

GENERAL
ST/AFS/SGB/95
10 December 1952

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: ADMINISTRATIVE MANUAL, VOLUME 2 - PERSONNEL

Volume 2 of the Administrative Manual will be cancelled effective at midnight on 31 December 1952. On 1 January 1953 there will come into full force and effect a new Volume 2 of the Administrative Manual which will supersede and replace entirely the previous Volume 2 referred to above.

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The new Volume 2 will contain the following:

FOREWORD

- PART I. The pertinent articles of the Charter of the United Nations;
- PART II. The Staff Regulations of the United Nations;
- PART III. The Staff Rules provided by the Secretary-General;
- PART IV. The Regulations of the Joint Staff Pension Fund;
- PART V. The Statute of the Administrative Tribunal.

These constitute the complete text of all the provisions governing the terms and conditions of employment of staff members of the Secretariat. Administrative procedures and instructions will be issued separately. These administrative procedures and instructions do not form part of the terms and conditions of employment of the staff members of the Secretariat, and therefore under no circumstances can they vest in any staff member of the Secretariat any rights with respect to personnel entitlements.

Not all parts of Volume 2 will apply to every staff member. In order to simplify the staff member's task of understanding Volume 2 insofar as this volume concerns him personally, each staff member will be furnished only with the parts of this volume which are specifically applicable to him. Any other parts however will also be available on request.

Never issued.

The Staff Rules are issued by the Secretary-General as follows:


1. Staff Rules 101.1 and following are applicable to all staff members except those specifically engaged for conferences and other short-term service, consultants, and Technical Assistance Experts;
2. Staff Rules 201.1 and following are applicable to persons serving on Technical Assistance projects;
3. Staff Rules 301.1 and following are applicable to persons specifically engaged for conferences and other short-term service and to consultants.

Staff members have already received document ST/AFS/SGB/94, which contains Staff Rules 101.1 and following, which are applicable to all staff members except those specifically engaged for conferences and other short-term service, consultants, and Technical Assistance Experts.

Herewith staff members will receive (a) a cover in which to hold the texts applicable to them; (b) a Foreword to the Administrative Manual, Volume 2 - Personnel; (c) the pertinent articles of the Charter, which are Part I; the Staff Regulations, which are Part II; and the Statute of the Administrative Tribunal, which is Part V.

The Regulations of the Joint Staff Pension Fund, which are Part IV, will be issued to the staff members to whom they apply as soon as they are approved by the General Assembly. Appendix D to the Staff Rules (Provisional rules for compensation for death, injury or other disability attributable to service) will be issued shortly to all staff members, and Staff Rules 201.1 and following and Staff Rules 301.1 and following will be issued shortly to staff members to whom they apply.

By direction of the Secretary-General



BYRON PRICE
Assistant Secretary-General
Administrative and Financial Services

FOREWORD

This volume sets forth in detail all of the provisions promulgated for the staffing and administration of the Secretariat. The parts are as follows:

Part I. Sections 97 to 101 inclusive of the Charter deal with the Secretariat. Article 101 says: "The staff shall be appointed by the Secretary-General under regulations established by the General Assembly."

Part II. The General Assembly has established, accordingly, the Staff Regulations of the United Nations which "represent the broad principles of personnel policy for the staffing and administration of the Secretariat" and has directed the Secretary-General to "provide and enforce such Staff Rules consistent with these principles as he considers necessary."

Part III. Pursuant to that instruction the Secretary-General has promulgated the Staff Rules, containing the obligations and entitlements of the staff not expressly established by the Staff Regulations themselves.

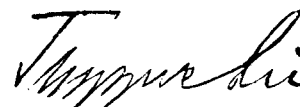
Part IV. Staff Regulation 6.1 provides that provision shall be made for the participation of staff members in the Joint Staff Pension Fund in accordance with the regulations of that Fund.

Part V. Staff Regulation 11.2 refers to the Statute of the Administrative Tribunal.

The texts of all of the above - the pertinent articles of the Charter, the Staff Regulations, the Staff Rules, the Joint Staff Pension Regulations, and the Statute of the Administrative Tribunal - are included in this Personnel Volume.

These constitute the complete text of all the provisions governing the terms and conditions of employment of the staff members of the Secretariat. Administrative procedures and instructions will be issued separately. These administrative procedures and instructions do not form part of the terms and conditions of employment of the staff members of the Secretariat, and therefore, under no circumstances, can they vest in any staff member of the Secretariat any rights with respect to personnel entitlements.

Every staff member should familiarize himself with the provisions of this volume.



TRYGVE LIE
Secretary-General