

UNITED NATIONS

SECRETARIAT

ST/AI/212/Add.1
15 March 1972

ADMINISTRATIVE INSTRUCTION

To: Executive and administrative officers

From: The Under-Secretary-General for
Administration and Management

Subject: SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES
IN EFFECT AS OF 15 MARCH 1972

1. Attached herewith is a subject index to all administrative issuances in the series ST/SGB/..., ST/AI/... and ST/ADM/SER.A/... in effect as of 15 March 1972. The index will be updated periodically by issuing revised pages.
2. Any inquiries concerning the above should be addressed to the Administrative Management Officer for Administrative Issuances, AMS, room 3755A.

SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES
IN EFFECT AS OF 15 MARCH 1972

Contents

	<u>Page</u>
Buildings, premises and security	2
Claims	3
Communications, archives and records	4
Documents and publications	5
Finance	5
General office procedures	6
Library	6
Missions	6
Organization	7
Personnel	10
Property and supplies	16
Protocol	16
Travel	17

BUILDINGS, PREMISES AND SECURITY

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
<u>Building and premises</u>			
Use of premises and services		91	
Use of Dag Hammarskjold Memorial Library building		145/Rev.1	
Use of automated elevators			1191 and Add.1
Conservation in the use of utilities and services			1556
Committee on Contracts - composition and functions	131, annex		
<u>Garage</u>			
Access			1122
Exit			1014 and Amend.4
Garage		178 and Corr.1	
Safety - traffic and parking rules			758

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A./</u>
<u>Passes</u>			
Ground passes and identification			1549
Material and packages passes		193	
Personal identification passes: Headquarters		152	
Personal identification passes (retirees): Headquarters		152/Add.1	
Registration of staff members on holidays and after office hours		188	
<u>Safety</u>			
Prevention of accidents on entering or leaving the Headquarters area			584
Safety measures and accident prevention - reporting of working injuries		120/Rev.1	
<u>Security</u>			
Authority of security officers		204	
Delivery of personal packages to United Nations building			846
Lost and found property		159	
Security of valuable articles		201	
CLAIMS			
Advisory Board on Compensation Claims - composition and functions	131, annex		
Claims Board - composition and functions	131, annex		
Claims Board - membership			1559/Rev.1
Compensation and related rules - application to staff	Staff Rules/ Appendix D/ Rev.1		

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST./ADM/SER.A/</u>
Compensation - loss of or damage to personal effects		149	
Compensation - members of commissions, committees etc. in the injury or death attributable to United Nations service	103		
Time-limits			1312

COMMUNICATIONS, ARCHIVES AND RECORDS

Archives

Access to League of Nations archives	135		
Gifts and historical items	136		
Recorded material - sale		67/Rev.3	

Correspondence

Addressing interoffice mail to UNICEF			1128
Airmail			197
Correspondence Manual		102/Rev.3	
Correspondence with specialized agencies, IAEA and intergovernmental organizations		199	
Headquarters postal address			1405

Pouch

Communications by pouch service	179		
Diplomatic pouch schedule			1175/Rev.35
Diplomatic pouch service		174 and Amend.1	

DOCUMENTS AND PUBLICATIONS^{1/}

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Classification and serialization		72 and Add.1	
Procedure for declassification		117	
Attribution of authorship		167	
Regulation for control and limitation		189 and Add.1-8 ^{2/}	

FINANCE

Financial arrangements

African Institute	129		
Asian Institute	127		
Latin American Institute	125/Rev.1 and Amend.1, Rev.2		
Social Defence Institute	134		
Social Development Research Institute	126		
United Nations Emergency Force	UNEF/2/ Rev.2		
United Nations Force in Cyprus	UNFICYP/1		

General

Certifying officers - 1972 accounts		210	
Expenditure control - official hospitality		192	
Expenditure control - official travel	139		
Financial regulations and rules	Financial rules/1/ Rev.1 and Amend.1		

^{1/} See also editorial directives ST/CS/SER.A/1-13.

^{2/} Add.6 to be issued later.

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Payroll clearance upon separation from service		155 and Amend.1	
Soliciting voluntary contributions		104	
<u>Revenue-producing activities</u>			
Bookshop		Financial rule 107.1	
First day of issue - stamps issued in 1972		"	1563, 1574
United Nations medal programme - 1972		"	1577

GENERAL OFFICE PROCEDURES

Secretariat procedures with regard to international instruments (conventions, agreements, treaties)		52	
Non-statistical questionnaires		80	
Forms control		156	
Maintenance of personnel records cards		105	
Procedure for collection of personal telephone calls.		148 and Add.1	

LIBRARY

Official material not available through regular distribution channels		165	
Library services		205	

MISSIONS

Mission service rosters - secretaries, typists, clerks			1570
---	--	--	------

/...

