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**NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES**

## NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES

### INTRODUCTION

1. This index lists administrative issuances in effect as of 30 June 1979.
2. The index will be revised each year at the end of June. 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 Finan- cial 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	
Financial Rules/ 1/Rev.2	1/78	United Nations Financial Rules	
Financial Rules/2	9/12/75	Financial rules of the Fund of the United Nations Environment Programme	Effective 1 January 1976

Series ST/SGB/... (continued)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Financial Regulations	2/7/75	United Nations Financial Regulations	
Financial Regulations/Amend.1	24/5/76	United Nations Financial Regulations	Contributions from non-member States, effective 30 October 1975
Staff Regulations/Rev.12	31/1/79	Staff Regulations	Effective 1 January 1979
Staff Rules/1/Rev.4	1/1/77	Staff Rules	Staff Rules 101.2 through 112.8, effective 1 January 1977
Staff Rules/1/Rev.4/Corr.1	1/6/77	"	
Staff Rules/1/Rev.4/Appendix B (Hqs.)/Amend.2	27/7/78	"	

Series ST/SGB/... (continued)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Staff Rules/2/ Rev.4	1/4/77	Staff rules applicable to technical assistance project personnel	Rules 200.1 through 212.7, effective 1 January 1977
Staff Rules/2/ Rev.4/Amend.1	1/7/78	"	
Staff Rules/3/ Rev.3	1/5/78	Staff rules applicable to conference and other short-term service	Rules 301.1 to 312.6, effective 1 May 1978
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	Effective 1 January 1966
Staff Rules/ Appendix D/ Rev.1/Amend.1	8/1/76	"	Amends article 11.3, 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	Effective 1 January 1974

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Series ST/SGB/... (continued)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
ST/SGB/Organiza- tion	1/74	Organization of the Secretariat	
Section A	1/74	General structure of of the Secretariat	
B	1/74	Functions common to the major units of the Secretariat	
C	1/74	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	1/75	Office of the Assistant Secretary-General for Special Political Questions	
F/Rev.2	3/78	Office of the Under- Secretary-General for Political and General Assembly Affairs	Issued as ST/SGB/ Organization, Section F/Amend.2
H/Rev.1	28/6/79	Office of Legal Affairs	
I	1/74	Department of Political and Security Council Affairs	
I/Amend.1	7/8/74		
I/Amend.2	21/1/75		
I/Amend.3	29/1/76		
I/Amend.4	23/11/77		

Series ST/SGB/... (continued)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Section J J/Amend.1	1/74 20/5/77	Department of Political Affairs, Trusteeship and Decolonization	
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 Confe- rence on Trade and Development	
M/Rev.1	1/76	Secretariat of the United Nations Industrial Develop- ment 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

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Series ST/SGB/... (continued)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Section O/Rev.1	28/8/77	Secretariat of the United Nations Environment Programme	Issued as ST/SGB/Organization, Section O/Amend.2
P P/Corr.1	3/76 7/76	Department of Administration and Management	
P(I) P(I)/Corr.1	4/76 9/76	Office of Financial Services	
P(II)	6/75	Office of Personnel Services	
P(III)	1/74	Office of General Services	See also ST/SGB/159
P(III)/Amend.2 P(III)/Amend.3	9/4/76 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)	7/74	Internal Audit Service	
P(VI)	3/76	Electronic Data Processing and Information Systems Service	
Q	1/78	Department of Conference Services	
R	6/76	Office of Public Information	

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Series ST/SGB/... (continued)

<u>Symbol</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
Section S	2/76	United Nations Office at Geneva	
S/Amend.1	26/1/77	"	
S/Corr.1	3/77	"	
S/Add.1/Amend.1	28/11/77	"	Issued as ST/SGB/Organization, Section S/Amend.2
T	6/11/75	United Nations Centre on Transnational Corporations	
U	2/76	Office of the Commissioner for Namibia	
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	
Annex I	6/76	Secretariat boards and committees	
Annex II	7/77	Units servicing interagency boards and committees	Issued as ST/SGB/Organization/Amend.4
Annex III	7/77	Units servicing voluntary programmes	Issued as ST/SGB/Organization/Amend.4

Series ST/SGB/... (continued)

<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	3/56	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 or 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	21/5/63	The Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	

