Administrative Files

Equipment and Supplies
c/ATM/520 - General

12/6/1965 - 16/12/1966

4/2

PLEASE RETAIN
ORIGINAL ORDER

UN ARCHIVES
SERIES S-0731
BOX 9
FILE 1
ACC. DAG-13/1.6.1.0

U.N.D.P. - REGISTRY, KINSHASA

THIS FILE ~~OF~~ 4 ADM 520 GEN PART E

DATING FROM JAN 65 TO DEC 66

C L O S E D

FOR FURTHER CORRESPONDENCE
ON THIS SUBJECT
SEE FILE ADM 520 GEN PART A
(UNDP)

C/ADM 520 GEN ~~C/ADM 520 GEN~~

~~ADM 200/2~~

Administrative Letter N° 48 from New York dated 16/12/ 1966

Given to Mrs Vrondakis

DEC 20 1966

ACTION

TO
1 Miss Yannaki
2
3
☑ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

5. Attendance Records (Your UNDP 717)

.....

Attached are the 20 Attendance Record cards requested in your cable UNDP 717.

.....2/.....

C/ADM 520/GEN

C/ADM 520 GEN

1966 DEC 15 AM 10:25

O.N.U.C.

UNATIONS NEW YORK

UNDP 0717

FRERKER KINDLY DESPATCH NEXT AIRPOUCH 20 ATTENDANCE RECORD CARDS FOR 1966

OSORIO-TAFALL

CONFIRMATION COPY

C. Vrouvakis

I. Paquin

B.F. Osorio-Tafall

14/12/1966

CVC

C ADM 520 GEN

UNITED NATIONS

KINSHASA

Administrative Letter to New York No. 48

Dated 2 December 1966

Item drafted by A. Mr. Constantinides

9. Requisition TAB/5-61029 - Teletype Equipment

Please advise shipping details in respect of Item 2 (bal. Qty 1).

CLEARED BY
9 DEC 1966
REGISTRY

C/ADM 520 GEN

NOV 23 1966
ACTION
TO: 1 Mr. PAGLIN 2 Mr. YANNAKI
☐ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

Received in Registry by pouch from New York 21/11/66

United Nations Joint Staff Pension Fund Documentation as follows:

JSPB/G.4/Rev.4	4 copies in French
JSPB/G.5/Rev.5	4 " " "
JSPB/G.7/Rev.2	4 " " "

CLEARED BY 30 NOV 1966 REGISTRY

C/ADM ~~500~~ GEN
520

UNITED NATIONS
DEVELOPMENT PROGRAMME

PROGRAMME DES NATIONS UNIES
POUR LE DEVELOPPEMENT

UNITED NATIONS
NEW YORK

INTEROFFICE MEMORANDUM

TO: Mr. A. E. Saenger, Deputy Resident Representative
UNDP, Kinshasa, Congo

Date: 17 November 1966

FILE NO.: 2.4.11 Congo "K"

FROM: C. L. Law, Executive Officer
Bureau of Administrative Management and Budget

SENDER'S TELEPHONE EXTENSION: 4270

SUBJECT: Attendance Records - 1967

Forwarded herewith is a supply of 1967 blank Attendance Records. We assume that the approximately 300 transmitted will cover your needs. Should you feel you do not have sufficient, please inform us soonest as the supply usually runs low rather quickly.

c.v.:- pse check advice. J.P.

NOV 22 1966
ACTION
TO:
1 Mr. Pacquin
2 Mr. Vrouvakis
3
Action Completed
Acknowledged
No Action Required
INITIALS

* Given to Mr. Vrouvakis 22/11 JP.

No supply is sufficient provided we do not give any to Specialized Agencies
CL 21.12.66

C/ADM 520 GEN

UNITED NATIONS
DEVELOPMENT PROGRAMME

PROGRAMME DES NATIONS UNIES
POUR LE DEVELOPPEMENT

TELEPHONE 3021 - 3029

BOITE POSTALE 7248
~~LEOPOLDVILLE~~
REPUBLIQUE DEMOCRATIQUE
DU CONGO
KINSHASA

CABLE ADRESS : UNDEVPRO-~~LEOPOLDVILLE~~

SEP 27 1966

KN-1061/66

Kinshasa, 23 September 1966

Mr. Law

To: Mr. C. L. Law, Executive Officer
Finance and General Services Branch, UNDP

2.4.11 Congo (K).

From: A. E. Saenger, Deputy Resident Representative
(Administration)

OCT-3 1966
ACTION

Subject: Request for forms

1 Mr. SAENGER
2
3 Miss Paquin
Mr. VROUVAKIS
☐ Action Completed
☑ Acknowledged
☐ No Action Required
INITIALS

Would you please let us have the following forms by next air pouch :

1) 50 forms P-45 "Request for payment of education grant and related travel".

2) 50 forms HS-2 in English "Medical examination".

thanks

A supply of the following forms by sea pouch would be appreciated :

200 forms P-45 ✓
200 forms HS-2 in French 100 ok
200 forms HS-6 in French 100 ok
200 forms P-11 "Personal history" in English ✓
200 forms P-11 "Notice personnelle" in French ✓

Sent 30/9/66 100 100

Thanks.

Mrs. Vrouvakis

Please check number of forms and note on requisition, which should be receipted by you and sent on to Mr. Primis.

F. Pendlebury Registry

Imprimerie 9257

ADM 520 GEN

OCT 31 1966

ACTION

TO: 1. Mr PAQUIN IP
2. Mr VROUWANKIST

1. Action Completed
2. Action Initiated
3. Action Completed
INITIALS

Received in Registry from N.Y. 31 Oct. 1966

UNITED NATIONS JOINT STAFF PENSION FUND
DOCUMENTATION (IN FRENCH):

JSPB/G.7/Rev 2 - 10 copies
" /G.5/ " 5 - " "
" /G4/ " 4 - " "

CLEARED BY 12 NOV 1966 REGISTRY

Administrative Letter N° 40 from New York dated 21/10/ 1966

OCT 26 1966

ACTION INFO

TO: 1 L. YANNAKI
2 ~~A. VELLIANOS~~
3
☐ - Action required
☐ - Action recommended
☐ - No Action required
INITIALS

4. Pension Fund (Your AL 41/9 and 41/13)

The documentation forwarded with your AL 41, item 9, was forwarded to the Pension Fund Unit.

As requested, we have reminded the Secretary of the Pension Fund that all correspondence addressed to UNTAO experts in the Congo should be sent in French. → c/ADM 520 GEN

CLEARED BY
27 OCT 1966
REGISTRY

CVC 1P 4/ADM 5206

f6

KN-1193/66 Kinshasa, 18 October 1966

To: Mr. C. L. Law, Executive Officer
Bureau of Administrative Management and Budget, UNDP

From: A. E. Saanger, Deputy Resident Representative
(Administration)

Subject: UNJSPF Documentation

As we often receive requests for the French version of "Regulations of the UNJSPF", "Administrative Rules of the UNJSPF" and "Explanatory Booklet", from staff-members of French mother tongue, we would very much appreciate receiving a supply of same, by next airpouch.

CLEARED BY
21 OCT 1966
REGISTRY

P.S. 16 (3-65)

REQUEST FOR DOCUMENTS

file

SUBMIT IN QUADRUPLICATE

TO: DISTRIBUTION SECTION, PUBLISHING SERVICE IB-44

2/1/66 C/ADM 520 GEN

NO.	LINE ITEMS	NO. DOCUMENTS
2-649	2	~~150~~ 85

ADDRESS FOR DELIVERY	DATE WANTED	DELEGATION OR DEPARTMENT	LOCATION/ROOM
Resident Representative United Nations Development Programme Leopoldville, Democratic Republic of the Congo	Soonest		A-3572
	WILL CALL	REQUESTOR: G.M. Hamdy, A/O, Congo Desk, EXT. 4270 (FELLOWS)	DATE: 23/2/66
	SEND VIA: Surface	APPROVED BY: UNDP; PKS. NOS.: 2; BY: C.B.; VIA:	DISPATCHED: 26/2/66

Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY	SEE CODE BELOW	REMARKS (For Use of Publishing Service)
1	60	F	Staff Rules and Regulations, ST/SGB/Staff	B	
2			Rules 1/Rev.1		
3	80	E	Staff Rules and Regulations, ST/SGB/Staff Rules		stapler applied
4			1/Rev.1		
5	5	F	ST/SGB/Staff Rules/Appendix D/Rev.1	J	
6	5	E	ST/SGB/Staff Rules/Appendix D/Rev.1		
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

1966 FEB 24 PM 1:41

CLEARED BY 29 SEP 1966 REGISTRY

A. Restricted/Limited
B. Out of print/stock
C. Will be forwarded when available
D. Superseded, see remarks
E. Appears in Official Record, see remarks
F. Will appear in future Official Records
I. Not a U.N. document
J. Not issued
K. Advance distribution only
L. Reference copies available only
M. "Provisional" – available to participants only
N. Please Clarify Request
P. Not distributed from Hq.

