



GENERAL
ST/AFS/AI/70/Add.1
15 March 1950

Superseded by Vol 3 Finance Manual
1 Jan. 1951
See Page 416

ADMINISTRATIVE INSTRUCTION NO. 70

ADDENDUM

To: Members of the Staff of United Nations

Subject: Despatch of Official Correspondence by Air.

1. This instruction sets forth the procedure for authorizing the despatch by air of official correspondence, particularly circular letters, transmitting bulky enclosures which necessitate the use of large envelopes, and amends AI/70, dated 20 October 1949.

2. Such mailings shall require signed authorizations in the same manner as other air express mailings. Form UN/GA/4, in triplicate, shall be signed and attached to the work sheet when a draft is sent for processing to the Correspondence Service, Communications and Records Division. The spaces reserved for description of contents and number of items shall be left blank to be filled in by the Correspondence Service at the time of actual despatch.

(signed) BYRON PRICE
Assistant Secretary-General for
Administrative and Financial Services
