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ST/AI/218/Rev.5 \*/

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UNITED NATIONS

## NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES

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\*/ This Administrative instruction replaces ST/AI/218/Rev.4 in Section IV, paragraph B, of the Administrative Handbook.

February 1983

NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES  
INTRODUCTION

1. This index lists administrative issuances in effect as of 28 February 1983.
2. The index will be revised each year at the end of December. Space has been provided on several pages and blank pages have been included at the end of each series so that recipients of the index can make handwritten entries as appropriate in the course of the year.
3. Recipients of the index are requested to inform AMS of changes in their requirements of index-related material by checking off the appropriate box in the attached form and returning it to AMS.

Numerical index to administrative issuances

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## NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES

## A. SECRETARY-GENERAL'S BULLETIN (series ST/SGB/...)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
ST/SGB/UNEF/2/Rev.2	30/12/60	Financial Rules for the Special Account for the United Nations Emergency Force	
UNFICYP/1	24/4/64	Regulations for the United Nations Force in Cyprus	
UNHHSF Financial Rules/3 (1978)	1/78	Special annex for United Nations Habitat and Human Settlements Foundation to the Financial Regulations and Rules of the United Nations	
UNIDF/Financial Rules/4 (1982)	19/11/82	Special annex for United Nations Industrial Development Fund to the Financial Regulations and Rules of the United Nations	
Financial Rules/1/Rev.2	1/78	United Nations Financial Rules	
Financial Rules/1/Rev.2/Amend.1	31/12/79	"	
Financial Rules/1/Rev.2/Amend.2	11/2/80	"	
Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	Effective 1 January 1976
Financial Regulations	2/7/75	United Nations Financial Regulations	
Financial Regulations/Amend.1	24/5/76	"	Contributions from non-Member States, effective 30 October 1975
Staff Regulations/Rev.14	25/6/82	Staff Regulations	Effective 1 January 1981

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Staff Rules/1/Rev.5	22/8/80	Staff Rules	Rules 101.1 to 112.8
Staff Rules/1/Rev.5/ Corr.1	9/6/80		effective 1 January 1979
Staff Rules/1/Rev.5 Amend.1	15/7/80		
Staff Rules/1/Rev.5 Amend.2	30/11/81		
Staff Rules/1/Rev.5 Amend.3	5/8/82		
Staff Rules/1/Rev.5 Appendix A/Amend.1	29/3/82		
Staff Rules/1/Rev.5 Appendix A/Amend.2	31/8/82		
Staff Rules/1/Rev.5 Appendix B (Hqs)/ Amend.5	1/3/82		
Staff Rules/2/Rev.5	11/12/79	Staff Rules applicable to	Rules 200.1 to 212.7
Staff Rules/2/Rev.5/ Corr.1	16/6/80	technical assistance pro- ject personnel	
Staff Rules/2/Rev.5/ Amend.2	7/12/81		
Staff Rules/3/Rev.3	1/5/78	Staff Rules applicable to conference and other short- term service	Rules 301.1 to 312.6
Staff Rules/Appendix D/ Rev.1	1/1/66	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
Staff Rules/Appendix D/ Rev.1/Amend.1	8/1/76		Amends article 11.2, paras.(c) and (d), effective 1 January 1977
Staff Rules/Appendix E Rev.1	24/6/74	Medical expenses assistance plan for General Service and other local staff of designated United Nations offices	

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
ST/SGB/Organization	1/64	Organization of the Secretariat	
Section A	1/74	General structure of the Secretariat	
B	1/74	Functions common to the major units of the Secretariat	
C/Rev.1	1/12/80	Executive Office of the Secretary-General	
D/Rev.1	15/9/76	Office of the Under-Secretaries-General for Special Political Affairs	Issued as ST/SGB/Organization, Section D/Amend.1
E/Rev.1	21/11/80	Office of the Assistant Secretary-General for Special Political Questions	
F/Rev.3	1/12/80	Office of the Under-Secretary-General for Political and General Assembly Affairs	See also ST/SGB/195
H/Rev.1	28/6/79	Office of Legal Affairs	
I	1/74	Department of Political and Security Council Affairs	
I/Amend.1	7/8/64		
I/Amend.2	21/1/75		
I/Amend.3/Rev.1	1/12/80		
I/Amend.4	23/11/77		
J	1/74	Department of Political Affairs, Trusteeship and Decolonization	
J/Amend.1	20/5/77		

