

UNITED NATIONS

SECRETARIAT

ST/AI/141
17 January 1962

ADMINISTRATIVE INSTRUCTION

To: Executive Officers and Administrative Officers

Subject: CERTIFYING OFFICERS - 1962 ACCOUNTS

Designation of Certifying Officers

1. The attached list enumerates the officers designated by the Controller, in terms of Financial Rule 110.4, as Certifying Officers and Alternate Certifying Officers in respect of the 1962 accounts as indicated. ST/AI/138 and all amendments thereto are hereby cancelled.
2. Certifying Officers and their Alternates administered by the United Nations Office at Geneva will be designated by the Director of that office.
3. Any change in the present list which may become necessary in the course of 1962 shall be the subject of a written recommendation by the Head of the Department or Office to the Controller for his approval. Notification of approved changes will be issued in the form of amendments to this Instruction.

Functions of a Certifying Officer

4. The responsibility attached to the position of Certifying Officer or Alternate Certifying Officer is a personal one and cannot be delegated.
5. The functions of such an Officer are to certify that a proposed obligation or expenditure
 - (a) is in accord with existing regulations, rules and instructions;
 - (b) is reasonable and in accord with the purpose for which the relevant appropriation was approved and the allotment made;
 - (c) can be met from the available balance of the allotment to the relevant account, with due regard to foreseeable future obligations.

6. In the case of expenditure accounts for Section 3. Salaries and Wages, Section 4. Common Staff Costs and Section 5. Travel of Staff, certification of availability of funds is not required. In respect of departmental accounts for "Established Posts" and "Temporary Assistance" such certification shall refer to adherence to authorized manning tables, time and attendance. Certification for "Travel of Staff" will refer to the proper issuance of travel authorizations (Form PT-8).
7. On all occasions a Certifying Officer shall ensure that proposed obligations or expenditures are properly classified and coded in accordance with the 1962 codes in the Account Codes Handbook (ST/ADM/L.3/Rev.2).
8. An Alternate Certifying Officer is personally responsible for his actions while deputizing for the Certifying Officer. In assuming that total obligations and expenditures remain within the allotments, it is incumbent on the Certifying Officer to take into account the prior actions of his Alternate.
9. Should any question arise in connexion with a proposed obligation or expenditure, the Certifying Officer may, if he considers this necessary, request the written instruction of the Head of his Department or other officer to whom the latter has delegated the required authority. If the Certifying Officer is then instructed to certify, responsibility for the action taken will rest with the Officer issuing the instruction and the Certifying Officer should qualify his certification to that effect.
10. The function performed by a Certifying Officer is antecedent to and distinct from that of the appropriate Approving Officer, designated by the Controller, in terms of Financial Rule 108.9, to approve actual payments on behalf of the Organization.
11. In terms of Financial Rule 110.3 the Controller and Deputy Controller have the authority to certify obligations and expenditures under all accounts.

B.R. TURNER
Controller

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CERTIFYING OFFICERS FOR 1962

Account

Certifying Officer
Alternate (*)

THE GENERAL ASSEMBLY, COMMISSIONS AND COMMITTEES

General Assembly Session

01125-100	Travel of representatives to the General Assembly	P. Correa O.W. Leach*
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Committees

Travel of Members

01109-101	Joint Staff Pension Board, Standing Committee and UN Staff Pension Committee	H. Wilmot A. Romano*
01129-101	Advisory Committee on Administrative and Budgetary Questions	T.J. Natarajan P. Gohorel*
01130-101	Committee on Contributions	K. Petersen
01131-101	International Law Commission	P. Correa O.W. Leach*
01132-101	Administrative Tribunal	N. Teslenko R.S. Hausner*
01133-101	Scientific Advisory Committee	R.S. Hausner
01134-101	Scientific Committee on Radiation	C.V. Narasimhan* M.E. Williams*
01135-101	Board of Auditors External Audit Costs	R.S. Hausner W. McCaw*

ECONOMIC AND SOCIAL COUNCIL, COMMISSIONS AND COMMITTEES

Committees

Travel of Members

01336-101	Commission on Human Rights	P. Correa O.W. Leach*
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Account

Certifying Officer
Alternate (*)

01337-101 Commission on the Status of Women
01338-101 Population Commission
01339-101 Sub-Commission on Prevention of
Discrimination and Protection of Minorities
01340-101 Social Commission
01342-101 Interim Co-ordinating Committee for
International Commodity Arrangements
01349-101 Statistical Commission

01348-101 Commission on Narcotic Drugs
01367-101 Permanent Central Opium Board and Drug
Supervisory Body

The Director of
the United Nations
Office at Geneva
will designate
the Certifying
Officers and
their alternates