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Mission staff - participation in the Joint Staff Pension Fund		197	
Rates and conditions for mission subsistence allowance/assignment allowance	114/Add.1		
Service with missions - policies governing staff detailment	114		
United Nations medal for award to military personnel: regulations		119 and Amend.1	
United Nations Emergency Force - financial rules for special account		UNEF/2/Rev.2	
United Nations Force in Cyprus: regulations		UNFICYP/1	

ORGANIZATION

General

Manpower utilization survey of Secretariat			1336
Manpower utilization survey - implementation and follow-up of recommendations	138		
Procedures for proposing, reviewing and formalizing organizational changes	137		
Secretary-General's bulletins, administrative instructions, information circulars	100		
Transfer of functions		203	

Institutes

African Institute for Economic Development Planning	129		
Asian Institute for Economic Development Planning	127		

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Latin American Institute for Economic and Social Planning		125/Rev.1 and Amend. 1 and 2	
United Nations Research Institute for Social Development		126	
United Nations Social Defence Research Institute		134	
<u>Secretariat</u>			
Administration and Management - Under-Secretary-General		131/Amend.29	1496
Administrative Management Service Board of the International Computing Centre		131, annex	1336
Centre for Economic and Social Information		131/Amend.26	
Controller		131	
Controller - FAMOTC functions		131/Amend.2 and 8	
Conference Services		131/Amend.12	
Economic Commission for Africa		131	
Economic Commission for Asia and the Far East		131	
Economic Commission for Europe		131 and Amend.5	
Economic Commission for Latin America		131	
Economic and Social Affairs		131/Amend.7, 17, 21, 25, 28 and 29	
Economic and Social Affairs - FAMOTC, field operations service		131/Amend.8	
Economic and Social Affairs - Office of Technical Co-operation		131/Amend.10	

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Economic and Social Affairs - Authority to approve regular programme of technical co-operation	131/Amend.23		
Economic and Social Affairs - Common administrative arrangements for UNESOB			577
Executive Office of the Secretary- General	131 and Amend.11, 17, 19 and 21		
General Assembly Affairs	131 and Amend.19		
General Service	131 and Amend.14 and 27		
Human Rights Division	131, Amend.11 and 15		
Inter-Agency Affairs	131/Amend.7, 17, 21, 24 and 28		
International Computing Centre (New York)	131/Amend.29		
Legal Affairs	131 and Amend.3, 17 and 18		
Office at Geneva	131		
Personnel	131 and Amend.20		
Political and Security Council Affairs	131 and Amend.6, 16 and 17		
Publication Board	131/Amend.1		
Public Information	131		
Sea-bed and ocean floor - co-ordination of Secretariat activities and departmental responsibilities with respect to these activities	131/Amend.17 and 25		

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Secretariat of Scientific Committee on Effects of Atomic Radiation	131		
Secretariat of Special Committee for Review of United Nations Salary System			1516
Trusteeship and Non-Self-Governing Territories	131		
Under-Secretaries-General for Special Political Affairs	131		
United Nations Conference on Trade and Development		130, 131 and Amend. 13 and 18	
United Nations Industrial Development Organization		133, 131/ Amend. 4 and 9	

Top echelon

Reorganization			1218 and 1310
Appointment of Mr. M. H. Gherab as Director of Personnel			1301
Appointment of Mr. I. Kittani as Assistant-Secretary-General for Inter-Agency Affairs			1475
Appointment of Mr. H. K. Matthews as Under-Secretary-General for Administration and Management			1496

PERSONNEL

Administration/staff relations

Joint Advisory Committee - composition and functions	131, annex		
Joint Advisory Committee - membership			1510

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
<u>Allowances</u>			
Assignment allowance - mission service 114 and Add.1			
Dependency allowance - General Service, Security Service, Manual Workers, Dispatchers and Guides			1575
Dependency allowance - request for status report			1567
Education grant		181/Rev.2	
Installation grant		184/Rev.1 and Amend. 1 and 2	
Installation grant - General Service		187	
Rental subsidies and deductions		195	
Subsistence allowance - staff assigned to or from Headquarters, Geneva or other offices for periods of less than one year			137 and Add.1 and Amend.5
Subsistence allowance - staff attending United Nations conferences		133	
<u>Appeals</u> ^{3/}			
Disciplinary and appeals cases - members of panel of counsel			1521/Rev.1
Joint Appeals Board - composition and functions	131, annex		
Joint Disciplinary Committee - composition and functions	"		
Joint Appeals Board and Joint Disciplinary Committee - membership and competence			1528
Representation by counsel		163/Rev.1	1521/Rev.1
Special Advisory Board - composition and functions	131, annex		
<u>Time-limits</u>			1312

3/ See also AT - 11/Rev.2.

