

ADMINISTRATIVE INSTRUCTION NO. 38

To: Members of the Staff of the United Nations

Subject: TRANSFERS OF STAFF MEMBERS

1. Authorization of Transfers

Transfers of staff to another Department, Bureau, or Division shall be authorized only by the Bureau of Personnel. It is essential that departmental officials avoid any commitment as to effecting transfers to a staff member of another Department, Bureau, or Division before the transfer has been formally approved.

2. Effective Date of Transfers

(a) A transfer at the same grade will be effective at the beginning of the pay period following the date of approval by the Bureau of Personnel and assumption of the new duties by the staff member.

(b) A transfer and change to a lower grade will be effective at the beginning of the pay period following official written notification to the staff member by the Bureau of Personnel (P/5).

(c) A transfer which also involves a promotion will be effective as provided in SGB/66. If a staff member on loan from another Department is filling a vacant post of a higher grade for which promotion notice has been issued and is subsequently selected to fill that post with an effective date prior to the transfer, the receiving Department will be charged retroactively with the difference in salary from the effective date up to the date of formal transfer.

3. Temporary Loan of Staff

Loans of staff between Departments, Bureaus, or Divisions will not be considered transfers when the period involved is less than 90 days, and will not be considered as the basis for any payroll changes. Such temporary loans of service may be effected by the Departments concerned without approval of the Department of Administrative and Financial Services.

/s/ Byron Price

BYRON PRICE

Assistant Secretary-General  
Administrative and Financial Services