



ADM 269

ST/AI/143/Rev.12  
25 April 1975

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General (Controller)  
Office of Financial Services

Subject: ASSIGNMENTS OF STAFF TO HEADQUARTERS OR 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 United Nations Office at Geneva for periods of less than one year.

2. During such periods of temporary assignment to either Headquarters or Geneva, the subsistence allowance rates listed below, established in accordance with ST/AI/137, as amended by ST/AI/137/Amend.5, 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	\$52 per day	\$60 or 154 Sw.frs. per day
D-1 and D-2	\$43 per day	\$49 or 127 Sw.frs. per day
All other staff	\$37 per day	\$43 or 110 Sw.frs. per day

	<u>At Headquarters</u>	<u>At Geneva</u>
(b) <u>During the next 60 days,</u> consecutive or otherwise, at the temporary duty station:		
Under-Secretary-General or Assistant Secretary-General	\$37 per day	132 Sw.frs. per day
All other staff	\$28 per day	100 Sw.frs. per day
(c) <u>After 120 days,</u> consecutive or otherwise, at the temporary duty station:		
Under-Secretary-General or Assistant Secretary-General	\$34 per day	107 Sw.frs. per day
All other staff, with dependent spouse or dependent child	\$23 per day	90 Sw.frs. per day
All other staff	\$20 per day	76 Sw.frs. per day

3. This revision supersedes ST/AI/143/Rev.11 as from 1 January 1975. However, the United States dollar rates shown (under the column "At Geneva") in paragraph 2 (a) above are subject to adjustment according to the prevailing rate of exchange. The standard subsistence allowance rates applicable at any given time are as published in the subsistence allowance circulars.

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