THE TRUSTEESHIP COUNCIL, COMMISSIONS AND COMMITTEES

01446-101 1962 Visiting Mission to Nauru and New Guinea
01446-101 Travel of Members
01446-112 Travel of Staff
01446-275 Rental of Aircraft
01446-400 Miscellaneous Supplies and Services

G. Lansky
F. Frerker*
C. Seward*

ADMINISTRATIVE ADVISORY BODIES

01551-101 Investment Committee and Advisory Board
on Investments

N. Monod

01552-101 International Civil Service Board

D. Miron
L. Michelmore*
R.S.Hausner*

01553-101 Committee of Experts on Post Adjustments

R.L. Smith

SPECIAL MEETINGS AND CONFERENCES

02100-500 Plenipotentiary Conference for the Adoption of
a Single Convention on Narcotic Drugs
Contractual printing

H. Crouzet-Pascal
R. Lavigne*
G. Peissel*
G. Moucheraud*

<u>Account</u>		<u>Certifying Officer</u> <u>Alternate (*)</u>
	Conference on Solar Energy, Wind Power and Geothermic Energy	H. Crouzet-Pascal R. Lavigne* G. Peissel* G. Moucheraud*
02200-500	Contractual printing	
	Regional Cartographic Conference for Asia and the Far East	H. Crouzet-Pascal R. Lavigne* G. Peissel* G. Moucheraud*
02300-500	Contractual printing	
	Commodity Conferences - Wheat	The Director of the United Nations Office at Geneva will designate Certifying Officers and their alternates
02400-003	Temporary assistance	
02400-112	Travel of staff	S. Dharman K.E. Fredner*
02500-000	Conference on Science and Technology	S.W. Bailey S. Dharman* K.E. Fredner*

STAFF COSTS AND RELATED EXPENSES

Section 3 - Salaries and Wages
Section 5 - Travel of Staff
Section 6 - Hospitality

Executive Office of the Secretary-General

03101-001	Established posts	R.S. Hausner
03301-003	Temporary Assistance (General Assembly)	C.V. Narasimhan*
03401-003	Temporary Assistance (Departmental)	M.E. Williams*
03501-003	Consultants and Experts	
03701-006	Overtime and night differential	
03801-001	Established posts replacements (Executive Office of the Secretary-General)	
05201-112	Travel of staff on official business	
05201-113	Travel of the Secretary-General or his representatives	
06201-440	Hospitality	

Office of Legal Affairs

03102-001	Established posts	R.S. Hausner
03202-001	Provisional posts	C.A. Stavropoulos*
03402-003	Temporary Assistance (Departmental)	A. Watkins*
03802-001	Established posts replacements (Office of Legal Affairs)	M.E. Williams*
05202-112	Travel of staff on official business	
06202-440	Hospitality	

Account

Certifying Officer
Alternate (*)

Office of the Controller

03103-001	Established posts
03120-001	Established posts (undistributed)
03203-001	Provisional Posts
03403-003	Temporary Assistance (Departmental)
03420-003	Temporary Assistance (undistributed)
03703-006	Overtime and night differential
03720-006	Overtime and night differential (undistributed)
03803-001	Established posts replacements (Office of the Controller)
05203-112	Travel of staff on official business
06203-440	Hospitality

R.S. Hausner
M.E. Williams*
W. McCaw*

Internal Audit Service

03104-001	Established posts
03404-003	Temporary assistance (Departmental)
03704-006	Overtime and night differential
03804-001	Established posts replacements (Internal Audit Service)
05204-112	Travel of staff on official business
06204-440	Hospitality

R.S. Hausner
M.E. Williams*
W. McCaw*
P. Coidan*

Office of Personnel

03105-001	Established posts
03205-001	Provisional posts
03305-003	Temporary assistance (General Assembly)
03405-003	Temporary assistance (Departmental)
03705-006	Overtime and night differential
03805-001	Established posts replacements (Office of Personnel)
05205-112	Travel of staff on official business
06205-440	Hospitality
03120-001	Established posts - pre-assignment-recruitment unit

R.S. Hausner
M.E. Williams*
L. Michelmore*

B.K. Whitelaw
H.C. Kwong

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Certifying Officer
Alternate (*)

Account

Health Service

03106-001	Established posts	R.S. Hausner
03306-003	Temporary assistance (General Assembly)	M.E. Williams*
03406-003	Temporary assistance (Departmental)	L. Michelmore*
03706-006	Overtime and night differential	A. Wolff*
03806-001	Established posts replacements (Health Service)	
05206-112	Travel of staff on official business	
06206-440	Hospitality	

Office of Under-Secretaries for Special Political Affairs

03107-001	Established posts	R.S. Hausner
03407-003	Temporary assistance (Departmental)	C.V. Narasimhan*
03707-006	Overtime and night differential	M.E. Williams*
03807-001	Established posts replacements (Office of Under-Secretaries for Special Political Affairs)	
05207-112	Travel of staff on official business	
06207-440	Hospitality	

