



## ADMINISTRATIVE INSTRUCTION

To: Members of the Staff  
From: B.R. Turner, Controller

Subject: ASSIGNMENTS OF STAFF TO HEADQUARTERS AND TO GENEVA FROM  
OTHER OFFICES FOR PERIODS OF LESS THAN ONE YEAR

1. From time to time staff members from Geneva or other offices are assigned to Headquarters for periods of less than one year; similarly, staff members from Headquarters or other offices may be assigned to the Geneva Office for periods of less than one year in order to attend conferences or for other purposes.
2. During such periods of temporary assignment to either Headquarters or Geneva, the rates listed below, established in accordance with AI/137, as amended by AI/137/Amend.2, will be payable during any one journey or tour of duty away from the official duty station. Each journey or tour of duty away from the official duty station is counted separately for purposes of determining the applicable rates:

	<u>At Headquarters</u>	<u>At Geneva</u>
(a) <u>First 60 days</u> , consecutive or otherwise, at the temporary duty station:		
Under-Secretary-General or Assistant Secretary-General	\$30 per day	\$20 or 86 Sw. frs. per day
D-1 and D-2	\$25 per day	\$20 or 86 Sw. frs. per day
All other staff	\$25 per day	\$17 or 73 Sw. frs. per day
(b) <u>During the next 60 days</u> , consecutive or otherwise, at the temporary duty station:		
Under-Secretary-General or Assistant Secretary-General	\$30 per day	\$20 or 86 Sw. frs. per day
All other staff	\$20 per day	61 Sw. frs. per day

	<u>At Headquarters</u>	<u>At Geneva</u>
(c) <u>After 120 days</u> , consecutive or otherwise, at the temporary duty station:		
Under-Secretary-General or Assistant Secretary-General	\$25 per day	73 Sw. frs. per day
All other staff, with dependent spouse or a dependent child	\$16 per day	61 Sw. frs. per day
All other staff, without dependants	\$13 per day	50 Sw. frs. per day
3. This revision supersedes ST/AI/143/Rev.4 as from 1 January 1968.		