Series ST/SGB/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
125/Rev.1/ Amend.1	31/12/63	The Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	Amends article 9.1, annex 1
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: administrative and financial arrangements	
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	
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	

Series ST/SGB/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
138	22/3/71	Implementation and follow-up of the recommendations resulting from the manpower utilization surveys	See also ST/ADM/SER.A/1336
139	15/2/72	Control of travel of official business	
139/Amend.1	18/1/73		
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
146/Rev.1	19/10/78	Establishment, operation, administration and control of Trust Funds	
147	11/6/74	Organization of the Secretariat - Division of Human Rights	Deals with the transfer of the Division from Headquarters to the United Nations Office at Geneva
148	22/11/74	Change of name from ECAFE to ESCAP	Effective 1 August 1974
150/Rev.1	1/6/77	Changes in the functions and organization of Secretariat units	

Series ST/SGB/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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	
153	7/10/76	Transfer of the United Nations Sahelian Office to UNDP	See also ST/SGB/Organization, Section F/Amend.2
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

Series ST/SGB/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
165	24/4/78	Transfer and assignment	
166	18/5/78	Establishment of a career development system	
168	12/10/78	Establishment of the United Nations Centre for Human Settlements (HABITAT)	
170	29/12/78	Organizational nomenclature in the Secretariat	
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	

Series ST/SGE/... (continued)

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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.5	9/12/74	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
AFS/91	11/7/52	Use of United Nations premises and services	
97/Rev.1	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 cards	
108	24/2/55	Annual inspection of official status file	See also ST/ADM/SER.A/437 and ST/IC/77/1
113	2/3/56	Linguistic standards for staff of the United Nations Secretariat	See also ST/ADM/SER.A/1515

Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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
120/Rev.1	26/9/66	Instruction with respect to (1) Safety measures and accident prevention (2) Reporting of work injuries	Supersedes ST/ADM/SER.A/1078; see also Staff Rule 106.4, Staff Rules/Appendix D/Rev.1 and ST/ADM/SER.A/564
133	8/4/59	Payments of travel expenses and subsistence allowances in connexion with United Nations conferences	See also ST/SGB/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

Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
143/Rev.19	24/1/79	Assignments of staff to Headquarters and to Geneva from other offices for periods of less than one year	Subsistence allowance rates effective 1 July 1979; see also ST/AI/137 and Amend.5
145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	
149/Rev.1	1/11/76	Compensation for loss of or damage to personal effects	
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	
157	13/8/63	Losses of cash	
163/Rev.1	13/6/67	Representation by counsel in disciplinary and appeal cases	See also ST/ADM/SER.A/1521/Rev.2

Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
172	27/3/67	After-service health insurance coverage	
172/Add.1	18/6/68	After-service health insurance coverage	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	After-service dental insurance coverage	
172/Amend.2	17/1/74	After-service medical and dental insurance schemes - reduction in contribution rates for subscribers	Amends. para. 8 of ST/AI/172
174/Rev.1	10/7/78	Instructions governing United Nations diplomatic pouch service	Supersedes Amend.2 of same
176/Rev.1	21/8/72	Transportation of privately owned automobiles	Supersedes ST/AI/176 and Amends. 1-3
176/Rev.1/ Amend.1	20/6/73	"	Amends para. 2 of ST/AI/176/Rev.1
176/Rev.1/ Amend.2	15/5/75	"	Amends para. 2(d) of ST/AI/176/Rev.1
176/Rev.1/ Amend.3	7/11/75	"	Amends para. 5, part A of ST/AI/176/Rev.1
176/Rev.1/ Amend.4	1/6/76	"	Amends para. 5, part A of ST/AI/176/Rev.1
176/Rev.1/ Amend.5	10/2/77	"	Amends para. 5, part A of ST/AI/176/Rev.1

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181/Rev.5	16/4/79	Education grant	Effective 1 January 1979
182	17/12/68	Obligations of staff members	
184/Rev.1	18/6/69	Installation grant	See also rule 107.20 of ST/SGB/Staff Rules/ 1/Rev.4
184/Rev.1/ Amend.1	1/10/70	"	Amends. para. 3 of ST/AI/184/Rev.1
184/Rev.1 Amend.2	22/12/71	"	Amends para. 4 of ST/AI/184/Rev.1
187	19/8/69	Installation grant for General Service staff	
188	20/10/69	Registration of staff members on holidays and after office hours	
189	7/11/69	Regulations for the control and limitation of documenta- tion	
189/Add.1/ Rev.1	27/6/78	Initiation, approval and execution of the annual programme of United Nations publications	