Department of Political and Security Council Affairs

03108-001	Established posts	R.S. Hausner
03208-001	Provisional posts	H. Carlson*
03408-003	Temporary assistance (Departmental)	M.E. Williams*
03708-006	Overtime and night differential	
03808-001	Established posts replacements (Department of Political and Security Council Affairs)	
05208-112	Travel of staff on official business	
06208-440	Hospitality	

Joint Staff Pension Board, Standing Committee and United Nations Staff Pension Committee

03109-001	Established posts	H. Wilmot
03409-003	Temporary assistance (Departmental)	A. Romano*
03509-003	Individual experts and consultants	
03709-006	Overtime and night differential	
03809-006	Established posts replacements (Joint Staff Pension Board and United Nations Staff Pension Committee)	
05209-112	Travel of staff on official business	
06209-440	Hospitality	

Certifying Officer
Alternate (*)

Account

Department of Economic and Social Affairs

03110-001	Established posts
03210-001	Provisional posts
03410-003	Temporary assistance (Departmental)
03510-003	Experts and consultants
03510-004	Ad hoc expert groups
03510-005	Temporary assistance (Special technical posts)
03710-006	Overtime and night differential
03810-001	Established posts replacements (Department of Economic and Social Affairs)
05210-112	Travel of staff on official business
06210-440	Hospitality

S. Dharman
K.E. Fredner*

Division of Human Rights

03111-001	Established posts
03411-003	Temporary assistance (Departmental)
03511-003	Experts and consultants
03711-006	Overtime and night differential
03811-001	Established posts replacements (Division of Human Rights)
05211-112	Travel of staff on official business
06211-440	Hospitality

S. Dharman
K.E. Fredner*

Revenue-Producing Activities - Sale of Publications

03112-001	Established posts
03812-001	Established posts replacements (Sale of Publications)

S. Michel
F. Chell*

Revenue-Producing Activities - Visitor's Service

03113-001	Established posts
03813-001	Established posts replacements (Visitor's Service)

S. Przylucki
C.R. Smith*
M. Liu*
M.I. Davies*

Account

Certifying Officer
Alternate (*)

Department of Trusteeship and Information from
Non-Self-Governing Territories

03114-001	Established posts	D. Protitch
03414-003	Temporary assistance (Departmental)	J. Blades*
03714-006	Overtime and night differential	
03814-001	Established posts replacements (Department of Trusteeship and Information from Non-Self-Governing Territories)	
05214-112	Travel of staff on official business	
06214-440	Hospitality	

Office of Public Information

03115-001	Established posts	S. Przylucki
03315-003	Temporary assistance (General Assembly)	C.R. Smith*
03415-003	Temporary assistance (Departmental)	M.I. Davies*
03715-006	Overtime and night differential	
03815-001	Established posts replacements (Office of Public Information)	
05215-112	Travel of staff on official business	
06215-440	Hospitality	

Office of Conference Services

03116-001	Established posts	S. Michel
03216-001	Provisional posts	F. Chell*
03316-003	Temporary assistance (General Assembly)	
03416-003	Temporary assistance (Departmental)	
03420-008	Contractual translation	
03716-006	Overtime and night differential	
03816-001	Established posts replacements (Office of Conference Services)	
05216-112	Travel of staff on official business	
06216-440	Hospitality	

Library

03117-001	Established posts	S. Michel
03317-003	Temporary assistance (General Assembly)	F. Chell*
03417-003	Temporary assistance (Departmental)	
03717-006	Overtime and night differential	
03817-001	Established posts replacements (Library)	
05217-112	Travel of staff on official business	
06217-440	Hospitality	

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Account

Certifying Officer
Alternate (*)

Office of General Services

03118-001	Established posts	V.A. De Angelis
03218-001	Provisional posts	A. Bovay*
03318-003	Temporary assistance (General Assembly)	
03418-003	Temporary assistance (Departmental)	
03718-006	Overtime and night differential	
03818-001	Established posts replacements (Office of General Services)	
05218-112	Travel of staff on official business	
06218-440	Hospitality	

Revenue-Producing Activities - UN Postal Administration

03119-001	Established posts	V.A. De Angelis
03819-001	Established posts replacements (UN Postal Administration)	A. Bovay*

Temporary Assistance (Headquarters)

03300-003	Temporary assistance (General Assembly)	J.E. Jones
03400-003	Temporary assistance (Departmental)	T.B. Kirkbride*

COMMON STAFF COSTS

Except for those common staff costs accounts where specific certifying officers are designated herein, credits are established in the Office of the Controller. Payments of allowances will be made on the basis of the certified Duty Status Summary, after entitlement has been established by the appropriate Personnel Officers. Certification of accounts dealing with travel on appointment, transfer and separation and the related matters of installation and assignment allowances, where applicable, shall be certified by the responsible Personnel Officer as an entitlement and by the departmental Certifying Officer as to the compliance of the claim with the approved entitlement.