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Section K(I)	1/75	Secretariat of ECE	
K(I)/Amend.1	25/5/77		
K(I)/Amend.2	9/3/78		
K(I)/Corr.1	4/78		
K(II)	10/75	Secretariat of ESCAP	
K(III)	3/76	Secretariat of ECLA	
K(IV)	3/76	Secretariat of ECA	
K(V)	10/74	Secretariat of ECWA	
K(V)/Amend.1	14/10/75		
L	5/76	Secretariat of the United Nations Conference on Trade and Development	
M/Rev.1	1/76	Secretariat of the United Nations Industrial Development Organization	Issued as ST/SGB/Organization/Amend.3
M/Amend.2	24/5/77	"	
N/Rev.1	5/12/77	Office of the United Nations Disaster Relief Co-ordinator	Issued as ST/SGB/Organization, Section N/Amend.1
O/Rev.1	28/8/77	Secretariat of the United Nations Environment Programme	Issued as ST/SGB/Organization, Section O/Amend.2
P	3/76	Department of Administration and Management	
P/Corr.1	7/76		
P(I)	4/76	Office of Financial Services	
P(I)/Corr.1	9/76		

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Section P(II)	6/75	Office of Personnel Services	
P(III)	1/74	Office of General Services	See also ST/SGB/159, 182 and 191
P(III)/Amend.2	9/4/76		
P(III)/Amend.3	24/6/76		
P(IV)/Rev.1	29/3/77	Administrative Management Service	Issued as ST/SGB/Organization, Section P(IV)/Amend.1
P(V)/Rev.1	18/12/81	Internal Audit Division	
P(V)/Rev.1/Corr.1	30/3/82		
P(VI)	3/76	Electronic Data Processing and Information Systems Service	See also ST/SGB/170, annex
Q/Rev.1 (Pt.I)	28/1/81	Department of Conference Services	
Q/Rev.2 (Pt.II)	1/1/82	Dag Hammarskjold Library	
R	6/76	Office of Public Information	See also ST/SGB/170, annex
S	2/76	United Nations Office at Geneva	
S/Amend.1	26/1/77		
S/Corr.1	3/77		
S/Add.1/Amend.1	29/11/77		Issued as ST/SGB/Organization, Section S/Amend.2
T/Rev.1	28/6/79	United Nations Centre on Transnational Corporations	
T/Rev.1/Corr.1	13/3/80		
U	2/76	Office of the United Nations Commissioner for Namibia	



<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Section V	3/76	Secretariat of the World Food Council	
W	3/76	Office of the United Nations High Commissioner for Refugees	
X	5/76	Secretariat of the Third United Nations Conference on the Law of the Sea	
Y	6/77	United Nations Relief and Works Agency for Palestine Refugees in the Near East	
Z	1/4/82	United Nations Office at Vienna	See also ST/SGB/175
Annex I	6/76	Secretariat boards and committees	Issued as ST/SGB/Organization/Amend.4
I/Amend.1	14/5/82	Publications Board	
I/Amend.2	4/6/82	Claims Board	
II	7/77	Units servicing interagency boards and committees	Issued as ST/SGB/Organization/Amend.4
III	7/77	Units servicing voluntary programmes	Issued as ST/SGB/Organization/Amend.4

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
63/Rev.1	14/7/48	Functions of United Nations Archives	See also ST/SGB/158 and ST/AI/252
100	14/4/54	Issuance of Secretary-General's bulletins, administrative instructions and information circulars	
103/Rev.1	6/80	Provisional rules governing compensation to members of commissions, committees or similar bodies in case of injury or death attributable to services with the United Nations	
107/Rev.4	1/71	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs and subsidiary organs of the United Nations	See also ST/AI/133
114 114/Add.1	13/11/58 2/5/60	Service with United Nations missions	
119 119/Amend.1	30/7/59 10/63	Regulations for the United Nations medal	
125/Rev.1 125/Rev.1/ Amend.1	21/5/63 31/12/63	The Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
125/Rev.2	27/2/64		Spanish edition only - incorporates Rev.1 and Rev.1/Amend.1
126 126/Amend.1	1/8/63 15/6/73	The United Nations Research Institute for Social Development	
127 127/Amend.1	23/9/63 29/4/74	The Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
129	31/12/64	The African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
132	1/67	The United Nations flag code and regulations	
134	8/8/67	The United Nations Social Defence Research Institute	
135	26/12/69	Access to League of Nations Archives	
136	1/2/71	Preservation and disposition of gifts and historical items	
138	22/3/71	Implementation and follow-up of the recommendations resulting from the manpower utilization surveys	See also ST/ADM/SER.A/1336
143	13/11/73	United Nations Fund for Drug Abuse Control	
144	28/12/73	In-service training and career development for Secretariat staff	
144/Rev.1	28/12/73		In French only
150/Rev.1	1/6/77	Changes in the functions and organization of Secretariat units	
151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234
152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
153	7/10/76	Transfer of the United Nations Sahelian Office to UNDP	
154	8/3/77	Equality of men and women in the Secretariat	
155	6/4/77	Management improvement in the Secretariat	
156	21/6/77	Documentation for the Fifth Committee	
158	28/7/77	The United Nations Archives	
159	13/9/77	Records management	
160	13/10/77	The planning, preparation and servicing of special conferences	
161	23/3/78	Establishment of the Department of International Economic and Social Affairs	Established in accordance with GA resolution 32/197
162	23/3/78	Establishment of the Department of Technical Co-operation for Development	Established in accordance with GA resolution 32/197
163	23/3/78	Establishment of the Office of Secretariat Services for Economic and Social Matters	Established in accordance with GA resolution 32/197
164	22/11/82	Organization of the Secretariat - establishment of the Administrative Review Unit	
165	24/4/78	Transfer and assignment	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
166	18/5/78	Establishment of a career development system	
168	12/10/78	Establishment of a United Nations Centre for Human Settlements (HABITAT)	
170	29/12/78	Organizational nomenclature in the Secretariat	
170/Add.1	30/6/80		
171	14/2/79	Reimbursement of taxes imposed on partial lump-sum withdrawals from the Joint Staff Pension Fund	
172	19/4/79	Staff management relations: decentralization of consultation procedure	
173	29/8/79	Competitive examination for promotion to the Professional category of staff members from other categories	
175	28/4/80	United Nations Office at Vienna	See also ST/SGB/ Organization, Section 2
176	16/6/80	Staff-management relations: establishment of a Secretariat-wide Staff-Management Co-ordination Committee	
177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	Supersedes ST/AI/232
178	30/6/80	Organization of the Secretariat - Department of Technical Co-operation for Development	
179	11/12/80	Standards of conduct	See also IC/82/13

