Birth Registration
- Death Registration
- Residence Relocation and House Registration Document
- Addition of Names and Residents' lists in House Registration Document
- The Civil Registration Act, B.E. 2534
- Fees for Civil Registration Document

General Registration Division :

- Family Civil Status Record.
- Auction and Used Goods Trade License
- Wife Status Record
- Divorce
- Association Registration
- Shrine Registration
- Cemetery and Crematory Registration
- Foundation Registration
- Registration of Child Legitimization
- Registration of Adoption Revocation
- Draught Animal Registration
- Masjid Registration
- Family, Name and Surname Registration Fees

Identification Card Division :

- Application for Identification Card
- First Application for Identification Card
- Identification Card Expiration
- Identification Card Lost or Damaged

- Defective Card with Affected Information
- Changes to Person's Name or Surname
- Cases for Identification Card Exemption
- Change of Address by a Person with Identification Card
- Request for Evidence Verification or Information Duplication of Identification Card
- Fees for Identification Card

Contact Us

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59 Moo 11, Lam Luk Ka Khlong 9 Road, Bueng Thong Lang Sub-district
Lam Luk Ka District Pathum Thani Province 12150
Tel 0-2791-7129-34, 0-2791-7233

Investigation and Legal Affairs Bureau

Background Information

The Investigation and Legal Affairs Division (ILAB) was established in 1957 with its chief executive officer taking the position of “Chief of Investigation and Legal Affairs Division”.

Later in 2002, The Investigation and Legal Affairs Division was upgraded to “Investigation and Legal Affairs Bureau” according to the Ministerial Regulation on the Official Organizational Structure B.E.2545 (2002) and the position of chief executive officer was changed to “Director of Investigation and Legal Affairs Bureau”.

Vision and Mission

Visions

Legal Expertise, Due Process of Law, Modern Services

Missions

1. To be responsible for legal matters relating to juristic acts and contracts in regard to civil and criminal liabilities, administrative cases and other cases within the jurisdiction of the Department of Provincial Administration.
2. To provide advice, analyze, and interpret legal matters under the responsibility of the Department of Provincial Administration.
3. To investigate certain types of criminal cases and general criminal cases.
4. To administer justice for the population under the responsibility of the administrative Section.
5. To administer and coordinate order maintenance, suppress crimes, enforce compliance with legislation regarding hotels, entertainment venues, guns, gun equivalents, ammunitions, fireworks and explosives, gambling, auction and used goods trade control, associations, foundations, fund raising control and pawn shops.

Organization Structure

● Internal Agencies

The Investigation and Legal Affairs Bureau consists of one group, seven divisions and one center as follows:

1. **General Affairs Group** is responsible for general administration of personnel and welfare of the Bureau, preparing project plans and budget, finance and accounting, and public relations under the responsibility of the Bureau.

2. **Criminal Investigation Division** is responsible for :

Investigating of crimes under the responsibility of administrative officials, administering and monitoring the compliance with the prevention and suppression of crimes and drugs; and coordinating on the prevention and suppression of forest encroachment and forest and natural resource conservation in addition to other assigned duties. This division consists of the groups as follows:

- Criminal Investigation Group 1-9 are responsible for enquiries into crimes and monitoring or advising to ensure that enquiries are in accordance with the law nationwide. In addition, they responsible for investigation of crimes in the whole country.

- Inquiry of Certain Crimes Group 1 is responsible for enquiries into certain types of crimes and monitoring and advising to ensure that enquiries are in accordance with the law nationwide. In addition, it is responsible for criminal offenses relating to security and gambling laws such as laws related to: Volunteer Defense Corp; rank and uniform of commanders and officers of Volunteer Defense Corp; disaster prevention and mitigation; firearms, ammunitions, explosives, fireworks and equivalent of firearms; gambling; and other laws as assigned.

- Inquiry of Certain Crimes Group 2 is responsible for enquiries into certain types of crimes and monitoring and advising to ensure that enquiries are in accordance with the law nationwide. In addition, it is responsible for criminal offenses relating to order maintenance and social order such as laws related to: auction and antiques sales; fund raising control; pawn shops; hotels; service facilities; public health; and other laws as assigned.

- Inquiry of Certain Crimes Group 3 is responsible for enquiries into certain types crimes and monitoring and advising to ensure that enquiries are in accordance with the law nationwide. In addition, it is responsible for criminal offenses relating to public services such as laws related to: identification card; civil registration; local maintenance tax; sign tax; land and building tax; beasts of burden; cemetery and crematorium; compulsory education, enquiries into violation of local ordinances; and other laws as assigned.

- Criminal Justice System Legislation Group is responsible for: reviewing, screening and providing legal opinions on draft laws, draft ministerial regulations or analyzing legal issues relating to criminal investigations and inquiries and the criminal justice system; improvement to laws, ministerial rules, regulations and orders as assigned by the Ministry of Interior or Department of Provincial Administration. In addition, it is responsible for providing advisory opinions on criminal investigation and criminal justice system, improving law, rules, regulations and orders, including justice enhancement in southern border provinces and other duties as assigned.

- Criminal Inquiry System Improvement Group is responsible for administering and coordinating the administration of criminal justice system by administrative officials, developing the criminal investigation and inquiry system, information dissemination and training, providing information technology systems for criminal inquiry, administering

and monitoring compliance with plans or measures on the prevention and suppression of crimes and drugs, controlling extra-judicial killing investigations, coordinating the prevention and suppression of encroachment of forest and other national resources, providing strategic and budgetary plans, evaluating official performance, collecting information, indexes and important statistics on criminal investigations, general administration, personnel management and clerical affairs of criminal inquiries and other duties as assigned.

- Rights Protection Group is responsible for protecting the rights and liberties of the people and rights in the criminal justice system; administering and coordinating tasks related to human rights; preventing and suppressing human trafficking; protecting the rights of women and children related to the exercise of power by administrative officials, administering compliance with witness protection law in criminal cases and Ministry of Interior's rules on witness protection in criminal cases and other duties as assigned.

3. Justice Enhancement Division is responsible for: administering and coordinating to ensure that the population has equal rights and liberties under the law; reconciliation; the development of justice enhancement system for the population within the power of District Chief Officers; cooperating and supporting the work of independent organizations established under the Constitution; performing autopsies by administrative officials in Bangkok and supporting autopsies performed by provinces, districts and minor districts; and other assigned duties.

4. Legal Affairs Division is responsible for reviewing, studying and analyzing laws and rules, including drafting and amending laws and rules that are relevant to the Department; giving advices, analyzing and interpreting laws under the responsibility of the Department; providing legal education and training on juristic acts and contracts that have

binding legal effects to the Department; advising and assisting in civil litigation in lawsuits against the Department and juristic entities affiliated with the Department; taking part in legal proceeding in cases in which personnel of the Division are prosecuted in relation to the performance of their duties, taking part in administrative cases involving the Division; performing duties according to the Administrative Procedure Act B.E. 2539 (1996) and the Act on Liability for Wrongful Acts of Official B.E. 2539 (1996); and other assigned duties.

5. Order Maintenance Division 1 is responsible for operations according to laws on firearms, ammunitions, explosives, fireworks and equivalent of firearms, law on gambling and other related laws and other duties as assigned.

6. Order Maintenance Division 2 is responsible for operations according to laws on pawn shops, auctions, control of auctions and antique sales, control of fund raising; the establishment and activities of associations and foundations under the Civil and Commercial Code and other relevant laws; and other duties as assigned.

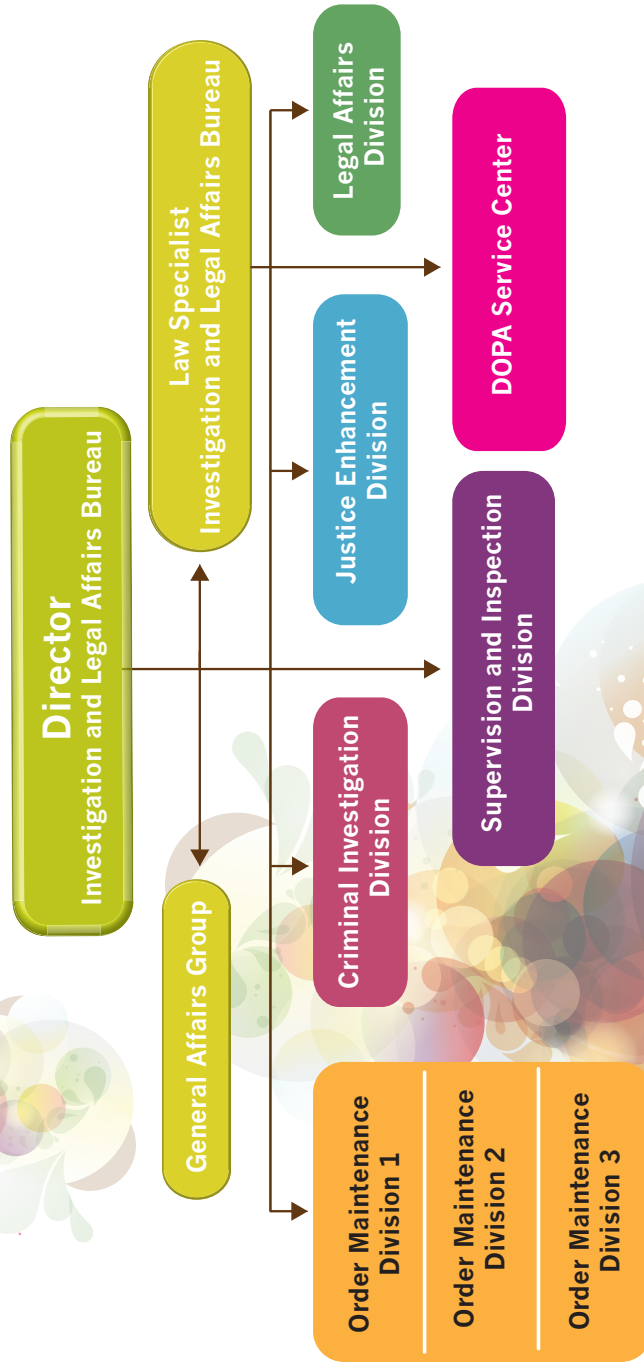
7. Order Maintenance Division 3 is responsible for operations according to laws on hotels, service facilities and other relevant laws, and other assigned duties.

