

UNITED NATIONS  
SECRETARIAT

ST



ST/AI/141  
17 January 1962

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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\*

Committees

Travel of Members

01109-101 Joint Staff Pension Board, Standing Committee H. Wilmot  
and UN Staff Pension Committee A. Romano\*

01129-101 Advisory Committee on Administrative and T.J. Natarajan  
Budgetary Questions 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 R.S. Hausner  
External Audit Costs W. McCaw\*

ECONOMIC AND SOCIAL COUNCIL, COMMISSIONS AND COMMITTEES

Committees

Travel of Members

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

| <u>Account</u> |  | <u>Certifying Officer</u><br><u>Alternate (*)</u>   |
|----------------|--|---|
| 01337-101      | Commission on the Status of Women  |   |
| 01338-101      | Population Commission  |   |
| 01339-101      | Sub-Commission on Prevention of<br>Discrimination and Protection of Minorities |   |
| 01340-101      | Social Commission  |   |
| 01342-101      | Interim Co-ordinating Committee for<br>International Commodity Arrangements    |   |
| 01349-101      | Statistical Commission   |   |
| 01348-101      | Commission on Narcotic Drugs   |   |
| 01367-101      | Permanent Central Opium Board and Drug<br>Supervisory Body                     | The Director of<br>the United Nations<br>Office at Geneva<br>will designate<br>the Certifying<br>Officers and<br>their alternates |

#### THE TRUSTEESHIP COUNCIL, COMMISSIONS AND COMMITTEES

|           |   |             |
|-----------|---|-------------|
| 01446-101 | 1962 Visiting Mission to Nauru and New Guinea | G. Lansky   |
|           | Travel of Members                             | F. Frerker* |
| 01446-112 | Travel of Staff                               | C. Seward*  |
| 01446-275 | Rental of Aircraft                            |             |
| 01446-400 | Miscellaneous Supplies and Services           |             |

#### ADMINISTRATIVE ADVISORY BODIES

|           |   |  |
|-----------|---|--|
| 01551-101 | Investment Committee and Advisory Board<br>on Investments | N. Monod                                   |
| 01552-101 | International Civil Service Board                         | D. Miron<br>L. Michelmore*<br>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<br>a Single Convention on Narcotic Drugs | H. Crouzet-Pascal<br>R. Lavigne*<br>G. Peissel*<br>G. Moucheraud* |
|           | Contractual printing  |   |

Account

|           |  |   |
|-----------|--|---|
|           | Conference on Solar Energy, Wind Power and Geothermic Energy | <u>Certifying Officer</u><br>Alternate (*)  |
| 02200-500 | Contractual printing   | H. Crouzet-Pascal<br>R. Lavigne*<br>G. Peissel*<br>G. Moucheraud*   |
|           | Regional Cartographic Conference for Asia and the Far East   | H. Crouzet-Pascal<br>R. Lavigne*<br>G. Peissel*<br>G. Moucheraud*   |
| 02300-500 | Contractual printing   |   |
|           | Commodity Conferences - Wheat                                |   |
| 02400-003 | Temporary assistance   | The Director of the United Nations Office at Geneva will designate Certifying Officers and their alternates |
|           |  |   |
| 02400-112 | Travel of staff  | S. Dharman<br>K.E. Fredner*   |
|           |  |   |
| 02500-000 | Conference on Science and Technology                         | S.W. Bailey<br>S. Dharman*<br>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<br>(Executive Office of the Secretary-General) |                  |
| 05201-112 | Travel of staff on official business  |                  |
| 05201-113 | Travel of the Secretary-General or<br>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<br>(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   | R.S. Hausner   |
| 03120-001 | Established posts (undistributed)                         | M.E. Williams* |
| 03203-001 | Provisional Posts   | W. McCaw*      |
| 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   |                |

Internal Audit Service

|           |   |                |
|-----------|---|----------------|
| 03104-001 | Established posts                                       | R.S. Hausner   |
| 03404-003 | Temporary assistance (Departmental)                     | M.E. Williams* |
| 03704-006 | Overtime and night differential                         | W. McCaw*      |
| 03804-001 | Established posts replacements (Internal Audit Service) | P. Coidan*     |
| 05204-112 | Travel of staff on official business                    |                |
| 06204-440 | Hospitality   |                |

