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ADMINISTRATIVE INSTRUCTION

To: All Members of the Staff

Subject: UNITED NATIONS CLEARANCE CERTIFICATION

Purpose

1. This instruction prescribes the procedure to be followed at Headquarters for completing a Clearance Certification (Form P.35 (3-55)) whenever a staff member:

- is to be separated from service;
- is granted leave without pay for more than 30 days;
- transfers to a specialized agency; or
- changes his official duty station.

2. The form is used as a control for the purpose of ensuring that the necessary clearances are secured before the final payment is made to the staff member. It should be completed during the last week of duty, and should reach the Office of the Controller (para. 6 below) not later than the third day preceding the last day of duty.

Responsibility of the Executive Officer

3. Items 1 to 7 of the form are to be completed by the staff member's Executive Office. The clearances required under 6A are to be given directly by that Office, and all United Nations property recovered as a result of this check is to be returned to the appropriate issuing office. Clearances for items listed under 6B

will be secured by the Executive Office by telephone, as described in paragraph 4 below. The Executive Officer or an official designated by him will next make any necessary entries under item 7, secure the signature of the staff member under item 8, and complete and sign item 9. The form will then be forwarded to the appropriate Administrative Officer in the Office of Personnel.

Telephone Clearances

"4. The Executive Office will obtain by telephone the clearances provided for under item 6B. If a particular clearance is not required in an individual case, the responsible official in the Executive Office will make the notation 'DNA' (does not apply) under the heading CLEARANCE NO. and add his signature under the heading CLEARED BY. The remaining clearances will be obtained from the Clearance Points listed below, and the Clearance Points will themselves maintain a list, by a staff member and clearance number, of all clearances they have given. When giving a clearance number an official at a Clearance Point must have evidence of the satisfactory discharge of the staff member's obligations to the United Nations, and the Executive Office will enter the clearance number and the official's name in the appropriate place on the form. If a particular clearance cannot be given, the Executive Office will explain why under item 7."

The Library (Extension 2579) will certify the return of books, periodicals and other Library materials loaned to the staff member.

The Archives Unit of the Library (Extension 2051) will certify that there is no material charged to the staff member.

The Garage Administration (Extension 2464) will certify that the staff member has or has not returned automobile tags or stickers entitling him to use of the garage.

The Housing Office (Extension 3255 or 3256) will give clearance with regard to residence in a housing project under a United Nations master lease.

The Registry (Extension 3552) will certify that all active files loaned to the staff member have been returned or otherwise accounted for.

The Records Retirement Reference Section (Extension 2050) will certify that there is no material charged to the staff member.

The Telephone Control (Extension 2743) will certify that there are no outstanding long distance or toll telephone charges payable by the staff member.

The Locksmith (Extension 3429) will certify that no master or off-master keys are charged to the staff member.

Responsibility of the Office of Personnel

5. Upon receipt of the form the Office of Personnel will complete and detach item 12 and forward it to the Secretary of the Staff Pension Committee. The Office of Personnel will give the exit interview and will complete item 10 of the form, after which it will be forwarded to the Office of the Controller (Pay and Allowance Unit).

Responsibility of the Office of the Controller

6. The appropriate entries will be made in item 11 by the Office of the Controller. That Office will make a final payment to the staff member on the basis of the information given in the completed form; in addition to regular pay and allowances, additional payment will be made for any overtime or night differential shown in item 9 as being due. Charges resulting from the non-delivery of returnable items or the failure to settle outstanding indebtedness to the United Nations shall be deducted from the monies due to the staff member; staff members who, at any stage, foresee that the amounts due to them will not be sufficient to cover such charges will make other arrangements to liquidate them without delay.

Revision of the Clearance Certification Form

The Clearance Certification has been revised to suit the procedures described above. Supplies of the revised form (P.35 (3-55)) will be distributed by the Purchase and Transportation Service to the Stationery Supply Centres throughout the building. Earlier issues of the form are to be destroyed immediately.

H.C. Andersen
CONTROLLER