8. Supervision and Inspection Division is responsible for: inquiries, prevention and suppression of offenses according to the laws for which the Department has responsibility, as well as other relevant laws; inspecting facts and solving problems related to urgent matters; filing petitions, complaints or denunciations;

settling cases as permitted by the laws; offering opinions to suspend permission and orders to impose administrative punishment, both in Bangkok and at the provincial level; studying, analyzing and developing standards and guidelines on social order and control of businesses that may affect the society and good morals of the population; and other duties as assigned.

9. DOPA Service Center is responsible for receiving petitions, requests or evidence inspection reports and inspection of persons involved in seeking approval/permission according to the law such as firearms, equivalents of firearms, ammunitions, explosives and fireworks, used goods trade and auction, gambling, fund raising, pawn shops, hotels, service facilities, associations and foundations in Bangkok. In addition, it is responsible for acting as a DOPA Service Center of the Division, coordinating operations according to the law of relevant agencies, both within and outside the Center, including publicizing and fostering legal knowledge in the community and business areas as well as other duties as assigned.

Organization Structure



1. Authority According to the Structure:

1.1 According to the Ministerial Regulation on Official Organizational Structure, Ministry of Interior, B.E.2545 (2002), Article 3(7) the Investigation and Legal Affairs Bureau shall be responsible for:

(a) Handling tasks related to law, juristic acts and contracts, tasks related to civil and criminal liability, administrative cases and other assigned cases within the responsibility of the Department including providing advice, analyzing and interpreting legal matters within the responsibility of the Department.

(b) Handling criminal investigation of certain crimes and general crimes, administering and coordinating peace maintenance, suppression of crimes and justice enhancement for the population within the responsibility of Chief District Officer.

(c) Cooperating with or supporting other relevant agencies in performing their tasks and other assigned tasks.

1.2 Responsibility according to other legislation

There are 28 laws under the responsibility of the Bureau, for which the Ministry of Interior has charge and control of their execution, as follows:

1. Control of Auction and Antique Sales Act B.E. 2424 (1881)
2. Film Act B.E. 2473 (1930)
3. Act on Promulgating the Criminal Procedure Code B.E. 2477 (1934)
4. Criminal Procedure Code B.E. 2477 (1934)
5. Gambling Act B.E. 2478 (1935)
6. Firearms, Ammunitions, Explosives Act B.E. 2480 (1937)
7. Printing Act B.E. 2484 (1941)

8. Control of Fund Raising Act B.E. 2487 (1944)
9. Act on Empowering the Navy to Suppress Certain Offenses at Sea B.E. 2490 (1947)
10. Act on Empowering the Police to Prevent and Suppress Marine Offenses B.E. 2496 (1953)
11. Act on Establishment of District Court and Criminal Procedure in District Court B.E. 2499 (1956)
12. Act on Offenses Committed by Officials of State Organizations or Agencies B.E. 2502 (1959)
13. Service Facilities Act B.E. 2509 (1966)
14. Act on Establishment of Labor Court and Labor Court Procedure B.E. 2522 (1979)
15. Retrial of Criminal Case Act B.E. 2526 (1983)
16. Emergency Decree on Obtaining Loans Amounting to Public Cheating and Fraud B.E. 2527 (1984)
17. Act on Offenses Relating to Offshore Petroleum Production Places B.E. 2530 (1987)
18. Control of Business Relating to Tape Cassette and Television Material Act B.E. 2530 (1987)
19. Chit-Fund Act B.E. 2534 (1991)
20. Act on Establishment of Juvenile and Family Court and Juvenile and Family Court Procedures B.E. 2534 (1991)
21. Prevention and Suppression of Piracy Act B.E. 2534 (1991)
22. Act on Governing Offenses Arising from the Use of Checks B.E. 2534 (1991)
23. Measure for Prevention and Suppression of Woman and Child Trafficking Act B.E. 2540 (1997)
24. Witness Protection Act B.E. 2541 (1998)
25. Child Protection Act B.E. 2546 (2003)
26. Hotel Act B.E. 2547 (2004)

27. Declaration of the Revolutionary Council No. 45 (Time limit for games and sales in bowling alleys, skating rings, food and beverage shops.)

28. Civil and Commercial Code, Book 3, Part 2 – 3, Association – Foundation

2. Duties as Assigned:

2.1 Influential persons

The Government has a policy to suppress and eradicate influential persons who oppress the population. Therefore, the Ministry of Interior has been assigned by the government and has tasked the Department of Provincial Administration – with the Governor as Chief Executive Officer in integration and the Commander of Provincial Police as Chief Executive Officer in operations in each province – to cooperate with all relevant agencies in order to mobilize the local communities/villages in the assigned areas to voice their opinions and provide a name list of target groups of persons or officials carefully, accurately and fairly.


2.2 Responsibilities according to six Acts:

The Cabinet of Ministers issued a resolution on 12 October 2004 ordering the Registration Division of the Central Investigation Bureau to transfer the tasks according to six laws under its responsibility to the Ministry of Interior as stipulated in Section 56 of the Act on Adjustment of Ministries, Bureaus and Departments B.E. 2545 (2002.) As a result, the Ministry of Interior assigned the Department of Provincial Administration to implement the following Acts:

- 1) Firearms, Ammunitions, Explosives, Fireworks and Equivalent of Firearms Act B.E. 2490 (1947)
- 2) Gambling Act B.E. 2478 (1935)

- 3) Control of Auction and Antique Sales Act B.E. 2474 (1931)
- 4) Control of Fund Raising Act B.E. 2487 (1944)
- 5) Pawn Shop Act B.E. 2505 (1962)
- 6) Hotel Act B.E. 2547 (2004)

Therefore, on 1 February 2005, the Investigation and Legal Affairs Bureau, as the assigned agency, established the People Service Center at the Department of Provincial Administration (Chaiya Palace – the Palace of HRH Prince Suriyong Prayurabandhu) to implement this task by providing services to the population as a “One Stop Service.”



Contact Us

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Internal Security Affairs Bureau

Background Information

In the beginning, the Department of Provincial Administration established Mass Coordination Division on 17 August 1993 with three Divisions, namely, Mass Affairs Division, Security Affairs Division and Government Affairs Coordination Division.

On 9 October 2002 all Ministries, Bureaus and Divisions were restructured and the Mass Coordination Division was changed to Internal Security Affairs Bureau comprising the following divisions:

1. Intelligence Division
2. Border and Refugee Affairs Division
3. Mass Affairs Division
4. Government Affairs Coordination Division

The Internal Security Affairs Bureau is responsible for the overall security of the country, mass affairs, intelligence, government affairs coordination and socio- psychological affairs.

Vision and Mission

Vision:

To be an organization with highly capable of vigilance and analysis of internal security, integration with all sectors in order to promote peace in the locality

Missions:

1. To propose policies, provide plans and measures and monitor internal security maintenance
2. To integrate intelligence; border; immigration affairs; supervision of hill tribes and minorities, refugees fleeing from armed conflict, and illegal immigrants; nationality affairs; Islamic affairs; and mass affairs in relation to the maintenance of internal security
3. To develop human resources for internal security maintenance.
4. To cooperate with all sectors in internal security maintenance.

Organization Structure

Internal Agencies

Internal Security Affairs Bureau is divided into one office, four divisions and one group as follows:

1. Office of Intelligence Specialist is responsible for analyzing and proposing solutions in relation to intelligence of public interest that directly affects the Ministry of Interior or the Department of Provincial Administration, and other duties as assigned.

2. Intelligence Division is responsible for intelligence operations; analysis and evaluation of situations that affect internal security and public order; research and development of operation models for intelligence, analytical systems, assessment and information filing systems; as well as promoting and supporting local intelligence operations and coordinating intelligence operations among relevant agencies; and other duties as assigned.

3. Border and Refugee Affairs Division is responsible for:

- Proposing policies, designating measures, providing plans, providing practical guidelines, researching, developing and monitoring border security administration;
- Administering and coordinating in solving problems related to borders, border crossing agreements, border crossing with neighboring countries;
- Promoting international relations with neighboring countries at a local level;
- Solving socio-psychological problems and promoting good understanding at border areas;

- Promoting public participation in border security maintenance;

- Preventing and intercepting illegal immigrants, and other duties related to border affairs at border areas according to policies and strategies on national security, including coordinating and supporting works related to refugees and people fleeing armed conflict affairs; controlling order maintenance, providing assistance, registering refugees and people fleeing armed conflict in refugee camps or in temporary shelters supported by ministries, departments and other relevant agencies according to their policies, including promoting and supporting the border and refugee affairs of provinces, districts; and

- Performing other duties as assigned.