Office of Personnel

|           |  |                             |
|-----------|--|-----------------------------|
| 03105-001 | Established posts                                    | R.S. Hausner                |
| 03205-001 | Provisional posts                                    | M.E. Williams*              |
| 03305-003 | Temporary assistance (General Assembly)              | L. Michelmore*              |
| 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  | B.K. Whitelaw<br>H.C. Kwong |

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Account

Certifying Officer  
Alternate (\*)

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<br>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<br>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<br>(Joint Staff Pension Board and United<br>Nations Staff Pension Committee) |            |
| 05209-112 | Travel of staff on official business  |            |
| 06209-440 | Hospitality   |            |

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Certifying Officer  
Alternate (\*)

Account

Department of Economic and Social Affairs

|           |  |               |
|-----------|--|---------------|
| 03110-001 | Established posts  | S. Dharman    |
| 03210-001 | Provisional posts  | K.E. Fredner* |
| 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  |               |

Division of Human Rights

|           |   |               |
|-----------|---|---------------|
| 03111-001 | Established posts   | S. Dharman    |
| 03411-003 | Temporary assistance (Departmental)                       | K.E. Fredner* |
| 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   |               |

Revenue-Producing Activities - Sale of Publications

|           |   |           |
|-----------|---|-----------|
| 03112-001 | Established posts                                     | S. Michel |
| 03812-001 | Established posts replacements (Sale of Publications) | F. Chell* |

Revenue-Producing Activities - Visitor's Service

|           |  |              |
|-----------|--|--------------|
| 03113-001 | Established posts                                  | S. Przylucki |
| 03813-001 | Established posts replacements (Visitor's Service) | C.R. Smith*  |
|           |  | M. Liu*      |
|           |  | M.I. Davies* |

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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<br>of Trusteeship and Information from<br>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<br>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<br>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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Certifying Officer  
Alternate (\*)

Account

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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Account

Certifying 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 costs

Travel 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\*

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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<br>and UN Staff Pension Committee       | H. Wilmot<br>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<br>Budgetary Questions                       | T.J. Natarajan<br>P.M. Gohorel*                |
| 05131-112 | International Law Commission  | P. Correa<br>O.W. Leach*                       |
| 05132-112 | Administrative Tribunal   | N. Teslenko<br>R.S. Hausner*<br>M.E. Williams* |
| 05133-112 | United Nations Scientific Advisory Committee  | R.S. Hausner                                   |
| 05134-112 | United Nations Scientific Committee on the<br>Effects of Atomic Radiation             | C.V. Narasimhan*<br>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<br>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<br>Commission for Asia and the Far East | See ECAFE, page 19                             |

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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<br>O.W. Leach*         |
| 05201-112<br>to<br>05218-112 | Travel of staff on official business                   |                                  |
| 05301-114<br>to<br>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<br>B.R. Turner*                           |
| 06201-440<br>to<br>06218-440 | Hospitality   | Departmental Certifying Officers                   |
| 06300-440<br>06325-440       | Receptions honouring Chiefs of State<br>Hospitality, General Assembly | R.S. Hausner<br>C.V. Narasimhan*<br>M.E. Williams* |

Buildings and Improvement to Premises

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

| <u>Account</u> |  | <u>Certifying Officer</u><br><u>Alternate (*)</u>             |
|----------------|--|---|
| 07300-600      | United Nations Building in Santiago, Chile | <u>Field expenditures</u><br>O. W. Danielson<br>G. Trancart*  |
| 07420-601      | Improvements to premises (Headquarters)    | <u>Headquarters expenditures</u><br>A. Bovay<br>D.B. Vaughan* |
|                |  | D.B. Vaughan<br>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<br>(excluding OPI) | R.L. Chestnutt<br>V.A. De Angelis*<br>W.M. Anderson* |
| 08420-666 | Telecommunications equipment OPI                | S. Przylucki<br>B. Grunzweig*<br>C.R. Smith*         |
| 08520-670 | Transportation equipment                        | R.V. Elms<br>V.A. De Angelis*<br>A. Bovay*           |
| 08620-680 | Other equipment                                 | F.M. Begley<br>E. VanName*<br>V.A. De Angelis*       |

