

ST

UNITED NATIONS
SECRETARIAT



ST/AI/121
11 January 1957

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: CERTIFYING OFFICERS - 1957

Attached is a list of Certifying Officers and alternate Certifying Officers currently authorized to certify obligations and expenditures against allotment accounts in accordance with the Financial Regulations, the Financial Rules and the relevant instructions in the Administrative Manual, Volume 3, Finance.

ST/AI/111, 10 January 1956 is hereby cancelled and superseded.

(Signed) B.R. TURNER
Controller

CERTIFYING OFFICERS FOR 1957

Account

Certifying Officer

THE GENERAL ASSEMBLY, COMMISSIONS AND COMMITTEES

General Assembly Session

0101-30 Travel of representatives James Muckell
Peter J. Hazou, Alternate

The Advisory Committee on Administrative
and Budgetary Questions

0102-31 Travel and subsistence of members George Michalopoulos
Wm. McCaw, Alternate
A. Vaidyanathan, Alternate

Committee on Contributions

0103-31 Travel and subsistence of members Karen Petersen
Wm. McCaw, Alternate

International Law Commission

0104-31 Travel and subsistence of members James Muckell
0104-33 Travel and subsistence of staff Peter J. Hazou, Alternate

Board of Auditors

0105-91 External audit costs Wm. McCaw
B.R. Turner, Alternate

Administrative Tribunal

0106-31 Travel and subsistence of members M. Sanasen
B. Cerna, Alternate

Advisory Committee on Peaceful Uses
of Atomic Energy

0107-03 Temporary assistance James Muckell
0107-31 Travel and subsistence of members Peter J. Hazou, Alternate
0107-33 Travel and subsistence of staff

Scientific Committee on Radiation

0108-31 Travel and subsistence of members James Muckell
0108-33 Travel and subsistence of staff Peter J. Hazou, Alternate

Account

Certifying Officer

THE ECONOMIC AND SOCIAL COUNCIL, COMMISSIONS AND COMMITTEES

The Economic and Social Council

0301-33 Travel and subsistence of staff James Muckell
Peter J. Hazou, Alternate

Commission on Human Rights

0302-02 Consultants "
0302-31 Travel and subsistence of members "

Commission on Narcotic Drugs

0303-02 Consultants "
0303-31 Travel and subsistence of members "
0303-33 Travel and subsistence of staff "

Commission on the Status of Women

0304-31 Travel and subsistence of members "

Population Commission

0305-31 Travel and subsistence of members "

Transport and Communications Commission

0306-31 Travel and subsistence of members "

Social Commission

0307-31 Travel and subsistence of members "

Sub-Commission on Prevention of Discrimination
and Protection of Minorities

0308-02 Consultants "
0308-31 Travel and subsistence of members "

Additional expenses for Geneva Sessions
of Functional Commissions

0309-33 Travel and subsistence of staff "

AccountCertifying OfficerInterim Co-ordinating Committee for International
Commodity Arrangements

0310-31 Travel and subsistence of members
0310-33 Travel and subsistence of staff

James Muckell
Peter J. Hazou, Alternate

THE TRUSTEESHIP COUNCIL, COMMISSIONS
AND COMMITTEES

0402-00 Visiting Mission

George Lansky
Frans Frerker, Alternate

SPECIAL MISSIONS AND RELATED ACTIVITIES

0501-00 Advisory Council for the Trust Territory of
Somaliland under Italian administration "

0502-00 Military Observer Group in India and Pakistan "

0503-00 United Nations Representative in India and
Pakistan "

0504-00 United Nations Conciliation Commission for
Palestine "

0505-00 United Nations Truce Supervision Organization
in Palestine "

0506-00 Repatriation of Greek Children "

0507-00 Memorial Cemetery in Korea "

0508-00 United Nations Commission for the
Unification and Rehabilitation of Korea "

Account

Certifying Officer

UNITED NATIONS FIELD SERVICE

3601-01	Established posts	George Lansky
3601-04	Overtime and night differential	Charles Ilka, Alternate
3602-10	Installation payments	
3602-14	Children's allowances	
3602-15	Contributions - Joint Staff Pension Fund	
3602-16	Contributions - Medical Insurance	
3602-34	Travel and removal of staff and dependents	
3602-35	Travel on home leave	
3603-44	Telecommunications supplies and services	
3603-78	Miscellaneous supplies and services	
3603-84	Telecommunications equipment	