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
180	24/12/80	Interim measures to strengthen the authority of the Office of Personnel Services	
181	31/12/80	Control of travel on official business	Supersedes SGB/139 and Amend.1
182	5/1/81	Office of General Services	
183	21/12/81	Regional Commissions Liaison Office	Effective 1 January 1981
184 184/Add.1	12/1/82 24/2/82	Documentation for meetings	
185	20/1/82	Organization of the Secretariat: Offices of the Secretary-General, Office for Field Operational and External Support Activities	Effective 15 January 1982
186	22/2/82	Reorganization of the Administrative Services in the United Nations Office at Geneva	Effective 1 March 1982
187	26/2/82	Organization of the Secretariat: Transfer of the Centres Administrative Unit from the Office of General Services to the Department of Public Information	Effective 1 January 1982
188	1/3/82	Establishment and management of trust funds	Supersedes SGB/146/Rev.1
189	1/4/82	Reorganization of the Conference Services Division of the United Nations Office at Geneva	
190 190/Add.1	7/4/82 27/1/83	Establishment of a Programme Planning and Budgeting Board	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
191	10/5/82	Organization of the Secretariat: Office of General Services	
192	16/6/82	United Nations garage	Establishment of a Garage Review Board
193	9/6/82	Wearing of grounds passes	
194	28/7/82	Organization of the Secretariat: redesignation of Human Rights as Centre for Human Rights	
195	11/8/82	Organization of the Secretariat: Redesignation of the Special Unit on Palestinian Rights	Redesignated as Division of Palestinian Rights
196	14/10/82	Establishment of a Central Monitoring Unit	
197	1/11/82	Organization of the Secretariat: United Nations Centre on Transnational Corporations	
198	10/11/82	Security, safety and independence of the international civil service	See also ST/AI/299
199	17/12/82	Organization of the Secretariat: Transformation of the Centre for Disarmament into the Department of Disarmament Affairs	
200	4/1/83	Joint Advisory Committee at Headquarters	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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B. ADMINISTRATIVE INSTRUCTIONS (series ST/AI/...)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
52	25/6/48	Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.)	
67/Rev.6	30/7/79	Procedure for sale of copies of United Nations recordings	
82	16/8/50	Authority for mailing official United Nations publications and supplies	Superseded in part by ST/AI/189/Add.10; see also ST/AI/271
97/Rev.2	13/2/64	Control of United Nations property covered by personal property receipts	See also ST/AI/208
104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
105	3/9/54	Maintenance of personnel records card	
113	2/3/56	Linguistic standards for staff of the United Nations Secretariat	See also ST/ADM/SER.A/1515
118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
119	8/10/56	Provisional rules governing compensation to members of commissions, committees or similar bodies in cases of injury or death attributable to service with the United Nations	See also ST/SGB/103