4. Mass Affairs Division is responsible for:

- Administering, coordinating tasks with government and private sectors and with public in mass power mode, providing strategies, developing, studying, researching, monitoring mass affairs system, designating measures, prevention guidelines, controlling and mitigating violence from demonstrations;

- Solving social conflicts and promoting reconciliation and unity among the population;

- Administering, establishing, dissolving Village Development and Self Defense Volunteer units and other relevant duties according to Organization of Village Development and Self-Defense Volunteer Act; strengthening villages in southern border provinces by Village Security Teams; developing the capacity for village leaders, community leaders and mass power groups, including promoting order and internal security maintenance; and

- Performing other duties as assigned.

5. Government Affairs Coordination Division is responsible for:

- Implementing and supporting government policy on state administration, recommending policies, designating measures, providing plans, establishing guidelines and monitoring performances related to strategies towards solving personal rights and status problems and strategies for solving illegal immigrant problems related to the entire system;

- Supporting the implementation of strategies aimed at southern border provinces security;

- Developing lives and strengthening immunity according to the philosophy of sufficiency economy, including promoting Thai consciousness to highland communities and southern border provinces;

- Inspecting work, organizing screening committee and subcommittee meetings and providing opinions on status determination as well as granting Thai nationality to minorities and other nationality and immigration tasks according to nationality laws and immigration laws;

- Overseeing, intercepting and relocating hill tribes and minorities;

- Supporting and promoting tasks, administering Islamic affairs of Islamic organizations and Sheikhul Islam according to the Royal Decree Concerning the Administration of Islamic Organizations, administering National Islamic Organization Center, Chalermprakiat, promoting relationship with international Islamic organizations;

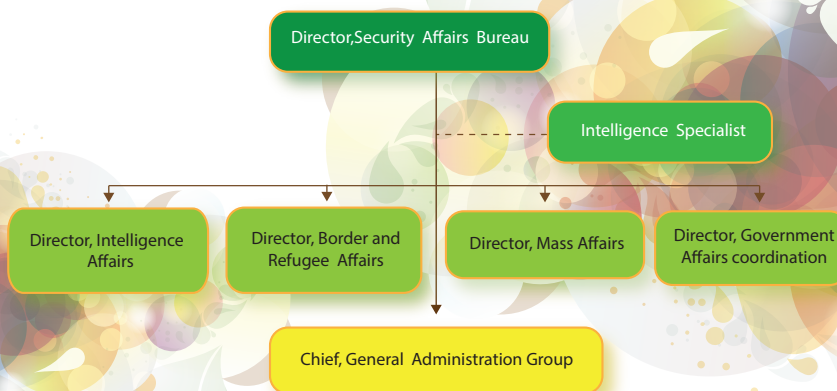
- Carrying out social psychology work to promote internal security, including coordinating and supporting implementation of policies and strategies on security in southern border provinces;

- Organizing orientation for government officials, promoting religious relationships; and
- Performing other duties as assigned.

6. General Administration Group is responsible for:

- General administration and clerical affairs;
- Handling the Bureau's documentation, receiving, sending and circulating the Bureau's official correspondences;
- Handling finance and accounting, vehicle maintenance, office supplies and durable articles of the Bureau;
- Collecting and filing documents, recording and making copies of minutes of meetings of the Bureau;
- Collecting, analyzing and summarizing articles and news for superiors;
- Facilitating secretarial work; and
- Performing other duties as assigned.

Organization Structure



Outstanding Achievements of the Bureau

1. Civilian Internal Security Maintenance

● Training for Assistant Village Headmen of Security Maintenance Subdivision (Phor Ror Sor.)

The training was organized in order to build the capacity of Assistant Village Headmen of Security Maintenance Subdivision (Phor Ror Sor.) to enable them to perform their duties by enhancing their knowledge, abilities and experience; promoting stability and security of life and property in sub-districts and villages; reducing problems related to threats from law-breakers, distributing narcotics and committing crimes; and promoting a better understanding of the democratic form of government with Monarch as Head of State.

● Village Security Teams (Chor Ror Bor.)

The Internal Security Affairs Bureau promoted and supported the operation of Village Security Teams (Chor Ror Bor.) in order to strengthen communities and encourage the participation of local people and also to promote good security systems and capacity building to efficiently prevent new forms of security threats in sub-districts and villages.

2. Intelligence Affairs

The following activities were carried out: studying, analyzing, interpreting and assessing the movements of individuals, groups or organizations that affect security; collecting and providing an intelligence database in order to prepare proposals and recommendations to higher authorities and other relevant agencies.

3. Order and Security Maintenance at border areas

- The following activities were carried out: improving the efficiency of administrative officials in maintaining border security and improving the capacity of border village leaders in maintaining security and promoting good relationships with neighboring countries; allocating a budget for border provinces/districts with which to promote good relationships with neighboring countries;
- Participating as a committee member set up to solve border problems with neighboring countries.

4. Facilitating border crossing

Systems were set up to issue E-Border Passes at 57 locations in 15 provinces for three neighboring countries and (except along the Cambodian border), a service of benefit to about 3 – 4 million people so far.

5. Promoting administration and development of southern border provinces policy

- The following activities were carried out: youth seminar on peace promotion in the southern border provinces;
- Training for lecturers to bolster use of the Thai language in southern border provinces and in hill-tribe communities.

6. Works related minorities and hill-tribes (hill-tribe communities)

- The following activities were carried out: problem-solving and development initiatives for hill-tribe communities in accordance with the Strategy on Managing Problems Related to Status and Rights of Persons adopted by resolution of the Cabinet of Minis-

ters on 18 January 2005 that covered establishing stability in hill-tribe communities through significant plans/projects for problem solving and developing local communities. Notable among these are the University Education Project for Hill Tribes, the Seminar on Youth Network for Development and Prevention of Narcotics, Seminar on Development and Problem Solving for Hill Tribes – jointly organized by government and private sectors – and the Project on Dissemination of Thai Language for Hill Tribe Communities.

- Handling status determination for target groups according to the Strategy on Managing Problems Related to Status and Rights of Minorities as adopted by resolution of Cabinet Ministers;

- Overseeing minorities from existing areas designated for minority communities according to the Notification of the Ministry of Interior.

Contact Us

Internal Security Affairs Bureau

- 5th Floor, Department of Provincial Administration Building, Ministry of Interior, Asadang Road, Wat Ratchabophit Sub-district, Phra Nakhon District, Bangkok 10200

Telephone: 0-2222-8860 Fax: 0-2225-5500

Provincial Administration Bureau

Background Information

Provincial administration was initiated in the reign of King Rama V who reviewed and revised the established village ruling system because he considered that in administering the State, it was very necessary and important due to the fact that it was an administrative unit that was closest to the people. King Rama V ordered that Bang Pa-in District of Ayutthaya Province should serve as the model for sub-district and village administration in 1892 (R.E.111) for which people directly elected their own village headman instead of having one nominated by the provincial ruler. In 1897 (R.E.116) the Provincial Administration Act, R.E.116 was enacted to prescribe ruling orders of all provincial sub-districts and villages nationwide. Later, in the reign of King Rama VI, the current Provincial Administration Act, B.E. 2457 (1914) was adopted to replace the former provision.

Vision and Mission

Vision :

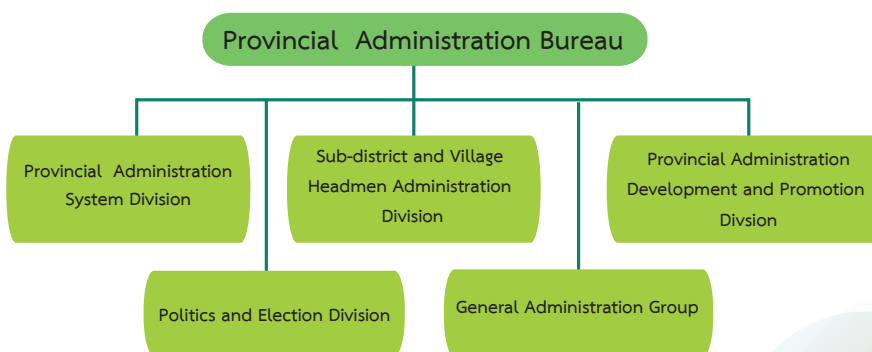
To serve as the leading administrator to enhance good governance at the provincial level to eliminate suffering and ensure people's well-being.

Mission :

1. Establish and amalgamate local government at provincial, district, sub-district and village levels. Construct official buildings, develop the provincial boundary designation map and oversee the Crown Property land and public land by law.
2. Develop and administrate local government to support sub-district headmen, village headmen, assistant village headmen, sub-district medical practitioner, sub-district attendance officers and village committees.
3. Promote democratic administration and elections at all levels.
4. Cooperate and collaborate with other concerned agencies for regular or assigned works.

Organization Structure

Provincial Administration Bureau comprises four divisions and one group.



Authority and Function

General Authority and Functions

1.Establishment and amalgamation of provincial government at provincial, district, district, sub-district and village levels, developing the provincial boundary designation map and overseeing public land by-laws.

2.Administration and development of provincial government administrated by sub-district and village headmen, assistant village headmen, sub-district medical practitioners, assistant sub-district headmen and village committees.

3. Implement assigned government policies or policies which are not of any specific responsibility.

4. Direct and support as assigned or election by-laws.

5. Cooperate or support related agency cooperation or as assigned.

● **Provincial Administration System Division** is responsible for studying and developing local government structures and models, the establishment and amalgamation of local government, developing boundary designation for provincial, districts, sub-districts and village government. The Division also provides consultation and makes decisions in cases of boundary designation conflicts; initiates supporting system for provincial government; ensures proper land use and dissolve possible problems regarding public interests; and oversee the Crown property land under Provincial Administration Department and implement other assignment.

