

C/ADM 520 GEN

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 4 Nov 65

Item for inclusion in Administrative Report (TAB) of 5 November 65  
Nº: 44 Item Nº: 13 ✓

From: C. Vrouvakis

Through: E. Cacouris, Chief Personnel Officer

Subject: Request for form PT-39

We would very much appreciate receiving at your best convenience  
200 forms PT-39(4.61)-e, "Application for United Nations Family  
Certificate".





C/ADM 520 GEN

File

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 4 Nov 65

Item for inclusion in Administrative Report (TAB) of 5 November 65  
Nº: 44 Item Nº: 12

From: C. Vrouvakis  
Through: E. Cacouris, Chief Personnel Officer  
Subject: Request for forms P.93

Please forward by next pouch 50 forms P.93 (3-56) - GS "Periodic Report - General Service", in English.



Received  
by M. Vrouvakis





C/ADM J20 GEN  
file

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 26/10/65

Item for inclusion in Administrative Letter (ASTAD) of 27/10/65

Nº: 43 Item Nº: 7

From : C. Vrouvakis

Through : E. Cacouris, Chief Personnel Officer

Subject : Form TAO-50 (2-64)

Would you please forward us, by airmail, 50 forms TAO-50 "Request for payment of education grant".

We would appreciate receiving another set of 200 of those forms by sea pouch, at your best convenience.



@/ADM J20 GEN

IP/fm

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 26/10/1965



Item for inclusion in Administrative Report (TAB) of 29 October 1965

Nº: 43 Item Nº: 10

From: 1. Paquin

Through: E. Cacouris

Subject: ST/SGR/Staff Rules/13

As you know, Staff members are supposed to receive a copy of the subject document - Staff Rules, 100 Series - at the time they sign their initial letter of appointment. We now find that, with the possible exception of those detailed from Headquarters, no member of the Staff of this mission has ever been given a copy of the Staff Rules. We are anxious to remedy this situation without delay and will appreciate your sending by pouch, as soon as possible, the following quantities :

In French : 60 copies of the 1962 issue (assuming this is the latest issue), and 60 copies each of Amendments 23, 25, 26 and 27 and Appendices D and E. According to our records, Amendments 19, 20, 21, 22 and 24 were superseded respectively by Amendments 22, 27, 24, 25 and 27, they are therefore not required. In addition, we would like to have 10 copies of Amendment 27 in order to complete the 10 sets available here which lack only that amendment.

In English : 80 copies of the latest issue. From your AR.34/36, we gather a new issue was printed in 1963 since you state that Amendment 23 (dated August 1963) has already been incorporated into the Staff Rules. Thus, we will require 80 copies of Amendments 25, 26 and 27 in English, and Appendices D and E.

The above quantities will allow us to distribute a copy to each staff member and keep a small reserve supply for new arrivals.

We should also appreciate receiving the same quantities of new amendments as they are issued.

Will you also send, by sea pouch, similar quantities of the Staff Regulations.



PER 422/1 PEP

C/ADM

EC/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

C/ADM 520 G

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.



C/ADM 520 GEN

Administrative ~~Report~~ ~~Report~~ No 41 from New York dated 22 October 1965

OCT 28 1965

ACTION

TO:	<i>Mr. Paquin</i>
1	<i>Mr. Paquin</i>
2	<i>Mr. Paquin</i>
3	<i>Mr. Paquin</i>
<input checked="" type="checkbox"/>	Action Completed
<input type="checkbox"/>	Acknowledged
<input type="checkbox"/>	No Action Required
INITIALS	

33.

Attendance Records for Period September - December 1965

It has been noted that you have not been using the interim Attendance Record cards covering the above period, and are forwarding you a stock herewith. Please note that the interim cards are required since the new attendance reporting year has been changed to correspond with the calendar year.

The cards covering the year 1966 will be forwarded at a later date.





C/Adm 520 GEN

~~Letter~~  
Administrative ~~Report~~ Report No 41 from New York dated 22 October 1965  
~~Report~~

41. ☒ Documents (Your 41/5)  
..... ☒ Enclosed, as requested.

3 copies of ST/AI/150/add.1.

Given to Mr Paquin 27/10





C/ADM 520 GEN

Administrative ~~Letter~~ Report No 41 from New York dated 22 October 1965

OCT 28 1965

ACTION

TO:	<i>A. Cacouris</i>
1	<i>Miss Pagin</i>
2	
3	
<input type="checkbox"/> - Action Completed	
<input type="checkbox"/> - Acknowledged	
<input type="checkbox"/> - No Action Required	
INITIALS	<i>IP</i>

*I got my copies,  
pl. keep w/you  
stock of other  
instructions*

3. Joint Staff Pension Fund (Your 40/3)

*✓*  
....

The UNJSPF documentation requested is enclosed herewith.

*Given to  
Mr. Cacouris 29/10*



C/ADM 520 GEN.

Administrative ~~Letter~~ Report N° 40 from New York dated 15 October 1965

OCT 19 1965

**ACTION**

TO:	<i>Miss Pagani IP</i>
1	<i>Miss Vismore EW</i>
2	
3	
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS .....	

12.

Insurance Forms (Your 39/12)

.....

Enclosed. Please note that these forms, GR-684-d and 2755-R, are to be completed by "late" life insurance applicants. Single form only is required.

*Forms kept by Personnel - room 414*



# AETNA LIFE INSURANCE COMPANY

## GROUP DIVISION

### EVIDENCE OF INSURABILITY FOR EMPLOYEE OR DEPENDENT

"All Information requested below must be answered. Please give complete dates and details where required."

**EMPLOYEE**

**POLICYHOLDER**

**GROUP POLICY NO.**

Name.....  
(PLEASE PRINT) FIRST MIDDLE LAST

Cert. No..... Occupation.....

Date Employed..... Amount Applicable: Life..... Dis.....

Branch..... Hospital Expense Benefit..... Surg..... M. M..... Comp.....

**DEPENDENT**

If this form relates to a Dependent of the Employee, please give:

Name.....  
(PLEASE PRINT) FIRST MIDDLE LAST

RELATIONSHIP

NOTE: Separate form required for each Dependent to be considered for insurance.