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
120/Rev.2	19/5/82	Instructions with respect to reporting of work injuries, safety measures and accident prevention	See also Staff Rules 106.4, Staff Rules/Appendex D/Rev.1 and Amend.1 and ADM/SER.A/564
133	8/4/59	Payments of travel expenses and subsistence allowance in connexion with United Nations conferences	See also ST/SGE/107 Rev.4
137	27/12/60	Revised system of daily subsistence allowance	
137/Add.1	29/5/67		
137/Amend.5	13/10/71		
137/Add.1/ Rev.1	13/5/75	System of daily subsistence allowance	Effective 1 May 1975
143/Rev.25	15/3/82	Assignments of staff to Headquarters and to Geneva from other offices for periods of less than one year	
145/Rev.1	18/6/70	Use of Dag Hammarskjold Memorial Library building	
149/Rev.1	1/11/75	Compensation for loss of or damage to personal effects	
149/Rev.1/ Amend.3	26/8/82		
152	27/2/63	Personal identification passes: Headquarters	
152/Add.1	8/7/70	Personal identification passes: Headquarters (retired staff)	
155/Rev.1	3/7/74	United Nations personnel payroll clearance action	
155/Rev.1/ Amend.1	14/7/82		

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
157	13/8/63	Losses of cash	
163/Rev.1	13/6/67	Representation by counsel in disciplinary and appeal cases	
172	27/3/67	After-service health insurance coverage	
172/Add.1	18/6/68	"	Deals with extension of coverage
172/Add.1/ Amend.1	12/1/70	"	Amends para.1(a) of ST/AI/172/Add.1
172/Add.2	11/2/70	"	
172/Amend.2	17/1/74	After-service medical and dental insurance schemes - reduction in contribution rates for subscribers	
174/Rev.2	29/9/81	Instructions governing United Nations diplomatic pouch service	
176/Rev.3	30/4/80	Transportation of privately-owned automobiles	
176/Rev.3/ Corr.1	15/10/80		
176/Rev.3/ Add.1	24/8/81		
181/Rev.6	5/5/81	Education grant	
182	17/12/68	Obligations of staff members	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
184/Rev.1	18/6/69	Installation grant	
184/Rev.1/ Amend.1	1/10/70		
184/Rev.1/ Amend.2	22/12/71		
- 187	19/8/68	Installation grant for General Service staff	
189	7/11/69	Regulations for the control and limitation of documentation	
189/Add.1/ Rev.1	27/6/78	Initiation, approval and execution of the annual programme of United Nations publications	
189/Add.2	15/9/71	Cover and title pages of publications	
189/Add.2/ Amend.1	30/4/75		
189/Add.3/ Rev.1	1/2/73	Distribution of documents, meeting records, official records and publications	
189/Add.3/ Amend.1	3/9/82		
189/Add.4	22/6/71	Principles governing the exchange of United Nations documents and publications	
189/Add.5	29/11/71	Stock review and disposal - official records and publications	
189/Add.6/ Rev.2	14/10/82	Attribution of authorship	Supersedes ST/AI/167
189/Add.7	30/9/71	Workload estimates	
189/Add.8/ Rev.1	15/3/77	Requests for documents services	
189/Add.9	29/3/72	Copyright in United Nations publications: General principles, practice and procedure	Supersedes ST/PS/13 and 20

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
189/Add.10	29/11/72	Mailing of official United Nations documentation	Supersedes ST/AFS/AI/82 in so far as that document relates to mailing documentation; see also ST/AI/237
189/Add.11/ Rev.1	17/11/75	Principles governing United Nations depository libraries	
189/Add.11/ Rev.1/Amend.1	24/11/80		
189/Add.12	16/2/73	Supply to the United Nations libraries of material not available through the regular distribution channels	Supersedes ST/AI/165
189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	Supersedes ST/AI/189/Add.13
189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
189/Add.15	24/4/73	Pricing of United Nations publications	Supersedes ST/PB/6
189/Add.16	7/6/73	Classification and declassification of documents	Supersedes ST/AI/117
189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
189/Add.19	19/1/76	Newsletters	
189/Add.20/ Rev.1	24/2/82	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	