● **Sub-district and Village Headmen Administration** Division is responsible for directing and providing consultation on the administration and development of sub-district and village headmen, sub-district medical practitioners, sub-district attendance officers and assistant village headmen. It is authorized to consider submitted petitions as prescribed by the Provincial Administration Act, B.E. 2457 (1914) and the Provincial Administration Regulations Act, B.E. 2539 (1996) , consult on election of sub-district and village headmen, personnel management, welfare benefits and remuneration improvements, personnel discipline regulations, revision of laws, regulations and orders concerning sub-district and village headmen.

Provincial Administration Development and Promotion Division is responsible for directing and educating village committees on provincial government and preparing development plans to coordinate with external agencies to strengthen the community and villages, preparing community plans to analyze how to enhance local government capacity; directing policy and special project implementation as assigned for the Royal projects for which the Department is responsible.

Politics and Election Division is responsible for directing the election of sub-district council members and local government, taking legal action in voting to remove any member of local council and administrator, according to the law; directing and coordinating the general election of parliamentary members and senators as well as other elections as assigned by the election committee and serving as the election center. It is also responsible for promoting democracy and democratic government by implementing constitutional political development plans

General Administration Group is responsible for general administration and derical affairs personnel management, finance and accounting, supplies and building facilities, planning, budgeting; and the bureau's public relations.

Contact Us

Provincial Administration Bureau (Sor Nor. Por Thor.)
442 Building 1, Floor 3 (Chaiya Palace, Nanglerng)
Nakhon Sawan Road, Si Yaek Maha Nak Sub-district, Dusit,
Bangkok 10300
Tel. 0-2629-8306-14/ Fax. 0-2629-8300

The Territorial Defense Volunteer Corps Administration Bureau

Background Information

The Territorial Defense Volunteer Corps (TDVC) is an organization under the Ministry of Interior. TDVC gained legal entity status after it was established in pursuance of the Territorial Defense Volunteer Corps Act B.E. 2497 (1954). The Minister of Interior is the TDVC Commander. The underlining principle is to have reserved units available and ready to support the country and its people during peacetime and wartime. Individuals can apply to be voluntary members of the Territorial Defense Volunteer Corps (TDVC members).

Vision and Mission

Vision:

To be highly capable organization with capability to perform missions for maintaining peace and order as well as providing security for the people and society.

Mission:

1. Prevention and suppression of drug addiction
2. Maintaining peace and order as well as national security.
3. Performing duties in compliance with the policy of the Government and the Ministry of Interior
4. Ensuring compliance with the Territorial Defense Volunteer Corps Act.

Organization Structure

1. General Administration Subdivision
2. Operation and Intelligence Division
 - 2.1 TDVC Affairs Development Group
 - 2.2 Operation Subdivision
 - 2.3 Intelligence Subdivision
3. Personnel and Logistics Division
 - 3.1 Personnel Subdivision
 - 3.2 Logistics Subdivision
4. Special Operation Division
 - 4.1 Operation System Development Group
 - 4.2 Drug Prevention and Suppression Subgroup
 - 4.3 Operation Unit (Cha-am Base)
 - 4.4 Operation Unit (Southern Border Provinces Base)

Authority and Function

Functions as prescribed under Section 16 of The Territorial Defense Volunteer Corps Act, B.E. 2497 (1954) are:

1. To mitigate all hazards of nature or enemy-made disasters
2. To perform policing duties to maintain order by collaborating with administrative officers or police officers
3. To protect important facilities and transportation
4. To work on counter intelligence, surveillance, keep informed and report incidences
5. To support and facilitate the military as requested and eliminate enemy's capabilities.
6. To act as a standby reserve and ready to fill in and support the military as needed.

Services and Portfolio

● Maintain Peace and Order:

Maintaining peace and order is a key policy of the Government and the Ministry of Interior. TDVC is directly under the Ministry of Interior and therefore one of its primary duties is to maintain peace and order. TDVC members are deployed on various joint operations with military and police forces.

● Prevention of Drug Abuse and Drug Problems

On Suppression

TDVC members work closely and continuously with the administrative officers and police in drug crimes suppression. Examples include:

- Jointly raiding the entertainment businesses in search of illicit drugs
- Supporting the border check points
- Intercepting drug trafficking routes

On Drug Abuse Rehabilitation

- Engagement in drug abuse rehabilitation programs. The provincial administration officers and TDVC members in different regions have significant roles in overcoming the problems of drug addiction. The program focuses on locating drug dealers or drug abusers and trying to persuade them to voluntarily take part in the rehabilitation programs.

On Sustainable Relapse Prevention Program for Drug Abusers, comprising:

- Under the society and community empowerment to fight drug program, villagers or community members will be systematically strengthened to fight drug abuse in their local areas. TDVC members will collaborate with different agencies including the public and the private sectors and local community groups. They will take various steps, working with relevant sub-district operation units, to strengthen villages/communities to fight against drug abuse.
- Building immunization and drug-abuse prevention programs. The aim is to reduce risk factors and vulnerable areas while enhancing drug immunity for vulnerable youth groups in targeted areas or villages/communities so that they may avoid involvement with drugs. Different quality-based activities are organized for youth participation.

District administration officers coordinate with extramural or non-formal education facilities, juvenile vocational training centers, public health facilities, the military and police officers to filter out vulnerable youth and engage them in behavioral change activities, to improve their discipline and attitude.

- **Maintaining Social Order**

TDVC members support the administrative and police forces under the MOI's directive to restore social order, i.e., in drug prevention and suppression operations, and searching for drugs of entertainment establishments; collecting intelligence on local crimes and problems, as well as on mafia and hotspot areas; improving law enforcement by regularly checking recreational services facilities; performing ID checks to prevent young people under 20 years old from entering such business establishments; performing urine drug tests; monitoring service and closing time in compliance with laws and regulations, especially for businesses in tourist hotspots.

- **Civil Protection from Disaster**

Civil protection is one of the missions for which district administrative officers cooperate with other government agencies in the prevention and mitigation of any hazard or damage arising from all types of disasters or man-made sabotage, including the evacuation of civilians and government authorities. TDVC members also have duties of civil protection according to the Section 16(1) of the Territorial Defense Volunteer Corps Act, B.E. 2497 (1954). TDVC Command Center set up "TDVC Rescue Unit" to work in joint disaster relief operations with other government agencies. Members of TDVC units are trained in civil disaster prevention and engage in regular civil protection drills and exercises.



● Psychological Operations

TDVC members play a role working with people in community development. The “TDVC Community Relation Units” were set up to provide services to the public in different areas, i.e., focusing on justice enhancement activities; participating in village development projects; building and repairing public facilities, such as roads, dikes and weirs; playing in musical band at various gatherings; providing hair-cuts and other services supporting district or provincial office mobile services. In addition, they also participate in voter mobilization during general elections and raising awareness of democratic values.

● Tourism Promotion

The tourism industry is a key driver of economic growth. Tourism promotion is a key government policy, and in response to the policy, “TDVC Tourism” units were established to support services in tourist destinations. They provide various services to facilitate tourists by providing information, offering suggestions on tourist attractions, and assuring the safety of tourists.

● Public Services

TDVC members also work on joint operations with the administrative officers in the integrated public services program, and “DVC Servicing the People project.” These projects of the Department of Provincial Administration in response to governmental and MOI policy. At present, provision of public services is one of the core missions of TDVC members especially during long public holidays. They provide public services in traffic management. Regularly supporting traffic check points in an effort to reduce casualties from road accidents during holiday.

Contact Us

TDVC Command Center

Phahonyothin Road, Sam Sen Nai Sub-district, Phaya Thai

District Bangkok 10400

Tel/Fax: 0-2278-1008



The Institute of Administration Development

Background Information

In May 1940, Field Marshal Plaek Phibunsongkhram was both the Prime Minister and the Minister of Interior. The PM issued a directive that a District Officer School be established under the MOI. The District Officer School was a boarding school. Training courses covered, for instance, Assistant Chief District Officer practices, introduction to law, law of witness, administrative law, arrest principles, detention practices, investigation and interviewing, criminal law, history, morality and ethics for administrator, various types of registration procedures, physical training, horse riding, driving, etc. Those who passed the final examination of the course would be appointed as an Assistant Chief District Officer Grade 4.

On 24 June 1940 the District Officer School was established. It was the two-year boarding school. However, there was only one class of direct applications into the administrative course. Classes thereafter were open to students who had finished a diploma or bachelor of laws and who had applied to become for assistant chief district officers. They would do on-the-job training for eight months:

one month of academic training, followed by six months working at various districts, and returning for one month of training at the central school before appointment as assistant chief district officer level 3. Five assistant chief district officer classes were conducted here. After that, the Administration Officer School became the facility for training provincial officers and chief district officers.

