

UNITED NATIONS
SECRETARIAT



ST/AI/225
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ADMINISTRATIVE INSTRUCTION

To: Heads of departments and offices
Executive and administrative officers

From: The Under-Secretary-General
for Administration and Management

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Subject: ORGANIZATION OF THE SECRETARIAT

Status of the bulletin ST/SGB/Organization

1. The following sections of the Secretary-General's bulletin on the organization of the Secretariat have been published to date under the symbol ST/SGB/Organization.

<u>Section</u>	<u>Title</u>
Section A	General structure of the Secretariat
Section B	Functions common to all major units of the Secretariat
Section C	Executive Office of the Secretary-General
Section D	Office of the Under-Secretaries-General for Special Political Affairs
Section H	Office of Legal Affairs
Section I and Amend.1	Department of Political and Security Council Affairs
Section J	Department of Political Affairs, Trusteeship and Decolonization
Section K (V)	Secretariat of the Economic Commission for Western Asia
Section M	Secretariat of the United Nations Industrial Development Organization
Section N	Office of the United Nations Disaster Relief Co-ordinator
Section P (III)	Office of General Services
(IV)	Administrative Management Service
(V)	Internal Audit Service

Further action required

2. The Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee at the twenty-ninth session of the General Assembly have stressed the need for early completion of this bulletin. The Secretary-General shares the Committees' view in this regard and would like to see that all sections of the bulletin are published before the end of March 1975. Accordingly, departments and offices that have not yet submitted draft texts for their sections of the bulletin are urged to do so without further delay.

Organizational and related changes

3. Departments and offices are reminded that the authorized nomenclature and description of the functions of organizational units are as they appear in ST/SGB/Organization. It is incumbent on the department or office concerned to ensure that when a change in the published text is indicated, the procedures set down in paragraph 4 of document ST/SGB/137 are followed and the necessary approval is obtained for revising or amending the relevant section of ST/SGB/Organization.