OFFICES OF THE SECRETARY-GENERAL

Executive Office of the Secretary-General

0601-01	Established posts	Victor Mills
1300-02	Consultants (certification of time and attendance only)	Jose Correa, Alternate
1300-03-20	Temporary assistance (certification of time and attendance only)	Leo Malania, Alternate
0601-04	Overtime and night differential	
2400-92-20	Hospitality	

Office of Legal Affairs

0602-01	Established posts	C. Stavropoulos
1300-02	Consultants (certification of time and attendance only)	O. Schachter, Alternate
1300-03-21	Temporary assistance (certification of time and attendance only)	B. Cerna, Alternate
0602-04	Overtime and night differential	
2400-92-21	Hospitality	

Office of the Controller

0603-01	Established posts	Wm. McCaw
1300-02	Consultants (certification of time and attendance only)	B.R. Turner, Alternate
1300-03-22	Temporary assistance (certification of time and attendance only)	
0603-04	Overtime and night differential	
0603-78	Miscellaneous supplies and services	
0603-31	Investments Committee	
2400-92-22	Hospitality	

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AccountCertifying OfficerOffice of Personnel

0604-01	Established posts	A. Hatami
1300-02	Consultants (certification of time and attendance only)	J. McDiarmid, Alternate
1300-03-23	Temporary assistance (certification of time and attendance only)	
0604-04	Overtime and night differential	
0604-78	Miscellaneous supplies and services	
0604-31-60	International Civil Service Advisory Board	
2400-92-23	Hospitality	J. McDiarmid, Alternate
0604-31-61	Review Board	Clyde Nichols

Internal Audit Service

0605-01	Established posts	A.M. Romano
1300-02	Consultants (certification of time and attendance only)	Frode Hansen, Alternate
1300-03-24	Temporary assistance (certification of time and attendance only)	
0605-04	Overtime and night differential	
2400-92-24	Hospitality	

Health Service

0606-01	Established posts	Aline Wolff
1300-02	Consultants (certification of time and attendance only)	Szemeng Sze, Alternate
1300-03-25	Temporary assistance (certification of time and attendance only)	
2400-92-25	Hospitality	

Office of Under-Secretaries Without Department

3701-01	Established posts	Victor Mills
1300-02	Consultants (certification of time and attendance only)	Jose Correa, Alternate
1300-03-26	Temporary assistance (certification of time and attendance only)	Leo Malania, Alternate
3701-04	Overtime and night differential	
2400-92-26	Hospitality	
3701-02	Scientific experts on atomic energy (certification of time and attendance only)	

Account

Certifying Officer

Department of Political and Security Council
Affairs

0701-01	Established posts	Lloyd B. Herman
1300-02	Consultants (certification of time and attendance only)	D. Protitch, Alternate
1300-03-27	Temporary assistance (certification of time and attendance only)	
0701-04	Overtime and night differential	
2400-92-27	Hospitality	

Secretariat of the Military Staff Committee

3801-01	Established posts	Major Victor de Guinzbourg (Alternate is the Principal Secretary for the month who is notified month by month to the Office of the Controller)
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Department of Economic and Social Affairs

0801-01	Established posts	Charles L. Coates
1300-02	Consultants (certification of time and attendance only)	F. Munch-Petersen, Alternate
1300-03-29	Temporary assistance (certification of time and attendance only)	
0801-04	Overtime and night differential	
2400-92-29	Hospitality	
0802-02	Consultants (subject to approval by the Office of the Controller)	
0803-01	Established posts - Social Affairs Unit. Middle East	
0803-78	Miscellaneous supplies and services	
0804-97	Special expenses for Middle East studies	

Technical Assistance Administration

4800- and 4900-	Administrative accounts for Headquarters	Wm. Goodkind M.E. Doerner, Alternate Lief Haug, Alternate
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Account

Certifying Officer

Department of Trusteeship and Information from
Non-Self-Governing Territories

0901-01	Established posts	Winifred Hodgson
1300-02	Consultants (certification of time and attendance only)	Luis Alzamora, Alternate
1300-03-36	Temporary assistance (certification of time and attendance only)	
0901-04	Overtime and night differential	
2400-92-36	Hospitality	