Vision and Mission

Vision:

To be a learning institute that excels in human resource development resulting in higher capability in administration and international standards based on good governance

Mission:

1. Personnel Development for the Department of Provincial Administration
2. Coordinate with or provide support to other agencies

Organization Structure

The Institute of Administration Development is comprised of five groups as follows:

- 1. General Administration Group**, made up of four subdivisions:
 - 1.1 General Administration Subdivision
 - 1.2 Supply Subdivision, comprising four sections:
 - 1.3 Budgeting and Finance Subdivision, comprising three sections:
 - 1.4 Legal Affairs Subdivision

2. Training Course Planning and Development Group, made up of four subgroups:

- 2.1 Strategic Planning Subgroup
- 2.2 Training Course Development Subgroup
- 2.3 Academic Coordination and Human Resources Development Subgroup
- 2.4 Research and Training Development Subgroup

3. Training Technology Group (Training Technology Center), made up of five subdivisions:

- 3.1 Innovation and Technology Application Subdivision
- 3.2 Graphic Design and Media Publicity Subdivision
- 3.3 Library, Public Relations and AEC Affairs Subdivision
- 3.4 Learning and Teaching Media Subdivision
- 3.5 Special Affairs Subdivision

4. Training Administration Group, comprising one group and one subgroup as follows:

4.1 School Group:

- 1) Chief District Officer School
- 2) Assistant Chief District Officer School
- 3) District Officer School
- 4) Sub-district and Village Headmen School
- 5) Investigation School
- 6) Professional Registration Development Institute

4.2 Training Coordination Subgroup

5. Regional Learning and Training Center Group, comprising two center groups, namely:

5.1 Northern Learning and Training Center Group, with two centers:

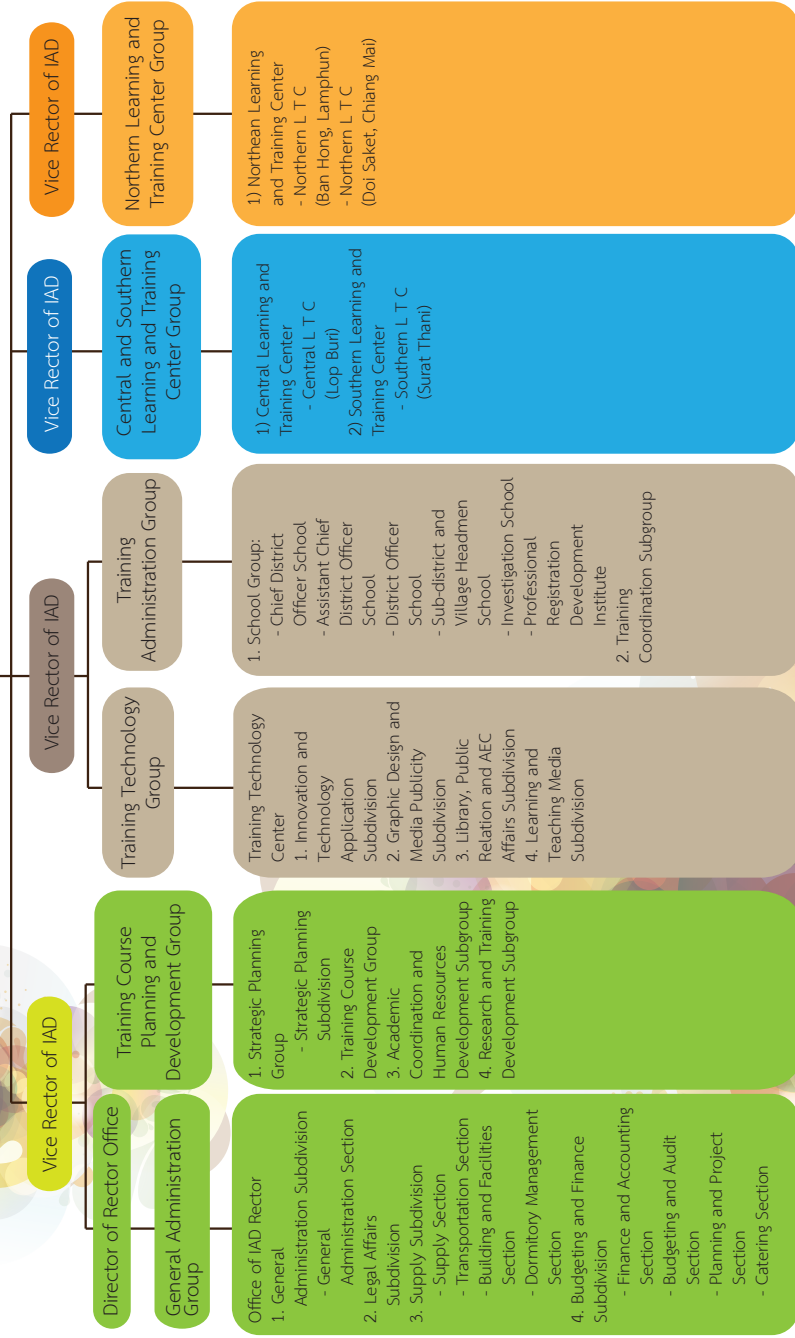
- 1) Northern Learning and Training Center (Ban Hong District, Lamphun Province)
- 2) Northern Learning and Training Center (Doi Saket District, Chiang Mai Province)

5.2 Central and Southern Learning and Training Center Group,
with two centers:

- 1) Central Learning and Training Center (Mueang District, Lop Buri Province)
- 2) Southern Learning and Training Centre (Mueang District, Surat Thani Province)



Director of IAD





Authority and Function

1. Be responsible for civil servant development at all levels of the Department of Provincial Administration and other government agencies that request the Institute of Administration Development to work on personnel development.
2. Be responsible for academic and training research and development to improve efficiency in public services processes.
3. Coordinate with or provide support to other government agencies.
4. Serve as the Knowledge Management Center for the Department of Provincial Administration.



Contact Us

Rangsit-Nakhon Nayok Road Khlong 6 Thanyaburi District
Pathum Thani Province 12110
Tel. 0-2577-4913-7

Office of the Secretary to the Department of Provincial Administration

The Office is authorized to oversee the provision of general services and duties which are not specifically assigned to other divisions or sections.

Vision and Mission

Vision:

The Office of the Secretary is ready to enhance effective administration, public relations affairs and document filing system to support the responsibilities and achievements of all agencies.

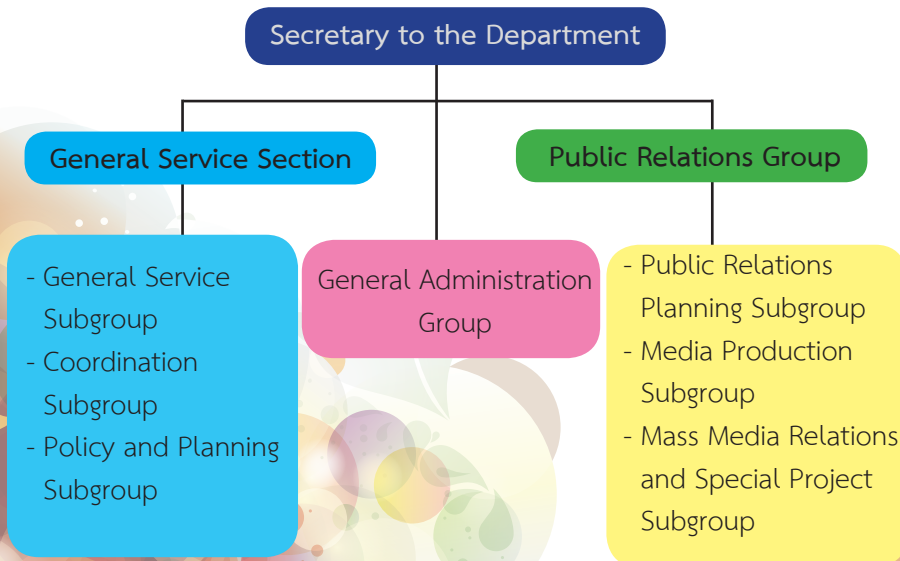
Mission:

1. To direct document filing system
2. To direct general service and secretarial works
3. To direct public relations and mass media relations
4. To coordinate with or support other related agencies or as assigned.

Strategic Issues:

1. Direct supporting systems for administration and document filing systems to ensure absolute/total quality satisfaction as required
2. Publicize the Office's achievements and promote its positive image in a thorough and speedy manner

Internal Agencies



Service and Portfolio

Outstanding Achievements

1. The television documentary program to publicize the roles and responsibilities of provincial administrators.
2. Publicizing the roles and responsibilities of the Department of Provincial Administration in both central and regional areas through various media, such as press, television and online media etc.
3. Providing an analysis of post-news of the day on the government website www.dopa.go.th.

Contact Us

2nd floor, Department of Provincial Administration Asdang Road,
Wat Ratchabophit Sub-district, Phra Nakhon District, Bangkok
10200
Tel. 0-2226-2810

Personnel Division

Vision and Mission

Vision : Human resources development for best practices

Mission :

1. Develop structure for workforce planning and working procedures in line with duties and responsibilities of Department of Provincial Administration.
2. Personnel recruitment, selection, development and capacity enhancing as required by working standards.
3. Placement (transfer, promotion) and workforce administration according to the plans.
4. Direct welfare and quality of life development to promote security and working morale among personnel of Provincial Administration Department.
5. Direct data collection and systems with Information Technology development to support personnel resources administration of the Department.
6. Direct petition and accusation submission, personnel discipline, and enhance professionalism and ethical practices among civil servants.

Organization Structure

The Personnel Division consists of 3 sections and 3 groups as follows:

- **General Administration Group** is responsible for general administration, clerical work, information filing, documentary management, project planning and budgeting, finance and accounting, and public relations works under Division's responsibility.

- **Workforce Planning and Work System Development Section** is responsible for developing central and regional agency plans and workforce planning with monitoring evaluation. Recommend how to improve policy and regulations for personnel administration in meetings of Department. Study, analyze, and suggest improvements to structure, workforce, work systems and standards. Recruit, select and enhance capacity development of civil servants and employees. Personnel screening for training, further study within the country and advising on personnel administration. Publicize outstanding civil servants as role models. Monitor code of ethics in practices, investigate those who violate and report for judgment by division chiefs. Look after and support civil servants who observe code of ethics against any abuse of power. Act as secretary to the government ethics committee and carry out other works as prescribed in the code of ethics or as assigned by division chiefs, ethics, committee or Office of the Civil Service Commission (OCSC).