THESE ANSWERS AND STATEMENTS RELATE ONLY TO THE EMPLOYEE ☐  
 OR ONLY TO THE DEPENDENT NAMED ABOVE ☐

(CHECK WHICHEVER IS APPLICABLE)

1. Date of Birth..... Birthplace..... Sex.....  
 Exact height.....ft.....in. Present weight.....lbs. If female: Does pregnancy exist? Yes ☐ No ☐
2. Has there been or is there any disease of the brain or nervous system, heart, blood vessels, lung, stomach, liver, intestines, kidney; or has there been or is there any evidence of malaria, syphilis, rheumatism, sacro-iliac strain, goitre, diabetes, or cancer? Yes ☐ No ☐  
 If "Yes", give dates and details:.....
3. Is condition of health good with full use of both feet, both hands, and sight of both eyes? Yes ☐ No ☐  
 If "No", details:.....
4. Is an operation expected or has one been recommended by a physician? Yes ☐ No ☐  
 If "Yes", details:.....
5. Is there a hernia?..... Yes ☐ No ☐
- 6.(a) Has there been any examination by any physician or practitioner within the past year? Yes ☐ No ☐  
 If "Yes", Date..... State reason for examination.....  
 Were any impairments found?.....
- (b) Has any medical treatment been received from, or any consultation taken place with, any physician or practitioner within the past five years other than as stated in 6.(a)? Yes ☐ No ☐  
 If "Yes", Date..... Nature of Ailment..... From.....  
MO. YR.  
 to..... Degree of Recovery.....  
MO. YR.
- Ever been a patient of any hospital or sanitarium? Yes ☐ No ☐  
 If "Yes", state why and when.....
- o. Ever been declined for Life or Health insurance? Yes ☐ No ☐  
 If "Yes", (Companies and dates).....

I/We hereby certify that the foregoing answers and statements are complete and true, that they are correctly and fully recorded, and that no material circumstance or information has been withheld or omitted concerning the past and present state of health and medical history of the person (Employee or Dependent) to whom the answers and statements relate as checked above, and I/We agree that this document and all it contains shall form a part of the Employee's request for enrollment for insurance under said group policy.

This Employee is actively working and to the best of my knowledge the answers and statements made herein are correct.

By:.....  
EMPLOYER'S AUTHORIZED REPRESENTATIVE

Date completed..... at.....  
CITY STATE

EMPLOYEE MUST SIGN HERE

Dependent also to sign—but only if form relates to a Dependent at least 15 years of age.

**HOME OFFICE USE ONLY**

Action.....

Original Decision by..... Final.....



# AETNA LIFE INSURANCE COMPANY

## GROUP SHORT FORM MEDICAL EXAMINATION

1. Name..... Employer (name of concern).....  
 Date of Birth..... Place of Birth..... Policy No.....

2. Has applicant ever had any of the following diseases? (Yes or No)

Diabetes	Gall Bladder or Liver	Nervous or Mental Breakdown	Tuberculosis or Lungs	Other Disease or Injury
Kidney or Bladder	Stomach or Duodenum	Heart	Elevated Blood Pressure	Tumors or Growths
				Surgical Operation

2(a). Has applicant ever been or is he now under treatment for blood pressure?.....

3. Details of No. 2. — 2(a).

Affection	Yr. Date Mo.	Duration	Result

4. General appearance?..... Deformity or  
other defect?..... Height..... ft..... in. Weight..... lbs.

5. Pulse rate?..... Regular?..... Quality?..... Blood Pressure  
Systolic?..... Diastolic?.....

After examination do you find any evidence of disease of the heart; lungs? (If so, details).....

7. Urinalysis: Specific Gravity?..... Albumin?..... Sugar?.....

8. Date last examined for Life or Accident insurance?..... Company  
and result?.....

9. General remarks:.....

10. Date of examination.....19.....

City..... State.....

**Nº 233579**

Signed..... Medical Examiner

PRINTED IN U.S.A.

Detach and mail at once to Group Division, Aetna Life Insurance Company, Hartford, Conn. Prompt mailing is imperative so that this form will reach the Home Office as soon as the examination itself. The examination from which this is detached should be returned to the General Agent or Home Office Representative.

Opinion of Risk. (Confidential)

**Nº 233579**

Applicant's Full Name (Legibly).....  
 Occupation.....  
 Employer (Name of Firm).....  
 Examiner's Name.....  
 Examiner's Address (City and State).....

Policy No.....

Date..... Signed..... M.D.



Administrative ~~Letter~~ Report N° 40 from New York dated 15 October 1965

OCT 19 1965

ACTION

TO:	<i>Mrs. Krawski</i> <i>EW</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- No Action Required
INITIALS	.....

22. Form P-45 (Your 39/22)

*✓*  
..... The forms have been requested. Please see copy of Requisition enclosed.  
.....

50 Forms attached.  
Requisition signed & returned  
to Traffic Section.  
J. H. H. H.

19/10

Wesley Hanks



File

C/ADM 520 GEN



14 October 1965

TO: Mr. F. Scheller, Administrative Officer  
UNTAB - Stanleyville

FROM: E. Cacouris, Chief Personnel Officer

SUBJECT: Leave Forms

.....

In response to your memorandum of 13 October 1965, UNTAB/STAN/174/65, please find herewith fifteen each "Request for Leave" and "Return to Duty" forms, as well as a pad of Leave Report forms.



OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC LEOPOLDVILLE

UNTAB/STAN/I74/65

OCT 14 1965

ACTION

Stanleyville 13 October 1965

To: Mr. Elias CACOURIS, Chief Personnel Officer  
From: F. Scheller, Administrative Officer UNTAB Stanleyville  
Subject: Request for " Application Leave" Forms.

1	Mr. CACOURIS
2	Mr. Pagnier
3	
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS .....	

Could you please send to this office by next pouch a few Forms  
"Application for Leave " for international staff members.



*File*

*e/ADM 520 GEN*

IP/fm

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 12/10/1965

Item for inclusion in Administrative Report (TAB) of 15 October 1965

N°: 41 Item N°: 5

From: I. Paquin /P

Through: E. Cacouris

Subject: Document



Would you kindly send us three copies of Administrative Instructions  
ST/A1/150/Add.1 dated 26 June 1963 - Revised Mode and Standards of Travel.

*[Handwritten signature]*



UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 4 October 1965

Item for inclusion in Administrative Report (TAB) of 8 October 1965

No: 40 Item No: 3

From: Elias Cacouris, Chief Personnel Officer

Through:

Subject: Joint Staff Pension Fund



It will be appreciated if three copies of the English text and three of the French of each of the following be furnished, at your earliest convenience:

1. Regulations of the UNJSPF (JS PB/G.4 latest revision)
2. Administrative Rules of the UNJSPF (JSPE/G.5 latest revision)
3. Explanatory Booklet of the UNJSPF (JSPE/G.7 latest revision).

*Handwritten signature and date: 11/10/65*



OCT 6 - 1965

ACTION

*C/Adm 520 GEN*

TO:	<i>in Paquin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- Action Required
<i>IP</i>	

32.

UMS Forms (Your 38/8)

The UMS Forms, in French, requested by you are enclosed.

We have been asked by the Insurance Unit to request you to discard all of the forms in your possession entitled "1965 Enrolment Campaign." These are no longer valid. Please, instead, use the forms entitled "Questionnaire and Authorization for Deduction for UMS, etc." We are forwarding an extra supply of these, also, for your use.

Application forms to follow next week.

*✓ to  
in Paquin 6/10  
✓  
.....*

*e/Adm 520 GEN*

23. Forms (Your 37/23)

*✓ Given  
.....  
to  
Mr Paquin*

As requested, we forward herewith a small supply of General Service Periodic Report forms, and 1 pad of the Special Service Agreements.

The rest of the supply is being forwarded by surface soonest.