<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
189/Add.22	1/6/79	Use and disposition of papers and reports of meetings and similar <u>ad hoc</u> meetings	
189/Add.23	24/2/82	Time-table for the planning and submission of documents for sessions of United Nations organ	
190	9/1/70	Outside activities of members of the Secretariat	See also rule 101.6 of ST/SGB/Staff Rules 1/Rev.5
192/Rev.1	1/3/82	Official hospitality	
192/Corr.1	23/3/82	"	
193/Rev.1	24/4/77	Material and package passes	
194	12/6/70	United Nations representation at, and participation in, conferences and meetings called by specialized agencies, other intergovernmental organizations and non-governmental organizations	
196	23/12/70	Computation of travel subsistence allowance	
196/Amend.1	24/11/72	"	Effective 1 January 1973
197	4/1/71	Participation of mission staff in the United Nations Joint Staff Pension Fund	
202	14/6/71	Headquarters Property Survey Board - "Case report and recommendation" form	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
204	14/7/71	Authority of United Nations Security Officers	Supersedes ST/AFS/SER.A/1207
205	10/12/71	Library services	Supersedes ST/ADM/SER.A/773; see also ST/AI/189/Add.12
206/Rev.2	15/7/77	Terminal expenses	
207	23/12/71	Language proficiency of staff in the Professional category and above	
208 208/Amend.1	23/12/71 12/2/76	Property records and inventory control under revised definition of non-expendable property	
209	5/1/72	Pensionable remuneration on promotion to Professional category	
211	4/4/72	Scheduling of meetings and provision of conference services	Supersedes ST/AI/144
213	20/6/72	Employment after the age of retirement	Supersedes ST/AI/161
215/Rev.1	8/10/81	Family visit travel	See also ST/AI/280
219/Rev.2	7/1/81	Maternity leave	
221 221/Amend.1	13/6/74 13/9/75	Time, attendance and leave recording	Supersedes ST/AI/131 and Amends.1-2
222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
223	2/10/74	Financial Administration	
224	9/1/75	Travel by privately-owned	
224/Amend.21	12/11/82	automobile	
226	18/2/75	Administrative issuances	See also ST/SGB/100
226/Amend.1	8/11/75		
227	24/4/75	Security of valuable articles; lost and found property	Supersedes ST/AI/159, 164 and 201
228	13/5/75	Use of "Unogramme" (telegramme- type letter form)	
229	29/9/75	Reimbursement of the cost of	Cancels ST/AI/170
229/Add.1	14/2/77	accompanied excess baggage	
229/Add.2	8/7/77		
230/Rev.1	17/9/80	Currency of payment of salaries	
230/Rev.1/ Amend.5	13/1/83	and allowances	
231	12/1/76	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
233	9/12/75	Contributions from non-member States	Amends Financial Regulations 5.9
234	7/1/76	Administration of the Staff Rules	See also ST/SGB/151
234/Amend.1	6/6/81		

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
235 235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	Effective 16 December 1975
237	1/76	Correspondence manual	Supersedes ST/AI/102/ Rev.3
238/Rev.1	29/3/82	Shipping and insurance procedures for shipments of personnel effects and household goods	
239	5/8/76	Organization of the Secretariat	
240	3/1/77	Performance evaluation report system	Supersedes ST/AI/115
241	8/10/76	Changed audit emphasis by United Nations Board of Auditors	
242	22/2/77	Establishment of Appointment and Promotion Committee at designated offices away from Headquarters	
244	24/4/77	United Nations bookshop service for staff members	Supersedes ST/AFS/SER. A/191
245	11/5/77	Outposting of staff from the established location of a department to another location	
246	28/7/77	Establishment of a Panel to investigate allegations of discriminatory treatment in the United Nations Secretariat	Established in accordance with GA resolution 31/26
246/Add.1	19/6/78	Establishment of a Panel to investigate allegations of discriminatory treatment at duty stations away from Headquarters	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
248	7/7/77	Taxi fares	Supersedes ST/AI/160
248/Amend.1	27/6/80		
249	10/8/77	Mode and standards of travel	Supersedes ST/AI/150 and amendments
249/Rev.1	25/6/82	Standard of accommodation, travel time and rest stopovers	Effective 1 January 1982
250	16/8/77	National holidays	
251	21/9/77	Audit of the 1976-1977 biennium by the United Nations Board of Auditors	See also ST/AI/241
252	28/10/77	The United Nations Archives	See also ST/SGB/158
254	3/2/78	Duty free and tax-free entry of baggage and effects into the United States	Supersedes ST/AI/169 and ST/ADM/SER.A/1228
256	3/2/78	Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers	
257	12/5/78	Information for United Nations travellers	Supersedes ST/ADM/SER.A/892/Rev.1
259	17/11/78	Salary differential for General Service staff in the language typing units - Department of Conference Services	
259/Rev.7	4/1/83		Effective 1 October 1982
260	29/11/78	Release of staff members in bad weather and other conditions	
261	12/12/78	Forms management	Supersedes ST/AI/156

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
262	23/4/79	Repatriation grant	See also ST/AI/269
263	30/4/79	Assignment allowance and installation grant	
263/Amend.1	28/2/83	"	Effective 1 January 1983
264	23/5/79	Unaccompanied shipments and insurance coverage for personal effects and household goods	
265	16/5/79	Overtime compensation at Headquarters	
266/Rev.1	5/6/81	Special education grant for disabled children	
267	1/8/79	Acceptance of remuneration from sources external to the Organization	
269	21/12/79	Repatriation grant	See also ST/AI/262
270	31/12/79	Delegation of authority under Financial Rules	
271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	
273	4/3/80	Employment of spouses	
274	30/6/80	Appointment, extension and con- version of contractual status of staff in the General Service, Security Service and Manual Workers category	
274/Amend.1	27/6/83		