- **Placement Section** is responsible for placement, transfer and promotion of civil servants. Analyze and make recommendations for the best use of workforce. Aforementioned work systems development. Salaries and payment transfer. Rotation for authorized temporary duties and return after such authorized temporary duties.

Recruitment and termination of permanent employees and officers. Direct official acting on behalf of directors of department, bureau/ division. Direct inspection tenure of department inspectors. Adjust salary levels of civil servants in line with qualifications and special assignments.

- **Personnel Discipline Section** Responsible for investigation of personnel discipline, submission of petitions and accusations, evaluation of civil servants' and permanent employees' performance. Keep records on personnel who violate regulations and orders or are subject to accusations. Investigate the conduct of civil servants, permanent employees as requested by various sections. Promote discipline and code of ethics observation among civil servants. Study and analyze violations of discipline by civil servants and permanent employees.

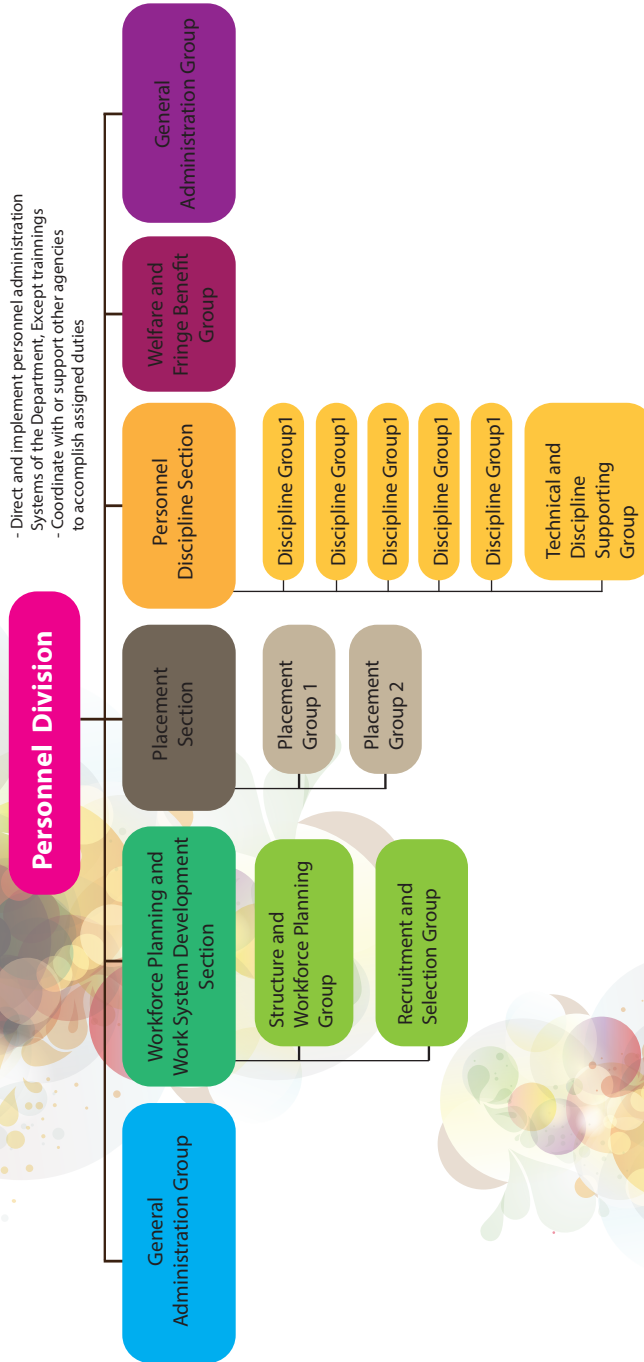
- **Welfare and Fringe Benefit Group** is responsible for analyzing quality of life development and providing welfare services to civil servants and permanent employees of the Department. Coordinate with public and private agencies externally to develop departmental welfare programs. Direct welfare services to enhance security for civil servants, permanent employees and officers of the Department i.e. the welfare fund, cremation fund, credit union etc. Facilitate welfare services required by civil servants, permanent employees and officers apart from the available programs provided by the government. Organize activities to strengthen morale, unity and relationships among civil servants to ensure pleasant working environment. Responsible for other assigned duties.

- **General Administration Group** is responsible for personnel and technical evaluation, preparing salary and wage lists, personnel records and IT personnel administration for civil servants, permanent employees and officers. Study and develop data systems, assess and provide data to concerned agencies. Prepare

ID Cards and letters of certification for civil servants, permanent employees and officers. Direct regulations on leave-taking of all types except for the purpose of trainings, working on research and working at any international organizations. Direct works on civil servant pension funds regarding personnel records examination. Request budgets for Departmental welfare programs salaries and wages and be responsible for disbursement administration. Certify records and multiple working hours during the period under the enforcement of the martial law. Direct promotion of salary and wages. Direct applications for royal decoration.

Contact Us

Personnel Division, 3rd Floor, Department of Provincial
Administration, Asadang Road, Wat Ratchabophit Sub-district,
Phra Nakhon District, Bangkok 10200
Tel. 0-2221-1134



Technical Services and Planning Division

Authority and Function

According to the Ministerial Regulations for the Department of Provincial Administration B.E. 2545, the Technical Services and Planning Division has the following authority and responsibilities.

1. Making policy recommendations, preparing action plans to follow-up and assess achievement of peace and order maintenance and internal security.
2. Developing an administration system and procedures to enhance peace and order maintenance and internal security.
3. Preparing departmental plans for appropriate coordination with ministerial policies and master plan while monitoring the outcomes of implementation.
4. Working on departmental budgeting.
5. Organizing systems for surveys and information gathering for further usage as a departmental data center.
6. Supporting or coordinating with other relevant agencies as assigned.

Organization Structure

Technical Services and Planning Division is composed of the following internal groups and sections namely:

- **General Administration Subgroup** : Responsible for general administration, clerical work, documentation management system. Project planning and budgeting. Finance and accounting. Vehicle maintenance, premises and supplies. Information gathering, publishing and recording. Conference recording. Coordination with relevant agencies, data collection and public relations. Analysis of news and articles to bringing them to the attention of supervisors. Support administrative and secretarial duties as well as other assigned activities.

- **Strategic Planning Group** : Responsible for study and analyze departmental obligations and related policies for preparing strategic action plans. Develop district administration plans to enhance connections with provincial development plans, community and local plans according to the National Government Organization Act B.E. 2534 and as has been amended. Appropriate implementation of government and ministerial policies and strategies at local levels under the responsibility of the divisions and other government agencies at the district level. Support the work carried out by district officers while supervising and assessing outcomes. Coordinate with other relevant agencies and assigned duties.

- **Budgeting Group** : Responsible for budgeting preparation for the department. Prepare requests, explanations, transfers and changes. Control expenditure plans. Ensure that the spending plan is in line with the ministerial master plan. Follow-up and evaluate development of the IT budgeting system under departmental control.

● **Technical Promotion and Dissemination Group** : Responsible for developing and publicizing technical works through all media channels as a tool to support administrative functions of central and regional personnel. Carry out R&D work to develop guidelines to gain the maximum benefit. Prepare strategic data to enhance administration capacity of districts based on social and economic analysis. Publish DOPA's magazines "Thesapiban". Oversee departmental library work and other assignments.

● **Foreign Relations Group** : acting as a coordination center for support and negotiation, mutual agreement and participation in international conference regarding order maintenance and security, management of scholarship for abroad education and training Carry out other assigned duties.

● **Research and Evaluation Group** : Responsible for R&D, and administration system development with required indicators. Develop monitoring and evaluation mechanisms for outcomes. Act as a data center to gather and make use of collected data. Link with the IT system to benefit both public and private sectors. Promote district offices as co-service providers for the public at large. Develop

Technical Services and Planning Division

General Administration Subgroup

Strategic Planning Group

Budgeting Group

Technical Promotion And Dissemination Group

Foreign Relations Group

Research and Evaluation Group

strategies on how DOPA should provide public services. Develop strategic approaches to enhance various services that meet local needs in cost effective ways. Supervise, monitor and assess other assigned duties.

Contact Us

Technical Services and Planning Division, 4th floor, Asadang Road,
Wat Ratchabophit Sub-district, Phranakhon Distric , Bangkok
Tel. 0-2222-6204

Security Affairs Senior Specialist

Vision and Mission

Vision:

Serving as an agency to study and analyze internal security structures with the ability to give policy consultations for the improvement of security affairs policies and standards.

Mission:

1. To study and analyze internal security policy designed by the government and the Ministry of Interior;
2. To provide consultation to executives, bureaus/divisions as required, regarding the development of DOHA's working system and performance standard on internal security affairs;
3. To screen security affairs carried out by various bureaus/divisions, especially under important policies as assigned by the Director General of the Department of Provincial Administration;
4. To participate in meetings held by related committees or working teams on security affairs;
5. To carry out duties as assigned by the Director General or Deputy Director General of the Department of Provincial Administration.

Organization Structure

1. General Administration Subdivision: responsible for overseeing clerical work, welfare services, personnel administration, budgeting, finances and supplies.

2. Research and Evaluation Subdivision responsibilities are as follows:

2.1 Supporting work carried out by the security affairs senior specialist who studies, analyses and researches government policies on internal security including policies issued by the Ministry of Interior in order to propose suggestions to executives and other bureaus/divisions on developing policy and strategic approaches; procedures on security affairs issued by the Department of Provincial Administration in accordance with that of the government and the Ministry;

2.2 Coordinating on meetings and field visits; reporting achievements of the security affairs senior specialist to supervisors; publicizing policy analysis and articles on PR boards, website/media;

2.3 Working on other matters as assigned by the security affairs senior specialist.



Contact Us

Office of Security Affairs Senior Specialist
Asadang Road, Wat Ratchabopit Sub-district, Phra Nakhon
District, Bangkok 10200
Tel. 0-2

LAW Senior Specialist

Vision and Mission

Vision:

The Office of Legal Affairs Senior Specialist is responsible for providing effective legal consultation to executives, offices/divisions and regional agencies

Mission:

Providing consultation and suggestions on laws to supervisors and various offices/divisions concerning work under the responsibility of the Department of Provincial Administration (DOPA).