*6/10  
H.*







UNITED NATIONS



NEW YORK

CABLE ADDRESS: UNATIONS NEWYORK

C/ADM 520 GEN

ULTIMATE CONSIGNEE <i>United Nations T.A.C.</i> <i>ONUC - C.P. 7248</i> <i>Leopoldville, Congo.</i> <i>Att. Deputy Asst. Rep. Mr. Senguer</i> <i>ASTAO-274</i>		IN REPLY REFER TO: <b>SHIPPING AUTHORIZATION</b> NO. <i>10-203</i> <i>July 12-65</i> (Date)	
FORWARDING AGENTS		AGENTS INSTRUCTIONS (Do not insure this shipment)	
CARRIER <i>Parcel Post</i>	BILL OF LADING	DEPARTURE date - DUE date	LOSS OR DAMAGE FOLLOW INSTRUCTIONS ON REVERSE SIDE INSURANCE NO. INVOICE - VALUE INSURED VALUE
REF. - REQUISITION NO. <i>TNO-274</i>	PURCHASE ORDER No. <i>5-3147</i> <i>complete</i>	ACCOUNT CODE NO. 	Insurance coverage ceases upon delivery to final destination, or until expiry 15 days after discharge (or 30 days if destination is outside port limits) or 60 days in South America, or 90 days on shipments via Magdalen River, or 7 days in Philippine Islands, whichever first occurs. To cover beyond those dates, or for coverage in storage prior shipment, you must request extension from Traffic Section, New York.
ATTACHMENTS		TRANSPORTATION CHARGES	
TYPE CONTAINER <i>plym</i> NUMBER <i>#1+2</i> <i>350 ea. Forms F. 22</i> <i>(Attendance Record Cards)</i> <i>Joe Surr</i> <i>1 Parcel only received 27/9/65</i> <i>approx. 200 Cards</i> <i>given to Mr. Smirnov</i> <i>total 8</i> <i>total %</i>		DESCRIPTION OF CONTENTS 	
TOTALS: PCS <i>2</i> WEIGHT <i>8</i> CUBE <i>%</i>		APPROVED BY: _____ (Chief, Traffic Section)	
NOTE: Return one copy of this form to: UNITED NATIONS NEW YORK, N. Y. Attention: Traffic Section.		I certify that the above listed material was received in good condition _____ (Date)	
		_____ (Signature)	



**NOTE** IF ANY SHIPMENT IS STORED FOR ANY PERIOD EITHER PRIOR SHIPMENT OR AFTER DELIVERY, EXTENSION INSURANCE MUST BE REQUESTED FROM TRAFFIC SECTION, NEW YORK, FAILURE TO INSPECT SHIPMENTS FOR LOSS OR DAMAGE IMMEDIATELY AFTER DELIVERY [UNLESS INSURANCE HAS BEEN EXTENDED] MAY RESULT IN CLAIM BEING UNACCEPTABLE.

1. United Nations Headquarters, New York, insures its shipments with the Standard Marine Insurance Co. under Open Policy 12747. This insurance, described below, covers shipments from New York, to New York, and to and from any other place in the world. THE EXCEPTION is that shipments forwarded to Geneva from any place, or forwarded from Geneva to any place (other than NY) will be handled by the Geneva office under a separate policy. Losses and damages on Geneva shipments will be handled by and reported to Geneva, while all other losses and damages will be handled by and reported to New York.

2. Listed below are agents of the Standard Marine Insurance Co. who are authorized to make direct settlement of your claim. Should the agent decline to make settlement, he should furnish you with a Survey Report, and other particulars, which you should forward to Traffic Section, Hdqtrs., New York, who will process the claim on your behalf. If there is no Standard Marine agent at destination, then you should contact the nearest Lloyd's of London representative, obtain a Survey Report, and forward same to Traffic Section. The cost of the Survey Report shall be borne by the UN office receiving organizational material, and by the staff member himself when personal or household

effects are involved. The cost of the Survey Report is reimbursable as part of your claim.

3. The UN self insures organizational property valued at \$50 or less. Personal and household effects are insured in accordance with Staff Rules at values listed by owner. Survey Reports are not necessary when damage or loss is less than \$50 but a full statement of particulars concerning the loss or damage should be submitted to the Traffic Section, together with an estimate of repairs on letterhead of a recognized firm. Normally claims paid will not exceed the listed value of the item.

#### IN THE EVENT OF LOSS OR DAMAGE TO U.N. PROPERTY

4. When goods are discharged from a carrier in apparent damaged condition, you should always file a claim against the carrier for damage prior to removing goods from carriers jurisdiction. At the same time ask carrier representatives to sign "an exception" admitting damage. If there is concealed loss or damage, which is not noted until goods have been opened, you should promptly file a claim against the carrier for damage.

5. Notify Traffic Section that damage has occurred.

6. Contact agent for Standard Marine Co. and ask for settlement. Always instruct the agent of the Open Policy number, present him with a copy of the bill of lading, repair estimate, and claim letter against carrier. Follow Par. 2 and 3 above.

#### IN THE EVENT OF LOSS OR DAMAGE TO PERSONAL OR HOUSEHOLD EFFECTS

7. Follow the same procedure stated in Par. 4, 5 and 6.

IMPORTANT: It shall be consignee's responsibility to furnish Underwriters with full documents necessary for subrogation of claim within one year of shipping date, otherwise claim under U.S. law will not be allowed.

REFER ALL DIFFICULTIES TO TRAFFIC SECTION, HEADQUARTERS, NEW YORK

### LIST OF REPRESENTATIVES FOR THE SETTLEMENT OF LOSSES AND/OR SURVEYS

#### EUROPE

AMSTERDAM - Boot, Gipon and Co.  
ANTWERP - Deckers and Mackelbert  
-do- - Gellatly, Hankey and Co.  
ATHENS - Edwin N. Saltiel Ltd.  
-do- - Th. J. Franghia  
BARCELONA - F. de A. Calzado  
BELFAST - London and Lancashire Ins. Co. Ltd.  
BIRMINGHAM - London and Lancashire Ins. Co. Ltd.  
BREMEN - F. Reck and Co.  
BUDAPEST - Kontrollburo General Goods Control Co. Ltd.  
COPENHAGEN (and all Denmark) - Th. Koch & Co.  
DUBLIN - London and Lancashire Ins. Co. Ltd.  
DUNKIRK - J. A. Bourbonnaud et Cie.  
GENEVA - Commissariat d'Avaries, S.A.  
GIBRALTAR - Ernest J. Guetta  
GLASGOW - London and Lancashire Ins. Co. Ltd.  
GOTHENBURG - Lindahl and Collin A/B  
HAMBURG - Gellatly, Hankey and Co.  
HAVRE - Paul Gblain  
HELSINKI - Lars Krogius  
HULL - Oughtred and Harrison, Ltd.  
LEEDS - London and Lancashire Ins. Co. Ltd.  
LISBON - James Rawes and Co. Ltd.  
LIVERPOOL - Standard Marine Ins. Co. Ltd.  
LONDON - Standard Marine Ins. Co. Ltd.  
MALMO - Frick and Frick Ltd.  
(With sub-agents at various places)  
MALTA - Thos. C. Smith and Co.  
MANCHESTER - Standard Marine Ins. Co. Ltd.  
MARSEILLES - Georges Croisy and Pierre Croze  
ODENSE - Chr. Clemmensen  
OPORTO - Rawes and Co. Ltd.  
OSLO - Chr. Thorbjornsen  
PARIS - J. Robida et Cie.  
PIRAEUS - See Athens  
PRAGUE - Statni Positovna  
REYKJAVIK - S. Einarsson  
ROME and all Italian Cities - Amministrazione MacKenzie  
ROTTERDAM - John Hudig and Son  
SALONIKA - Edwin N. Saltiel Ltd.  
STOCKHOLM - Frick and Frick Ltd.  
TRIESTE - E.H. Greenham and Co.  
VIENNA - Kontroll C. G.M.B.H.  
ZURICH - Commissariat d'Avaries, S.A.