DEPARTMENT OF PUBLIC INFORMATION

1001-01	Established posts	Reinholdt Eriksen
1001-04	Overtime and night differential	B. Grunzweig, Alternate
1300-02	Consultants (certification of time and attendance only)	George Janecek, Alternate
1300-03-37	Temporary assistance (certification of time and attendance only)	
2400-92-37	Hospitality	
1002-36	Travel and subsistence of representatives of national and international organizations	
1002-41	Teletype and telecommunications services	
1002-46	Radio services	
1002-47-01	Photographic supplies and services	
1002-47-02	Motion picture supplies and services	
1002-48	Television and kinescope services	
1002-77	Subscriptions to News Agency Services	

Department of Conference Services

1101-01	Established posts	Thomas B. Kirkbride
1300-02	Consultants (certification of time and attendance only)	Frances Chell, Alternate
1300-03-38	Temporary assistance (certification of time and attendance only)	
1101-04	Overtime and night differential	
2400-92-38	Hospitality	

Library

3901-01	Established posts	Thomas B. Kirkbride
1300-02	Consultants (certification of time and attendance only)	Frances Chell, Alternate

Account

1300-03-42 Temporary assistance (certification of time and attendance only)
3901-04 Overtime and night differential
2400-92-42 Hospitality
3902-76 Contractual library services and supplies

Certifying Officer

R. Borba de Moraes
J. Groesbeck, Alternate

Office of General Services

1201-01 Established posts
1300-02 Consultants (certification of time and attendance only)
1300-03-43 Temporary assistance (certification of time and attendance only)
1201-04 Overtime and night differential
2400-92-43 Hospitality

C.C. Timbrell
W. Hoffman, Alternate

Temporary Assistance and Consultants

1300-02 Consultants
1300-03 Temporary assistance
3701-02 Scientific experts on atomic energy

John Olver
Wm. McCaw, Alternate
Preston Cox, Alternate

Travel of Staff

1400-33 Travel and subsistence on official business*
1400-97 Special expenses for Middle East studies*

Paulo L. Correa
Wm. McCaw, Alternate
B.R. Turner, Alternate

* (TT/8's must also be certified by the appropriate departmental certifying officer.)

<u>Account</u>	<u>Certifying Officer</u>
1400-34 Travel on appointment, transfer and repatriation	Departmental Certifying Officers, except
1400-35 Travel on home leave	Certifying Officers for the Technical Assistance Administration. Credits are established for these accounts in the Office of the Controller. Certifications on Obligations and expenditures against these accounts which are required by departmental Certifying Officers will not be
	considered as covering certifications that funds are available in the appropriate account, but in other respects will carry the same duty and responsibility as pertains to certifications on accounts allotted to their administration.
	Wm. McCaw B.R. Turner, Alternate
	<u>Common Staff Costs</u>
	<u>Pension and Retirement Costs</u>
1501-15 Contributions - Joint Staff Pension Fund	
	<u>Installation and Separation Costs</u>
1502-13 Removal of household goods	
1502-10 Installation payments	
1502-11 Separation payments	
1502-12 Repatriation grants	
	<u>Other Common Staff Costs</u>
1503-14 Children's allowances	
1503-16 Contributions - medical and group life insurance	
1503-17 Compensatory payments	
1501-23 Annual retirement allowance to former Secretaries-General	
	<u>Training and Welfare</u>
1504-20 Staff welfare	A. Hatami
1504-21 Staff training	J. McDiarmid, Alternate
1504-22 Interne training	Reinholdt Eriksen
1504-95 Losses on housing projects	M.I. Davies, Alternate Jane Lafferty A. Hatami, Alternate

Account

Certifying Officer

Common Services

Telephone, Postal Services, Freight,
Cartage and Express

1601-40	Telephone services (including long distance)	B.F. Wood C.W. Goyder, Alternate C.C. Timbrell, Alternate
1601-41	Cable, telegraph and wireless	B.F. Wood C.W. Goyder, Alternate C.C. Timbrell, Alternate
1601-42	Postal services	E.D. Brodnax R.K. Lawley, Alternate C.C. Timbrell, Alternate
1601-73	Freight, cartage and express	Carey Seward C.C. Timbrell, Alternate
1601-74	Air freight	W. Hoffman, Alternate E.D. Brodnax R.K. Lawley, Alternate C.C. Timbrell, Alternate