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Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
189/Add.2 189/Add.2/ Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
189/Add.3/ Rev.1	1/2/73	Distribution of documents, meeting records, official records and publications	
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.6 189/Add.6/ Amend.1	14/6/72 30/4/75	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/PB/13 and 20
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
189/Add.11/ Rev.1	17/11/75	Principles governing United Nations depository libraries	Supersedes ST/AI/189/Add.11 and Amend.1
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

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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	Supersedes ST/AI/189/Add.13
189/Add.14	9/3/73	External publishing of United Nations manuscripts	
189/Add.15	26/4/73	Pricing of United Nations publications	Supersedes ST/PB/6
189/Add.16	7/6/73	Classification and declassi- fication 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 commer- cial firms in United Nations documents and publications	
189/Add.19	19/1/76	Newsletters	
189/Add.20	5/1/77	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	



Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
190	9/1/70	Outside activities of members of the Secretariat	See also rule 101.6 of ST/SGB/Staff Rules/1/Rev.4
192 192/Amend.2	3/4/70 26/4/79	Official hospitality "	Amends para. 6 of ST/AI/192
193/Rev.1	24/6/77	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	See also rule 107.18 of ST/SGB/Staff Rules/1/Rev.4
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	
199	29/1/71	Correspondence with the specialized agencies, IAEA and other intergovernmental organizations	

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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
200/Rev.2	1/12/78	Travel expenses in connexion with annual leave from designated duty station	
200/Rev.2/ Corr.1	12/1/79	"	
200/Rev.2/ Amend.1	14/5/79	"	
202	14/6/71	Headquarters Property Survey Board - "Case report and recommendation" form	
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.1	15/7/77	Terminal expenses	

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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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 of 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	28/7/72	Family visit travel	Effective 1 August 1972
219	31/8/73	Maternity leave	
221 221/Amend.1	13/6/74 13/9/76	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	
223	2/10/74	Financial administration	

Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
224	9/1/75	Travel by privately owned automobile	Staff rule 107.11.
224/Amend.11	22/2/79	"	Rate effective 1 March 1979
226	18/2/75	Administrative issuances	See also ST/SGB/ 100
226/Amend.1	8/11/76	"	
227	25/4/75	Security of valuable articles; lost and found property	Supersedes ST/AI/159, 164 and 201
228	13/5/75	Use of "Unogramme" (tele- gramme-type letter form)	
229	29/9/75	Reimbursement of the cost of accompanied excess baggage	Cancel ST/AI/170.
229/Add.1	14/2/77	"	
229/Add.2	8/7/77	"	
230	30/10/75	Currency of payment of salaries and allowances	
230/Amend.1	2/2/76	"	
230/Amend.2	12/4/76	"	
230/Amend.2/ Corr.1	1/6/76	"	
230/Amend.3	14/2/76	"	
230/Amend.4	2/12/77	"	
230/Amend.5	3/5/79	"	
230/Amend.6	11/6/79	"	
231	12/1/76	Non-reimbursable loans of personnel services from sources external to the United Nations common system	

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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
232	28/11/75	Use of outside expertise and professional services	Effective 1 January 1976
233	9/12/75	Contributions from non-member States	Amends Financial Regulation 5.9
234	7/1/76	Administration of the staff rules	See also ST/SGB/151
235 235/Corr.1	8/1/76 20/1/76	Death and disability coverage of members of the Joint Inspection Unit	Effective 16 December 1975
237	1/76	Correspondence manual	Supersedes ST/AI/102/Rev.3
238	18/5/76	Shipping and insurance procedures for shipments of personal effects and household goods	Supersedes ST/AI/135 and 173
239	5/8/76	Organization of the Secretariat	Supersedes ST/AI/229

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Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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	
243	15/4/77	External studies programme	See also ST/IC/79/27
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 General Assembly resolution 31/26
246/Add.1	19/6/78	Establishment of Panel to investigate allegations of discriminatory treatment at duty stations away from Headquarters	
248	7/7/77	Taxi fares	Supersedes ST/AI/160
249 249/Corr.1	10/8/77 1/9/77	Mode and standards of travel	Supersedes ST/AI/150 and amendments
250	16/3/77	National holidays	

