

SECRETARY-GENERAL'S BULLETIN NO. 50, REVISION 2

To: Members of the Staff of United Nations

Subject: CASH LOANS FOR PURCHASE OF FURNITURE

1. Purpose

Under the General Assembly Resolution Relating to the Working Capital Fund and Provision of Working Capital, authority was granted to the Secretary-General as follows:

"(f) To advance sums not exceeding \$50,000 (U.S.) from the working capital fund to establish a revolving fund to finance loans to staff members for purchase of furniture and household goods. Such advances shall be reimbursed to the working capital fund at such times as the revolving fund is reduced or terminated".

Under the terms of this Resolution, the maximum amount of the revolving fund is established at \$50,000.

Loans to date have reached the limit of \$50,000, and resources available for additional loans are comprised solely of monies recovered from repayments by salary deductions.

This bulletin cancels and supersedes SGB/50 and SGB/50/Rev.1 with a view to more equitable provision for the genuine needs of staff members within the amount available under the General Assembly Resolution.

2. Maximum Amount of Loan

Staff members eligible under the terms of Section 3 below may be granted cash loans up to \$500 for the purchase of furniture. A one percent discount, payable in advance, shall be made from loans repayable in twenty-six fortnightly installments, and proportionately for loans of shorter periods.

3. Eligibility

Consideration will be given to applications from staff members:

- (a) who have (or have been recommended for) an indeterminate appointment or a fixed term appointment extending one year or more beyond the date of application for the loan;
- (b) whose base salary does not exceed \$6,050;
- (c) who have not been reimbursed for payment of costs of removal of household effects to the headquarters area or who have not submitted a claim for reimbursement of such costs.

/4. Conditions

4. Conditions of Loans

The staff member on applying for a loan for purchase of furniture shall certify that he has no funds available to him over and above his future salary, and that the purchase of furniture is dependent upon the loan. Staff members who plan to submit claims for reimbursement of removal costs must further certify that the delay in transportation of their household effects is due to circumstances beyond their control.

Within six weeks after receiving the loan, staff members must furnish to the Bureau of the Comptroller documentary evidence, or otherwise certify, that the money was expended for the purpose for which it was borrowed.

5. Responsibility

The Bureau of Personnel shall be responsible for establishing eligibility for such loans. Financial hardship will be the deciding factor in the granting of loans.

6. Repayment of Loans

Repayment of furniture loans shall be made by a deduction from the staff member's fortnightly pay cheque in such amounts as may be determined by the Bureau of Personnel in consultation with the staff member. In all events, repayment shall be made at a rate whereby the loan will be paid up within one year.

By direction of the Secretary-General

/signed/

Byron Price

BYRON PRICE

Assistant Secretary-General
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Services
