UNITED NATIONS

NATIONS UNIES



Secretariat AI/54 28 July 1948

ADMINISTRATIVE INSTRUCTION NO. 54

To: Members of the Staff of United Nations

Subject: CORRESPONDENCE PROCEDURE TO BE ADOFTED FOR CERTAIN COMMUNICATIONS RECEIVED FROM DELEGATIONS TO THE UNITED NATIONS

By recent agreement with the Secretaries to the Permanent Delegations to the United Nations, a simplified method for acknowledging the receipt of certain communications sent by Delegations to the Secretariat has been adopted.

The procedure is as follows:

In each case in which Delegations waive a formal acknowledgment, an extra copy of the letter or note will be sent by the Delegation with an indication in the text or in a footnote that the additional copy is intended to be receipted by the Secretariat and returned to the sender in lieu of a formal acknowledgment.

The office of the Chief of the Communications and Records Division is responsible for complying with this arrangment and for receipting and returning the extra copies of communications which are enclosed for this purpose. A rubber stamp impression reading:

English:	"Received by o United Nations Secretariat.	or	French:	"Reçu au Secrétariat * des Nations Unies
	Date			Date
	Initials "	1		Paraphe"
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as appropriate, will be affixed to the extra copy and to the original communication. The original will then be processed in the usual manner and passed to the Action Officer. The rubber stamp impression on the original will indicate to Action Officers that a routine acknowledgment has already been sent.

It is understood, however, that such routine acknowledgments do not preclude any other form of written action or formal reply which the circumstances of the case may require.

/s/ Byron Price BYRON PRICE Assistant Secretary-General for Administrative and Financial Services.