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<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
251	21/9/77	Audit of the 1976-1977 biennium by the United Nations Board of Auditors	
252	28/10/77	The United Nations Archives	See also ST/SGB/158
253	1/1/78	Certifying Officers, 1978-1979	
254	3/2/78	Duty and tax-free entry of baggage and effects into the United States	Supersedes ST/AI/169 and SER.A/1228
255	28/12/77	United Nations garage	Supersedes ST/AI/173
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
258	20/7/78	Rental subsidies and deductions for field staff	Supersedes ST/AI/195 effective 1 July 1978
259 259/Rev.1	17/11/78 28/3/79	Salary differential for General Service staff in the language typing units - Office of Conference Services	Supersedes ST/AI/177 and Amend.1
260	29/11/78	Release of staff members in bad weather and other conditions	
261	12/12/78	Forms management	Supersedes ST/AI/156

Series ST/AI/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
262	23/4/79	Repatriation grant	Effective 1 July 1979
263	30/4/79	Assignment allowance and installation grant	
264	23/5/79	Unaccompanied shipments and insurance coverage for personal effects and household goods	
265	16/5/79	Overtime compensation at Headquarters	
266	18/6/79	Special education grant for disabled children	



Series ST/AI/... (continued)

<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	
AFS/197	26/2/53	Use of airmail	
AFS/238	19/1/54	Visa status of non-United States staff members serving in the United States	
277	8/10/54	Standards of conduct in the international civil service	
437	17/10/57	Arrangement for staff promotion, appointment and review	See also ST/IC/77/1
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	

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Series ST/ADM/SER.A/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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	1/9/67	Use of automated elevators	
1191/Add.1	2/12/68	"	
1214	19/12/67	Document copying and duplicating facilities - need for economy in expenditure	
1303	24/1/69	Staff conduct at meetings	
1308	22/2/69	Group life insurance	
1312	7/3/69	Observance of time-limits under the staff rules	
1315	14/3/69	Designation, change or revocation of beneficiary	
1336	10/6/69	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

Series ST/ADM/SER.A/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
1379	24/12/69	Working hours and overtime	See also ST/IC/77/52
1405	27/3/70	United Nations Headquarters postal address	
1459	1/10/70	Personal insurance assistance programme	
1515	21/5/71	Language proficiency of Professional staff and above	See also ST/AI/207
1559/Rev.3	10/3/75	Claims Board	See ST/SGB/Organization, annex I and ST/AI/149
1636	12/9/72	Use of cable communications	
1658	20/12/72	United Nations International School	
1671	12/1/73	Medical, hospital and dental insurance scheme for staff at offices away from Headquarters	

Series ST/ADM/SER.A/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
1703	24/8/73	Use of airmail envelopes	
1723	19/10/73	Registry services	See also ST/AI/237
1727	5/12/73	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 in health insurance arrangements	Effective 1 April 1975
1872	13/6/75	Library services - NY Times information bank	
1886	31/7/75	Delivery of personal packages to United Nations premises	
1910	12/11/75	United Nations Centre on Trans-national Corporations	Effective 3 November 1976. See also ST/SGB/Organization, Section T
1932	3/2/76	Circulation of newspapers	
1950	29/3/76	Index to administrative issuances	

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Series ST/ADM/SER.A/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
1957	30/4/76	Job classification study of professional posts	
1967	1/6/76	United Nations telephone system	Supersedes ST/ADM/SER.A/1547 and ST/AI/148
2009	27/10/76	GHI dental insurance plan - new schedule of benefits	Effective 1 November 1976

Series ST/IC/...