#### NEAR EAST

ADEN - Luke Thomas and Co. Ltd.  
AHWAZ - Gray, MacKenzie Co. Ltd.  
AMMAN - Steel, Bros. and Co. Ltd.  
BAHRAIN - Gray, MacKenzie Co. Ltd.  
BEYROUT - G. Tattarachi and Co.  
BUNDAR-ABBAS - Gray, MacKenzie and Co. Ltd.  
BUSHIRE - Gray, MacKenzie and Co. Ltd.  
BUSREH - Busreh Shipway Co.  
DAMASCUS - George Tattarachi c/o Arab Maritime Agencies  
DUBAI - Gray, MacKenzie and Co.  
FAMAGUSTA (Cyprus) - Orphanides and Murat  
HAIFA - Jona Kuebler Ltd.  
JEDDAH - Gellatly, Hankey and Co.  
KHORAMSHAHR - Gray, MacKenzie and Co. Ltd.  
KUT - Gray, MacKenzie and Co. Ltd.  
KUWAIT - Gray, MacKenzie and Co. Ltd.  
LATTAKIA - George Tattarachi c/o Arab Maritime Agencies  
LIMASSOL (Cyprus) - Geo. Nicolaides  
MUSCAT - Gray, MacKenzie and Co.  
TEHERAN - Gray, MacKenzie and Co. Ltd.  
TEL AVIV, JAFFA - Jona Kuebler Ltd.  
TRIPOLI (Lebanon) - George Tattarachi and Co.

#### AFGHANISTAN, INDIA, PAKISTAN, BURMA, SOUTH-EAST ASIA, etc.

ALLEPPEY - Darragh, Small and Co. Ltd.  
BANGALORE - London and Lancashire  
BANGKOK - The Borneo Co. Ltd.  
BHEEMUNIPATNAM - Ripley and Co. Pvt. Ltd.

#### AFGHANISTAN, INDIA, PAKISTAN, BURMA, SOUTH-EAST ASIA, etc. (continued)

BOMBAY - London and Lancashire Ins. Co. Ltd.  
BRUNEL - Harrison and Crosfield (Borneo) Ltd.  
CALCUTTA - London and Lancashire Ins. Co. Ltd.  
COCANADA - Ripley and Co.  
COCHIN - Wm. Goodacre and Sons Ltd.  
COLOMBO - The Colombo Commercial Co. Ltd.  
COMINBATORE - Harrison and Crosfield  
DELHI - London and Lancashire Ins. Co. Ltd.  
DJAKARTA - International Assurantie Bedrijf N.V.  
GALLE - Clark, Spence and Co.  
JESSELTON - Harrison and Crosfield (Borneo) Ltd.  
KABUL - Shourie Freres  
KAMPUR - London and Lancashire Ins. Co. Ltd.  
KARACHI - London and Lancashire Ins. Co. Ltd.  
KOZHIKODE - William Goodacre and Sons  
KUALA LUMPUR - London and Lancashire  
KUCHING (Sarawak) - Sime, Darby (Borneo) Ltd.  
LABUAN - Harrison and Crosfield (Borneo) Ltd.  
LAHORE - London and Lancashire Ins. Co. Ltd.  
LUCKNOW - London and Lancashire Ins. Co. Ltd.  
MACASSAR - International Credit et Handels-Vereeniging "Rotterdam"  
MADRAS - Wilson and Co.  
MAHE - Hunt, Dettel and Co.  
MORMUGAO - West Coast Agencies Ltd.  
NEGAPATAM - The Maduro Co. Ltd.  
PENANG - Boustead and Co. Ltd.  
PHILIPPINE ISLANDS (Manila) - Wise and Co. Inc.  
PORT LOUIS - Ireland, Fraser and Co.  
RANGOON - Heilgers (Burma) Ltd.  
SANDAKAN - Harrison and Crosfield (Borneo) Ltd.  
SEMARANG - International Credit et Handels-Vereeniging "Rotterdam"  
SIBU (Sarawak) - Sime, Darby (Borneo) Ltd.  
SINGAPORE - London and Lancashire Ins. Co. Ltd.  
ST. DENIS - Societe Commerciale Maurice Reunion Ltd.  
SURABAJA - N. V. International Assurantie Bedrijf (Gedung Internatio)  
TUTICORIN - A and F Harvey Ltd.  
VISAKHAPATNAM - Ripley and Co. Pvt. Ltd.

#### CHINA, JAPAN, OKINAWA, KOREA

FORMOSA (Taiwan) - Jardine, Matheson and Co. Ltd.  
HONG KONG - Butterfield and Swire  
Kobe - Butterfield and Swire (Japan) Ltd.  
OKINAWA - Underwriters Adjustment Co. Inc.  
OSAKA - Butterfield and Swire (Japan) Ltd.  
PUSAN - Hyopung Shipping Corp.  
TOKYO - Butterfield and Swire (Japan) Ltd.  
YOKOHAMA - Butterfield and Swire (Japan) Ltd.

#### AFRICA

ACCRA - The West Coast Insurance Ltd.  
ADDIS ABABA - Gellatly, Hankey and Co.  
ALEXANDRIA - R.J. Moss and Co.  
ASMARA - Gellatly, Hankey and Co.  
ASSAB - Gellatly, Hankey and Co.  
BATHURST - S. Madi Ltd.  
BEIRA - Allen, Wack and Shepherd Ltd.  
BENGHAZI - Mitchell Cotts and Co. (Libya) Ltd.  
BISSAO - A. Sotto Maior  
BULAWAYO - Resident Inspector, London and Lancashire Ins. Co. Ltd.  
CAIRO - P. L. Cappiello  
CAPETOWN - London and Lancashire Ins. Co. Ltd.  
CASABLANCA - R. and P. Barthelemy  
DAKAR - Union Maritime et Commerciale  
DAR-ES-SALAAM - Smith, MacKenzie and Co. Ltd.  
DJIBOUTI - Gellatly, Hankey and Co.  
DURBAN - London and Lancashire Ins. Co. Ltd.