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AccountCertifying Officer
Alternate (*)Staff allowances

04120-021 Dependency allowances
04120-022 Education grants and related travel

Social security payments

04220-023 Contributions - Joint Staff Pension Fund
04220-025 Contributions - medical insurance
04220-024 Retirement allowances for former
Secretaries-General
04220-026 Compensatory payments

W. McCaw
B.R. Turner*

Recruitment, transfer and separation costsTravel expenses on appointment, transfer and separation

04320-031 Travel on initial recruitment and interview
04320-032 Travel on transfer of duty station
04320-033 Travel on separation
04320-034 Travel of General Assembly temporary assistance
staff
04320-035 Installation allowance

Removal expenses on appointment, transfer and separation

04420-042 Removal of household effects
04420-043 Assignment allowance

Separation payments

04520-051 Indemnity pay
04520-052 Commutation of annual leave
04520-053 Repatriation grants
04520-054 Service benefit

Staff training and welfare

04620-061 Language training
04620-065 Staff welfare
04620-067 Losses on housing projects

R.S. Hausner
M.E. Williams*

Account

Certifying Officer
Alternate (*)

Training and recruitment of Russian language staff

04800-010	Salaries and related costs	A.L. Timofeef
04800-112	Travel	(Field expenditures)
04800-063	Scholarships for trainees	G. Lansky
04800-400	Miscellaneous supplies and services	(H.Q. expenditures)
04800-680	Miscellaneous equipment	

TRAVEL OF STAFF

Travel of staff to meetings

05109-112	Joint Staff Pension Board, Standing Committee and UN Staff Pension Committee	H. Wilmot A. Romano*
05125-112	The General Assembly	P. Correa
05127-112	Economic and Social Council	O.W. Leach*
05129-112	Advisory Committee on Administrative and Budgetary Questions	T.J. Natarajan P.M. Gohorel*
05131-112	International Law Commission	P. Correa O.W. Leach*
05132-112	Administrative Tribunal	N. Teslenko R.S. Hausner* M.E. Williams*
05133-112	United Nations Scientific Advisory Committee	R.S. Hausner
05134-112	United Nations Scientific Committee on the Effects of Atomic Radiation	C.V. Narasimhan* M.E. Williams*
05136-112	Commission on Human Rights	P. Correa
05137-112	Commission on the Status of Women	O.W. Leach*
05138-112	Population Commission	
05142-112	Interim Co-ordinating Committee for International Commodity Arrangements	
05144-112	Commission on International Commodity Trade	
05173-112	Economic Commission for Asia and the Far East	See ECAFE, page 19
05174-112	Committees and Sub-Committees of the Economic Commission for Asia and the Far East	See ECAFE, page 19

Account

Certifying Officer
Alternate (*)

05176-112	Economic Commission for Latin America	See ECLA, page 20
05177-112	Committees and Sub-Committees of the Economic Commission for Latin America	See ECLA, page 20
05179-112	Economic Commission for Africa	
05180-112	Ad hoc Expert Groups - ECA	See ECA, page 21

Travel of staff on other official business

05201-113	Travel of the Secretary-General or his representatives	P. Correa O.W. Leach*
05201-112 to 05218-112	Travel of staff on official business	
05301-114 to 05318-114	Travel of staff and dependants on home leave	Departmental Certifying Officers

HOSPITALITY

06120-440	Payments under annex I, paragraphs 2 and 3 of the staff regulations	W. McCaw B.R. Turner*
06201-440 to 06218-440	Hospitality	Departmental Certifying Officers
06300-440 06325-440	Receptions honouring Chiefs of State Hospitality, General Assembly	R.S. Hausner C.V. Narasimhan* M.E. Williams*

Buildings and Improvement to Premises

07100-600	Amortization of the Headquarters Construction Loan	W. McCaw B.R. Turner*
07200-600	Transfer of assets of the League of Nations to the United Nations	

<u>Account</u>		<u>Certifying Officer</u> <u>Alternate (*)</u>
07300-600	United Nations Building in Santiago, Chile	<u>Field expenditures</u> O. W. Danielson G. Trancart*
		<u>Headquarters expenditures</u> A. Bovay D.B. Vaughan*
07420-601	Improvements to premises (Headquarters)	D.B. Vaughan V.A. De Angelis*
PERMANENT EQUIPMENT - HEADQUARTERS		
08120-660	Furniture and fixtures	R.V. Elms
08220-661	Office equipment	V.A. De Angelis*
08320-662	Internal reproduction equipment	A. Bovay*
08420-665	Telecommunications equipment (excluding OPI)	R.L. Chestnutt V.A. De Angelis* W.M. Anderson*
08420-666	Telecommunications equipment OPI	S. Przylucki B. Grunzweig* C.R. Smith*
08520-670	Transportation equipment	R.V. Elms V.A. De Angelis* A. Bovay*
08620-680	Other equipment	F.M. Begley E. VanName* V.A. De Angelis*