Shipment or mailing of the above is approved. via ☐ Air* ☒ Surface ☐ Att. list. Account 22700-322

*Certifying Officer: C.L. Law, Executive Officer, UNDP

Approving Officer: G.M. Hamdy, A/O, Congo Desk

FOR USE OF MAIL OR SHIPPING UNIT

WEIGHT	COST	DATE DISPATCHED	VIA (MODE OF DISPATCH)	ALLOTMENT CHARGED
NO. LABELS				

Date:

Mail or Shipping Officer:

C/ADM 520 GEN

Administrative Letter N° 36 from New York dated 23/9 1966

Forward delivered to Mlle Yanaki

SEP 26 1966
ACTION
TO:
1 Mr. YANNAKI
2
3
☐ - Action Completed
☒ - Acknowledged
☐ - No Action Required
INITIALS

7. Requisition UNDP 6-61398 C/ADM 520 GEN.

Attached is a supply of forms TAO.44 and TAO.50, and the General Information Circular concerning education grant benefits, as requested in the above-mentioned requisition.

Kindly note that since these forms are designed for the exclusive use of UNTAO project personnel, we are forwarding approximately one copy for each expert serving in the Congo.

retained by Miss Yanaki

CLEARED BY
20 OCT 1966
REGISTRY

c/ADM 520 GEN

CVC

xxxxxxxxxxx xxxxxxxxxxx

KINSHASA

KN-1061/66 Kinshasa, 23 September 1966

To: Mr. C. L. Law, Executive Officer
Finance and General Services Branch, UNDP

From: A. E. Saenger, Deputy Resident Representative
(Administration)

Subject: Request for forms

Would you please let us have the following forms by next air pouch :

1) 50 forms P-45 "Request for payment of education grant and related travel".

2) 50 forms HS-2 in English "Medical examination".

A supply of the following forms by sea pouch would be appreciated :

200 forms P-45
200 forms HS-2 in French
200 forms HS-6 in French
200 forms P-11 "Personal history" in English
200 forms P-11 "Notice personnelle" in French

CLEARED BY
24 SEP 1966
REGISTRY

C/ADM 520 GEN

UNITED NATIONS

ACQUISITION FOR SUPPLIES AND/OR EQUIPMENT

REQUISITION NO. [illegible]

DATE 9 September 1966

THIS BLOCK FOR USE OF PURCHASE AND TRANSPORTATION SECTION

CASE NUMBER

ACCOUNT NO. Prog Stock

PROJECT CODE No.

PURCHASE AND TRANSPORTATION SERVICE

Miss J. Pellows TEL.EXT. 4770
(REQUISITIONING OFFICER)

Miss J. Pellows, Rm. 4-3337

Room 4-3337 Building A1004

Approved By: A.L. Law, Executive Officer, SAGE/OHRM
(NAME) (TITLE)

STOCK NO.	QUANTITY	UNIT	DESCRIPTION	ESTIMATED COST
	40	each	Periodic Report Forms - F.95 in French	
	40	each	Periodic Report Forms - F.95 in French	
			Please forward at your earliest opportunity.	
			They are URGENTLY needed.	

SEP 20 1966
ACTION
Mrs Vrouvakis
☐ Action Completed
☒ Acknowledgment
☐ No Action Required
INITIAL

with thanks

CLEARED BY 20 SEP 1966 REGISTRY

Above (40 + 40) received by air pouch on 20/9/66 and sent to Mrs. Vrouvakis of Registry

SPECIAL INSTRUCTIONS:

(Issued in conn. ES-930/66 of 1st September 1966)

(Requisitions sent to Purchase + Supply)

POSTED TO STOCK RECORDS BY

RECEIPT IS ACKNOWLEDGED OF THE QUANTITY INDICATED IN "DELIVERED" COLUMN

NAME

TITLE

DATE

UNITED NATIONS

REQUISITION FOR SUPPLIES AND/OR EQUIPMENT

REQUISITION NO. [illegible]

DATE 7 September 1966

[illegible] AND TRANSPORTATION SERVICE

[illegible] Pellmer TEL.EXT. 4270

[illegible] TO: (See below)

[illegible] Building

[illegible] BY: G. L. Lee, Executive Officer, DAMS/UNDP

THIS BLOCK FOR USE OF PURCHASE AND TRANSPORTATION DIVISION

CASE NUMBER

ACCOUNT No. From Stock

FREIGHT CODE No. 22700-322

[illegible]	STOCK No.	QUANTITY	UNIT	DESCRIPTION	QUANTITY DELIVERED
		200	each	Periodic Report Forms - F.73 in French	
		200	each	Periodic Report Forms - F.81 in French	
				The above items to be shipped via [illegible]	
				The Deputy Resident Representative (Administration)	
				United Nations Development Fund	
				Kinshasa, Democratic Republic of the Congo	
				(Marked: Requisition No. on shipment)	

[illegible] INSTRUCTIONS:

POSTED TO STOCK RECORDS BY

RECEIPT IS ACKNOWLEDGED OF THE QUANTITY INDICATED IN "DELIVERED" COLUMN

NAME

TITLE

DATE

ROUTING SLIP | FICHE DE TRANSMISSION

TO:
A: Mr. A.E. Saenger, Dep.Res.Rep., Kinshasa

FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
PREPARE DRAFT		PROJET A REDIGER
FOR COMMENTS		POUR OBSERVATIONS
MAY WE CONFER?		POURRIONS-NOUS EN PARLER?
YOUR ATTENTION		VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND FILE		NOTER ET CLASSER
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

Reference is made to your memo.

KN-938/66 of 1st September 1966.

J.F.

Date: 13/9/66

FROM:
DE: J.Fellows
BAMB/UNDP

CR. 13 (11-64)

C/ADM 520 GEN

FIE-20/704 12 September 1966

KY/pfk

To: Mr T. Prinis, Acting Head, Purchasing and Supply Branch

From: K. Yassir, Chief Finance Officer

Subject: Printed Forms

1. Please refer to our request FIE-42/74 dated 21 June, 1966 for Finance Printed Forms.

2. Our present Stock (Records for Attendance Cards) will be exhausted during the month of October 1966. Therefore as these cards are very essential for the preparation of the Local Staff Payrolls, it would be appreciated if you could arrange to provide us with an adequate supply in advance to meet our requirement until the full order is fulfilled.

cc: Mr Chakra

MR S. Chakra
Personnel Officer

C/ ADM 520 GEN

CVC

xxxxxxxxxxx

xxxxxxxxxxx

KINSHASA

KN-938/66

Kinshasa, 1st September 1966

To: Mr. C.L. Law, Executive Officer
Finance and General Services Branch, UNDP

From: A.E. Saenger, Deputy Resident Representative
Administration

Subject: Request for forms

Would you please let us have 40 forms P.93 and 40 forms P.91 "Rapport périodique" in French only, by next airpouch. Another supply of 200 of each form by sea pouch would be appreciated.

40 of each received by air pouch 20/9/66 sent to Mrs. Vrouvakis LP.

(See copies of requisitions dated 9 Sept.)

C/ADM 520 GEN

UNITED NATIONS
DEVELOPMENT PROGRAMME

PROGRAMME DES NATIONS UNIES
POUR LE DEVELOPPEMENT

UNITED NATIONS
NEW YORK

TELEPHONE: 754-1234

CABLE ADDRESS: UNDEVPRO • NEW YORK

DP 3#3-04/1

12 September 1966

Dear Mr. Saenger,

The documents requested in your communication of 16 August 1966
KN-860/66

are:

[x] Enclosed herewith.

[ ] Being dispatched under separate cover.

[ ] Temporarily out of stock. Will be forwarded within a few days.

[ ] _____

SEP 20 1966
ACTION
TO: 1 Mr. Paquin
2
3
☑ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

Yours sincerely,

P. Kusen

Peter Kusen,
Chief,
Registry and Documentation Service.

Mr. A. E. Saenger
Deputy Resident Representative of the UNDP (Admin.)
Boite Postale 7248
Kinshasa, Republic of Congo

CLEARED BY
20 SEP 1966
REGISTRY

UNDP. 1 (12.65)

IP/rp

C/ADM 520 GEN

KN-860/66

16 August 1966

To: Mr. John Birt, Chief, Personnel Branch,
Bureau of Administrative Management and Budget, UNDP

From: A. E. Saenger, Deputy Resident Representative (Admin.)

Subject: Staff Rules

Thank you for the five copies of Amendment 1 to the Staff Rules forwarded with the pouch which we received on 13 August. In order that we may distribute this amendment to all staff members and retain a few copies for future arrivals, we should appreciate it if you would kindly send an additional fifty copies of this amendment in English and forty copies in French.

C/ADM 520 GEN

xxxxxxxxx xxxxxxxxx

KINSHASA

CVC

KN-838/66 Kinshasa, 10 August 1966

To: Mr. C. L. Law, Executive Officer
Finance and General Services Branch, UNDP

From: A. B. Saenger, Deputy Resident Representative
(Administration)

Subject: Request for forms

Would you please let us have two pads of F.10 forms "Voucher for reimbursement of expenses" by next airpouch. Another supply of 25 pads by sea pouch would be much appreciated.

