

UNITED NATIONS

SECRETARIAT

ST/ADM/SER.A/971
10 December 1964

INFORMATION CIRCULAR

Expired under terms

To: Members of the Staff at Headquarters

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS, DECEMBER 1964

1. Pursuant to Staff Rule 101.3, the Secretary-General has designated Thursday, 24 December 1964 to be observed as an official holiday at Headquarters.
2. Staff members required to work on that day will be compensated in accordance with the conditions set forth in Appendix B to the Staff Rules.
3. As in previous years, staff members wishing to hold parties during the week of the Christmas holiday may do so subject to advance approval by the Office of General Services. In view of the session of the General Assembly, such parties will be authorized for 21 and 22 December, provided that they do not commence before 6 p.m. if they are to be held in areas adjacent to conference rooms. Where music is to be provided, playing will be permitted as soon as any meetings scheduled on those days are over. It is suggested that smaller departments or offices make arrangements for holding joint parties in order to ease the demand for suitable areas.
4. Requests for approval should be submitted to the Acting Chief, Buildings Management Service, CGS, Room 2255, with copy to Chief, Commercial Management Service, CGS, Room 2014, not later than 15 December 1964 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.

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5. Catering services required for parties should be obtained through the Operation Section, Commercial Management Service, CGS, 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.