#### AFRICA (continued)

EAST LONDON - Watson's Shipping (Pty) Ltd.  
FREETOWN - Lucien Genet (Agencies) Ltd.  
FUNCHAL - Blandy Bros. and Co.  
JOHANNESBURG - London and Lancashire Ins. Co. Ltd.  
KAMPALA - Booddybrook Ltd.  
KHARTOUM - Gellatly, Hankey and Co. (Sudan) Ltd.  
(with branches at various places)  
KILINDINI - Smith, MacKenzie and Co. Ltd.  
KITWE - London and Lancashire Ltd.  
LAGOS - Glyndova (Nigeria) Ltd.  
LAS PALMAS - Blandy Bros. Shipping and Agency, S.A.  
LEOPOLDVILLE - Compagnie Congolaise de Commerce et de Représentation  
LOBITO - Hull, Blyth (Angola)  
LOURENÇO MARQUES - John T. Rennie and Sons  
LUANDA - Hull, Blyth (Angola)  
MASSAWA - Gellatly, Hankey and Co.  
MATADI - Compagnie Congolaise de Commerce et de Représentation  
MOMBASA - Smith, MacKenzie and Co. Ltd.  
MONROVIA - Farrell Lines  
NAIROBI - Smith, MacKenzie and Co. Ltd.  
NDOLA - London and Lancashire Ins. Co. Ltd.  
PIETERMARITZBURG - London and Lancashire Ins. Co. Ltd.  
PORT ELIZABETH - London and Lancashire Ins. Co. Ltd.  
PORT SAID - Mitchell Cotts and Co. (Middle East) Ltd.  
PORT SUDAN - Gellatly, Hankey and Co. (Sudan) Ltd.  
PRETORIA - London and Lancashire Ins. Co. Ltd.  
SALISBURY (Rhodesia) - London and Lancashire Ins. Co. Ltd.  
ST. VINCENT - Millers and Corys  
TANGIER - Jacques Lezra  
TENERIFE - Hamilton and Co.  
TRIPOLI (Libya) - P. Catsiapis and Sons  
ZANZIBAR - Smith, MacKenzie and Co. Ltd.

#### AUSTRALIA, NEW ZEALAND, FIJI

ADELAIDE - London and Lancashire Ins. Co.  
AUCKLAND - London and Lancashire Ins. Co. Ltd.  
BRISBANE - London and Lancashire Ins. Co. Ltd.  
CHRISTCHURCH - London and Lancashire Ins. Co. Ltd.  
DUNEDIN - London and Lancashire Ins. Co. Ltd.  
HAMILTON - London and Lancashire Ins. Co. Ltd.  
HOBART - Gibbs Bright and Co.  
LAUNCESTON - London and Lancashire Ins. Co. Ltd.  
MELBOURNE - London and Lancashire Ins. Co. Ltd.  
NAPIER - London and Lancashire Ins. Co. Ltd.  
PERTH - London and Lancashire Ins. Co. Ltd.  
SUVA - Morris Hedstrom Ltd.  
SYDNEY - London and Lancashire Ins. Co. Ltd.  
WELLINGTON - London and Lancashire Ins. Co. Ltd.

#### NORTH AMERICA

##### Canada, United States, Mexico

BOSTON - Royal Insurance Co.  
CALGARY - Royal Insurance Co.  
CHICAGO - Royal Insurance Co.  
EDMONTON - Royal Insurance Co.  
GALVESTON - Burton and Backenstoe  
HALIFAX - London and Lancashire  
HAMILTON, BERNUDA - Harwert and Richardson  
HAMILTON, CANADA - Payne and Hardy  
HONOLULU - B. F. Dillingham Co.  
LOS ANGELES - Standard Marine Insurance Co. Ltd.  
MEXICO CITY - W. A. Kennedy  
-do- - Henry L. Levy

#### NORTH AMERICA

Canada, United States, Mexico (continued)  
MONTREAL - London and Lancashire  
NEW YORK - Standard Marine Insurance Co. Ltd.  
NORFOLK - Henry Eggleton Co.  
PENSACOLA - C. W. Oliver  
PHILADELPHIA - Frank A. Hanley Co.  
PORTLAND - Landis, Pelletier and Parrish  
QUEBEC - Quebec Fire Assurance Co.  
ST. JOHN (N.B.) - J. M. Grant  
ST. JOHN'S (Nfld) - Bowring Brothers, Ltd.  
SAN FRANCISCO - Standard Marine Insurance Co. Ltd.  
SEATTLE - Standard Marine Insurance Co. Ltd.  
TAMPA - Peter Taylor  
TORONTO - Standard Marine Insurance Co. Ltd.  
VANCOUVER - London and Lancashire Ins. Co. Ltd.  
VERA CRUZ - Watson, Phillips y Cia.

For service in other U.S. Cities, call either General Adjustment Bureau, Inc. or Western Adjustment and Inspection Co.

#### SOUTH AMERICA, CENTRAL AMERICA, WEST INDIES

ANTIGUA - Geo. E. Bennett, Bryson and Co. Ltd.  
ANTOFAGASTA - Sociedad Commercial Cominsa Ltd.  
BARBADOS - Gardner, Austin and Co. Ltd.  
BELIZE (Br. Honduras) - Belize Estate and Produce Co. Ltd.  
BERBICE - Davsons Caribbean Agencies Ltd.  
BOGOTA - Royal Insurance Company  
BUENOS AIRES - London and Lancashire Ins. Co. Ltd.  
-do- - F. B. O'Grady and Cia.  
CALLAO - H. M. Beausire and Co.  
CARACAS - Inataca, S.A.  
CONCEPCION - Sociedad Commercial Cominsa Ltd.  
CORINTO - Hincel Hnos Co. Ltd.  
GEORGETOWN (Br. Guiana) - Davsons Caribbean Agencies Ltd.  
GUATEMALA CITY - Seguros Universales  
GUAYAQUIL - Commercial Anglo-Ecuadoriana S.A. Ltd.  
KINGSTON - R. S. Gamble and Co.  
LA GUAIRA - Alexander Fox  
LA PAZ - Cia Agencies Unidas  
LIMA - H. M. Beausire and Co.  
MANAGUA - Hincel Hnos Co. Ltd.  
MARACAIBO - Peritajes y Ajustes C. A.  
MONTEVIDEO - London and Lancashire Cia. "Anglo-Oriental" De Seguros  
NASSAU - R. H. Curry Co. Ltd.  
PANAMA CITY - René Miro S.A.  
POINT-A-PITRE - E. G. Martijn Import and Export  
PORT OF SPAIN - George F. Huggins Co. Ltd.  
PUERTO CABELLO - Leo Barry  
PUERTO LA CRUZ (Arzateague) - Capt. S. DeLesparda y Cia.  
QUITO - Sociedad Commercial Anglo-Ecuadoriana Ltda.  
RECIFE - Pedro G. Cardoso  
RIO DE JANEIRO - Royal Insurance Co.  
ROSEAU - H. H. V. Whitchurch  
SAN JOSE - Agencies Unidas S.A.  
SAN JUAN (Puerto Rico) - William Munch, Inc.  
SANTIAGO - Sociedad Commercial Cominsa Ltd.  
SAO PAULO (Incl. Santos) - Wood and Co. Ltd.  
ST. JOHN'S - George W. Bennett, Bryson and Co. Ltd.  
ST. KITTS - Delisle, Watyn and Co. Ltd.  
TRINIDAD - Gordon Grant and Co. Ltd.  
-do- - Geo. F. Huggins and Co. Ltd. - Port of Spain  
VALDIVIA - Williamson, Balfour and Co. S.A.  
VALPARAISO - Sociedad Commercial Cominsa Ltda.  
WILLEMSTAD - Maduro and Curiel's Bank