2 Pads received and given to Mr. Vronowakis 29/8/66
YP
(see attached Req.)

UNITED NATIONS

REQUISITION FOR SUPPLIES AND/OR EQUIPMENT

REQUISITION NO. [redacted]

DATE [redacted]

PURCHASE AND TRANSPORTATION SERVICE

[redacted] TEL. EXT. [redacted]

DELIVER TO:

Room Number: Building

REQUESTED BY: [redacted]

THIS BLOCK FOR USE OF PURCHASE AND TRANSPORTATION DIVISION

CASE NUMBER

ACCOUNT No. [redacted]

FREIGHT CODE No. [redacted]

ITEM	STOCK No.	QUANTITY	UNIT	DESCRIPTION	QUANTITY DELIVERED
1	F. 10	[redacted]	Pads	Voucher for Reimbursement of Expenses	
				2 Pad's received and given to Mrs Vronwakis, Personnel, on 29/8/66. A. Pendleton	
				Please send 2 pads via Trush and the bilagge via Kaplan Ges	
				Mr. D.F. Cowie-Duffill Resident Representative UN Development Programme Boite Postale [redacted] Kinshasa, Congo	

SPECIAL INSTRUCTIONS:

POSTED TO STOCK RECORDS BY

RECEIPT IS ACKNOWLEDGED OF THE QUANTITY INDICATED IN "DELIVERED" COLUMN

NAME

TITLE

DATE

Administrative Letter N° 30 from New York dated 29/7 1966

AUG - 1 1966
ACTION
TO: MR. CHAKRA
ASC

4. Education Grant General Information (Your AL 29/9) C/ADM 520 GEN

TO MR. CHAKRA

We regret to inform that the only available copies of the above Circular are printed in English.

IP/rp

C/ADM 520 GEN

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 22 July 1966

Item for inclusion in Administrative Letter (ASTAO) of

Nº: 29 Item Nº: 13

From : Ida Paquin, Chief Personnel Officer

Through :

Subject : Your AL 28/7

We acknowledge ~~Received~~ receipt, with thanks, of the 200 Series Staff Rules in French.

C/ADM 520 GEN

Administrative Letter ~~Report~~ Nº 28 from New York dated 15-7-66

JUL 18 1966
ACTION
TO: Miss Paquin
~~Miss Wolf~~
☐ Action Completed
☑ Acknowledged
☐ No Action Required
INITIALS: MP

7. Revised Staff Rules - U.N. Project Personnel (Your AL 13/13) C/ADM 520 GEN

We are sending you, under separate cover, the 80 copies of the revised 200 Series Staff Rules, in French, requested in your Administrative Letter No. 13, item 13. These were requested by Miss Yannaki

Sent to Miss Paquin 16/8/66

C/ADM 520 GEN

Administrative Letter N° 23 from New York dated 10/6/1966

JUN 15 1966
ACTION
TO: L. WOLTZ 641
1
2
3
☐ Action Completed
☐ Approval Sought
☐ No Action Required
INITIAL
Woltz

11. ✓ **Forms Required** (Your AL 22/3) C/ADM 520 GEN
..... Enclosed is a supply of the forms requested in your above item.

Please initial as received
Received on 15 June 1966
Woltz

By AL. 23/11

TAO. 23 (5-55)
French

FORMULE No 2
EXPERTS OAT - FRAIS MEDICAUX

ATTESTATION DU MEDECIN

(A remplir à la fin du traitement, ou au bout d'un mois si le traitement doit durer plus d'un mois)

1. Date à laquelle le premier traitement a commencé : _____

2. Blessure ou maladie : _____

3. S'il s'agit d'une intervention chirurgicale, a-t-elle été motivée par a) une affection immédiatement antérieure à l'opération; ou b) une affection qui, d'après les indices existants, remontait peut-être à un certain temps : _____

4. S'il s'agit d'un traitement, est-ce simplement la suite ou la reprise du traitement curatif normal d'une affection datant déjà d'un certain temps?

   Dans l'affirmative, expliquer : _____

5. Le traitement est-il terminé? _____

6. Dans l'affirmative, depuis quand? _____

7. Dans la négative, date probable de la fin du traitement : _____

8. Observations : _____

Nom _____ Signature _____
(en lettres d'imprimerie)

Adresse _____
(en lettres d'imprimerie)

_____ Date _____

Note : Les frais que l'Organisation des Nations Unies prend à sa charge en vertu du Règlement du personnel ne seront remboursés qu'à l'expert. L'Organisation ne se porte pas garante du paiement des frais médicaux ou d'hospitalisation.

C/ADM 520 GEN

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 9 June 1966

LN-549/66

Item for inclusion in ~~Administrative Report (TAB)~~ to: Mr. C. L. Law
UNDP
HQ, New York

From: A. E. Saenger, Deputy Resident Representative (Admin.)

Through: Ida Page

Subject: GD-1 Forms

We should appreciate receiving a supply of Form GD-1, Attending Physician's Statement, (sample enclosed). If available in French, kindly supply.

CLEARED BY
14 JUN 1966
REGISTRY

C/ADM 520 GEN

3 June 1966

160 copies of the attached form,
P. 35A (11-65)

FINAL CLEARANCE CERTIFICATE FOR
PROJECT PERSONNEL

received by sea pouch and
given to Mr. CHEN, with
info. copy to Miss Woltz/Yamaki.

H Pendleton
Registry

165

P. 35A (11-65)

UNITED NATIONS

FINAL CLEARANCE CERTIFICATE FOR PROJECT PERSONNEL

_____ (NAME) _____ (COUNTRY OF ASSIGNMENT) _____ ACCOUNT CODE

E.O.D.: _____ ☐ Separation from Service ☐ Leave Without Pay (in excess of 30 days)

☐ Change of Official Duty Station to _____ effective _____

☐ Transfer to Specialized Agency ☐ Other (Specify) _____

TO BE COMPLETED BY EXPERT

I. 1. Home or mailing address: _____

2. Final Payment to be submitted to: _____ (PAYEE)

_____ (ADDRESS OR BANK IN HOME COUNTRY)

3. Disposition made of Equipment for which you are accountable (attach list if necessary): _____

Signed: _____ Date: _____

TO BE COMPLETED BY RES. REP./DIR. SPEC. FUND PROG.

II. 1. Last day of duty in the field: _____ 2. Date of departure from field: _____ ☐ AM ☐ PM

3. If day of departure is other than the day following the last day of duty, explain: _____

4. Authorized official stopovers on return journey: _____

5. Last payment made in the field for

a. Daily Subsistence Allowance through: _____ (DATE) inclusive.

b. Salary paid by Office of Resident Representative and Director of Special Fund Programme through: _____ (DATE) Amount: _____ (AMOUNT OF LAST PAYMENT MADE)

6. Amounts paid for

a. Air excess: _____ weight shipped: _____

b. Air freight: _____ weight shipped: _____

c. Surface freight: _____ weight or cubic feet shipped: _____

7. Amounts to be recovered from final salary: (if none, specify "nil")

a. Outstanding local advances: _____ b. Other: _____

c. Explain all recoveries to be made: _____

CERTIFIED CORRECT:

_____ (RESIDENT REPRESENTATIVE AND DIRECTOR SPECIAL FUND PROGRAMME OR EXPERT) _____ (DATE)

FOR HQs USE ONLY

III. 1. Last day of duty in Field: _____ 2. Last day of appointment: _____

3. Total days in official travel status: _____ 4. Dates: _____

5. Total number of days official stopover: _____ 6. Dates and cities: _____

7. Leave taken: (EOD to end of contract) AL _____ SL _____ Forfeiture _____

8. Annual leave balance at end of contract: _____ days. (Ref. MOD. _____ Acct. _____ Amt. _____

9. Participant in Pension Fund: Full ☐ Associate ☐ No ☐

10. Refer to JSPB for review under Article V of the Pension Fund Regulations: Yes ☐ No ☐

11. Salary Commitment _____ unliquidated. 12. Salary Obligation as of _____ $ _____

I certify that the above-named staff member is entitled to the monetary equivalent of the pay and allowances through the following date: _____

_____ ADMINISTRATIVE OFFICER _____ (DATE) _____ CERTIFYING OFFICER _____ (DATE)

Property Control _____

Final _____ Leave _____

(SEE REVERSE FOR INSTRUCTIONS)

COPY 1: CONTROLLER

INSTRUCTIONS

EXPERT: Unless your contract is extended, this form should be completed in four copies and returned without delay. Your final payment cannot be processed until it is received. Part I is to be completed and signed by you. Please note that you are required to account for all United Nations equipment for which you are responsible. Attach a list if necessary and be sure to include receipts. All books and/or publications are to be handed over to the Resident Representative or to the Government and appropriate receipts attached to this form. You are reminded that, in addition to this form, final payment is contingent upon receipt of a final travel claim showing date of your arrival at home, the submission of your final report of leave taken to the last day of your appointment and the return of your Laissez-Passer. The Laissez-Passer will be returned to you after cancellation.