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
275	21/7/80	Rental subsidies and deductions for staff in the field	Supersedes ST/AI/258 effective 1 July 1980
276	28/8/80	Assignment of staff members from other categories to Professional posts and granting of special post allowance to the Professional category	
277	10/11/80	Classification system for Professional posts	
278/Rev.1	25/3/82	Definition of dependency status	
280	27/5/81	Revised entitlements for staff	Supersedes ST/AI/200/Rev.2 and amendments
280/Amend.1	28/8/81	members serving at designated duty	
280/Amend.3	28/2/83	stations	
281	17/6/81	External studies programme	Supersedes ST/AI/243
282	10/12/81	Use of United Nations premises for meetings and catering services	Supersedes ST/AFS/AI/91
283	27/1/82	Official holidays	
284	1/3/82	General Trust Funds	
285	1/3/82	Technical Co-operation Trust Funds	
286	3/3/82	Programme Support Accounts	
287	31/3/82	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	Supersedes ST/AI/188
288	16/8/82	United Nations garage	Supersedes ST/AI/255

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
289	9/8/82	Certifying Officers - 1982-1983 accounts	
290	2/7/82	Competitive examinations for	
290/Add.1	30/7/82	promotion to Professional category of staff members from other categories	
291	15/7/82	Part-time employment	
292	15/7/82	Filing of adverse material in personnel records	
293	15/7/82	Facilities to be provided to staff representatives	
294	16/8/82	Visa status of non-United States staff members serving in the United States	
295	19/11/82	Temporary staff and individual contractors	See also ST/SGB/177
296	19/11/82	Consultants and participants in advisory meetings	See also ST/SGB/177
297	19/11/82	Technical co-operation personnel and OPAS officers	See also ST/SGB/177
298	28/2/83	Overtime and night differential for staff in General Service and related categories	Effective 1 October 1982
299	10/12/82	Reporting of arrests or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
300	5/1/83	Repatriation grant	



<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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C. INFORMATION CIRCULARS (series ST/ADM/SER.A/... and ST/IC/...)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
AFS/119	27/9/51	Deposit of pay cheques	
277	8/10/54	Standards of conduct in the international civil service	
437	17/10/57	Arrangement for staff promotion, appointment and review	
538	5/5/59	Procurement of G-4 visa	
564	30/9/59	To clarify application of United Nations compensation (and related) rules to United Nations staff members	See also ST/AI/120/Rev.1
584	18/1/60	Prevention of accidents on entering or leaving the Headquarters area	
867	12/7/63	Cancelled cheques for income tax	
1111	1/8/66	Copying machine (for personal use)	
1122	16/9/66	Access to the garage	
1128	28/10/66	Addressing of interoffice mail to the United Nations Children's Fund (UNICEF)	
1191 1191/Add.1	1/9/67 2/12/68	Use of automated elevators	
1214	19/12/67	Document copying and duplicating facilities - need for economy in expenditure	
1303	24/1/69	Staff conduct at meetings	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
1312	7/3/69	Observance of time-limits under the Staff Rules	
1315	14/3/69	Designation, change or revocation of beneficiary	
1336	10/5/69	The establishment of a new Administrative Management Service and the carrying out of a manpower survey of the Secretariat	See also ST/SGB/ Organization, section P(IV)/Rev.1
1379	24/12/69	Working hours and overtime	
1459	1/10/79	Personal insurance assistance programme	
1506	16/4/71	Benefits under AETNA group base plan for medical insurance	
1515	21/5/71	Language proficiency of Professional staff and above	See also ST/AI/207
1636	12/9/72	Use of cable communications	
1658	20/12/72	United Nations International School	
1723	19/10/73	Registry services	See also ST/AI/237
1727	5/12/72	Gift certificate for customer deposit service UNPA	
1778	24/5/74	Organization of the Secretariat	
1861	1/5/75	Membership of the Inter-departmental Training Committee	See also ST/SGB/144
1867	29/5/75	Change of health insurance arrangements	Effective 1 April 1975

