



## ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: CERTIFYING OFFICERS - 1958

1. Reference is made to document ST/AI/125 of 9 January 1958 and more particularly to

(a) Footnote 1/ on pages 4 to 8 relating to the Headquarters temporary assistance accounts; and

(b) The following additional text appearing on page 8:

Account

Temporary Assistance (Headquarters)

06600-003 Temporary assistance, Departmental<sup>(a)</sup>  
06600-004 Temporary assistance, General Assembly  
06600-005 Temporary assistance, Missions replacement<sup>(b)</sup>

2. The following account has been added:

06600-013 Temporary assistance, undistributed<sup>(c)</sup>

3. Effective immediately requests for temporary assistance will be processed as follows:

(a) All requests for temporary assistance will be transmitted by the departmental executive officer in memorandum form to the Office of the Controller, for consideration, and the issue of temporary assistance

Notes:

- (a) Includes replacements for staff on sick leave and maternity leave.
- (b) Includes replacements for staff detailed to political or other missions where the staff member is continued on the departmental payroll.
- (c) Includes replacements for staff detailed to UNEF, TAA, TAB, International Atomic Energy Agency, secondments, staff on leave without pay, and for other staff members whose salary is not continued on the departmental payroll.

authorizations. Copy of each such request should be forwarded to the Office of Personnel (Chief, Placement Services). This will apply in the case both of temporary assistance staff requirements and proposed special service agreements. Such requests will receive immediate attention.

(b) Following the issue of such temporary assistance authorization the department will make request directly to the Office of Personnel for the processing of special service agreements or for the assignment of staff on a temporary assistance basis. The signature of the departmental certifying officer will be deemed a certification that the request is in accordance with a temporary assistance authorization in hand. This provision is not designed to restrict in any way the normal departmental consultation with the Office of Personnel regarding staff requirements; rather the intention is that formal requests to the Office of Personnel for temporary assistance appointments or assignments shall be based on a temporary assistance authorization in hand. In any case where the departmental request (P/5) for temporary assistance is for appointment or extension of employment to a date beyond the expiry date of the temporary assistance authorization this fact will be so stated above the signature of the certifying officer. The Office of Personnel will consider with the department the feasibility of such appointment or extension in terms of the prospective absorption of the staff member following expiry of the temporary assistance authorization.

(c) Miscellaneous Obligation Documents (MOD's) and/or TT/8's covering the engagement and/or travel of special service agreement personnel chargeable to temporary assistance account shall henceforth be routed directly to the Accounts Branch, Office of the Controller. The signature of the responsible certifying officer shall be deemed to include certification that the charges are covered by a temporary assistance authorization in hand.

4. In any case of detail or transfer of a staff member it will be the responsibility of the certifying officer of the receiving department to assure the immediate raising of a P/5 reflecting the detail or transfer and the responsibility of the certifying officer of the releasing department to assure by follow-up with the receiving department the immediate raising of such P/5. In the case of return of staff members from missions administered by the Field Operations Service, that Service raises the P/5 as requesting officer and forwards

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it to the department of the returning staff member for certification. In any case of transfer to a non-Headquarters department or office the responsibility for the immediate raising of the P/5 will rest with the Office of Personnel.

..... 5. In the case of an incorrect payroll charge, the departmental certifying officer should advise the Office of the Controller in the form attached. Item 1 only will be completed, i.e. effective date. Intra-departmental transfers, e.g. transfer of a staff member from a temporary assistance to an established post should also be advised in the same form. The Office of the Controller will also use this form for adjustments, as necessary, with information copy to the certifying officer(s) concerned.

6. Departmental requests for UNEF overload posts (i.e. posts to be provided to a department or office specifically for the work of UNEF and to be charged to that budget) will be routed to the Office of the Controller through the certifying officer for UNEF. The latter officer will forward the request to the Office of the Controller (a) with indication that he has noted the request, or alternatively (b) with his comments thereon.

7. In any case where the charges of a staff member on detail are borne on the budget of the receiving organization the departmental post of such staff member is deemed frozen for the period of such detail. The P/5 recording the return of the staff member to the department or the transfer or separation of such staff member will serve to unfreeze such staff member's post.

(Signed) B.R. Turner  
Controller

Number \_\_\_\_\_

Date \_\_\_\_\_

To: The Controller

From: \_\_\_\_\_  
(Certifying Officer) Manning Table Control

Subject: Change of Allotment Account Number

Would you please:

- 1) Change the allotment account number of

NAME of staff member	(index number)	Type of Contract
from account number _____		
to account number _____		
effective 1	19	
(month)		

- 2) Adjust charges as above for the months of \_\_\_\_\_  
\_\_\_\_\_

Action copies: Pay and Allowance Unit (1)  
Accounts (Mr. Tilney) (2)

Copies - Manning Table Control  
Certifying Officer(s)  
Office of Personnel

NOTE - All copies should be forwarded initially to Office of the Controller  
(Manning Table Control)