Rental and Maintenance of Premises

1602-50	Rental of premises	F.M. Begley
1602-51	Supplies for maintenance of premises	E. Van Name, Alternate
1602-52	Contractual services for maintenance of premises	
1602-53	Utilities	
1602-54	Alterations to premises	
1602-55	Housing accommodation for the Secretary-General	

Stationery and Supplies

1603-60	Stationery and office supplies	Carey Seward
1603-63	Internal reproduction supplies	C.C. Timbrell, Alternate W. Hoffman, Alternate

Rental and Maintenance of Equipment

1604-44	Telecommunications supplies	B.F. Wood
1604-45	Operation and maintenance of telecommunications equipment	R.L. Chestnut, Alternate C.C. Timbrell, Alternate

<u>Account</u>	<u>Certifying Officer</u>
1604-61	Rental of office and other equipment
1604-62	Maintenance of office and other equipment
1604-70	Local transportation
1604-71	Operation and maintenance of transportation equipment
	Carey Seward
	C.C. Timbrell, Alternate
	W. Hoffman, Alternate
	Carey Seward
	E.G. Moore, Alternate
	C.C. Timbrell, Alternate

Other Supplies and Services

1605-75	Insurance	Wm. McCaw
1605-77	Newspapers and periodicals	B.R. Turner, Alternate R. Borba de Moraes J. Groesbeck, Alternate Mrs. F.P. Wojewodski, Alternate
1605-78	Miscellaneous supplies and services	Carey Seward C.C. Timbrell, Alternate W. Hoffman, Alternate

Ex Gratia Payments and Miscellaneous Claims
and Adjustments

1606-94	Ex gratia payments	Wm. McCaw
1606-93	Miscellaneous claims and adjustments	B.R. Turner, Alternate

Permanent Equipment

Furniture, Fixtures, and
Office Equipment

1701-82	Furniture and fixtures	Carey Seward
1701-83	Office equipment	C.C. Timbrell, Alternate W. Hoffman, Alternate
1701-84	Telecommunications equipment	B.F. Wood R.L. Chestnut, Alternate C.C. Timbrell, Alternate

Books and Library Equipment

1702-87	Library books and maps	R. Borba de Moraes Mrs. F.P. Wojewodski, Alternate
1702-86	Library equipment	R. Borba de Moraes Thomas B. Kirkbride, Alternate

Account

Certifying Officer

Information Services Equipment

1703-85 Photographic and motion picture equipment Reinholdt Eriksen
B. Grunzweig, Alternate
George Janecek, Alternate

Other Permanent Equipment

1704-88 Transportation equipment Carey Seward
E.G. Moore, Alternate
C.C. Timbrell, Alternate
F.H. Begley
E. Van Name, Alternate

1704-89 Miscellaneous equipment

Information Centres (excluding Centre
at Geneva)

2001-01 Established posts Reinholdt Eriksen
2001-03 Temporary assistance B. Grunzweig, Alternate
2001-04 Overtime and night differential George Janecek, Alternate
2001-05 Casual labour A. Greenwood, Alternate
2002-34 Travel and removal of staff and dependents
2002-15 Contributions - Joint Staff Pension Fund
2002-12 Repatriation grants
2002-14 Children's allowances
2002-35 Travel on home leave
2002-16 Contributions - medical and social insurance
2002-10 Installation and separation payments
2002-33 Travel on official business
2003-42 Postal services
2003-43 Communications services
2003-47 Radio, photographic and motion picture supplies and services
2003-50 Rental and maintenance of premises and equipment
2003-60 Stationery and office supplies
2003-63 Internal reproduction supplies
2003-70 Local transportation
2003-71 Operation and maintenance of transportation equipment
2003-73 Freight, cartage and express
2003-78 Miscellaneous supplies and services
2004-82 Furniture and fixtures
2004-87 Library books and maps
2004-88 Transportation equipment
2004-85 Radio, Photographic and motion picture equipment