MAINTENANCE, OPERATION AND RENTAL OF PREMISES - HEADQUARTERS

09120-221 to 09120-225	Contractual services for maintenance	E. VanName F.M. Begley* V.A. De Angelis*
09220-241 to 09220-243	Utilities	

AccountCertifying Officer
Alternate (*)

09320-210	Supplies for maintenance of premises	F.M. Begley E. VanName* V.A. De Angelis*
09320-211	Telecommunications supplies (for conferences)	R.L. Chestnutt V.A. De Angelis* W.M. Anderson*
09320-227	Miscellaneous maintenance services	F.M. Begley E. VanName*
09320-230	Minor alterations to premises	V.A. De Angelis
09320-235	Housing accommodation for the Secretary-General	

Social Affairs Offices

09382-200	Rental and maintenance of premises	V.A. De Angelis E. VanName* A. Bovay*
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TARS Offices

09383-200	Rental and maintenance of premises	
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GENERAL EXPENSES - HEADQUARTERS

10120-301	Cables	C.W. Goyder
10120-311		V.A. De Angelis*
to	Telephone services	W.M. Anderson*
10120-314		A. Bovay*
10120-320	Postage (exclusive pouches)	
10183-300	Communications - TARS Offices	R. Claus A. Bovay* W.M. Anderson* V.A. De Angelis*

Pouches

10115-321	Office of Public Information	R. Claus
10120-321	Other departments	W.M. Anderson* V.A. De Angelis* A. Bovay*

<u>Account</u>		<u>Certifying Officer</u> <u>Alternate (*)</u>
<u>Freight</u>		
10115-322	Office of Public Information	R.V. Elms
10120-322	Other departments	A. Bovay*
		V.A. De Angelis*
		E.G. Moore*
<u>Rental and maintenance of equipment</u>		
10220-261	Rental of office equipment	R.V. Elms
10220-262	Maintenance of equipment and furniture	A. Bovay*
10220-265	Maintenance OPI cameras	V.A. De Angelis*
10220-266	Maintenance (contractual)	
10220-270	Operation of transportation equipment	R.V. Elms
10220-271	Local transportation	A. Bovay*
		E.G. Moore*
		V.A. De Angelis*
<u>Public information supplies and services</u>		
10320-222	Telecommunications operation and maintenance	R.L. Chestnutt
		W.M. Anderson*
		V.A. De Angelis*
10320-351	Motion picture supplies and services	S. Przylucki
10320-352	Photographic supplies and services	C.R. Smith*
10320-353	Radio supplies and services	B. Grunzweig*
10320-354	Television supplies and services	J. Sheehan*
10320-355	Film distribution costs	
	Production and printing of:	
10320-503	Booklets and pamphlets	H. Crouzet-Pascal
10320-504	Leaflets	R. Lavigne*
10320-506	Visual aids	G. Peissel*
10320-581	Periodicals	G. Moucheraud*
		S. Przylucki*
		C.R. Smith*
<u>Information Centres</u>		
10371-350	Public information supplies and services	S. Przylucki
		C.R. Smith*
		B. Grunzweig*
		J. Sheehan*

Account

Certifying Officer
Alternate (*)

Other supplies and services

10420-400 to 10420-403	Miscellaneous supplies and services	R.V. Elms A. Bovay* V.A. De Angelis*
10420-404	News agency services	S. Przylucki C.R. Smith*
10420-410 10420-414	Insurance Bank charges	W. McCaw B.R. Turner*

Office and internal reproduction supplies

10520-551 to 10520-553	Writing paper, other office supplies and machine accounting forms and supplies	R.V. Elms A. Bovay* V.A. De Angelis*
10520-561 to 10520-564	Paper and supplies for internal reproduction	

Library books and supplies

10620-572 to 10620-577	Library books, bindings, micro-film, newspapers and periodicals	J. Stummvoll J. Groesbeck* G. Faridi*
10620-581 10620-582	Library supplies Library services	J. Stummvoll J. Groesbeck* M. Toerien*

Study and interne programmes

10720-421 10720-422 10720-423	Civil servants Student internes Non-governmental representatives	S. Przylucki C.R. Smith* M.I. Davies*
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Interim arrangements for the Library

10820-230 10820-400	Minor alterations to premises Miscellaneous supplies and services	D.B. Vaughan E. Brodnax* A. Sterman* V.A. De Angelis*
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Certifying Officer
Alternate (*)

