

## SECRETARIAT



ST/ADM/SER.A/895/Rev.1  
17 December 1963

Expired under its own terms

## INFORMATION CIRCULAR

To: Members of the Staff at Headquarters

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS, :

1. Pursuant to Staff Rule 101.3, the ~~day to be observed as an official holiday~~ further day during the month of December ~~to be observed as an official holiday~~ at Headquarters, either on Tuesday, 24 December or on Thursday, 26 December 1963.
2. Subject to the condition that essential services are maintained on a continuing basis, Executive Officers will make arrangements to enable staff members in their departments or offices to observe ~~arrangements to ensure that~~ of the above days.
3. Staff members required to work on both days will be compensated in accordance with the conditions set forth in Appendix B to the Staff Rules.
4. Staff members wishing to hold Christmas parties may do so on 20 or 23 December 1963 until approximately 7.30 in the evening, subject to advance approval by the Office of General Services. It ~~is the intention, subject to advance~~ limited to one in the smaller departments or offices ~~and two in the larger ones.~~ Requests for approval should be submitted to the Chief, Buildings Management Service, OGS, Room 2255, with copy to Chief, Commercial Management Service, OGS, Room 2014, not later than 13 December 1963 indicating:
  - (a) the department, unit or organization holding the party;
  - (b) the date and hour of the party;
  - (c) where it is proposed to be held;
  - (d) the approximate number of persons expected to attend;
  - (e) the senior official designated to assume full responsibility for the party;
  - (f) the type of party and facilities required.

5. Catering services required for parties should be obtained through the Operation Section, Commercial Management Service, OGS, Room 2014-A.
6. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

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