C/ADM 520 GEN.

f-16

UNITED NATIONS TECHNICAL ASSISTANCE BOARD CVC

Date 30 Sep 1965

Item for inclusion in Administrative Report (TAB) of 1 October 1965

Nº: 34 Item Nº: 22

From: C. Vrouvakis

Through E. Cacouris

Subject Form P-45 (1-62)



Would you please forward us, by airmail, 50 forms P-45 "Request for payment of education grant and related travel".

*[Handwritten signature]*



C/ADM 520 GEN

## UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 24/9/1965

Item for inclusion in Administrative Report (TAB) of 24 September 1965

N°: 38 Item N°: 8

From: I. Paquin

Through: E. Cacouris

Subject: UMS Forms

Would you kindly send by pouch 100 United Medical Service report  
forms in French.



*file*  
C/ADM 520 GEN

## UNITED NATIONS TECHNICAL ASSISTANCE BOARD

17 September 1965

Date \_\_\_\_\_  
17 September 1965

Item for inclusion in Administrative Report (TAB) of

N°: 37 Item N°: 23

I. Paquin

From:

E. Cacouris

Through:

Forms

Subject:

Will you please send by return pouch:

50 - Periodic Report - General Service - form P.93 English

1 pad - Contrat de louage - form P.77 (Special Service agreement in French)

We shall appreciate receiving an additional supply (1 carton each) by sea pouch.



~~REF~~ c/ADM 520 GEN

Letter  
Administrative ~~Report~~ N° 36 from New York dated 11 September 1965

SEP. 16 1965

ACTION

TO: *Yannaki*  
1 *Miss [unclear]*  
2  
3  
☐ - Action Completed  
☐ - Acknowledged  
☐ - No Action Required  
INITIALS *[initials]*

4. 200 Series Staff rules (your AL 35-2)

As requested, attached please find a supply of the 200 Series Staff rules in French, and its subsequent amendments.

50 COPIES RECEIVED  
WITH AMENDMENTS  
GIVEN TO MISS YANNAKI

RECEIVED 16/9/65  
*[Signature]*



Received

C/ADM 520 GEN

11 SEPT. 1965

NOTE FOR FILE

23 PADS OF F. 10 FORMS  
(VOUCHER FOR REIMBURSEMENT  
OF EXPENSES)

RECEIVED By POUCH 11/9

12 pads to Personnel

11 pads to Miss Yannaki

#5 5/9



*Handwritten signature*  
Registry  
13/9



C/ADM 520 GEN

~~Decker~~  
Administrative Report N° 35 from New York dated 10 September 1965



14.

JSPF Documents (Your 34/14)

Our 34/40 refers.



C/ FIN 500 GEN.

Administrative ~~Letter~~ Report N° 35 from New York dated 10 September 1965



10. Statement of Earnings (Year 34/10)  
Acknowledged.



*C/ADM 520 GEN.*

Administrative ~~XXXXXX~~ Report N° 34 from New York dated 3 September 1965

*copy*

SEP -7 5  
ACTION

TO:	<i>Ibis Paguin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS	<i>IP</i>

40. UNJSPF Documents (Your 34/14)

Enclosed are five copies each in french of the UNJSPF documents requested.

*kept by I. Paguin*



*C/ADM 520 GEN*

Administrative Report ~~XXXXXX~~ No 34 from New York dated 3 September 1965

SEP-7 65

ACTION

TO:	<i>Miss Paquin</i>
1	.....
2	.....
3	.....
<input checked="" type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS	<i>IP</i>

36.

Amendments, Staff Rules (Your 34/15)

Enclosed, as requested, are 10 copies each of English and French versions of Amendment 26 to the UN Staff Rules and Regulations, 100 Series.

Amendment 23 has already been incorporated into the Staff Rules and does not exist as a separate document in English. 10 copies of the French version are enclosed.

Amendment 24, in French, is enclosed in 10 copies. The English version is out-of-print.





C/ADM 520 GEN.

*File*

HY/el-j.

27 August 1965

Item for inclusion in Administrative Letter No: 34 Item No: 11

( 27 August 1965 )



From: H. Yannaki

Through: A.C. Gilpin, Deputy Resident Representative

Subject: Forms TAO-22 and TAO-23

We wish to remind you our AL 31/17 by which we were requesting  
a supply of the above forms in french. Please expedite.

*Supply received by A.L. 35 of 4/9.*  
*Given to Mr Yannaki 7/9*



C/ADM 520 GEN

IP/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 27 August 1965

Item for inclusion in Administrative Report (TAB) of 27 August 1965

No: 34 Item No: 14

From: Ida Paquin, Acting Chief Personnel Officer

Through:

Subject: JSPB documents



Will you please send by next pouch five copies each in French  
of the following documents of the UN Joint Staff Pension Fund:

Regulations (JSPB/G-4/Rev. 4)  
Administrative Rules (JSPB/G.5/Rev. 5)  
Explanatory Booklet (JSPB/G.7/Rev. 2)

We should appreciate receiving an additional supply of 25  
copies each in English and French by sea pouch.



C/ADM 520 GEN.

IP/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 27 August 1965

Item for inclusion in Administrative Report (TAB) of 27 August 1965

No: 34 Item No: 15

From: Ida Paquin, Acting Chief Personnel Officer

Through:

Subject: Amendments - Staff Rules

Will you kindly send us by return pouch 10 copies each in English and French of Amendments 23 through 26 of the 100 Series Staff Rules.





C/404 520 GEN.

Administrative ~~Report~~ N° 33 from New York dated 27 August 1965

SEP.-1 1965

ACTION

TO:	<i>Miss Paquin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- No Action Required
INITIALS	<i>IP</i>

2. Attendance Record Cards (Your 32/2)

.....

Reference is made to our 32/30.

The balance of the stock is enclosed herewith. *given to Inkuwe*



C/ADM 520 GEN

Administrative ~~Report~~ Report No 33 from New York dated 27 August 1965

SEP 1 1965

ACTION

TO:	<i>Miss Paquin</i>	IP
1	<i>Mr. Isurlian</i>	
2		
3		
<input type="checkbox"/>	- Action Completed	
<input type="checkbox"/>	- Acknowledged	
<input type="checkbox"/>	- No Action Required	
INITIALS .....		

40.

Request for Forms

Enclosed are several more pads of F.10 forms. Others will be forwarded with our next AR.

