

# UNITED NATIONS

# NATIONS UNIES

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## SECRETARY-GENERAL'S BULLETIN NO. 26

To: All Assistant Secretaries-General and Executive Officers.  
(for information only to other Members of the Staff of  
the United Nations)

Subject: DELEGATION OF AUTHORITY

1. The primary delegation of authority is that from the Secretary-General to the appropriate Assistant Secretary-General.
2. To meet the necessities of practical operation the Assistant Secretary-General may authorize others to act for him in certain cases, unless, by regulation, the authorization of specific actions is to remain with the Assistant Secretary-General. The final responsibility to the Secretary-General, under such delegations, resides in the Assistant Secretary-General, but persons with re-delegated authority are fully responsible to the persons who delegated the authority to them.
3. In the case of administrative, financial, and general service matters, the Assistant Secretary-General should authorize the Executive Officer to act in his behalf. The Executive Officer may, in turn, extend this authority to other personnel in his department unless the regulations prohibit delegation beyond the Executive Officer. As a matter of policy, the Executive Officer should not re-delegate his authority unless this is essential to effective operation. In particular, he should not re-delegate the authority to submit requests on behalf of his department for budgetary allotments, personnel requisitions, non-expendable supplies and equipment, authority to travel, and travel and salary advances, nor ordinarily for printing. The Executive

Officer may authorize other members of the staff to initiate actions and prepare documents for his signature or counter-signature, but this will not be considered a re-delegation of authority, and the Executive Officer will be regarded as responsible for these actions.

4. In order that the officers responsible for contracting and paying for materials and services may be assured that requests submitted to them are properly authorized, the following procedure is established:

(a) The Assistant Secretary-General of each Department shall make such authorization as he may wish to one or more persons in his Department and certify to this effect on an Authorization Card (Form AB6, copy attached) for each person designated.

Types of actions listed on the card which the Assistant Secretary-General does not wish to authorize should be stricken out. Additional Authorizations may be listed on the card in the space provided. If the Assistant Secretary-General wishes to authorize his designee to re-delegate any authority, he should indicate this by placing his initials before the actions which may be re-delegated.

(b) The officer to whom the authorization is made shall sign the card in the space provided.

(c) The Authorization Card shall be made in single copy only, and shall be forwarded to the Assistant Secretary-General for Administrative and Financial Services for his information and concurrence.

(d) Photostatic copies of the card will be arranged by the office of the Assistant Secretary-General for Administrative and Financial Services, and transmitted to

(i) the initiating Assistant Secretary-General

(ii) the appropriate contracting officers, and .

(iii) the Comptroller.

5. Executive Officers or other persons designated by the Assistant Secretary-General shall follow the same procedure as in 4, in re-delegating their authority to other staff members.

6. In order to cancel delegation of authorities, the delegating officer should write "Cancelled" across the face of his copy of the Authorization Card, and forward it to the Assistant Secretary-General for Administrative and Financial Services, who will notify the appropriate persons. If some authorities are to be cancelled, and others continued, the same procedure should be followed, and a new card should be prepared indicating the authorities which continue in effect.

J. B. HUTSON

Assistant Secretary-General for  
Administrative and Financial Services

Form AB/6  
10 June 1946

## AUTHORIZATION CARD

DELEGATION DE SIGNATURE

DO NOT WRITE IN THIS SPACE  
NE PAS ECRIRE ICIName  
NomOffice or Post  
Poste ou Titreis authorized to approve the following for  
est habilité à signer pour le Département deDepartment  
Le Départementand to redelegate the items initialled.  
pour les rubriques paraphées l'intéressé a le droit de sous-déléguer sa signature.Strike out items not applicable  
Biffer les mentions inutilesRequisitions for expendable supplies  
Requisitions for non-expendable supplies  
and equipment  
Requests to the Library for the purchase  
of books and periodical subscriptionsRequests for duplicating  
Requests for printing  
Requests for language services

Requests for editorial services

Requests for authority to travel  
Requests for travel advancesRequests for budgetary allotments  
Clearance of procedural matters  
Requests for allocation of space  
Requests for telephone equipmentLong distance telephone calls  
Telegraph and cable messages  
Requests for personnel  
Certification of personal service  
(Time and attendance)Overtime work to be performed  
Overtime work performed  
Night differential compensation  
Requests for salary advancesLes réquisitions de petites fournitures  
Les réquisitions de matériel et de mo-  
bilierLes demandes adressées à la Bibliothè-  
que concernant l'achat de livres et les  
abonnements aux périodiquesLes demandes au service de ronéographie  
Les demandes au service des impressions  
Les demandes adressées à la Division  
linguistiqueLes demandes adressées à la Division de  
l'EditionLes demandes d'autorisation de voyage  
Les demandes d'avances sur frais de  
voyageLes demandes de crédits budgétaires  
L'expédition des affaires courantes

Les demandes de locaux

Les demandes d'installations téléphoni-  
ques

Les appels téléphoniques interurbains

Les câbles et télégrammes

Les demandes de personnel

Les feuilles de présence (heures de pré-  
sence du personnel)

Les heures supplémentaires prévues

Les heures supplémentaires effectuées

Les indemnités pour travail de nuit

Les demandes d'avances sur traitement

Concurred in  
ApprouvéFor the Assistant Secretary General for  
Administrative and Financial Services  
Pour le Secrétaire général adjoint char-  
gé des Services administratifs et finan-  
ciersAssistant Secretary General (or designee)  
Secrétaire général (ou suppléant)Signature of official authorized  
Signature du fonctionnaire bénéficiaire  
de la délégation

Date