Account

PRINTING

Official Records

11117-520	Library
11125-520	The General Assembly, Commissions and Committees
11126-520	The Security Council, Commissions and Committees
11127-520	The Economic and Social Council, Commissions and Committees
11128-520	The Trusteeship Council, Commissions and Committees
11131-520	Documents of the International Law Commission
11125-522	Printing in the Arabic language of certain documents of the General Assembly and other documents
11120-523	Proceedings of conferences
11125-521	Backlog, the General Assembly, Commissions and Committees
11126-521	Backlog, the Security Council, Commissions and Committees
11127-521	Backlog, the Economic and Social Council, Commissions and Committees
11128-521	Backlog, the Trusteeship Council, Commissions and Committees

H. Crouzet-Pascal
R. Lavigne*
G. Peissel*
G. Moucheraud*

Recurrent publications

11202-509	Office of Legal Affairs
11210-509	Department of Economic and Social Affairs
11214-509	Department of Trusteeship and Information from Non-Self-Governing Territories
11273-509	Economic Commission for Asia and the Far East
11276-509	Economic Commission for Latin America
11279-509	Economic Commission for Africa

Studies and reports

11310-510	Department of Economic and Social Affairs
11373-510	Economic Commission for Asia and the Far East
11376-510	Economic Commission for Latin America
11379-510	Economic Commission for Africa

Account

Certifying Officer

Alternate (*)Office of Public Information

11420-501 Periodicals
11420-502 Books

Other contractual printing

11601-511 Office of the Secretary-General
11603-511 Office of the Controller
11616-511 Office of Conference Services
11618-511 Office of General Services

SPECIAL EXPENSES

United Nations Memorial Cemetery in Korea

12100-000 Memorial Cemetery in Korea

G. Lansky
F. Frerker*
C. Seward*

Grant to the United Nations International School Fund

12200-431 Grant
12400-000 Special Educational and Training)
Programmes for South West Africa)

W. McCaw
B.R. Turner*
)N.Groby
)H. Seymour*

Technical Programmes

13000-431 Economic Development - Programme under
resolutions 200 (III) and 305 (IV)
14000-431 Social activities - Programme under
resolution 418 (V)
15000-431 Human Rights activities - Programme under
resolution 926 (X)
16100-431 Public Administration: Training and research
16200-431 Public Administration: Operational, executive
and administrative personnel
17000-431 Narcotic drug control

See allotment
Advice No. 62016
dated 22 December
1961

SPECIAL MISSIONS

18100-000 United Nations Truce Supervision Organization
in Palestine

G. Lansky
F. Frerker*
A. De Lauro*

Account

Certifying Officer
Alternate (*)

18200-000	United Nations Conciliation Commission for Palestine
18300-000	United Nations Military Observer Group in India and Pakistan
18400-000	United Nations Representative for India and Pakistan
18500-000	United Nations Commission for the Unification and Rehabilitation of Korea
18600-000	Committee on South West Africa
18700-000	Office of the Special Representative of the Secretary-General in Amman (General Assembly resolution 1237 (ES - III))

NOTE: Any other mission subsequently established under the Chapter would be coded 18701-000, 18702-000, etc.

18800-003	Replacement of staff assigned to field missions
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J.E. Jones
T.B. Kirkbride*

UNITED NATIONS FIELD SERVICE

19100-000	United Nations Field Service
to	(all expenditure accounts)
19300-400	

G. Lansky
C. Ilka*
C. Seward*

INFORMATION CENTRES

03171-001	Established posts
03471-003	Other temporary assistance
03771-006	Overtime and night differential
04171-021	Dependency allowances
04171-022	Education grants and related travel
04271-023	Contributions - Joint Staff Pension Fund
04271-025	Contributions - medical insurance
04371-031	Travel on initial recruitment
04371-032	Travel on transfer of duty station
04371-033	Travel on separation
04371-035	Installation allowances
04471-042	Removal of household effects
04471-043	Assignment allowances
04571-051	Indemnity pay
04571-052	Commutation of annual leave
04571-053	Repatriation grant
04571-054	Service benefit

G. Lansky
C. Seward*
M. Silverman*

Account

Certifying Officer
Alternate (*)

05271-112 Travel of staff on official business
05371-114 Travel on home leave
06271-440 Hospitality
08671-680 Other equipment
09371-200 Rental and maintenance of premises
10171-300 Communications
10171-322 Freight
10271-260 Rental and maintenance of equipment
10371-350 Public information supplies and services

R. Eriksen
C.R. Smith*
B. Grunzweig*
J. Sheehan*

10471-400 Miscellaneous supplies and services
10571-550 Stationery, office and internal reproduction
supplies
10671-570 Library books, supplies and services

G. Lansky
C. Seward*
M. Silverman*

REGIONAL ECONOMIC COMMISSIONS

Economic Commission for Asia and the Far East

03173-001 Established posts
03473-003 Other temporary assistance
03573-003 Consultants and experts
03573-004 Ad hoc expert groups
03673-003 Office of the Executive Agent (Lower Mekong
Project)