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Account

Certifying Officer

Regional Economic Commissions
(other than Economic Commission for Europe)

Secretariat for the Economic Commission for
Asia and the Far East

2101-01	Established posts	For field expenditures:
2101-02	Consultants	C.Y. Wu
2101-03	Temporary assistance	H.D. Fong, Alternate
2101-04	Overtime and night differential	R. Krishnamurti, Alternate
		For headquarters
		expenditures:
2102-01	Social Affairs Unit - established posts	Charles L. Coates
2102-34	Travel and removal of staff and dependents	F. Munch-Petersen, Alternate
2102-15	Contributions - Joint Staff Pension Fund	
2103-12	Repatriation grants	
2103-14	Children's allowances	
2103-16	Contributions - medical insurance	
2103-35	Travel on home leave	
2103-21	Staff training	
2103-20	Staff welfare	
2103-10	Installation and separation payments	
2103-15	Contributions - Joint Staff Pension Fund	
2103-34	Travel and removal of staff and dependents	
2104-33	Travel on official business	
2104-43	Communications services	
2104-50	Rental of premises	
2104-52	Contractual services for maintenance of premises	
2104-60	Stationery and office supplies	
2104-71	Operation and maintenance of transportation equipment	
2104-73	Freight, cartage and express	
2104-78	Miscellaneous supplies and services	
2105-82	Furniture and fixtures	
2105-87	Library books and maps	

ECAFE Sub-Committees

3502-33	Travel and subsistence of staff
3502-43	Communications services
3502-73	Freight, cartage and express
3502-78	Miscellaneous supplies and services

Account

Certifying Officer

Secretariat for the Economic Commission
for Latin America

2201-01	Established posts	For field expenditures:
2201-02	Consultants	R.S. Hausner
2201-03	Temporary assistance	Benjamin Cornejo, Alternate
2201-04	Overtime and night differential	S. Dharman) Alternates for
2202-01	Social Affairs Unit - established posts	J.A. Canara) expenditures of the Mexico Office
2203-34	Travel and removal expenses of staff and dependents	
2203-15	Contributions - Joint Staff Pension Fund	For headquarters expenditures:
2203-12	Repatriation grants	Charles L. Coates
2203-14	Children's allowances	F. Munch-Petersen, Alternate
2203-16	Contributions - medical insurance	
2203-35	Travel on home leave	
2203-20	Staff welfare	
2203-10	Installation and separation payments	
2204-33	Travel on official business	
2204-43	Communications services	
2204-50	Rental and maintenance of premises	
2204-60	Stationery and office supplies	
2204-71	Operation and maintenance of transportation equipment	
2204-73	Freight, cartage and express	
2204-78	Miscellaneous supplies and services	
2205-82	Furniture and fixtures	
2205-87	Library books and maps	

ECLA Session at La Paz

3503-33	Travel and subsistence of staff
3503-43	Communications services
3503-73	Freight, cartage and express
3503-78	Miscellaneous supplies and services

Committee of Ministers of Economy of
the Central American Countries

3504-03	Temporary assistance
3504-33	Travel and subsistence of staff
3504-78	Miscellaneous supplies and services

Account

Certifying Officer

Special Payments Under Annex I, Paragraph 2,
of the Staff Regulations

2300-06 Special payments under Annex I, paragraph 2, of the Staff Regulations Wm. McCaw
B.R. Turner, Alternate

Contractual Printing

2500-64 (For all contractual printing expenses under Section 25, with the exception of Official Records of the Permanent Central Opium Board and Drug Supervisory Body, recurrent publications and studies and reports of the ECE, recurrent publications and other contractual printing of the European Office of the United Nations and publications of the Office of the High Commissioner for Refugees) René Lavigne
Daniel De Walt, Alternate
H. Crouzet-Pascal, Alternate
G. Peissel, Alternate

Technical Programmes

50000-000 Experts William Goodkind
60000-000 Fellowships and scholarships Max Doerner, Alternate
70000-000 Seminars, conferences and working groups Leif Haug, Alternate
80000-000 Training centres and demonstration projects
90000-000 Dissemination of technical data and miscellaneous costs