Screening legal consultations proposed by various offices/divisions

Acting as a member of any boards or working teams on legal procedures.

Committing to any assignment given by the DOPA Director General or the Assistant Director General

Screening required corrections of rules and regulations proposed by various offices/divisions under the responsibility of DOPA.

Services and Portfolio

Providing legal consultation and suggestions to supervisors, various offices/ divisions under their responsibility

Contact Us

Personnel Division, 6rd Floor, Department of Provincial Administration, Asadang Road, Wat Ratchabophit Sub-district, Phra Nakhon District, Bangkok 10200

Tel. 0-226-4658 , 0-2226-4658

Administration System Development Group

Background Information

In 2002 Thailand began a concrete reformation of the public administration system. This was due to the changing economic and social environment, including the introduction of new technologies leading to higher expectations among the public at large that they should receive more and improved services from the public sector. Moreover the Thai administration system was full of accumulated obstructions regarding its structure, rules and regulations which were mainly outdated, including its political policies. Several groups of people spoke out about the improvements required to meet their needs amidst the quickly changing situation.

The administration reformation in 2002 was based on the concept of Good Governance as prescribed by Article 3/1 in the National Government Organisation Act (5th Revision) B.E. 2545. The Act has served as the driving tool that has brought a concrete reshuffling of the Thai administration system from 2003 until today. The Office of Administration System Development Group was established while all government sectors must have their own group for internal system development.

Vision and Mission

Vision

An agency of high capacity to enhance the efficient development of the Department of Provincial Administration.

Mission

The Administration System Development Group is responsible for providing consultation and suggestions on internal development strategies to meet the requirements under Article 3/1 of the National Government Organisation Act (5th Revision) B.E. 2545; following up and solving any problems found after the enforcement of said Act and the Act on Reorganization of Ministries, Ministerial Bureaus and Departments, B.E.2545 (2002); supporting and enhancing implementation of the administration reformation plan for reaching its goals; jointly working with the central and other agencies for administration development; preparing annual reports on administrative development and carrying out other assignments.



Services and Portfolio

Distinguished achievements :

1. Certifying operation plans in accordance with government policies and agency action plans; integrating joint activities among various ministries for the same purpose (joint KPIs) to enhance achievements under determined policies.
2. Moving forward under the annual certified administration plan issued by the Department of Provincial Administration.
3. Preparing annual reports on the achievements of the annual certified administration plan.

Contact Us

Department of Provincial Administration Building, 3rd floor,
Asadang Road, Wat Ratchabophit Sub-district, PhraNakhon District,
Bangkok 10200
Telephone / Fax 0-2221-2188
E-mail : m03149001@dopa.go.th

Inspection and Grievances Division

Background Information

The Inspection and Grievances Division was established under Order No. 713/2556 dated 26 July B.E. 2556 of the Department of Provincial Administration on the internal structure and authority of the central administration. The former name of this division was the Office of the General Inspectors.

Vision and Mission

Vision:

Enhancing effective implementation of DOPA's policies at provincial and district level.

Missions:

1. Inspect and suggest how provincial policies should be implemented by local agencies and personnel. Follow-up on progress, successes, obstacles and acknowledge any suggestions given to ensure successful outcomes of various action plans and projects. Monitor the quality of practices by agencies and officials.

2. Conduct local visits to get feedback, listen to complaints and give suggestions, clarification and support as required while improving official morale to enhance effective performance.

3. Study, analyze and evaluate certain situations to provide possible suggestions to the DOPA Director for further consideration on worthwhile improvements.

Organization Structure

This Division has authority to analyze data and information while preparing inspection plans and facilitating the performance of functions carried out by General Inspectors. It shall then evaluate and report on the outcomes of inspection, preparing quarterly and annual reports accordingly. It shall accompany the General Inspectors and follow-up on progress in response to complaints and grievances submitted by provincial executives to ensure implementation of suggestions. Prior to final investigation to report on updated outcomes, it shall examine the primary situations of complaints and grievances under the supervision of the General Inspector jointly with related authorities. This is to enhance the effectiveness of regional inspection and handling plans for grievances. Efforts made towards research and development of the

inspection system are to ensure the required policy implementation is made by DOPA and the Ministry of Interior. Moreover it shall support or carry out assignments jointly with other relevant agencies. Its internal structure comprises one Section and two subgroups as follows.

1. **General Administration Section:** Responsible for overseeing administrative and clerical work, documentation and letter circulation; maintenance of vehicles, premises and supplies; finances and budgeting; preparation of inspection plans, required legal procedures, meetings and other assignments.

2. **Petition Section:** responsible for handling, screening, analyzing and advising on how to process submitted petitions; supervise E-Inspection for grievances procedure; oversee production process of annual reports on administration inspection and grievances handling manuals while ensuring timeliness of the overall outcomes for systemic improvement; carry out other duties as assigned.

3. **Administration Inspection Section:** Responsible for acquiring important information to develop required inspection plans through coordination with other relevant agencies; prepare inspection plans for General Inspectors based on analysis to enhance implementation of public policies issued by Department, the Ministry of Interior and the government. It shall also observe the annual certified department indicators for relevancy while enhancing possible solutions based on reliable analysis for handling submitted complaints by provincial executives. In the case that the General Inspector has been assigned to investigate or provide a required solution for either a central or provincial petition or grievance, the Section shall fully support him. It shall oversee the petition procedure under the E-Inspection system while cooperating with or supporting other agencies with their missions or as assigned.

Authority and Function

1. Inspect, suggest and explain how agencies and officials should perform their functions. Follow-up on progress, achievements, problems and obstacles while recognizing how policies, action plans and projects have been implemented, including their possible impacts. Examine quality of work and performance of agencies and staff.

2. Issue written orders to those under inspection to work or not to work on any projects during the inspection process in case it might cause serious damages to the public sector or the public at large. Having issued such orders the General Inspector shall promptly report to the supervisor for consideration.

In the case where those who are subject to inspection cannot follow such orders they shall give reasons for non-compliance to the General Inspector who shall further report to the supervisor for due consideration and order.

3. Give orders for submission of explanations, documents and evidence of their work from those agencies and staff.

4. Investigate for fact finding and listen to feedback when receiving orders or petitions, or where it is justified through coordination with other inspection authorities to solve public problems.

5. Visit and listen to opinions and feedback; provide suggestions, explanations and assistance to encourage officials in effective outcomes; process those achievements with recommendations for consideration by supervisors on duty and personnel administration.

6. Study, process, analyze, evaluate and submit recommendations to the Director General of the Department of Provincial Administration that improve working procedures as appropriate to benefit the public administration.

7. Investigate for fact finding and disciplinary action or act as criminal case investigator as assigned by the supervisor.

8. Provide recommendations to the Director General of the Department of Provincial Administration for determination of merits or disciplinary action and personal information covering officials from the c.8 level and higher of provincial administration offices in the responsible region for further appointment as General Inspector.

9. Carry out other duties as assigned by the supervisor.

Contact Us

Department of Provincial Administration, 2nd floor, Chaiya Palace, Nakhon Sawan Road, Si Yaek Maha Nak Sub-district, Dusit District, Bangkok 10300, Tel. 02-629-9123-4

Information Center for Provincial Administration and Development

Background Information

The Information Center for Provincial Administration and Development is authorized to suggest policies and prepare the strategic master plans and IT action plans. In addition, the Center is also in charge of supervising, monitoring and evaluating, administering and developing information systems; as well as studying, analyzing, designing and adopting information system innovation for the further improvement of the Department of Provincial Administration's related performances. Most important of all, the Center functions as a hub of information networking for official administration at district level, human resource development, preparation of training curriculum on IT literacy and utilization; and provides secretarial support for the Information Committee of the Department of Provincial Administration, and other assigned duties.

Vision and Mission

Vision

Provision of support and integration of modern IT systems to enhance the total performance efficiency of the Department of Provincial Administration.

Mission

1. Suggest policies and prepare the master plans, strategic issues, and action plans, concerning IT
2. Supervise, monitor and evaluate, administer and develop information system; and develop IT for local administration, order maintenance and national security
3. Study, analyze, design and adopt modern information system innovation for further improvement of related performances.

Organization Structure

The Information Center for Provincial Administration and Development is composed of one division and three groups namely:

1. **General Administration Division** is responsible for providing suggestions about strategic administration; collecting and preparing the IT master plans; implementation of modern administrative guidelines for organizational development; preparation of the official service certificate; internal control; change management; general administration; official correspondence; personnel administration;

budget and finance; supplies, durable article and premise control; administrative support and secretariat to the Information Committee of the Department of Provincial Administration; arranging meetings; collecting and preparing central plans and information; coordinating with relevant agencies; and other assigned duties.

2. **System Analysis and Development Group** is in charge of the study, analysis and design of the information development system; improvement of information-related software systems; counselling and support for other agencies in the Department of Provincial Administration; development and improvement of coding software for a server, information-related software, and operating systems for the Internet; coordination and exchange of mutual knowledge with the Registration Administration Bureau for collaborative study and improvement of software on registration and related documents; study of modern and innovative technological systems for further development, improvement and application and as a means to support executives and operating officers; and other assigned duties.