Field expenditures

K.P. Thampi
D.B. Kennedy 1/
H.D. Fong*
V.M. Bhatt*
C.Y. Li*

Headquarters
expenditures

S. Dharman
K.E. Fredner*

03773-006 Overtime and night differential
04173-021 Dependency allowances
04173-022 Education grants and related travel
04273-023 Contributions - Joint Staff Pension Fund
04273-025 Contributions - medical insurance
04373-031 Travel on initial recruitment
04373-032 Travel on transfer of duty station
04373-033 Travel on separation
04373-035 Installation allowances
04473-042 Removal of household effects
04473-043 Assignment allowances
04573-051 Indemnity pay
04573-052 Commutation of annual leave
04573-053 Repatriation grants
04573-054 Service benefits
04673-060 Staff training
04673-065 Staff welfare

1/ Upon taking over from Mr. Thampi.

Certifying Officer
Alternate (*)

Account

05273-112	Travel of staff on other official business
05373-114	Travel on home leave
06273-440	Hospitality
08173-660	Furniture and fixtures
08273-661	Office equipment
08373-662	Internal reproduction equipment
08473-665	Telecommunications equipment
08573-670	Transportation equipment
08673-680	Other equipment
09373-210	Supplies for maintenance of premises
09373-220	Contractual services for maintenance of premises
09373-240	Utilities
10173-300	Communications
10173-320	Postage (including pouches)
10173-322	Freight
10273-260	Rental and maintenance of equipment
10473-400	Miscellaneous supplies and services
10573-550	Stationery, office and internal reproduction supplies
10673-570	Library books, supplies and services

Economic Commission for Latin America

03176-001	Established posts
03476-003	Other temporary assistance
03576-003	Consultants and experts
03576-004	Ad hoc expert groups
03776-006	Overtime and night differential
04176-021	Dependency allowances
04176-022	Education grants and related travel
04276-023	Contributions - Joint Staff Pension Fund
04276-025	Contributions - medical insurance
04376-031	Travel on initial recruitment
04376-032	Travel on transfer of duty station
04376-033	Travel on separation
04376-035	Installation allowances
04476-042	Removal of household effects
04476-043	Assignment allowances
04576-051	Indemnity pay
04576-052	Commutation of annual leave
04576-053	Repatriation grants
04576-054	Service benefits

Field expenditures

O.W. Danielson
A. Santa-Cruz*
G. Trancart*
R.K. Lawley*
Mexico
W. Hoffman
C. Lara*

Headquarters
expenditures

S. Dharman
K.E. Fredner*

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Certifying Officer
Alternate (*)

Account

04676-060 Staff training
04676-065 Staff welfare
05276-112 Travel of staff on other official business
05376-114 Travel on home leave
06276-440 Hospitality
08176-660 Furniture and fixtures
08276-661 Office equipment
08376-662 Internal reproduction equipment
08476-665 Telecommunications equipment
08576-670 Transportation equipment
08676-680 Other equipment
09376-210 Supplies for maintenance of premises
09376-220 Contractual services for maintenance of premises
09376-228 Rental of premises
09376-240 Utilities
10176-300 Communications
10176-320 Postage (including pouches)
10176-322 Freight
10276-260 Rental and maintenance of equipment
10476-400 Miscellaneous supplies and services
10576-550 Stationery, office and internal reproduction supplies
10676-570 Library books, supplies and services

Economic Commission for Africa

03179-001 Established posts
03479-003 Other temporary assistance
03579-003 Consultants and experts
03579-004 Ad hoc expert groups
03779-006 Overtime and night differential
04179-021 Dependency allowances
04179-022 Education grants and related travel
04279-023 Contributions - Joint Staff Pension Fund
04279-025 Contributions - medical insurance
04379-031 Travel on initial recruitment
04379-032 Travel on transfer of duty station
04379-033 Travel on separation
04379-035 Installation allowances
04479-042 Removal of household effects
04479-043 Assignment allowances
04579-051 Indemnity pay
04579-052 Commutation of annual leave
04579-053 Repatriation grants
04579-054 Service benefits

Field expenditures

C.P. Holmes
M. Abbas*
S. Rossen*
W.H. Tarzi*
Headquarters
expenditures
S. Dharman
K.E. Fredner*

Certifying Officer
Alternate (*)

Account

04679-060	Staff training
04679-065	Staff welfare
04779-010	Salaries and wages
04779-020	Common staff costs (including travel)
05279-112	Travel of staff on other official business
05379-114	Travel on home leave
06279-440	Hospitality
08179-660	Furniture and fixtures
08279-661	Office equipment
08379-662	Internal reproduction equipment
08479-665	Telecommunications equipment
08579-670	Transportation equipment
08679-680	Other equipment
09379-210	Supplies for maintenance of premises
09379-220	Contractual services for maintenance of premises
09379-240	Utilities
10179-300	Communications
10179-320	Postage (including pouches)
10179-322	Freight
10279-260	Rental and maintenance of equipment
10479-400	Miscellaneous supplies and services
10579-550	Stationery, office and internal reproduction supplies
10679-570	Library books, supplies and services

