

SECRETARY-GENERAL'S BULLETIN NO. 57 REVISION 1

To: Members of the Staff of United Nations

Subject: EDUCATION GRANTS

This bulletin cancels and supersedes Section C and paragraph 2 of Section D of SGB/57, dated 26 February 1947, "Children's Allowances and Education Grants."

A. PROCEDURE FOR CLAIMING EDUCATION GRANTS AND RELATED TRAVEL

1. To apply for the Education Grant, the staff member should submit to the Bureau of Personnel, Appointments and Staff Relations Division, Room S-9, a certificate signed by a responsible officer of the school showing:

- (a) child's name
- (b) beginning and ending dates of scholastic year
- (c) dates of child's attendance at that school during scholastic year.

2. A "scholastic year" within the meaning of this bulletin is the actual scholastic year of the institution attended, normally covering a period of 7 to 12 months.

3. The procedure for applying for travelling expenses for the child's journey from the home country to the staff member's duty station and return as provided for by Regulation 33 (b) (see appendix SGB/57) shall be the same as that established by SGB/7/Add.6 relating to request for authorization for travel of dependents. Such requests and subsequent documentation shall bear the Account No. 33200.

B. PAYMENT OF EDUCATION GRANT

The education grant will be paid in a lump sum only once each year. It will cover the preceding scholastic year or that portion thereof (if attendance is less than two-thirds of the scholastic year) that the child has been in attendance and will be paid after being certified by the Bureau of Personnel to the Bureau of the Comptroller. Staff members who have filed claims before the issuance of this bulletin in accordance with the provisions of SGB/57 will receive a lump sum payment of the amount due up to 1 July 1947, covering that portion of the scholastic year falling between 1 January 1947 /and 1 July 1947,

and 1 July 1947, during which the child was in attendance. Staff members who have not filed claims to date, but who will claim the grant at the end of a scholastic year which will include all or part of the period between 1 January and 1 July 1947, shall do so in accordance with the terms of this bulletin.

By direction of the Secretary-General

(signed) Byron Price

BYRON PRICE
Assistant Secretary-General for
Administrative and Financial Services