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
<u>Appointment and promotion</u>			
Appointment and Promotion Board - composition and functions	131, annex		
Appointment and Promotion Board - membership			1576
Appointment and Promotion Committee - composition and functions	131, annex		
Appointment and Promotion Committee - membership			1584
Appointment and Promotion Panel - composition and functions	131, annex		
Appointment and Promotion Panel - membership			1587
Arrangements for promotion, appointment and review			1579
Conditions for promotion and accelerated increment (based on knowledge of second language)		207	1515, 1578
<u>Attendance, leave, working hours</u>			
Annual leave from designated duty stations - travel expenses		200	
Early release in bad weather		122	
Paid study leave			1498
Time, attendance and leave recording		131/Amend.1 and 2	
Working hours			
<u>Duties, obligations</u>			
Acceptance of gifts	136		
Conduct			277 and 1303
Obligations during and after service		182	

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Outside activities		190	
Service on missions	114		
<u>General</u>			
Administrative Manual, volume 2	95		
After-school programme for children			1561
Catering services			1529
Copying machine			1111
Deposit of paycheck			119
Designation, change or revocation of beneficiary			1315, 1567
Official hospitality		192	
Office of Personnel - organization	131 and Amend.20		
Official status files - annual inspection		108	
Personal toll calls		148 and Add.1	
Periodic reports		115	
Recruitment guidelines			1498
Safety measures, accident prevention, reporting of work injuries		120/Rev.1	
Staff regulations	Staff Regulations/ Rev.7		
Staff rules - Secretariat personnel	Staff Rules/1/ Rev.1 and Amend.17 and 18		
Staff rules: technical assistance personnel	Staff Rules/2/ Rev.2 and Amend.1		

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Staff rules: conference and short-term personnel	Staff Rules/3/ Rev.2 and Amend.5		
Staff rules: Dispatchers and guides	Staff Rules/4/ Rev.2 and Amend.3		
Transportation of female staff after 11 p.m.		160	
United Nations bookshop service			191
<u>Medical and other insurance 4/</u>			
After-service health insurance		172 and Add.1 and Amend.1	
After-service dental insurance		172 and Add.2	
Dental insurance			1494, 1525
Group life insurance			
Health Insurance Review Committee - composition and functions	131, annex		
Medical and dental insurance			1403, 1481, 1506 and Add.1, 1582
Medical expenses assistance plan - local staff at designated offices	Staff Rules/ Appendix E		
<u>Pensions, post retirement services, employment after retirement 5/</u>			
Canadian Government agreement with Joint Staff Pension Board			1498
Employment after age of retirement		161	1578
Medical and dental insurance		172/Add.1 and 2 and Amend.1	

4/ See also AHS, AETNA, HIP and GHDI pamphlets.

5/ See also JSPB/G.4/Rev.7.

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Participation of mission staff in Joint Staff Pension Fund		197	
Passes to Headquarters		152 and Add.1	
Pensionable remuneration - computation formula			1578
Pensionable remuneration on promotion to Professional category		209	
<u>Post adjustment</u>			
Post adjustment - Headquarters			1534
<u>Training and career development</u>			
Administrative and management training programme - 1972			1586
Drafting seminars 1972			1590
Language courses 1971-1972			1541, 1573
Language proficiency - Professional staff and above			1515, 1578
Language proficiency - examination			1562
Paid study leave			1498
Linguistic standards		113	
<u>United States income taxes</u>			
Cancelled cheques for income tax			867
Estimated income taxes, 1971 - change from "net" to "gross" salary			1564
Payment of income taxes			1581
Social security taxes			1581

/...

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
<u>Visas</u>			
Procedure for obtaining G-4 visas			538
Visa Committee - composition and functions	131, annex		
Visa status of non-United States staff			238
Visa status - children who cease to be dependants			1567

PROPERTY AND SUPPLIES

Property control

Control of United Nations property covered by personal property receipts		97/Rev.1	
Headquarters Property Survey Board - "Case report and recommendation" form		202	
Property records and inventory control under revised definition of non-expendable property		208	
Property Survey Board - composition and functions	131, annex		
Safeguarding United Nations keys		164	

General

Authority for mailing United Nations publications supplies and equipment		82	
Committee on Contracts - composition and functions	131, annex		

PROTOCOL

Compensation to members of commissions, committees etc. in case of injury or death attributable to United Nations service		119	
---	--	-----	--

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Flag code and regulations	132		
Organization	131		
Registration of representatives, establishment of passes and publication of lists of delegates to meetings of United Nations organs		118/Rev.1	
Subsistence allowance and travel expenses - members of organs or subsidiary organs		133	
TRAVEL			
<u>Automobiles, baggage and customs</u>			
Automobiles - transportation at United Nations expense		176 and Amend.1, 2 and 3	
Automobiles imported by staff - United States customs regulations			1228
Duty free entry - baggage and effects		169	
Excess baggage, unaccompanied shipments, insurance and storage		173/Rev.2 and Amend.1	
Shipping procedures and marine insurance		135	
Use of miscellaneous charges orders		170	
<u>Expenses</u>			
Computation of travel subsistence allowances		196	
Expenses and subsistence allowance United Nations conferences		133	
System of daily subsistence allowance		137 and Add.1 and Amend.5	
Terminal		206 and Amend.1	

	<u>ST/SGB/</u>	<u>ST/AI/</u>	<u>ST/ADM/SER.A/</u>
Travel - annual leave from designated duty station		200	
Travel expenses and subsistence allowances - members of organs or subsidiary organs	107/Rev.4		

General

Information for travellers			892
Mode and standards		150 and Adds.1, 2 and Amend.2	
Official travel - arrangements for approval	139		