REVENUE PRODUCING ACTIVITIES

United Nations Postal Administration

32100-003	Temporary assistance	V.A. De Angelis
32100-006	Overtime and night differential	A. Bovay*
32100-300	Communications	D.T. Clements
32100-400	Miscellaneous supplies and services	A. Bovay*
32100-450	Promotion expenses	A. Sterman*
32100-508	Printing of postage stamps	V.A. De Angelis*
32100-680	Miscellaneous equipment	

Visitors Service - Headquarters

32200-003	Temporary assistance	S. Przylucki
32200-006	Overtime and night differential	M. Liu*
32200-011	Salaries and wages of guides	C.R. Smith*
32200-212	Purchase and maintenance of uniforms	M.I. Davies*
32200-400	Miscellaneous supplies and services	
32200-500	Contractual printing	

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Account

Certifying Officer
Alternate (*)

Sale of Publications - Headquarters

32300-003 Temporary assistance
32300-006 Overtime and night differential

32300-300 Freight and postage
32300-400 Miscellaneous supplies and services
32300-450 Sales promotion expenses

S. Michel
F. Chell*

R. Lavigne
B. Larthe*

UNITED NATIONS EMERGENCY FORCE

Headquarters Field

33001-000 33002-000 United Nations Emergency Force
(Budget accounts as set out in
the Account Codes Handbook -
Document ST/ADM/L.3/Rev.2)

Field expenditures

Gaza
B.T. Twigt
G. Marshall*
W. Torney*
V. Hoffmeyer*
M.A. Fournier*
C. Trudeau*
C.J. Gettings*
G.J. King*

Pisa
G.L. Ryder
J. Di Marco*

Beirut
L. Haug*

Headquarters
expenditures
G. Lansky
A. De Lauro*
J.I. Taylor*
C. Seward*

UNITED NATIONS SPECIAL FUND ACTIVITIES

Administrative Costs of the Managing Director

34100-000 Secretariat Headquarters
34200-000 Subvention to the Technical Assistance Board
34300-000 Preliminary Investigation Costs
34400-000 Managing Director's Preparatory Allocation Account
34500-010 Financial services provided by Office of the
Controller

M. Cohen
R.B. Stedman*
F. Munch-Petersen*

Account

Certifying Officer
Alternate (*)

Expenses incurred by the United Nations as an Executing Agency

36000-000	Overhead costs (UN incurred)	Departmental Certifying Officer ^{2/} or H. Seymour J. Jones*
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TECHNICAL ASSISTANCE BOARD

Secretariat - Headquarters

37100-000	Secretariat administrative costs	R.B. Stedman J.M. Saunders J.E. Folger*
37200-000	Other joint administrative costs	W. McCaw B.R. Turner*

Field offices

38001-000 to 38072-000	Technical Assistance Board Field Offices	R.B. Stedman J.M. Saunders* C.L. Law*
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<u>Headquarters</u>	<u>Field</u>	<u>United Nations Fund for the Congo</u>	<u>Field expenditures</u>
39001-000	39002-000	United Nations Forces in the Congo	S.H. Ahmed C. Timbrell* B. Grunzweig* N.G. Lanzer* N. Osborne* A. Papamonles* R. Grindall* G. De Warlincourt* E. Suyderhoud*
			<u>Headquarters expenditures</u> G. Lansky C. Seward* A. De Lauro* J.I. Taylor*

^{2/} Only after and within specific authorization issued by the
Office of the Controller.

Account

Certifying Officer
Alternate (*)

39010-000
to
39990-000

United Nations Fund for the
Congo

Field expenditures

S. Linner
S.H. Ahmed*
G. Dumontet*
J. Catunda
De Araujo*
R. Rossborough*

R. Le Harivel*
(fellowships only)

Headquarters
expenditures

A. MacFarquhar
C. Vegega*
C. Seward*
G. Lansky*
A. De Lauro*
J. Taylor*

Special Fund and Technical Assistance project costs

40000-000
50000-000

Special Fund project costs
Regular programmes

H.T. Sie
P. Stula*
M. Doerner*
C. Seward*

60000-000

OPEX (Technical assistance in public
administration - provision of operational
and executive personnel - General Assembly
resolution 1256 (XIII))

70000-000

Working Capital and Reserve Authorization
(contingency)

80000-000

Expanded Technical Assistance programme
(ECOSOC resolution 222 (IX))

90000-000

Human Rights activities
Narcotic drugs
Funds in trust (XBO)