If you are entitled to shipment of unaccompanied baggage in accordance with Staff Rule 207.20 a claim for reimbursement of any shipping expenses incurred may be submitted separately. The United Nations will arrange for insurance coverage provided you advise the UN Traffic Section attaching a copy of the bill of lading plus two copies of a complete valued inventory for all articles shipped (including containers). The United Nations will only be responsible for insurance up to the limits prescribed in Staff Rule 207.21. You are also reminded to arrange for a final medical examination (Staff Rule 204.6). This examination may be taken before your departure by a physician authorized by the United Nations Health Service or in your home country within one month after your departure from the duty station. The results of the examination should be reported on the standard UN Periodic Medical Examination form available from the Office of the Resident Representative and should be forwarded, together with a chest x-ray, to the United Nations Medical Director at Headquarters.

RESIDENT REPRESENTATIVE AND DIRECTOR OF SPECIAL FUND PROGRAMME: Section II of this form should be completed and signed by you and all copies returned to ASTAO as soon as possible after the expert's departure. Considerable delay is frequently encountered when shipments in excess of authorized entitlements are paid for by your office without specific prior approval. Whenever possible such shipments should be prepaid by the expert. In the event your office prepays for shipment of effects within the expert's entitlement, your office need indicate only the weight or cubage shipped. The amounts paid for shipments need be included only if a shipment is made in excess of authorized entitlement.

NOTE: Where there is no Resident Representative and Director of Special Fund Programme for the country of duty, Section II should be completed as far as possible by the expert.

FOR USE OF OFFICE OF THE CONTROLLER

	AMOUNT	ACCOUNT NO.
1. Outstanding travel advances:		
2. Accounts receivable:		

Signed: _____

FOR THE CONTROLLER

C/ADM 520 GEN

REGISTRY
4 JUN 1966

3 June 1966

170 copies of the attached document "General Information Concerning Education Grant Benefits and Dependency Allowances for UNTAO Project Personnel" received by sea pouch on 3 June and given to Mr. CHEN, with info. copy to Misses Woltz, Leung & Yannaki (on return from leave)

F. Pendlebury
Registry

UNITED NATIONS NATIONS UNIES

NEW YORK

CABLE ADDRESS - UNATIONS NEWYORK - ADRESSE TELEGRAPHIQUE

REFERENCE

General Information Concerning Education Grant Benefits and Dependency Allowances for UNTAO Project Personnel

I. Entitlement

A. Staff Rules 203.7 and 203.8 of ST/SGB/Staff Rules/2 govern the provision of dependency allowances and education grant benefits. This information describes the detailed administrative arrangements which are instituted in the application of these Rules.

1. Staff Rule 203.7 (a) and 203.8 (b) limit eligibility for dependency allowance or education grant to personnel in intermediate or long-term status. Personnel with short-term appointments, whose contracts are subsequently extended to provide for a total period of service of one year or more, shall become entitled to these benefits from the effective date of the conversion of the appointment to intermediate-term status.

Education Grant

II. Request for Payment

A. Requests for payment of the education grant should be submitted at the end of each scholastic year unless an expert's appointment expires at an earlier date.

1. Requests for payment must be made on Form TAO-50 in triplicate and must be accompanied by a certificate of full-time attendance and receipted bills.

a. Form TAO 44 should be used, as it covers both the certificate of attendance at school and related costs. Otherwise, the certificate of full-time attendance must be on the stationery of the educational institution or bear its seal. To expedite processing of claims, it is suggested that when certificates of attendance are in other than United Nations official languages, a translation to English or French be attached.

(1) The certificate must indicate the exact beginning and ending dates of the scholastic year and include the exact period of attendance by the child.

b. If form TAO 44 is not used, and in order to permit accurate calculation of the entitlement which is based on the cost of attendance as defined below, receipted bills in sufficient detail must be attached. Where receipted bills are not obtainable, a statement on the stationery of the educational institution, from a responsible official thereof, certifying the costs of attendance will be accepted.

(1) In the case of attendance at a school at the duty station, as prescribed in Staff Rule 203.8 (a)(iii), "cost of attendance" may include the cost of enrollment, registration, prescribed textbooks, courses, examinations and diploma, but not boarding fees or school uniforms. Where local conditions justify such provision, the "cost of attendance" may include the cost of midday meals and daily group transportation to and from school where these are provided by the school.

(2) In the case of attendance at an educational institution outside the duty station, "cost of attendance" may include the items listed above plus the cost of board when provided by the institution.

(3) When tuition of the language of the duty station is prescribed by the Headmaster of the school in order to allow the children of an expert to continue their education in the local school at the corresponding grade, such tuition is considered "prescribed courses" and is therefore recognized as part of the "cost of attendance".

B. Requests for payment of education grant on behalf of children taking correspondence courses will not be processed unless prior written approval has been obtained. Approval will be granted only if, in the opinion of the Secretary-General, such courses are the best available substitute for full-time attendance at a school of a type not available at the duty station; it will not normally be granted in respect of correspondence courses at the university or college level, or to children over 18 years of age.

1. Requests for approval should be addressed to ASTAO and forwarded through the Office of the UNTAB Resident Representative for his comments.

III. Tuition of the Mother Tongue

A. Terms and conditions for the payment of expenses in respect of the tuition of a mother tongue have been established. Reimbursement of tuition expenses may be authorized to an expert if he is serving in a country whose language is different from his own and is obliged to pay tuition for his child who attends a local school in which the instruction is given in a language other than his own.

1. Where attendance in a local school gives no entitlement to the education grant, the cost of tuition of the mother tongue may be reimbursed on the basis of 75 per cent of the actual cost, up to a maximum of $300 a year for each child. In case of a group language tuition, reimbursement may be made on the basis of 75 per cent of the actual cost, up to a maximum of $150 a year for each child.

2. Where attendance in a local school gives an entitlement to the education grant, the cost of tuition of the mother tongue may be included for the purpose of calculating the amount of the grant, provided that the reimbursement in respect of tuition of the mother tongue shall in no case exceed the maximum referred to in the foregoing paragraph.

3. Tuition expenses will not be reimbursed in respect of a child attending a university or similar educational institution at the duty station.

IV. Advance Payments

A. Advances will not be granted to project personnel against anticipated payment of education grant benefits.

Dependency Allowance

V. Conditions and Payment

A. Project personnel in intermediate-term or long-term status may be entitled to a dependency allowance at the rate equivalent to $300 per annum for each child in accordance with the conditions of Staff Rule 203.7.

B. Payments of dependency allowance on behalf of children under 18 years of age shall be made in twelve equal installments paid at the end of each month along with the salary and other emoluments. Monthly payments will be discontinued when a child reaches its 18th birthday.

C. Subsequent payments of dependency allowance for dependent children over 18 years of age who are in full-time attendance at a school or university, will be processed in a lump sum on receipt of an education grant claim. If an education grant is not payable under Staff Rule 203.8, payment will be processed on receipt of a certificate of full-time attendance as described in paragraph II. A.1.a. above.

D. Dependency allowance will normally not be payable in respect of children enrolled in a correspondence course at the university level, or receiving vocational training or apprenticeship which either does not involve full-time attendance at a school or is of a kind under which the child receives payment for services rendered.

ASTAO. 50 (11.65) - E.

UNITED NATIONS NATIONS UNIES

REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR LUMP SUM DEPENDENCY ALLOWANCE UNTAO PROJECT PERSONNEL

I. To be completed by project staff member in triplicate (PLEASE TYPE OR PRINT):

Last name: First Mid. Initial	Type of appointment:	Entrance on duty date:	Completion of appointment date:

Home country:	Duty station:	Payment to be made to (include name and address of bank)

Name of Child									
Birth date of Child									
Name of School									
Location of School: City									
Country									
Class or Grade in School									
Cost of attendance at School (if none, indicate 'nil')									
Does cost include board?	Yes [ ]		No [ ]	Yes [ ]		No [ ]	Yes [ ]		No [ ]
	Day	Month	Year	Day	Month	Year	Day	Month	Year
Sc year begins on									
ends on									
Child attended School: From									
To									
Language tuition: From									
To									
Cost of Language tuition									

CERTIFICATE OF ATTENDANCE AND RECEIPTED SCHOOL BILLS MUST BE ATTACHED

REMARKS:

I hereby certify that the child/children listed hereto is/are dependent on me for full and continuing support. On the basis of the information provided above and the documents attached hereto, I claim the benefits checked below:

[ ] Education grant.

[ ] Lump sum dependency allowance.

Signature: _____ Date: _____

II. To be completed by ASTAO:

I hereby certify entitlement of the project staff member to the following benefits for the child/children listed herein:

NAME of CHILD	EDUCATION GRANT				LUMP SUM DEPENDENCY ALLOWANCE FOR CHILDREN OVER 18 YEARS
	School in Home Country	School at Duty Station	Other School	Language Tuition	Personnel Action Numbers

Acct. No. _____ Certifying Officer: _____ Date: _____

ASTAO. 50 (10-65) - F.