## UNITED NATIONS



NEW YORK

CABLE ADDRESS: UNATIONS NEWYORK

C/ADM 520 GEN

ULTIMATE CONSIGNEE <i>United Nations T.H.L.</i> <i>OMUC-6, P. 7248</i> <i>Leopoldville, Congo</i> <i>at. Deputy Dir. Ops. HST-60-272</i>				IN REPLY REFER TO: SHIPPING AUTHORIZATION NO. <i>PO-168</i> <i>June 30-65</i> (Date)	
FORWARDING AGENTS			AGENTS INSTRUCTIONS (Do not insure this shipment)		
CARRIER <i>Printed Matter</i>	BILL OF LADING	DEPARTURE date - DUE date		LOSS OR DAMAGE FOLLOW INSTRUCTIONS ON REVERSE SIDE	
REF. - REQUISITION NO. <i>H. 70-272</i>		PURCHASE ORDER No. <i>5-2905</i> <i>Receipt</i>		INSURANCE NO. INVOICE - VALUE INSURED VALUE	
ACCOUNT CODE NO. <i>10130-322</i>				<small>Insurance coverage ceases upon delivery to final destination, or until expiry 15 days after discharge (or 30 days if destination is outside port limits) or 60 days in South America, or 90 days on shipments via Magdalena River, or 7 days in Philippine Islands, whichever first occurs. To cover beyond those dates, or for coverage in storage prior shipment, you must request extension from Traffic Section, New York.</small>	
ATTACHMENTS				TRANSPORTATION CHARGES	
TYPE CONTAINER <i>ptys.</i> NUMBER <i>123</i> DESCRIPTION OF CONTENTS  <i>400 in P. 11 Forms Cong.</i> <i>400 " " " " " "</i>  <i>P. 11 Forms</i>					
TOTALS: PCS <i>3</i> WEIGHT <i>18</i> CUBE <i>1/2</i> APPROVED BY: _____ (Chief, Traffic Section)					
NOTE: RETURN ONE COPY OF THIS FORM TO: UNITED NATIONS NEW YORK, N.Y. ATTENTION: TRAFFIC SECTION <i>hs</i>			I certify that the above listed material was received in good condition  (Date) _____ (Signature) _____		

AUG 27 65  
ACTION

TO: *MISS YANNAKIS*

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

☐ - Action Con

☒ Acknowledge

☐ No Action F

INITIALS \_\_\_\_\_



**NOTE:** IF ANY SHIPMENT IS STORED FOR ANY PERIOD EITHER PRIOR SHIPMENT OR AFTER DELIVERY, EXTENSION INSURANCE MUST BE REQUESTED FROM TRAFFIC SECTION, NEW YORK, FAILURE TO INSPECT SHIPMENTS FOR LOSS OR DAMAGE IMMEDIATELY AFTER DELIVERY (UNLESS INSURANCE HAS BEEN EXTENDED) MAY RESULT IN CLAIM BEING UNACCEPTABLE.

1. United Nations Headquarters, New York, insures its shipments with the Standard Marine Insurance Co. under Open Policy 12747. This insurance, described below, covers shipments from New York, to New York, and to and from any other place in the world. THE EXCEPTION is that shipments forwarded to Geneva from any place, or forwarded from Geneva to any place (other than NY) will be handled by the Geneva office under a separate policy. Losses and damages on Geneva shipments will be handled by and reported to Geneva, while all other losses and damages will be handled by and reported to New York.

2. Listed below are agents of the Standard Marine Insurance Co. who are authorized to make direct settlement of your claim. Should the agent decline to make settlement, he should furnish you with a Survey Report, and other particulars, which you should forward to Traffic Section, Hdqtrs., New York, who will process the claim on your behalf. If there is no Standard Marine agent at destination, then you should contact the nearest Lloyd's of London representative, obtain a Survey Report, and forward same to Traffic Section. The cost of the Survey Report shall be borne by the UN office receiving organizational material, and by the staff member himself when personal or household

effects are involved. The cost of the Survey Report is reimbursable as part of your claim.

3. The UN self insures organizational property valued at \$50 or less. Personal and household effects are insured in accordance with Staff Rules at values listed by owner. Survey Reports are not necessary when damage or loss is less than \$50 but a full statement of particulars concerning the loss or damage should be submitted to the Traffic Section, together with an estimate of repairs on letterhead of a recognized firm. Normally claims paid will not exceed the listed value of the item.

#### IN THE EVENT OF LOSS OR DAMAGE TO U.N. PROPERTY

4. When goods are discharged from a carrier in apparent damaged condition, you should always file a claim against the carrier for damage prior to removing goods from carriers jurisdiction. At the same time ask carrier representatives to sign "an exception" admitting damage. If there is concealed loss or damage, which is not noted until goods have been opened, you should promptly file a claim against the carrier for damage.

5. Notify Traffic Section that damage has occurred.

6. Contact agent for Standard Marine Co. and ask for settlement. Always instruct the agent of the Open Policy number, present him with a copy of the bill of lading, repair estimate, and claim letter against carrier. Follow Par. 2 and 3 above.

#### IN THE EVENT OF LOSS OR DAMAGE TO PERSONAL OR HOUSEHOLD EFFECTS

7. Follow the same procedure stated in Par. 4, 5 and 6.

IMPORTANT: It shall be consignee's responsibility to furnish Underwriters with full documents necessary for subrogation of claim within one year of shipping date, otherwise claim under U.S. law will not be allowed.

REFER ALL DIFFICULTIES TO TRAFFIC SECTION, HEADQUARTERS, NEW YORK

### LIST OF REPRESENTATIVES FOR THE SETTLEMENT OF LOSSES AND/OR SURVEYS

#### EUROPE

AMSTERDAM - Boot, Gijon and Co.  
ANTWERP - Deckers and Mackelbert  
-do- - Gellatly, Hankey and Co.  
ATHENS - Edwin N. Saltiel Ltd.  
-do- - Th. J. Franghina  
BARCELONA - F. de A. Calzado  
BELFAST - London and Lancashire Ins. Co. Ltd.  
BIRMINGHAM - London and Lancashire Ins. Co. Ltd.  
BREMEN - F. Reck and Co.  
BUDAPEST - Kontrollburo General Goods Control Co. Ltd.  
COPENHAGEN (and all Denmark) - Th. Koch & Co.  
DUBLIN - London and Lancashire Ins. Co. Ltd.  
DUNKIRK - J. A. Bourbonnaud et Cie.  
GENEVA - Commissariat d'Avaries, S.A.  
GIBRALTAR - Ernest J. Guetta  
GLASGOW - London and Lancashire Ins. Co. Ltd.  
GOTHENBURG - Lindahl and Collin A/B  
HAMBURG - Gellatly, Hankey and Co.  
HAVRE - Paul Gihain  
HELSINKI - Lars Krogius  
HULL - Oughtred and Harrison, Ltd.  
LEEDS - London and Lancashire Ins. Co. Ltd.  
LISBON - James Rawes and Co. Ltd.  
LIVERPOOL - Standard Marine Ins. Co. Ltd.  
LONDON - Standard Marine Ins. Co. Ltd.  
MALMO - Frick and Frick Ltd.  
(With sub-agents at various places)  
MALTA - Thos. C. Smith and Co.  
MANCHESTER - Standard Marine Ins. Co. Ltd.  
MARSEILLES - Georges Croisy and Pierre Croze  
ODENSE - Chr. Clemmensen  
OPORTO - Rawes and Co. Ltd.  
OSLO - Chr. Thorbjornsen  
PARIS - J. Rohida et Cie.  
PIRAEUS - See Athens  
PRAGUE - Statni Pospistovna  
REYKJAVIK - S. Einarsson  
ROME and all Italian Cities - Amministrazione MacKenzie  
ROTTERDAM - John Hudig and Son  
SALONIKA - Edwin N. Saltiel Ltd.  
STOCKHOLM - Frick and Frick Ltd.  
TRIESTE - E.H. Greenham and Co.  
VIENNA - Control C. G.M.B.H.  
ZURICH - Commissariat d'Avaries, S.A.