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
1872	13/6/75	Library services - NY Times information bank	
1886	31/7/75	Delivery of personal packages to United Nations premises	
1932	3/2/76	Circulation of newspapers	
1938	5/2/76	Adjustment of mid-month salary advances	
1950	29/3/76	Index to administrative issuances	
1957	30/4/76	Job classification study of Professional posts	
1967	1/6/76	United Nations telephone system	Supersedes ST/ADM/SER.A/1547 & ST/AI/148
2009	27/10/76	GHI dental insurance plan - new schedule of benefits	Effective 1 November 1976
77/5	3/3/77	Conservation of electric power and steam	
77/15	11/2/77	Medical and dental insurance premium and contribution rates, 1977 - reminder on eligibility requirements for after-service participation	Increased premium contribution rates for Blue Cross/HIP/Major Medical, effective 1 February 1977
77/30	21/6/77	Special envelopes for delivery of cables	
78/15	7/3/78	Joint Disciplinary Committee and Joint Appeals Board: membership and competence	
78/21	5/5/81	AETNA/blue cross/major medical insurance plan - 1978	

Series ST/IC/...

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
78/22	4/4/78	Increased cost of telephone service	Rate increase effective 6 January 1978
78/32	8/5/78	Revision of the post adjustment system, effective 1 July 1978	
78/38	12/6/78	Group life insurance - changes in coverage	Effective 1 July 1978
78/43	30/6/78	United Nations Bibliographic Information System (UNBIS)	
78/53	24/8/78	Employment of family members on G-4 visa	
79/10	24/1/79	Unauthorized absence	
79/17/ Rev.1	8/3/82	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154
79/49	31/7/79	New dental insurance premium	Effective 1 August 1979
79/52	22/8/79	Membership of the Career Development Committee for the information group	
79/72	5/11/79	Medical, hospital and dental insurance scheme for staff at offices away from Headquarters	Effective 1 January 1979
79/84	14/12/79	Repatriation grant	
80/2	29/1/80	Status report and requests for payment of dependency benefits	
80/6	18/1/80	New dental insurance premium	See also IC/79/49

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
80/19	7/4/80	Access to garage between 6.30 p.m. and 8 a.m.	
80/40 80/40/Add.1	22/5/80 3/12/81	Joint Disciplinary Committee: membership of the Panel of Chairman	See also IC/78/15
80/43	11/6/80	Group life insurance - waiver of automatic increase	
80/51	18/7/81	Aetna major medical insurance plan - improvement of benefits	Effective 1 July 1980
80/52	18/7/80	Group health incorporated dental insurance plan - new premium and procedure for pre-determination benefits	
80/55	4/8/80	Reopening of a vehicle service station	
80/75	13/10/80	New York Telephone Company change in procedure for dialling telephone calls	
80/81	12/11/80	Van Breda medical, hospital and dental insurance scheme for staff at offices away from Headquarters	
80/85	17/11/80	Staff-Management Co-ordination Committee	See also ST/SGB/176
81/2 81/2/Corr.1	19/2/81 2/4/81	Salary scales, schedule of monthly mission allowance and pensionable remuneration for the Field Service category	
81/7	22/1/81	Report of the work of the Panel to investigate allegations of discriminatory treatment in the United Nations Secretariat	



<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
81/9 81/9/Corr.1	3/8/81 28/8/81	Joint Disciplinary Committee and Joint Appeals Board: membership and competence	See also ST/AI/163 and ST/IC/80/40
81/19	10/3/81	Review of General Service staff members recommended for promotion to the Professional category for the 1979 register	
81/21 81/21/Add.1	19/3/81 24/8/81	General Service job classification	
81/23	25/3/81	Membership of the Central Examination Board, 1981 competitive examination	
81/26 81/26/Add.1	9/4/81 4/11/81	Membership of the Classification Appeals and Review Committee	
81/38	29/4/81	Care of valuable and confidential material	
81/46	14/5/81	Employment of family members on G-4 visa	
81/47	14/5/81	Staff representation activities	
81/64	10/9/81	Change of zip code for Post Office Box 20 address	
81/74	6/11/81	Van Breda medical, hospital and dental insurance scheme for staff at offices away from Headquarters	Effective 1 November 1981
81/75	10/11/81	Report to the Secretary-General by the Panel to investigate allegations of discriminatory treatment in the United Nations Secretariat	See also ST/AI/246

