

## SECRETARY-GENERAL'S BULLETIN NO. 46

To: Members of the Staff of United Nations

Subject: ASSIGNMENTS FOR DUTY ON SATURDAYS, SUNDAYS AND HOLIDAYS

1. An Assistant Secretary-General or top-ranking Director will be assigned to duty between the hours of 10 a.m. and 6 p.m. on Saturdays, Sundays, and holidays in order that urgent communications to the Secretariat may be acted upon without delay during such periods. The Registry and Postal Service will be staffed with sufficient personnel to provide prompt service; the telephone switchboard will remain open twenty-four hours a day and a guard will be stationed at the main entrance at all times.
2. Cablegrams, telegrams and telephone calls of other than a routine nature and letters requiring immediate attention will be referred to the Assistant Secretary-General or top-ranking Director on duty for action. If it is determined that the matter is urgent, the Assistant Secretary-General or top-ranking Director in charge will take the necessary action after contact has been made with an official of the Department concerned.
3. A person of lesser rank than an Assistant Secretary-General or top-ranking Director may be assigned to duty at the discretion of the responsible Department head provided that the Assistant Secretary-General or top-ranking Director is available for consultation continuously during the hours indicated.
4. The official assigned to week-end duty will, by Friday noon, advise the Secretary-General's office, all Assistant Secretaries-General, the Registry and Postal Service, the chief telephone operator and the Security Officer of his name, office location and telephone number. He will also obtain the names of the responsible officials of the various Departments

who will be available for consultation and where they can be reached by telephone.

5. The schedule of duty assignments for September and October is:

Security Council Affairs	September 7 and 8
Economic Affairs	14 and 15
Social Affairs	21 and 22
Trusteeship	28 and 29
Legal	October 5 and 6
Information	12 and 13
Conference and General Services	19 and 20
Administrative and Financial Services	26 and 27

6. The assignment to duty on Saturday and Sunday will include any holiday or non-work day which may fall within the succeeding work week.

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