UNITED NATIONS NATIONS UNIES

DEMANDE D'INDEMNITE POUR FRAIS D'ETUDES ET/OU D'INDEMNITE D'UN MONTANT FIXE POUR CHARGES DE FAMILLE AGENTS ENGAGES AU TITRE DE PROJETS D'ASSISTANCE TECHNIQUE DE L'ONU

I. A remplir par l'agent, en triple exemplaire (en caractères DACTYLOGRAPHIES ou en MAJUSCULES)

Name :	Prénoms	Type d'engagement :	Date d'entrée en fonctions	Date d'expiration de l'engagement :

Pays d'origine :	Lieu d'affectation :	Le montant doit être versé à (indiquer le nom et l'adresse de la banque) :

Nom de l'enfant									
Date de naissance de l'enfant									
Nom de l'établissement d'enseignement									
Adresse de l'établissement : Ville . .									
Pays . .									
Classe ou cours suivi									
Frais de scolarité dans l'établissement (le cas échéant, indiquer "néant") . .									
Les frais de scolarité comprennent-ils la pension?	Oui [ ]		Non [ ]	Oui [ ]		Non [ ]	Oui [ ]		Non [ ]
	Jour	Mois	Année	Jour	Mois	Année	Jour	Mois	Année
L'année scolaire commence le . . .									
se termine le . . .									
L'enfant a fréquenté l'école du . . .									
au . . .									
Enseignement de la langue maternelle du . . .									
au . . .									
Frais d'enseignement de la langue maternelle									

JOINDRE LE CERTIFICAT DE SCOLARITE ET LES FACTURES SCOLAIRES ACQUITTEES

OBSERVATIONS :

Je certifie que j'assume régulièrement la totalité des frais d'entretien de l'enfant (des enfants) mentionné(s) ci-dessus. Sur la base des renseignements fournis plus haut et des pièces jointes à l'appui, je demande le versement des prestations marquées ci-après:

[ ] Indemnité pour frais d'études.

[ ] Indemnité d'un montant fixe pour charges de famille. Signature : _____ Date : _____

II. A remplir par la Section administrative des opérations d'Assistance technique :

Je certifie que l'intéressé a droit, pour l'enfant (les enfants) mentionné(s) ci-dessus, aux prestations suivantes:

NOM de L'ENFANT	INDEMNITE POUR FRAIS D'ETUDES				INDEMNITE D'UN MONTANT FIXE POUR FRAIS D'ETUDES D'ENFANTS AGES DE PLUS DE 18 ANS
	Etablissement dans le pays d'origine	Etablissement au lieu d'affectation	Autre établissement	Enseignement de la langue maternelle	Numéro de la pièce administrative

Compte No. _____ Fonctionnaire habilité : _____ Date : _____

ASTAO.44 (11-65) - E.

CERTIFICATE OF SCHOOL ATTENDANCE

(To be completed by School and submitted with form ASTAO.50)

This is to certify that Mr./Miss _____

son/daughter of _____

was a full time student at _____
(Name of School)

in the _____ grade, and attended classes regularly

from _____ until _____
(day / month / year) (day / month / year)

Full board [was] [was not] provided by the school.

The official school year began on _____
(day / month / year)

and ended on _____
(day / month / year)

STATEMENT OF SCHOOL EXPENDITURE

We have received for this student the following amounts covering cost of attendance for the above-mentioned school year:

Enrollment	_____	Diploma fee	_____	Board	_____
Tuition	_____	Textbooks	_____		
Registration fee	_____	Lunch (midday meal)		Others	_____ (attach detailed statement)
Examination fee	_____		_____		
		Daily group transportation	_____		

Seal of School

_____
Signature and Title

ASTAO.44 (11-65) - F.

CERTIFICAT DE SCOLARITÉ

(A remplir par l'établissement d'enseignement et à joindre au formulaire ASTAO.50)

Je certifie que M./Mlle _____

fils/fille de _____

a été élève/étudiant(e) à plein temps à _____
(Nom de l'établissement)

dans la classe de _____ et a suivi régulièrement les cours

du _____ au _____
(jour / mois / année) (jour / mois / année)

La pension complète [était] [n'était pas] fournie par l'établissement.

L'année scolaire a commencé officiellement le _____
(jour / mois / année)

et s'est terminée officiellement le _____
(jour / mois / année)

RELEVÉ DES DÉPENSES SCOLAIRES

Nous avons reçu pour cet(te) élève/étudiant(e) les sommes suivantes, couvrant les frais de scolarité pendant l'année scolaire susmentionnée :

Scolarité	_____	Frais de diplôme	_____	Pension	_____
Cours	_____	Manuels	_____	Divers	_____ (Joindre un relevé détaillé)
Droits d'inscription	_____	Déjeuner (repas de midi)	_____		
Frais d'examen					
		Transport collectif quotidien	_____		

Cachet de l'établissement

_____
Signature et titre

C/ADM 520 GEN

3 JUNE 1966

About 100 copies of attached form:

P. 45 (L-62) EDUCATION GRANT Request for Payment & Related Travel

received by sea pouch and given to Mr. Chakra.

Registered 4 Jun 1966

J Sandeberg

P.45 (1-62)

UNITED NATIONS NATIONS UNIES

REQUEST FOR PAYMENT OF EDUCATION GRANT and RELATED TRAVEL

I. To be completed in TRIPLICATE:

Last name of staff member First Mid. initial	Duty station:	Entrance on duty date:	Type of appointment & effective dates if fixed term:

Department - Division:	Phone ext.	Type of US visa	Home country	Bank's name & address (for Project & overseas personnel)

NAME of CHILD			
BIRTH DATE of CHILD			
Name of School			
Location of School : CITY			
COUNTRY			
Class or Grade in School			
School Year : BEGINS on			
ENDS on			
Child attended School : FROM			
TO			
C of attendance at School.....			
Language tuition : FROM			
TO			
Costs of language tuition			
Documents attached			
Child's travel : FROM			
TO			
ON			
RETURN on..			
Staff Member's last home leave (or travel to visit dependents):			
ENDED on ...			

I hereby certify that the child/children listed herein is/are dependent on me for full and continuing support. I further certify that no grant is being paid by the United Nations to the other parent for the specified periods in respect of the child/children listed herein. On the basis of the information provided above and the documents attached hereto, I claim the following benefits: 1. Education grant, 2. Related travel.

Signature of Staff Member — Date

II. To be completed by OFFICE of PERSONNEL:

I hereby certify entitlement of the staff member to the following benefits for the child/children listed herein:

NAME of CHILD	EDUCATION GRANT						TRAVEL*		
	School in Home Country	School at Duty Station	Other School	Group Language Tuition	Individual Language Tuition	At the rate of $	FROM	TO	RETURN

* *Subject to submission of regular travel authorization.*

For the Director of Personnel — Date

C/ADM 520 GEN

Administrative Letter No. 22 to New York dated 3.6.66

Item drafted by G. Chan.

3. Forms Required

Please send us by return pouch a supply of forms P.45, TAO-22, TAO-23(5-55) and F-10.

Administrative ~~Letter~~ Report N° 21 from New York dated 27/5/66

24. Staff Rules (Your 20/6) C/ADM 520 GEN

The balance of the Staff Rules, as requested previously (i.e. French version) is forwarded herewith. Given to Miss Paquin 31/5

F.

REGISTRY 1 JUN 1966 CHIEF

Administrative ~~Letter~~ Report N° 21 from New York dated 27/5/66

JUN 1 - 1966
ACTION
TO:
1 Mr Kapur IP
2
3 ~~Mr~~ Mr. Chakra
☐ - A
☐ - Action
☐ - No Action Required
INITIALS

II. PERSONNEL

2. Forms P.45 (Your 19/2) C/ADM 520 GEN

..... Enclosed are the forms requested.

C/ADM 520 GEN

IP/rp

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 27 May 1966

Item for inclusion in Administrative Report (TAB) of 27 May 1966

N°: 21 Item N°: 19

From: Ida Paquin, Chief Personnel Officer

Through:

Subject: Field Administrative Handbook

We should appreciate receiving the three copies of the Handbook mentioned in our AR 15/24.

REGISTRY 30 MAY 1966

C/ADM 520 GEN

Administrative Letter No 20 from New York Dated 20 May 1966

MAY 25 1966
ACTION
TO: Mr LEUNG 641
Action Completed
Action Pending
No Action Required

19. Forms ASTAO.50 C/ADM 520 GEN

F.

Complying with your request we are enclosing 100 forms ASTAO.50 "Request for Payment of Education Grant and/or lump sum dependency allowance" which are at present in use in this office. The balance of the forms will be sent by sea.

Miss Leung: Did you retain these? Hk. Registry

REGISTRY
24 MAY 1966
OTTAWA

C/ADM S20 GEN

IP/ub

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date ~~18 May 1966~~

Item for inclusion in Administrative Report (TAB) of 20 May 1966

N°: 20 Item N°: 7

From: Ida Paquin, Chief Personnel Officer

Through:

Subject: Staff Rules ~~Requisition No. UNDP/LEO/66-8 dated 16 February 1966~~

We received 80 copies of Staff Rules ~~and Regulations~~, (ST/SGB/Staff Rules 1/Rev.1) in English. Copy of requisition No. UNDP/LEO/66-8 is returned herewith. Please advise when we may expect to receive the French version.

We received 5 copies of AMEND.~~2~~-1 of the Staff Rules. Kindly send an additional 75 copies in English by pouch.

CLEARED BY 21 MAY 1966 REGISTRY

SAC/jm.