Maintenance, Operation and Rental of Premises - HEADQUARTERS

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

AccountCertifying Officer  
Alternate (\*)

|           |   |  |
|-----------|---|--|
| 09320-210 | Supplies for maintenance of premises            | F.M. Begley<br>E. VanName*<br>V.A. De Angelis*       |
| 09320-211 | Telecommunications supplies (for conferences)   | R.L. Chestnutt<br>V.A. De Angelis*<br>W.M. Anderson* |
| 09320-227 | Miscellaneous maintenance services              | F.M. Begley<br>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<br>E. VanName*<br>A. Bovay* |
|           |                                    |   |
|           |                                    |   |
|           |                                    |   |

TARS Offices

|           |                                    |  |
|-----------|------------------------------------|--|
| 09383-200 | Rental and maintenance of premises |  |
|-----------|------------------------------------|--|

GENERAL EXPENSES - HEADQUARTERS

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

Pouches

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

/...

Account

Certifying Officer  
Alternate (\*)

Freight

10115-322 Office of Public Information  
10120-322 Other departments

R.V. Elms  
A. Bovay\*  
V.A. De Angelis\*  
E.G. Moore\*

Rental and maintenance of equipment

10220-261 Rental of office equipment  
10220-262 Maintenance of equipment and furniture  
10220-265 Maintenance OPI cameras  
10220-266 Maintenance (contractual)

R.V. Elms  
A. Bovay\*  
V.A. De Angelis\*

10220-270 Operation of transportation equipment  
10220-271 Local transportation

R.V. Elms  
A. Bovay\*  
E.G. Moore\*  
V.A. De Angelis\*

Public information supplies and services

10320-222 Telecommunications operation and maintenance

R.L. Chestnutt  
W.M. Anderson\*  
V.A. De Angelis\*

10320-351 Motion picture supplies and services  
10320-352 Photographic supplies and services  
10320-353 Radio supplies and services  
10320-354 Television supplies and services  
10320-355 Film distribution costs

S. Przylucki  
C.R. Smith\*  
B. Grunzweig\*  
J. Sheehan\*

Production and printing of:

10320-503 Booklets and pamphlets  
10320-504 Leaflets  
10320-506 Visual aids  
10320-581 Periodicals

H. Crouzet-Pascal  
R. Lavigne\*  
G. Peissel\*  
G. Moucheraud\*  
S. Przylucki\*  
C.R. Smith\*

Information Centres

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

Office and internal reproduction supplies

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

Library books and supplies

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

Study and interne programmes

|           |                                  |              |
|-----------|----------------------------------|--------------|
| 10720-421 | Civil servants                   | S. Przylucki |
| 10720-422 | Student internes                 | C.R. Smith*  |
| 10720-423 | Non-governmental representatives | M.I. Davies* |

Interim arrangements for the Library

|           |                                     |  |
|-----------|-------------------------------------|--|
| 10820-230 | Minor alterations to premises       | D.B. Vaughan                                   |
| 10820-400 | Miscellaneous supplies and services | E. Brodnax*<br>A. Sterman*<br>V.A. De Angelis* |

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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 W. McCaw  
12400-000 Special Educational and Training ) B.R. Turner\*  
Programmes for South West Africa ) N. Groby  
 ) H. Seymour\*

Technical Programmes

13000-431 Economic Development - Programme under  
resolutions 200 (III) and 305 (IV) See allotment  
14000-431 Social activities - Programme under  
resolution 418 (V) Advice No. 62016  
15000-431 Human Rights activities - Programme under  
resolution 926 (X) dated 22 December  
16100-431 Public Administration: Training and research  
16200-431 Public Administration: Operational, executive  
and administrative personnel  
17000-431 Narcotic drug control

**SPECIAL MISSIONS**

18100-000 United Nations Truce Supervision Organization  
in Palestine G. Lansky  
F. Frerker\*  
A. De Lauro\*

