

UNITED NATIONS NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 51

To: Members of the Staff of United Nations

Subject: MEAL TICKETS

1. Purpose

Arrangements have been completed with the United Nations cafeteria to provide food to staff members who work overtime or at undesirable hours upon surrender of a United Nations meal ticket which will be provided by the United Nations without charge to the staff member. This arrangement will be continued for the duration of the General Assembly.

2. Entitlement

Meal tickets entitling the staff member to food to the value of fifty cents will be issued to:

(a) All staff members who work on the night shift commencing at 6 p.m., and who are entitled to night differential pay for such work.

(b) All staff members employed on the regular day shift who work two or more hours beyond their regular tour of duty, and whose base salary does not exceed \$3010 per annum.

No staff member will be entitled to receive more than one meal ticket with respect to a tour of duty within any twenty-four hour period.

Entitlement of any staff member is contingent upon availability of service in the cafeteria, and unavailability of such service will in no case constitute a right or claim to cash payment in lieu of a meal ticket, or cash exchange for surrender of a meal ticket.

3. Authority to Issue Tickets

The Executive Officer of each Department is authorized to issue meal tickets to staff members of his Department. He may redelegate this authority in accordance with the procedure prescribed in SGB/26 (Form AB/6).

4. Procedure

Meal tickets will be numbered serially.

Executive Officers, who will be responsible for the control of issuance, will obtain meal tickets from the Cashier, Bureau of Comptroller.

The Executive Officer or other person to whom the authority to issue meal tickets has been delegated will enter upon the ticket the name of the staff member to whom the ticket is issued and the date on which it is to be used. He will then sign the ticket before issuing it.

The ticket will be honoured by the cafeteria only in the date entered by the issuing officer.

The Comptroller will reimburse the responsible official of the cafeteria at the rate of fifty cents for each meal ticket that has been honoured. The Comptroller will arrange with the officials of the cafeteria the details of method and frequency of reimbursement.

By order of the Secretary-General

(sgd.) J. B. Hutson

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