3. **Data Operation and Processing Group** is responsible for processing database updates; reserve database management system; computer server and peripheral device control and maintenance; communication of information from computer server to all agencies for administrative support of information database update; coordination of the computer server's common utilization with the Information Center for Provincial Administration and Development, the Registration Administration Bureau, and the Communication Division within the Department of Provincial Administration, and the Office of the Permanent Secretary, Ministry of Interior; as well as development towards nationwide information network on provincial and district levels; and other assigned duties.

4. Learning Development and Information System Integration Group is in charge of the development of the learning process to enhance IT literacy and competence of personnel. In so doing, the Group conducts survey and research on personnel demands in the central and provincial areas to gather information for providing appropriate trainings for provincial administrators. In addition, the Group also monitors and evaluates those trainees who received

software trainings so that the evaluation results can be used for work system improvement towards efficiency and effectiveness; identifies the KPIs of the Information Center for Provincial Administration and Development; and performs other assigned duties.

Information Center for Provincial Administration and Development

1

General Administration Division

2

System Analysis and Development Group

3

Data Operation and Processing Group

4

Learning Development and Information System Integration

Contact Us

Information center for Provincial Administration and development
Chaiya Palace, Nakhon Sawan Road, Si Yaek Maha Nak Sub-district,
Dusit District, Bangkok 10300 Tel. 0-2282-1047-8

Finance Division

Background Information

The Finance Division used to be a section under the Office of the Secretary (e.g., accounting section, finance section, supplies section) in compliance with the Royal Decree on Organising the Department of Interior under the Ministry of Interior B.E. 2485 (1942). It was then upgraded to become the Finance Division in 1951.

Vision and Mission

Vision

A core agency in charge of finances, accounting and supplies with good management based on accuracy, speediness, efficiency, transparency and auditability disciplines.

Mission

1. GFMIS is used for managing finance, accounting and supplies to support the tasks of the Department of Provincial Administration
2. Increase the knowledge and capability of personnel in the area of finance
3. Play a consulting role in the area of finance and supply regulations

Organization Structure

The Finance Division is divided into 3 groups and 1 Subdivision as follows:

1. Group of Finance
 - Subdivision of Finance
 - Subdivision of Payroll and Pension
 - Subdivision of Document and Petition Examination
2. Group of Accounting
 - Subdivision of Accounting 1
 - Subdivision of Accounting 2
 - Subdivision of Financial Regulation

- 3. Group of Supplies
 - Subdivision of Supplies
 - Subdivision of Premises and Vehicles
 - Subdivision of Stationery
- 4. Subdivision of General Administration

Authority and Function

In charge of finance, accounting, budget management, supplies, premises and vehicles of the department and working with or providing support to other related or assigned agencies

Services and Portfolio

Achievement Highlights

- Worked with the Division of Personnel to push the Department of Provincial Administration toward a direct payroll disbursement system by August 2014. The Finance Division has been the center for management of direct payroll disbursement of the Department of Provincial Administration since August 2014.
- Overall financial statements of the Department of Provincial Administration (see enclosed document)
- Statement of Financial Position
- Revenue and Expenditure Budget

Contact Us

Finance Division, 1st floor Department of Provincial
Administration, Wat Ratchabopit Sub-district, Phra Nakhon
District, Bangkok 10200
Tel. 0-2225-4885



Communication Division

Background Information

Originally, the Communication Division was the Radio Communication Subdivision in the Office of the Secretary, the Department of Provincial Administration, yet under the command of the Investigation and Legal Affairs Division. Later, when the trunked radio system was introduced to collaboratively function with the existing VHF/FM system, the Department of Provincial Administration considered elevating the Radio Communication Subdivision to the Communication Division so as to enhance and extend operational effectiveness of the subdivision capacity. As a consequence, on 12 May 1992 the Communication Division was established as an official agency of the Department of Provincial Administration, according to the Order of the Department of Provincial Administration No. 375/2535, dated 27 May 1992, and later officially announced as division according to the Royal Decree on Organizational Structure of the Department of Provincial Administration, Ministry of Interior B.E. 2536 (1993).

Vision and Mission

Vision:

to be a major agency highly capable in terms of communication and information technology, and of network integration so as to support the official duties of the Department of Provincial Administration

Missions:

1. To undertake its duties concerning communication and information technology among provinces, districts, sub-districts and villages
2. To provide, repair, and maintain the communications systems of the Department of Provincial Administration
3. To coordinate or support the work of other relevant agencies; and perform other duties as assigned
4. To develop communication and information technology and to integrate networks in line with its responsibilities
5. To develop human resources in communication and information technology in order to effectively support the official duties of the Department of Provincial Administration
6. To extend the communication and information technology network to meet future growth following the establishment of ASEAN Economic Community (AEC).

Organization Structure

Internal Agencies

To facilitate its operations for the further efficiency and effectiveness of its official performance, the Communication Division is divided internally into three subdivisions and one group, as follows:

Communication Direction Subdivision

1. General Administration Section
2. Supply Section
3. Personnel Administration Section
4. Finance Section
5. Policy and Planning Analysis Section
6. Frequency Management Section

Communication Operation Subdivision

1. Communication Command Center Section
2. Information and Correspondence Section
3. Offsite Communication Section
4. Broadcasting Operation Section

Maintenance and Logistics Subdivision

1. Communication Tool Logistics Section
2. Communication Tool Maintenance Section
3. Electric Power Equipment Section

Strategies of Communication and Information Development for Security Group

1. Communication Engineering Academics and Standard Section

2. Radio Communication Technology Section

3. Telecommunication Technology Section

4. Satellite Communication and Transmission System Technology Section

5. Communication Technology Section

6. Close Circuit Television System Technology Section

7. Electricity System and Infrastructure Section

Authority and Function

According to the Ministerial Regulation on Organization of Department of Provincial Administration of the Ministry of Interior, B.E. 2545 (2002), the Communication Division has the following responsibilities:

1. To undertake duties concerning communications and information technology among provinces, districts, sub-districts and villages
2. To provide, repair, and maintain the communications systems of the Department of Provincial Administration
3. To coordinate or support the work of other relevant agencies; and perform other duties as assigned.

Contact Us

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Webmaster: choochai@comdopa.com



Internal Audit Group

Background Information

The Internal Audit Group : (formerly the Accounting System Audit Division) was established by the Department of Provincial Administration in the fiscal year B.E. 2519 (1976) and has been in existence up to the present time. The Internal Audit Group is responsible for the internal auditing of the Department of Provincial Administration. In recent years, the Department of Provincial Administration has established an official organisational structure and allocated the work within the central office. According to the Order of the Department of Provincial Administration No. 713/ B.E. 2556 (2013), dated July 26, B.E. 2556 (2013), the Accounting System Audit Division remained an internal division, but its title was changed from “the Accounting System Audit Division” to “the Internal Audit Group.”

Authority and Function

1. The Internal Audit Group is responsible for the operating audits in all agencies of the Department of Provincial Administration and has the authorisation to access any information, documents, evidence, assets or officers that may be relevant to the audit
2. The Internal Audit Group has no authority to determine the policies, or operating methods of the internal control system or make revisions to the internal control system. These duties are the responsibilities of the management concerned. The internal auditors' duties are to give suggestions.
3. The scope of the internal audit includes providing assurance services, consulting services in financial management, accounting, inventory, and evaluation of the adequacy and effectiveness of the internal control system of the official agencies, as well as risk management which includes:
 - To evaluate the efficiency and effectiveness of the operations of the auditee and to continuously suggest improvements for risk management, control and corporate governance.
 - To review whether the operating system is in accordance with the standards and/or laws, rules, regulations and orders which were created by the government in order to assure that the operations are in accordance with the achievements, objectives and policies of the official agency.

- To review the accuracy and reliability of the operating information and financial reports.
 - To examine whether the protection and security of the auditee's assets are suitable for each asset type.
 - To evaluate the financial operation of the agencies.
 - To analyse and evaluate the efficiency, savings and worthiness of the use of resources.
4. The internal auditors must hold their independence, with no conflict of interest in their auditing activity, no interference in auditing or proposing of auditing opinions by the management or any person.
 5. The internal auditors should not be members of the committee of any board or committee of any official agency or organisation which would affect their independence in proposing auditing opinions.

Vision and Mission

Vision :

To be an agency that provides assurance to all agencies under the Department of Provincial Administration in order to operate efficiently and effectively.

Mission :

To justifiably provide assurance and consultation, function independently in risk management, and control corporate governance in order to increase value, and improve the operation of the agencies under the Department of Provincial Administration in their efficacy in accordance with determined policies and missions.

Services and Portfolio

In the fiscal year B.E. 2557 (2014), the Internal Audit Group provided the following services:

Assurance Services:

1. Evaluating the internal control system of the Department of Provincial Administration as of September 30, B.E. 2556 (2013).
2. Providing Financial and Compliance Auditing Services in accordance with laws, rules and resolutions and following up on former suggestions to the auditees totalling .
3. Providing Performance Audits for three projects:
 - 1) “Enhancing Efficiency in Registration Administration Service and Identification Card Provision Service,” in the fiscal year B.E. 2556 (2013)
 - 2) “Strong Community Fighting Against Drugs Sustainably,” in the year B.E. 2556 (2013)
 - 3) “Improving the Paperless Registration System,” in the fiscal year B.E. 2553 (2010)
4. Providing Information Technology Auditing for the project: “Using e-DOPA Licensing Application System to Follow the Six Transferring Laws”

Consulting Services:

Controlling the inventory accounts of the official auditees in accordance with the annual auditing plan for the fiscal year B.E. 2557 (2014).

Contact Us

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