C/ADM 520 GEN

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 9 May 1966

Item for inclusion in Administrative Report (TAB) of 13 May 1966

N°: 19 Item N°: 2

From: S. CHAKRA

Through: Ida Paquin, Chief Personnel Officer

Subject: Forms P.45.

Would you please furnish us by ~~the first available~~ air pouch 50 copies of forms P.-45 "Request for Payment of Education Grant and Related travel".

CLEARED BY
10 MAY 1966
REGISTRY

C/ADM 520 GEN

Administrative Letter / ~~Report~~ N° 14 from New York dated 8/4 1966

APR 12 1966
ACTION
TO: Mr Yannaki
1
2
3
Completed
Acknowledged
No Action Required
INITIALS

11 **Revised Staff Rules, U.N. Project Personnel** (Your AL 13/13) C/ADM 520 GEN

We will forward the 80 copies in French of the revised 200 Series Staff Rules as soon as they have been printed.

REGISTRY 12 APR 1966 ONUC

C/ADM 520 GEN

Administrative Letter No. 9 to New York dated 4.3.61

File

Item drafted by H. Yannaki

17. UN Joint Staff Pension Fund

We should be grateful if you could send us three full sets in French and three in English of the three booklets pertaining to the regulations of UN Joint Staff Pension Fund. We would also like to draw your attention to the fact that most of our experts are french speaking and that it is more convenient for them to receive this documentation in French. Kindly take appropriate action.

10 Nov 1960 ONUC

C/ADM 520 GEN

Administrative Letter / ~~Report~~ N° 13 from New York dated 1/4/ 1966

APR 5 1966
ACTION
Mr Yamaki
- Action Completed
- Acknowledged
- No Action Required
INITIALS

7. Revised Base Salary Scales and Post Adjustment (Your AL 12/13) C/ADM 520 GEN

With reference to the above item we regret to inform that no additional copies of Circular ST/ADM/SER. P/8 and of the form letter are now available.
We have sent you a supply of ST/SGB/Staff Rules/2/Rev. 1, which contains the information provided in the Circular.

REGISTRY
7 APR 1966
ONUC

C/ADM 520 GEN

Administrative Letter No. 13 to New York dated 1.4.66

Item drafted by H. Yannaki

13. Revised Staff Rules U.N. Project Personnel (Your AL/12/2)

We thank you for your memorandum of 16 March 1966 and for the revised Staff Rules ST/SGB/Staff Rules/2/Rev.1 forwarded to us for distribution to Project Personnel. We should be grateful if you could provide us with 80 copies in French of these Rules, if available, as most of our experts are not fluent in English.

REGISTRY 4 APR 1966 ONUC

C/ADM 520 GEN

Administrative Letter / ~~Report~~ N° 12 from New York dated 25/3 1966

Dir AL 13/13

MAR 29 1966
ACTION
TO: 1 Mr Yannaki
2
3
4
5
☐ No
INITIAL

2. Revised Staff Rules. U. N. Project Personnel C/ADM 520 GEN

..... Enclosed is a memorandum dated 16 March 1966, on the above subject, together with four sets of the revised 200 Series Staff Rules. Additional sets for distribution to all project personnel in your area have been sent under separate cover.

Mr Yannaki
We have sent to you all copies of 200 Series Staff Rules received — total 162 copies.
Hendelbury

REGISTRY 4 NOV 1966 O.A.L.G.

MEMORANDUM

16 March 1966

To: All Resident Representatives
United Nations Development Programme

From: Frans Frerker, Chief
Administrative Section for TAO/FOS/OGS

Subject: Revised Staff Rules, UN Project Personnel

1. I am transmitting herewith the latest revision of ST/SGB/Staff Rules/2/Rev.1, providing you with enough copies to permit distribution to all of the United Nations Technical Assistance Project Personnel in your area. There are also included several extra copies for your information.

2. It would be appreciated if, when you make distribution, the attention of the experts be invited to the Secretary-General's transmittal memorandum at the front of the booklet which describes those rules which have been changed to reflect the decisions of the General Assembly resolutions 2050 (XX) of 13 December 1965 and 2121 (XX) of 21 December 1965.

3. Thank you for your cooperation in this matter. Should you or any of our experts have any questions, please do not hesitate to write to me.

Received
28.3.66

REGISTRY
4 APR 1966
ONUG

C/ADM 520 GEN.

Received 29 March 1966

35 copies of Staff Rules
(Revised Jan. 1966)

42 " " " "
(received 30/3/66)

77 TOTAL Copies sent to
Miss Maquin, Officer-in-
charge, Personnel Section
on 29/30 March. 1966.

REGISTRY
30 MAR 1966
ONUC

L. Pendlebury
Registry

C/ADM 520 GEN

24 March '66

158 Copies of Revised Rules and Regulations for project personnel, 200 series, received by pouch today and given to Miss Yannaki.

641

J. Pendleburn
Registry.

Administrative ~~Letter~~ Report N° 11 from New York dated 18/3 1966

MAR 22 1966
ACTION

TO:
1 Miss Pogue
2 Mr. Moustakis
3
☐ - Action
☒ - Acknowledge
☐ - No Action Required
INITIALS

23, Request for Forms (Your 10/12) c/Adm 520 Gen

..... Enclosed is a small supply of 1966 Attendance Record forms, as requested.

.....

REGISTRY 22 MAR 1966 OTTAWA

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 11 from New York dated 18/3 1966

MAR 22 1966
ACTION
TO: 1 Admin Services 2 Educ Services
0
☐ - Action Completed
☒ - Acknowledged
☐ - No Action Required
INITIALS

2. Form ASTAO 44 (Your 9/2) C/ADM 520 GEN

Although this form is considered adequate for use in certifying for school attendance, we have some reservations as to its general acceptance as locally reproduced. We are, therefore, sending you a small supply herewith. We understand that ASTAO has a large supply enroute to you by surface shipment.

Registry 22 MAR 1966 DAVAO

Administrative Letter / ~~Report~~ N° 10 from New York dated 11 MAR 1966

MAR 14 1966
ACTION
To: 1 Miss YANNAKI
2
3
☒ Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

16. ASTAO. 44 and ASTAO. 50 Forms (Your UNDP 164) C/ADM 520 GEN

X As requested, attached is a supply of ASTAO. 44 and ASTAO. 50 forms for claiming education grant benefits.

X Retained by Miss Yannaki

Transmitted to Mr Chen

REGISTRY
16 MAR 1966
ONUC

Administrative Letter / ~~Report~~ No 10 from New York dated MAR 11 1966

MAR 14 1966
ACTION
TO: Mr YANNAKI
☐ No Action Required
INITIAL

17. United Nations Joint Staff Pension Fund (Your AL 9/17) C/ADM 520 GEN

Enclosed are three sets in French, and three sets in English, of the three booklets published by the United Nations Joint Staff Pension Fund.
We have informed the Secretary of the Board that all publications addressed to experts in the Congo should be sent in French.

Retained by Miss YANNAKI

C/ADM 520 GEN

file

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 9 March 66

Item for inclusion in Administrative Report (TAB) of 11 March 66
Nº: 10 Item Nº: 12

From: C. Vrouvakis

Through: I. Paquin, Chief Personnel Officer

Subject: Request for forms

Please forward by next air-pouch 20 Attendance Records for ~~the~~ year 1966. ~~Another supply by sea-pouch would be appreciated.~~ cards

REGISTRY
11 MAR 1966
ONUO

IP/ef

C/ADM 52-GEN

LM-198/66 9 March 1966

To: Mr. G. M. Hamdy, Admin. Officer, Congo Desk, UNDP

From: A. E. Saenger, Deputy Resident Representative (Admin.)

Subject: Leave Report forms

Kindly send by next pouch a supply of Leave Report forms (F.71 (1-56)). We are down to our very last pad.

REGISTRY
9 MAR 1966
ONUC

C|ADM 520 GEN

1966 MAR -7 PM 4:26
O.N.U.C.

UNATIONS

NEW YORK

0164

UNDP_____ FRERKER. PLEASE RUSH 50 EACH ASTAO.44 AND ASTAO.50 FORMS TO US BY NEXT POUCH.

SAENGER

REGISTRY
19 MAR 1966
ONUC

c.2
IRM DN
COPY

kll

G. Chen
A.E. Saenger
7 March 1966

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 9 from New York dated 4 MAR 1966

MAR 8 1966
ACTION

TO:
1 Mr Cousins CW
2
3
☐ - Action Completed
☒ - Acknowledged with thanks
☐ - No Action Required
INITIALS

10. Periodic Report Forms (Your 7/10) CADM 520 GEN

..... Enclosed are the requested number of copies to be pouched of the P.93 and P.91 forms, in French. The balance has been requisitione for forwarding by surface shipment soonest.
for

REGISTRY 9 MAR 1966 ONUC

C/ADM520 GEN

IP/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 24 February 1966

Item for inclusion in Administrative Report (TAB) of ~~25 Feb 1966~~ 4 Mar 66
Nº: 9 Item Nº: 2

From: Ida Paquin, in charge of Personnel Section

Through: Ida Paquin

Subject: Form ASTAO.44(10-64) - F.

The above form, "Certificate of school attendance", is widely used in this Mission and we shall soon need a new supply. In order to save shipping costs, we could reproduce it here on stencil if you have no objection. Kindly advise.

