

Dual Distribution

ADMINISTRATIVE INSTRUCTION NO. 58

To: Members of the Staff of United Nations

Subject: TIME REPORTING IN PARIS

1. Purpose

This instruction sets forth the procedure for reporting time and attendance of Headquarters staff assigned to Paris for the Third Regular Session of the General Assembly.

2. Duty Status Summary

(a) The certifying officer for each Department shall designate a field certifying officer who will be responsible in Paris for furnishing to Headquarters the information required in paragraphs (c) and (d) below and for maintaining leave records of Paris staff.

(b) Duty status summaries shall be prepared at Headquarters at the regular time without a segregation of the staff on duty in Paris and certified with the provision that changes may be reported on the basis of supplementary information received from field certifying officers.

(c) Field certifying officers shall furnish the certifying officer at Headquarters with a fortnightly departmental list of those individuals who are not entitled to full pay for the preceding pay period.

(d) Field certifying officers shall report by cable any terminations or periods of leave without pay in order that they may be appropriately reported in the regular Headquarters duty status summary.

(e) Deductions in respect of absences shall be made from future pay cheques.

3. Leave Records

Field certifying officers shall maintain in Paris a copy of the leave record (Form GA/1) for each staff member in their Departments assigned to Paris. On the termination of a staff member's assignment, this copy shall

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be returned to Headquarters to the departmental certifying officer where the information will be transferred to the staff member's permanent record.

(Signed) H. C. ELVINS
Acting Assistant Secretary-General.
Administrative and Financial Services
