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SECRETARY-GENERAL'S BULLETIN

Members of the Staff of United Nations

Subject: ORGANIZATION OF THE SECRETARIAT

Purpose

As of 15 May 1954, this bulletin effects certain changes in the organizational structure of the Secretariat. It amends SGB/32, "Organization of the Secretariat", dated 12 June 1946, amends and supplements ST/AFS/SGB/97, "Administrative and Financial Services", dated 18 February 1954, and cancels and supersedes ST/AFS/SGB/33/Rev.5, "The Organization of Conference and General Services", dated January 1951.

Department of Conference Services and Office of General Services

The Department of Conference and General Services is abolished as a Headquarters Department and its functions assigned to a Department of Conference Services and an Office of General Services. Functions and staff of Conference and General Services are re-assigned as follows:

To the Department of Conference Services:

- The Office of the Assistant Secretary-General
- The Bureau of Documents
- The Conference Section

To the Office of General Services:

- The Office of the Principal Director
- The Bureau of General Services
- The Field Operations Service
- The Headquarters Construction Staff
- The United Nations Postal Administration

In addition, the Library, which heretofore has been under the general direction

of the Executive Office of the Secretary-General, is transferred to the Department of Conference Services.

3. Separate accounts shall be maintained within Appropriation Section 15 for the Department of Conference Services and the Office of General Services. Until further notice, expenditures for the staff of the Field Operations Service shall be charged to Section 5a, and expenditures for the Library shall be charged to Section 6a.

Dag Hammarskjöld
Secretary-General