REGISTRY
5 MAR 1966
ONUC

C/ADM 520 GEN

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date [illegible]

Item for inclusion in Administrative Report (TAB) of [illegible]
Nº: Item Nº:

From: G. Tzouvalis

Through: I. Paquin, In Charge Personnel Section

Subject: UNSTAP Documents. Int. Pay

..... Enclosed are Participant's Declaration forms in respect of Miss Jacqueline Calement, together with Participant's Declaration forms and Application for Validation form in respect of Mr. [illegible] Van Der Gord.

X

C/ADM 520 GEN

IP/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 24 February 1966

Item for inclusion in Administrative Report (TAB) of ~~25 Feb 1966~~ 4 Mar 1966
Nº: 9 Item Nº: 2

From: Ida Paquin, in charge of Personnel Section

Through:

Subject: Form ASTAO.44(10-64) - F.

The above form "Certificate of school attendance" is widely used in this Mission and we shall soon need a new supply. In order to save shipping costs, we could reproduce it here in stencil if you have no objection. Kindly advise.

REGISTRY
1 MAR 1966
ONUC

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 7 from New York dated 18 Feb 1966

FEB 21 1966

ACTION

TO:
1 Miss Paquin
2
3
☐ - Action Completed
☐ - Acknowledged
☑ - No Action Required
INITIALS: LP

22. UN Staff Rules and Regulations (Your 43/10) C/ADM 520 GEN

..... Enclosed herewith is an English copy of Rev. 1 of the UN Staff Rules and Regulations, dated 1966. Enclosed also is Rev. 1 of Appendix D to the Staff Rules, also dated 1966.

We have entered a new requisition, UNDP/LEO/66-8, a copy of which is forwarded herewith, for the balance of the copies you require in Leopoldville.

C/ADM 520 GEN

Administrative Letter / Report N° 7/23 to ~~from~~ New York dated 18 Feb 1965

From: F. Pendlebury, Registry

F. Pendlebury

Documents

36 copies of document TAB/EGY/R.35 have been received, which had not been requested and no doubt were sent in error; they are returned herewith.

We would appreciate receiving three copies each of circulars DP/TA/CM/Field Nos. 4 to 9 inclusive, and one copy each in French and English of document DP/RP/L.1.

FEB 13 1966

ACTION Info C/ADM 520 GEN

TO:
1 Miss Paquin
2
3
☐ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

C ADM 430 GEN

12 February 1966

To: Mr. D.T. Manson, Chief of General Services

From: J. Laurier Leonard, Chief Transport Officer

Subject: Thermofax Machine

We are at times inconvenienced by delays on the part of the Documents Reproduction Unit in providing us with photo-copies. A particular instance of this occurred this morning when Mr. Smith was told that it would not be possible for three thermofax copies to be made before Monday.

Under the circumstances I would request you to kindly look into the possibility of providing us with a Thermofax Copying Machine which could be used jointly with the Personnel Section, also located on the fourth floor.

I understand that a request was made by my predecessor some months ago but that at that time a machine was not available. However, I have been informed that one has recently been released by the Admin. Registry, and if this has not already been issued out perhaps you would consider allocating it to us.

cc: Miss I. Paquin, Chief Personnel Officer I.P.

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 6 from New York dated 11 Feb 1960

FEB 15 1960
ACTION
TO
1 Mrs Rogers
2 MR. CUBARIS
3
☐ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

10. Request for forms (Your 4/10) C/ADM 520 GEN

A small supply of P.45 forms is enclosed, as requested. Another, larger supply is being forwarded by the next sea shipment.

Administrative Letter ~~Report~~ N° 6 from New York dated 11 Feb. 1960

C/ADM 520 GEN

F. 11. Request for Document ST/SC/SER.F/157 (your AL 5-4) C/ADM 520 GEN

As requested, attached is a copy of Document ST/CS/SER.F/157. Given to Lesslebury

REGISTRY
13 FEB 1966
ONUC

e/ ADM 520 GEN

bi.

7 février 1966

A : Dr. F. Martin-Samos, Administrateur assistant, Coquilhatville

De : S. Chakra, Chargé du Personnel local

Objet : Formulaires - Personnel local

Veuillez trouver ci-joint les documents suivants :

1) trois copies de LP-5 No.C/5/66 du 28 janvier 1966 concernant l'augmentation de salaire accordée à Monsieur T. Ikombo conformément à la circulaire LMO/ADMIN/CM.328 LMO/ADMIN/CM/P.226 du 24 janvier 1966.

2) Nouveau barême de traitement applicable au Personnel local.

C/ADM 520 GEN

Administrative Letter ~~Report~~ N° 6 from New York dated 4 February 1966 6

FEB - 8 1966

ACTION

TO:
1 ~~Mrs Pagan~~
2 ~~Mrs Pagan~~
3 Mrs Yancey
☐ - Action
☐ - Acknowledged
☐ - No Action Required
INITIALS

611 ← 611 — 641 McCherry 601

4. Request for forms (your AL 4-5)

A supply of the revised forms for use by Project Personnel for claiming Education Grant Benefits and/or Lump-Sum Dependency Allowance on behalf of their eligible dependents, was included with our Administrative Letter No. 4. Additional copies are being sent by sea pouch.

Kindly note that there is however no intention to change the existing operational procedure, wherein your office certifies the entitlement and forwards the claim to Headquarters.

C/ ADM 520 GEN

SAC/bi.

le 2 février 1966

A: Monsieur J. Medinn, Administrateur assistant, Stanleyville

De: S. Chakra, Chargé du Personnel local

Objet: Formulaires

Me référant à votre lettre No.4/66 du 20 janvier 1966,

... veuillez trouver ci-joint les formulaires suivants comme vous nous les avies demandés.

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 4 from New York dated 28 January 1966

19. Information Circular ST/ADM/SER.A/1059 (Your 2/24) C/ADM 520 GEN

Give to Pedelibrary ✓

..... Ten copies of the above document plus Corr. 1 of this document are enclosed herewith, as requested.

Copies to: D-1
Saenger
Brooks
Anderson
Paquin
Yamaki
Beliard
Yassir
Lemnachio
file: C/FIN 500 P+P
DOCUMENTS

CLEARED BY
FEB 3 1966
REGISTRY

MH

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 4 from New York dated 28 January 1966

II. PERSONNEL

F. 2. Staff Rules (Your 2/2) C/ADM 520 GEN

Our 3/23 refers.

REGISTRY 2 FEB 1966 ONUC

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 4 from New York dated 28 January 1966

FEB - 2 1966
ACTION

TO:
1 Mr Vronwski CW
2
3
☐ - Action Completed
☒ - Acknowledged
☒ - No Action Required
INITIALS

21. Request for Medical Forms C/ADM 520 GEN

..... Enclosed are 50 copies of HS.2 form, in French, as requested.

Send to Vronwski

We have requested that the Health Service forward to you by the next surface shipment 200 copies of this form and of form

21 (Cont'd) HS.6, in French.

Hanks
CW/2.2.66

C/ADM 520 GEN

F16

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 27 Jan 66

Item for inclusion in Administrative Letter (ASTAO) of 28 Jan 66

Nº: 4 Item Nº: 5

From : C. Vrouvakis

Through : I. Paquin, In Charge Personnel Section

Subject : Request for forms

Please let us have urgently by air pouch 50 forms ASTAO.50 (Request for Payment of Education Grant and/or Lump sum dependency allowance UNTAO Project Personnel)** Another supply by sea pouch would be appreciated.

** and 50 forms ASTAO-44 (Certificate of school attendance).

C/ADM 520 GEN Fil

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date _____

Item for inclusion in Administrative Report (TAB) of 27 Jan 66
N°: 4 Item N°: 10

28 January 1966

From:

Through:
. Vrouvakis,

Subject:
I. Paquin, In Charge Personnel Section

Request for forms

Please let us have urgently by air pouch 50 forms P.45 (Request for Payment of Education Grant and Related Travel). ~~and 50 forms 3240.4k (xxxxxxxxxxxxxxxxxxxxxx~~ Another supply by sea pouch would be appreciated.

C/ADM 520 GEN CVC/fm

26 January 1966

To : Mr. S. C. Rishi, Administrative Assistant, Lulua bourg

From : I. Paquin, In Charge Personnel Section

Subject : Medical forms MS-2 and MS-6

In answer to your cable 12, please find enclosed herewith forms MS-2 and MS-6 which are the medical forms utilized in Leopoldville for all medical examinations of staff members and experts.

FG

C/ADM 520 GEN

Administrative ~~Letter~~ Report No. 3 from New York dated 21 January 1966

JAN 28 1966
ACTION
TO: 1 Miss Paquin
2
3
☑ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS: IP

23. Staff Rules (Your 2/2) C/ADM 520 GEN

..✓.. We have made a Zerox copy of Amendment 27 to the Staff Rules and enclose herewith.

.....

23 (Cont'd)

For your information, it is expected that the revised version of the Staff Rules and Regulations, 100 Series, will become available around the middle of next month.