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
81/76	10/11/81	Salary scales, schedule of monthly mission allowance and pensionable remuneration for the Field Service category	
81/77	10/11/81	Membership of the Joint Advisory Committee	Supersedes ST/IC/80/68
81/82	9/12/81	Membership of the Panel of Counsel in Disciplinary and Appeals Cases	
82/6	25/2/82	First day of issue "Human Environment" stamp and souvenir card	
82/7	3/2/82	Internal recourse procedures in the United Nations Secretariat	
82/8	9/2/82	Secretary of the Joint Appeals Board and of the Joint Disciplinary Committee	
82/10	18/2/82	Actions taken by the General Assembly on personnel questions during their thirty-sixth session	
82/12	22/2/82	Headquarters medical and dental insurance plans - revised premium and contribution schedules	
82/13	26/2/82	Standards of conduct	
82/18	9/4/82	First day of issue - 28 April 1982 13-cent post card, 28-cent air mail postal card, 30-cent airletter sheet, S3 postal card, S5 post card, S9 air letter sheet	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
82/20	15/4/82	1982 United Nations medal programme	
82/21	12/4/82	The 1982 General Service promotion register - reproduction, tele-	
82/21/Add.1	22/6/82	communications and technical staff	
82/22	28/4/82	The 1982 Principal Officer (D-1)	
82/22/Add.1	13/10/82	promotion register	
82/23	28/4/82	The 1982 Senior Officer (P-5)	
82/23/Add.1	23/8/82	promotion register	
82/24	5/5/82	The 1982 First Officer (P-4)	
82/24/Add.1	21/7/82	promotion register	
82/24/Add.2	4/10/82		
82/24/Add.3	7/10/82		
82/24/Add.4	18/1/83		
82/25	5/5/82	The 1982 Second Officer (P-3)	
82/25/Add.1	21/7/82	promotion register	
82/25/Add.2	4/10/82		
82/25/Add.3	7/10/82		
82/25/Add.4	18/1/83		
82/26	5/5/82	The 1982 Associate Officer (P-2)	
82/26/Add.1	21/7/82	promotion register	
82/26/Add.2	4/10/82		
82/26/Add.3	7/10/82		
82/28	17/5/82	First day of issue - "Exploration and peaceful uses of outer space" stamp and souvenir card	
82/30	10/5/82	Change of address of the Economic Commission for Western Asia (ECWA)	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
82/33	11/5/82	Language courses - academic year 1982/83	
82/34	19/5/82	The 1982 Manual Workers promotion register - M-6, M-5, M-4 and M-3 levels	
82/35	16/6/82	The 1982 Security Service (General Service category) promotion register: S-5, S-4, S-3 level	
82/36 82/36/Add.1	28/5/82 5/8/82	The 1982 General Service promotion register - senior level (G-4)	
82/37 82/37/Add.1	3/8/82 25/10/82	The 1982 General Service promotion register - principal (G-5) level.	
82/38 82/38/Add.1	20/7/82 20/10/82	The 1982 Field Service promotion register	
82/41	1/6/82	Delivery and picking up of packages	
82/45 82/45/Add.1	21/6/82 12/11/82	Claims Board	Supersedes IC/79/47 and amendments
82/46	22/6/82	General report: second competitive examination for promotion to Professional category of staff members from other categories	
82/48	1/7/82	Dependency allowances	
82/49	13/7/82	HIP/blue cross/major medical premium and contribution rates - 1982	
82/52	1/9/82	First day of issue - United Nations "Flag" stamps	
82/55	16/8/82	Diplomatic pouch schedule	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
82/59	31/8/82	Post classification for New York	Class 8, effective 1 September 1982
82/60	14/9/82	Headquarters medical insurance plans - revised insurance claim form	
82/65	1/11/82	First day of issue - "Conservation and protection of nature" stamps	
82/66	13/10/82	Job classification for General Service and related categories in New York	
82/68	21/10/82	Third competitive examination for promotion to the Professional category - Specialized Board of Examiners	
82/68/Add.1	16/11/82	Specialized Board for Nursing	
82/68/Add.2	22/11/82	Specialized Board of Examiners for Economics	
82/69	26/10/82	Revised salary scales for General	Effective 1 October 1982
82/69/Corr.1	4/11/82	Service, Manual Worker and Security Service categories	
82/70	26/10/82	Pensionable remuneration for staff in the Professional and higher categories and in the Field Service category	Effective 1 October 1982
82/74	10/11/82	Van Breda medical, hospital and dental insurance for staff at offices away from Headquarters	
82/75	22/11/82	Arrangements for staff promotions, appointment and review	
82/75/Corr.1	10/12/82		
82/75/Add.1	31/12/82		
82/77/Rev.1	11/1/83	Abolition of confidential files	

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
82/81	31/12/82	Payment of income taxes	
83/2	7/2/83	Membership of the Appointment and Promotion Board and of the Appointment and Promotion Committee	Through 31 December 1983
83/3	1/2/83	Membership of the Appointment and Promotion Panel	Through 31 December 1983
83/5	7/2/83	United Nations Garage Membership of the Garage Review Board and application procedures for parking permits	
83/7	4/2/83	Composition of the Grievance Panel (formerly Panel to Investigate Allegations of Discriminatory Treatment in the United Nations Secretariat)	For year 1983
83/9	25/2/83	New status of the United Nations Institute for Disarmament Research	

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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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