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 and contribution rates for Blue Cross/Aetna/Major Medical and Blue Cross/HIP/Major Medical, effective 1 February 1977
77/30	21/6/77	Special envelopes for delivery of cables	
77/31	6/5/77	Delegates' north lounge telephone switchboard	
77/50	6/9/77	Office of General Services	
77/52	9/9/77	Working hours	See also ST/ADM/SER.A/1379

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Series ST/IC/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
78/5	3/1/78	Membership of the Panel of counsel in disciplinary and appeals cases	See also ST/AI/163/Rev.1
78/15	7/3/78	Joint Disciplinary Committee and Joint Appeals Board; membership and competence	See also ST/AI/163/Rev.1
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	
78/37	1/6/78	Language courses - academic year 1978/1979	
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)	
78/44	3/7/78	Catering service	Price increase effective 6 July 1978
78/46	18/7/78	Aetna group medical insurance plan - relocation of New York City Claim Department	Mailing address after 24 July 1978
78/53	24/8/78	Employment of family members on G-4 visa	

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Series ST/IC/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
78/66	13/10/78	Medical, hospital and dental insurance scheme for staff at offices away from Headquarters	Increase in premium effective 1 November 1978
78/77	6/12/78	Membership of the Joint Advisory Committee	
78/78	6/12/78	Membership of the Panel to Investigate Allegations of Discriminatory Treatment in the United Nations Secretariat	For the year 1 December 1978 to 30 November 1979
78/82	22/12/78	Pensionable remuneration of staff in the Professional and higher categories and in the Field Service category	Effective 1 January 1979
78/83	5/1/79	Manual Workers salary scales	
78/84	29/12/78	Payment of income taxes	
78/84/Add.1	8/2/79		
78/84/Amend.1	28/2/79		
79/1	28/3/79	Diplomatic pouch schedule	
79/2	22/1/79	Status report and request for payment of dependency benefits	
79/4	15/1/79	Arrangements for staff promotion, appointment and review	

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Series ST/IC/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
79/5	2/1/79	Action taken by the General Assembly on personnel questions during the thirty-third session	
79/9	6/2/79	Report of the Panel to Investigate Allegations of Discriminatory Treatment in the United Nations Secretariat	For the period 1 August 1977 to 30 November 1978
79/10	24/1/79	Unauthorized absence	
79/12	31/1/79	Language proficiency examinations	
79/13	23/2/79	First day of issue "UNDRO against disaster" stamp issue	
79/14	13/2/79	United Nations medal programme - 1979	
79/15	27/2/79	Arrangements for the settlement of job action in DCS units	
79/17	8/3/79	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154
78/18	12/3/79	Medical and dental insurance premium and contribution rates for Headquarters plans - 1979	
79/19	19/3/79	Membership of the Appointment and Promotion Panel	To serve through 31 December 1979
79/20	28/3/79	General Service salary scales	Effective 1 February 1979

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Series ST/IC/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
79/21	2/4/79	Post classification for New York	
79/22	27/3/79	Membership of the Appointment and Promotion Board and of the Appointment and Promotion Committee	To serve through 31 December 1979. Supersedes ST/IC/78/4/Rev.1 and Amend.1 and ST/IC/79/6
79/23	16/4/79	First day of issue "International Year of the Child" stamp and souvenir card	
79/27	10/5/79	External studies programme	See also ST/AI/243
79/28	11/5/79	Language proficiency examination	See also ST/IC/79/12
79/29	14/5/79	Membership of the Appointment and Promotion Committee	See also ST/IC/79/22
79/31	8/6/79	Secretary-General's speech on staff-management relations	
79/33	11/6/79	Group life insurance - waiver of automatic increase	
79/34	26/6/79	The 1979 Manual Workers promotion register - M-6, M-5, M-4 and M-3 levels	
79/35	3/7/79	The 1979 General Service (Security Service) promotion register - S-5, S-4 and S-3 levels	
79/36	29/6/79	The 1979 Field Service promotion register	

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Series ST/IC/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
79/37	29/6/79	The 1979 General Service promotion register - reproduction, telecommunication and technical staff	
79/38	29/6/79	The 1979 Principal Officer (D-1) promotion register	
79/39	29/6/79	The 1979 Senior Officer (P-5) promotion register	
79/40	29/6/79	The 1979 First Officer (P-4) promotion register	
79/41	29/6/79	The 1979 Second Officer (P-3) promotion register	
79/42	29/6/79	The 1979 Associate Officer (P-2) promotion register	
79/44	10/7/79	The 1979 General Service promotion register senior level (G-4)	

Series ST/IC/... (continued)

<u>Number</u>	<u>Date issued</u>	<u>Subject</u>	<u>Remarks</u>
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Series ST/IC/... (continued)

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