C/ADM 520 GEN

OPERATION DES NATIONS UNIES AU CONGO

UNITED NATIONS OPERATION IN THE CONGO

JAN29 1966

ACTION

BOITE POSTALE 7248
LEOPOLDVILLE
REPUBLIQUE DU CONGO
CABLE: ONUC LEOPOLDVILLE

UNTAB/STAN/4/66

TO:
1 Miss Paquin
2
3 M. Chakra
☒ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS

Stanleyville 20 Jan'66

To: Miss Ida PAQUIN, Officer in Charge Personnel Branch

From: J. Medina, Acting Administrative Officer UNDP Stanleyville

Subject: Request of Pers. Forms

Please send to this office by next pouch :

1) 10 Cards Pers Form LP-13, " Leave Record Card".

2) 10 Forms, Pers. Form LP-28, "Application for children's allowance".

C/ADM 520 GEN

File

CVC/fm

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 18 January 1966

Item for inclusion in Administrative Report (TAB) of 19 January 1966
N°: 3 Item N°: 12

From: C. Vrouvakis

Through: I. Paquin

Subject: Request for forms HS.2 and HS.6

Please let us have urgently 50 forms HS.2(6.62)-F "Formule d'examen médical" in French. Additional supply by sea pouch, ~~in French or English~~ of the same form as well as of form HS.6(6.60)-F, in French only, would be appreciated.

Supply of HS.2 + HS.6 forms received by air pouch 29/1/66 and sent to Mr. Vrouvakis

J. Pendleburn
Registry

C/ADM 520 file GEN IP/ra

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 14 January 1966

Item for inclusion in Administrative Report (TAB) of

No: 7 Item No: 23

From: Ida Paquin, In Charge of Personnel

Through:

Subject: Document

Enclosed are ten copies of LEO/PERS/8 - Administrative Staff assigned to the UNDP in the Congo, as at 1 January 1966.

e/ADM 520 GEN

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 7 January 1966

Item for inclusion in Administrative Report (TAB) of

No: 2 Item No: 2

From: Ida Paquin

Through:

Subject: Staff Rules (Your 51/9)

Many thanks for the English copy of the 100 Series Staff Rules. Unfortunately, it does not contain Amendment 27 which, in the French version at least, comprises several revised items. We should be grateful if you could also locate and send us one copy of this amendment. Your co-operation is much appreciated.

C/ADM 520 GEN

Administrative Letter Report No 51 from New York dated 30 December 1965

JAN-7 1966
ACTION
TO:
1 Miss Pequin
2
3
☐ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS IP

9. Staff Rules (Your 50/9) C/ADM 520 GEN

We have been able to locate (! admirable!) one copy, in English, of the 100 Series UN Staff Rules and Regulations, with amendments, and forward it herewith.

We are informed that this document, as revised to include all amendments to Staff Rules, is being reprinted and will shortly be available. At such time as it becomes available, we will re-enter a request for copies to be forwarded to you.

and the curse on whoever steals this copy from me!

I.P.

C/ADM 520 GEN ~~PERS 520~~

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 17 December 1965

Item for inclusion in Administrative Report (TAB) of

No: 50 Item No: 9

From: Ida Paquin, Officer in charge of Personnel

Through:

Subject: Staff Rules

We have an urgent and essential need for at least one up-to-date copy of the 100 Series Staff Rules in English and shall be most grateful if you will kindly send this minimum requirement by return pouch.

~~C/PER 411/4/GEN~~ C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 48 from New York dated ~~10 December~~ DEC 14 1965 1965

ACTION

TO:
1 Mrs. Vronwaki
2 Mr. Mkumo
3 .....
☑ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS .....

39. Attendance Record Cards for 1966 C/ADM 520 GEN

Enclosed is a stock of Attendance Record Cards for 1966 for your use.

ADDITIONAL ENCLOSURE

Approximately 300 Attendance Record Cards for 1966

REGISTRY
14 DEC 1965
ONUC

IP/fm

C/ADM J20 GEN

6 December 1965

TO: Mr. E. Knoll, Adviser in Technical Assistance

FROM: E. Cacouris, Chief Personnel Officer

SUBJECT: Staff Rules

In response to your memorandum of 10 November, please find herewith one copy each of the 100 Series and 200 Series of the Staff Rules, with all the amendments in force at present. These copies are in French; Headquarters have advised that the English version of the 100 Series is out of print, as are the amendments to the 200 Series in English.

C/ADM 520 GEN.

Administrative ~~Letter~~ Report N° 46 from New York dated 26 November 1965

17. Documents (Your 45/26)

..✓.. Enclosed, as requested.

.....

3 copies of ST/SGB/Financial Rules/1
Financial Regulations
and Rules of the
United Nations.

① copy to Mr. Kunitzberger.
① " " " Manson.
① " " Registry.

Hendlebury
30/11/65

c/ ADM ~~PER~~ 520 GEN

Administrative ~~Letter~~ Report N° 45 from New York dated 19 November 1965

F. 12. Request for Forms (Your 44/12 and 13) c/ ADM ~~PER~~ 520 GEN

Forwarded, as requested.

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 44 from New York dated 12 NOV 1965

NOV 16 1965

ACTION

TO: 1 Miss Paquin
2
3
☑ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS JP

10. ST/SGB/Staff Rules/1 (Your 43/10)

* ..... Reference is made to our 43/36. We are despatching some of these documents with this report and will send some each week until the supply requested has all been forwarded. * See Para. 29 below.

29. (Continuation of Para. 10 above)
* We regret to inform you that the English version of the Staff Rules and Regulations is out-of-print. There has been no decision as to whether it will be re-rolled, or a new version printed containing the amendments, as of this date. Should they become available soon, we will forward them.

The amendments are forwarded in the number available.

.....

En français

Réglements : 9 ex.
Amend. 25 : 80 ex.
Amend. 27 : 12 ex.
Amend. 26 : 62 ex.
Amend. 26 : 64 ex.
Amend. 21 : 34 ex.
Réglements - Appendice D : 50 ex.
Statut du personnel : 6 ex.

En Anglais

Amend. 28 : 81 ex.
Amend. 26 : 32 ex.
Amend. 21 : 26 ex.
Corr. 1 : 85 ex.
Staff Regulations : 79 ex.

C/ADM 520 GEN

Administrative ~~Letter~~ Report N° 43 from New York dated 5 November 1965

NOV 10 1965

ACTION

TO:
1 Mr Paquin
2
3
☐ - Action Completed
☐ - Acknowledged
☑ - No Action Required
INITIALS IP

Please advise.

36. ST/SGB/Staff Rules /1 (Your 43/10)

Reference is made to the above-document. Please note that this booklet includes also the "Staff Regulations of the United Nations."

.....

36. (Cont'd) This is true in connexion with the 100 Series Staff Rules only,

Action is being taken to supply you with 60 copies in French and 80 copies in English, together with all Amendments, if available.

REGISTRY
12 NOV 1965
ONU

C/ADM J20 GEN

OPERATION DES NATIONS UNIES AU CONGO

UNITED NATIONS OPERATION IN THE CONGO

NOV 12 1965

ACTION

BOITE POSTALE 7248
LEOPOLDVILLE
REPUBLIQUE DU CONGO
CABLE: ONUC LEOPOLDVILLE

TO:
1 Mr. Cacouris
2 Mrs. Paquin
3
☑ Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS IP

BCE/M186/65/EK/gp

10 November 1965

TO: Mr. E. Cacouris, Chief Personnel Officer

FROM: E. Knoll, Adviser in Technical Assistance

SUBJECT: U.N. Staff Rules

I would appreciate obtaining an up to date copy of the U.N. Staff rules, 200 and 100 series, as the ones in my possession are dating back to 1961 and in many points are no longer valid. Thank you very much in advance.

sent on 6/12/65

1 copy 100 series } in French
1 " 200 " }

Administrative ~~Letter~~ Report N° 43 from New York dated 5 November 1965

C/ADM 520 GEN

NOV 10 1965

ACTION

TO: 1 Mr. Cacoure
2 Miss Pongracic
3
☐ - Action Completed
☐ - Acknowledged
☐ - No Action Required
INITIALS IP

19. Medical Expense Assistance Plan (Your 42/19)

..... Enclosed.

Rec'd: 5 copies Eng.
5 " French } Appendix E to Staff Rules

Kept in Room 414

EC/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 22 October 1965

Item for inclusion in Administrative Report (TAB) of 22 October 1965

No: 42 Item No: 19

From: Elias Cacouris, Chief Personnel Officer

Through:

Subject: Medical Expense Assistance Plan

It will be appreciated if you will provide us with five (5) copies each of English and French edition of Appendix E to Staff Rules - Medical Expense Assistance Plan.

x Ref [illegible]

C/ADM 520 GEN

Administrative Letter / ~~Report~~ N° 44 from New York dated 5 November 1965

"Request for Payment of Education Grant"

13 Form TAO.50 (Your AL 43/7)

..... Enclosed please find the fifty copies of form TAO 50 and 44 requested in your Administrative Letter No.43, item 7.

We shall delay sending you the 200 additional copies by sea pouch, as we are now in the process of revising the form. As soon as the new form is printed, we shall send you a supply.

REGISTRY
9 NOV 1965
ONUC

Sent to
Mr. Vranovski
8/11