Certifying Officer  
Alternate (\*)

| <u>Account</u> |  |
|----------------|--|
| 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 | J.E. Jones<br>T.B. Kirkbride* |
|-----------|---|-------------------------------|

#### UNITED NATIONS FIELD SERVICE

|                              |  |                                     |
|------------------------------|--|-------------------------------------|
| 19100-000<br>to<br>19300-400 | United Nations Field Service<br>(all expenditure accounts) | G. Lansky<br>C. Ilka*<br>C. Seward* |
|------------------------------|--|-------------------------------------|

#### INFORMATION CENTRES

|           |  |               |
|-----------|--|---------------|
| 03171-001 | Established posts                        | G. Lansky     |
| 03471-003 | Other temporary assistance               | C. Seward*    |
| 03771-006 | Overtime and night differential          | M. Silverman* |
| 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                          |               |

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| <u>Account</u> | <u>Certifying Officer</u>                             |   |
|----------------|---|---|
|                | <u>Alternate (*)</u>                                  |   |
| 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<br>C.R. Smith*<br>B. Grunzweig*<br>J. Sheehan* |
| 10471-400      | Miscellaneous supplies and services                   | G. Lansky   |
| 10571-550      | Stationery, office and internal reproduction supplies | C. Seward*<br>M. Silverman*                               |
| 10671-570      | Library books, supplies and services                  |   |

#### REGIONAL ECONOMIC COMMISSIONS

##### Economic Commission for Asia and the Far East

|           | <u>Field expenditures</u>                            |                                  |
|-----------|--|----------------------------------|
| 03173-001 | Established posts                                    | K.P. Thamphi 1/                  |
| 03473-003 | Other temporary assistance                           | D.B. Kennedy 1/                  |
| 03573-003 | Consultants and experts                              | H.D. Fong*                       |
| 03573-004 | Ad hoc expert groups                                 | V.M. Bhatt*                      |
| 03673-003 | Office of the Executive Agent (Lower Mekong Project) | C.Y. Li*                         |
| 03773-006 | Overtime and night differential                      | <u>Headquarters expenditures</u> |
| 04173-021 | Dependency allowances                                | S. Dharman                       |
| 04173-022 | Education grants and related travel                  | K.E. Fredner*                    |
| 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. Thamphi.

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\*

/...

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                 |              |

Account

Certifying Officer  
Alternate (\*)

Sale of Publications - Headquarters

|           |                                     |            |
|-----------|-------------------------------------|------------|
| 32300-003 | Temporary assistance                | S. Michel  |
| 32300-006 | Overtime and night differential     | F. Chell*  |
| 32300-300 | Freight and postage                 | R. Lavigne |
| 32300-400 | Miscellaneous supplies and services | B. Larthe* |
| 32300-450 | Sales promotion expenses            |            |

UNITED NATIONS EMERGENCY FORCE

Headquarters Field

|           |           |  |
|-----------|-----------|--|
| 33001-000 | 33002-000 | United Nations Emergency Force<br>(Budget accounts as set out in<br>the Account Codes Handbook -<br>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                                   | M. Cohen           |
| 34200-000 | Subvention to the Technical Assistance Board               | R.B. Stedman*      |
| 34300-000 | Preliminary Investigation Costs                            | F. Munch-Petersen* |
| 34400-000 | Managing Director's Preparatory Allocation Account         |                    |
| 34500-010 | Financial services provided by Office of the<br>Controller |                    |

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\*

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 Technical Assistance Board Field Offices

R.B. Stedman  
J.M. Saunders\*  
C.L. Law\*

to

38072-000

Headquarters Field United Nations Fund for the Congo

39001-000 39002-000 United Nations Forces in the Congo

Field expenditures  
S.H. Ahmed  
C. Timbrell\*  
B. Grunzweig\*  
N.G. Lanzer\*  
N. Osborne\*  
A. Papamontes\*  
R. Grindall\*  
G. De Warlincourt\*  
E. Suyderhoud\*

Headquarters expenditures  
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

39010-000  
to  
39990-000

United Nations Fund for the  
Congo

Certifying Officer  
Alternate (\*)

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)

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