

ADMINISTRATIVE INSTRUCTION NO. 22

To: Members of the Staff

Subject: NON-EXPENDABLE INVENTORY

1. An inventory of the non-expendable property at Headquarters will be taken during the months of October and November 1947, by the Purchase and Supply Division for the purpose of bringing the Property Records up to date, and establishing accountability for each item of equipment.
2. The inventory will be taken and accountability will be established by Control Units, which are defined as the Units of the inventory for which an accountability will be established. Generally, each Department will constitute a Control Unit, but, in the larger Departments, a Bureau, Division, or Service may be used as a Control Unit, as set forth in Paragraph 3 below. A separate inventory will be taken for each Unit, and will be presented to the administrative heads of the Units for verification and certification. The administrative heads will thereafter be held responsible for the equipment in their possession as established by the inventory, and will be required to keep their copies of the inventory up to date by posting receipts from and returns to stock as they occur.
3. A listing of the Control Units is provided below. This list may be amended from time to time by notification to the departments concerned.

CONTROL UNIT

AREA OF RESPONSIBILITY

(All offices of Control Unit,
unless otherwise noted)

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| (1) Executive Office of the Secretary General | S. G's Office Office of the Executive Assistant Offices of the Special Advisors Offices of the Personal Assistants |
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CONTROL UNIT

AREA OF RESPONSIBILITY
(All offices of Control Unit,
unless otherwise noted)

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| (2) Protocol and Liaison Section | |
| (3) Department of Security Council Affairs | |
| (4) Department of Economic Affairs | |
| (5) Department of Social Affairs | |
| (6) Co-ordination and Liaison Division | |
| (7) Military Staff Committee | |
| (8) Department of Trusteeship and Information from Non-Self Governing Territories | |
| (9) Department of Legal Affairs | |
| (10) Office of the Assistant Secretary- General, Department of Public Information | Assistant Secretary-General's Office, Principal Directors Office, Executive Officers, Reference and Research Services, DPI, Headquarters Liaison Service, DPI, External Services, DPI |
| (11) Press and Publications Office, DPI | |
| (12) Radio Division, DPI | |
| (13) Film and Visual Information Division, DPI | |
| (14) Office of the Assistant Secretary-General, Department of Administrative and Financial Service | |
| (15) Headquarters Planning Office | |
| (16) Bureau of Administrative Management and Budget | Office of the Director, Estimates and Organization Division, Budget Division, Management Engineering Division |
| (17) Bureau of Personnel | Health Clinic and Welfare Office, BP, Appointment and Staff Relations Division, BP, Training Division, BP, Employee Housing Division, BP, Pensions Division, BP |
| (18) Bureau of the Comptroller | Expenditure Control Division, BC, Treasury Division, BC, General Accounts Division, BC, Audit Division, BC, Staff Accounts Division, BC, Tax Division, BC |

/ (19) Office of

CONTROL UNIT

AREA OF RESPONSIBILITY
(All offices of Control Unit,
unless otherwise noted)

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| (19) Office of the Assistant Secretary- General, Conference and General Services | Executive Offices, Overseas Office Division, Offices of the Bureau Directors |
| (20) Editorial Division, C & GS | |
| (21) Languages Division, C & GS | |
| (22) Documents and Sales Division, C & GS | |
| (23) Library Service, C & GS | |
| (24) Presentation Service, C & GS | |
| (25) Simultaneous Interpretation Service, C & GS | |
| (26) Conference Division, C & GS | Lake Success Offices and Conference rooms, and Flushing Site |
| (27) Purchase and Supply Division, C & GS | |
| (28) Communications and Records Service, C & GS | |
| (29) Transportation Service, C & GS | |
| (30) Maintenance and Engineering Service, C & GS | |
| (31) Stores, C & GS | |

(Signed) Byron Price

BYRON PRICE
Assistant Secretary-General for Administrative
and Financial Services