Transfer of the Assets of the League of Nations
to the United Nations

3000-80 Capital payments in respect of lands and structures Wm. McCaw
B.R. Turner, Alternate

Amortization of Headquarters Construction Loan

3100-80 Capital payments in respect of lands and structures Wm. McCaw
B.R. Turner, Alternate

AccountCertifying OfficerJoint Staff Pension Board and United Nations
Staff Pension Committee

3201-01	Established posts	J.L. Isaac-Georges
3201-02	Consultants	Sturges Shields, Alternate
3201-03	Temporary assistance	
3202-34	Travel and removal of staff and dependents	
3202-11	Separation payments	
3202-12	Repatriation grant	
3202-15	Contributions - Joint Staff Pension Board	
3202-14	Children's allowances, education grants and related travel	
3202-16	Contributions - medical insurance	
3202-35	Travel on home leave	
3202-31	Travel and subsistence of members	
3203-33	Travel and subsistence of staff	

Revenue-Producing ActivitiesPart I - United Nations Postal Administration

4101-01	Established posts (Headquarters)	C.C. Timbrell
4101-03	Temporary assistance	W. Hoffman, Alternate
4101-04	Overtime and night differential	
4101-65	Printing of postage stamps	R. Tvedt
4101-78	Miscellaneous supplies and services	W. Hoffman, Alternate

Part II - The Visitors' Service

4102-01	Established posts	Reinholdt Eriksen
4102-03	Temporary assistance	B. Grunzweig, Alternate
4102-04	Overtime and night differential	
4102-07	Salaries and wages of guides, etc.	
4102-62	Purchase and maintenance of uniforms	
4102-64	Contractual printing	
4102-78	Miscellaneous supplies and services	

Part III - Sale of Publications

4103-01	Established posts (Headquarters)	
4103-03	Temporary assistance	
4103-04	Overtime	
4103-64	Sales promotion expenses	

Account

Certifying Officer

TECHNICAL ASSISTANCE BOARD

4501-01	Established posts	R.B. Stedman
4501-03	Temporary assistance	L. Michelmore, Alternate
4501-04	Overtime and night differential	Nina Nash, Alternate
4502-33	Travel on official business	
4502-43	Communications services	
4502-64	Contractual printing	
4502-74	Air freight	
4502-75	Insurance	
4502-78	Miscellaneous supplies and services	
4503-34	Travel and removal expenses	
4503-10	Installation payments	
4503-11	Separation payments	
4503-15	Contributions Joint Staff Pension Fund	
4503-14	Children's allowances, education grant and related travel	
4503-12	Repatriation grants	
4503-16	Group insurance	
4503-35	Home leave travel	
4503-18	Reimbursement of national income tax	
4504-92	Hospitality	

Other Joint Administrative Costs

4500-01	Established posts	Wm. McCaw
4500-15	Contributions - Staff Pension Fund	B.R. Turner, Alternate
4500-18	Contributions - insurance	
4500-28	Reimbursement for national income tax	
4500-33	Travel on official business	
4500-43	Communications services	

Field Operations

4600-00	Afghanistan	R.B. Stedman
4601-00	Burma	L. Michelmore, Alternate
4602-00	Ceylon	C.L. Law, Alternate
4603-00	Haiti	
4604-00	India	
4605-00	Indonesia	
4606-00	Iran	
4607-00	Israel	
4608-00	Australia	
4609-00	Libya	
4610-00	Pakistan	
4611-00	Turkey	
4612-00	Yugoslavia	

<u>Account</u>	<u>Certifying Officer</u>
4613-00	Philippines
4614-00	Colombia
4615-00	Brazil
4616-00	Ecuador
4617-00	Egypt
4618-00	Iraq
4619-00	Central America
4620-00	Greece
4621-00	Bolivia
4622-00	
4623-00	Cambodia
4624-00	Paraguay
4625-00	Reassignment of Field Personnel
4626-00	Thailand
4627-00	Uruguay
4628-00	Laos
4629-00	Jordan
4630-00	Liberia
4631-00	Syria-Lebanon
4632-00	Venezuela
4633-00	Chile
4634-00	Ethiopia
4635-00	Nepal
4636-00	Peru
4637-00	Saudi Arabia
4638-00	Viet-Nam
4639-00	Yemen