

# UNITED NATIONS

# NATIONS UNIES

## SECRETARY GENERAL'S BULLETIN NO. 17

TO: Members of the Staff of the United Nations

SUBJECT: Interim Procedure regarding contested claims of Secretariat Personnel

1. Individual officials of the Secretariat, such as the Comptroller, will not assume broad discretionary authority in dealing with such matters as claims. The Comptroller will not approve payments unless the regularity of the transaction is established without any grounds for question.

2. Adequate rules and regulations describing the procedure for handling claims and setting up a Claims Committee will be promulgated in the near future.

3. For the present, the General Counsel to the Secretary-General or his representative and the Acting Comptroller will constitute a committee of two to make recommendations as to the proper disposition of any urgent claim cases. This committee will review claims which the Bureau of the Comptroller has not approved as payable without question under existing regulations.

4. The third member of the Committee shall be the Supervisor of the Bureau of Personnel or his representative when claims relating to salaries, allowances or personal expenses are considered and shall be the representative of the Assistant Secretary-General for Conference and General Services when other claims are considered.

5. With respect to claims which have arisen in the period before administrative authorities had been well defined and before financial regulations and rules had been made operative, the Committee will be guided by the following general principle:

It will not recommend the payment of a claim unless sufficient evidence is submitted to it to establish its validity on one or the other of the following basis:

(a) That there was a definite promise to pay given by an authorized officer or agent of the United Nations.

(b) That the amount is not greater than the fair value of the services or goods actually received by the United Nations at the expense of the claimant and not compensated for otherwise.

By the direction of the Secretary-General

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