



## Secretariat

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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General (Controller)  
Office of Financial ServicesSubject: 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	\$85 per day	SwF 174 per day
D-1 and D-2	\$70 per day	SwF 143 per day
All other staff	\$61 per day	SwF 124 per day

At HeadquartersAt Geneva

- (b) During the next 60 days, consecutive or otherwise, at the temporary duty station:

Under-Secretary-General or  
Assistant Secretary-General

\$61 per day

SwF 139 per day

All other staff

\$46 per day

SwF 105 per day

- (c) After 120 days, consecutive or otherwise, at the temporary duty station:

Under-Secretary-General or  
Assistant Secretary-General

\$55 per day

SwF 112 per day

All other staff, with spouse  
or dependent child

\$41 per day

SwF 94 per day

All other staff

\$35 per day

SwF 80 per day

3. This revision supersedes ST/AI/143/Rev.18 as of 1 January 1979.

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