

**INFORMATION REPORT
 CONFIDENTIAL**

COUNTRY Yugoslavia

CD NO.

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SUBJECT Organization of the Central Administration
 of the Glass Industry and a Glass Factory,
 Yugoslavia

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1. The organization of the Central Administration for all industries in Yugoslavia is the same, only the number of officials varies with each Administration. Although it is one of the smaller organizations, the number of persons employed by the Central Administration of the Glass Industry has steadily increased from a total of 40 persons in 1947 to between 160 and 180 persons in 1949. A permanent council, appointed by the Director General and composed of the Director General, the Chief Engineer, the Director of Cadres, the Secretary General, Director of the Planning Department and the Trade Director, meet daily to discuss Administration policy and problems. The Director General may request the Chief of the Registration Bureau, the Expansion Director and the Head of the Operation Department to attend these meetings for consultation, and these officials also may arrange meetings when specific problems arise. Since the middle of 1948 only Communists have been appointed as members of this council.
2. The numbers below correspond to those indicated on the attached chart I.
 1. Director General
 2. Chief Engineer
 3. Registration Bureau
 4. Cadres Department: Director of Cadres
 5. Secretary General
 6. Planning Department: Director of the Plan
 7. Trade Department: Trade Director
 8. Expansion (izgradnja): Expansion Director
 9. Operation Department
 10. Production Plan Section: Chief, a few specialists and two clerks
 11. Capital Expansion Section: Chief, a few specialists and three clerks

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CENTRAL INTELLIGENCE AGENCY

25X1A

-2-

CONFIDENTIAL

12. Financial Plan Section: Chief and three clerks
 13. Statistics Section: Chief; specialists, three statisticians, and a card registry clerk.
 14. Revisions Section: Chief, one specialists, and four officials
 15. Purchasing Department: Chief, four specialists, four registration clerks; and 10 clerks
 16. Sales Department: Chief, four specialists, four registration clerks and 10 clerks
 17. Bookkeeping and Accounting Department: Chief, three accountants and four clerks
 18. Planning Section for Active Cadres: Chief and three officials
 19. Planning Section for New Cadres: Chief and three officials
 20. Training Courses and Schools: Chief and four officials
 21. Technical Bureau: Chief, three engineers and six technicians
 22. Building Operations Section: Chief, two engineers and four technicians
 23. Daily Report Clerks: Three men
 24. Deciphering Clerks: Three men
 25. Registration Officials: Three men
 26. Expert Engineer for Hollow Glass: Three officials
 27. Expert Engineer for Straight Glass: Three officials
 28. Expert Engineer for Machinery and Plant: Three officials
 29. Archives: Chief and five clerks
 30. Legal Advice: Chief and two officials
 31. Pay Office: Chief and three clerks
 32. Maintenance Department: Chief, six clerks, house-guards and six charwomen
3. The numbers listed below correspond to those indicated on the attached chart II.
1. Director of Factory: The director of a factory must be a Communist and a worker.
 2. Industrial Engineer: Since the middle of 1948, only Communists or candidates for membership in the Party may qualify for this position.
 3. Planning Department: Chief of the Plan, a Communist.
 4. Trade Department: Trade Chief, a Communist. This position is usually held by a person who has completed State training. Business transactions are handled by specialists under supervision of the department chief. According to source, trade departments of many Yugoslav industries are completely disorganized.
 5. Cadres Department: Chief, a Communist.

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CENTRAL INTELLIGENCE AGENCY

25X1A

-3-

CONFIDENTIAL

6. Registration of Daily Production Returns: Chief, a Communist.
7. Secretariat: Secretary, a Communist.
8. Building Operations: Chief either an engineer or a technician, who is also a skilled worker.
9. Production Plan: Chief and six clerks.
10. Capital Expansion (Kapitalna Izgradnja): Chief and four clerks.
11. Financial Plan: Chief and five officials.
12. Statistics Department: Chief and four officials.
13. Planning Section for Active Cadres: Chief and about four clerks.
14. Planning Section for New Cadres: Chief and about four clerks.
15. Courses and Schools: Chief and about four officials.
16. Registration and Reports Section: Chief, a Communist, and six clerks who collect and register production. Daily production figures are recorded in cipher.
17. Statistics Section: Chief and three clerks.
18. Norms Official (Normirec), and three clerks.
19. Pay Office: Chief and three clerks.
20. Legal Advice: Chief, legal adviser
21. Maintenance Department: Chief, about five clerks, and an unspecified number of charwomen.
22. Archives: Chief and about five clerks.
23. Collecting of Data in the Field: Four clerks.
24. Compiling of Reports in the office.
25. Supervision and Statistical Recording of the Expansion Program.
26. Dispatch of Daily Returns to the Central Administration.
27. Bookkeeping Section: Chief and 10 clerks.
28. Accounting Section: Chief and three clerks.
29. Sales Department: Chief and three clerks.
30. Purchasing Department: Chief and six clerks.
31. Laboratory: Chief and two laboratory assistants.
32. Mixing of the Glass Mass: Technical chief and about six assistants.
33. Smelters and Fillers (topari i sarzeri): Technical chief and about 10 assistants.
34. Glass Production: Three technical chiefs, skilled and semi-skilled assistants, apprentices and non-skilled workers. The number of persons employed in this section depends on the production capacity.

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CENTRAL INTELLIGENCE AGENCY

25X1A

-4-

CONFIDENTIAL

35. Grinding Section: Two technical chiefs, skilled and semi-skilled assistants, apprentices, assistants and non-skilled workers. The number of workers depends on the production capacity.
36. Painting Section: One technical chief, skilled and semi-skilled apprentices, assistants and non-skilled workers. The number of workers employed varies according to the production capacity.
37. Workshops: Joinery, locksmith, machine, model-making, electro-technical. Each shop has one technical chief who supervises skilled, semi-skilled and unskilled workers. The number of workers in each shop is governed by the production capacity.
38. Power: generators, power plant, hydrogen, garages, Each section has one technical chief and the required number of skilled, semi-skilled and unskilled workers.

Technical chiefs and leading trade union functionaries must be Communists.

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