#### NEAR EAST

ADEN - Luke Thomas and Co. Ltd.  
AIHAWZ - Gray, MacKenzie Co. Ltd.  
AMMAN - Steel, Bros. and Co. Ltd.  
BAHREIN - Gray, MacKenzie Co. Ltd.  
BEYROUT - G. Tattarachi and Co.  
BUNDAR-ABBAS - Gray, MacKenzie and Co. Ltd.  
BUSHIRE - Gray, MacKenzie and Co. Ltd.  
BUSREH - Busreh Slipway Co.  
DAMASCUS - George Tattarachi  
c/o Arab Maritime Agencies  
DUBAI - Gray, MacKenzie and Co.  
FAMAGUSTA (Cyprus) - Orphanides and Murat  
HAIFA - Jona Kuebler Ltd.  
JEDDAH - Gellatly, Hankey and Co.  
KHORRAMSHAHR - Gray, MacKenzie and Co. Ltd.  
KUT - Gray, MacKenzie and Co. Ltd.  
KUWAIT - Gray, MacKenzie and Co. Ltd.  
LATTAKIA - George Tattarachi  
c/o Arab Maritime Agencies  
LIMASSOL (Cyprus) - Geo. Nicolaides  
MUSCAT - Gray, MacKenzie and Co.  
TEHERAN - Gray, MacKenzie and Co. Ltd.  
TEL AVIV, JAFFA - Jona Kuebler Ltd.  
TRIPOLI (Lebanon) - George Tattarachi and Co.

#### AFGHANISTAN, INDIA, PAKISTAN, BURMA, SOUTH-EAST ASIA, etc.

ALLEPPEY - Darragh, Smail and Co. Ltd.  
BANGALORE - London and Lancashire  
BANGKOK - The Borneo Co. Ltd.  
BHEEMUNIPATNAM - Ripley and Co. Pvt. Ltd.

#### AFGHANISTAN, INDIA, PAKISTAN, BURMA, SOUTH-EAST ASIA, etc. (continued)

BOMBAY - London and Lancashire Ins. Co. Ltd.  
BRUNEI - Harrisons and Crosfield (Borneo) Ltd.  
CALCUTTA - London and Lancashire Ins. Co. Ltd.  
COCANADA - Ripley and Co.  
COCHIN - Wm. Goodacre and Sons Ltd.  
COLOMBO - The Colombo Commercial Co. Ltd.  
COMINATORE - Harrisons and Crosfield  
DELHI - London and Lancashire Ins. Co. Ltd.  
DJAKARTA - International Assurantie Bedrijf N. V.  
GALLE - Clark, Spence and Co.  
JESSELTON - Harrisons and Crosfield (Borneo) Ltd.  
KABUL - Shourie Freres  
KANPUR - London and Lancashire Ins. Co. Ltd.  
KARACHI - London and Lancashire Ins. Co. Ltd.  
KOKHIKODE - William Goodacre and Sons  
KUALA LUMPUR - London and Lancashire  
KUCHING (Sarawak) - Sime, Darby (Borneo) Ltd.  
LABUAN - Harrisons and Crosfield (Borneo) Ltd.  
LAHORE - London and Lancashire Ins. Co. Ltd.  
LUCKNOW - London and Lancashire Ins. Co. Ltd.  
MACASSAR - International Crediet and Handels-Vereeniging "Rotterdam"  
MADRAS - Wilson and Co.  
MAHE - Hunt, Deltel and Co.  
MORMUGAO - West Coast Agencies Ltd.  
NEGAPATAM - The Maduro Co. Ltd.  
PENANGY - Boustead and Co. Ltd.  
PHILIPPINE ISLANDS (Manila) - Wise and Co. Inc.  
PORT LOUIS - Ireland, Fraser and Co.  
RANGOON - Heilgers (Burma) Ltd.  
SANDAKAN - Harrisons and Crosfield (Borneo) Ltd.  
SEMARANG - International Crediet and Handels-Vereeniging "Rotterdam"  
SIBU (Sarawak) - Sime, Darby (Borneo) Ltd.  
SINGAPORE - London and Lancashire Ins. Co. Ltd.  
ST. DENIS - Societe Commerciale Maurice Reunion Ltd.  
SURABAYA - N. V. International Assurantie Bedrijf (Gedung Internatio)  
TUTICORIN - A and F Harvey Ltd.  
VISAKHAPATNAM - Ripley and Co. Pvt. Ltd.

#### CHINA, JAPAN, OKINAWA, KOREA

FORMOSA (Taiwan) - Jardine, Matheson and Co. Ltd.  
HONG KONG - Butterfield and Swire  
KOBE - Butterfield and Swire (Japan) Ltd.  
OKINAWA - Underwriters Adjustment Co. Inc.  
OSAKA - Butterfield and Swire (Japan) Ltd.  
PUSAN - Hyosung Shipping Corp.  
TOKYO - Butterfield and Swire (Japan) Ltd.  
YOKOHAMA - Butterfield and Swire (Japan) Ltd.

#### AFRICA

ACCRA - The West Coast Insurance Ltd.  
ADDIS ABABA - Gellatly, Hankey and Co.  
ALEXANDRIA - R. J. Moss and Co.  
ASMARA - Gellatly, Hankey and Co.  
ASSAB - Gellatly, Hankey and Co.  
BATHURST - S. Madi Ltd.  
BEIRA - Allen, Wack and Shepherd Ltd.  
BENGHAZI - Mitchell Cotts and Co. (Libya) Ltd.  
BISSAO - A. Sotto Maior  
BULAWAYO - Resident Inspector, London and Lancashire Ins. Co. Ltd.  
CAIRO - P. L. Cappiello  
CAPETOWN - London and Lancashire Ins. Co. Ltd.  
CASABLANCA - R. and P. Barthelemy  
DAKAR - Union Maritime et Commerciale  
DAR-ES-SALAAM - Smith, MacKenzie and Co. Ltd.  
DJIBOUTI - Gellatly, Hankey and Co.  
DURBAN - London and Lancashire Ins. Co. Ltd.

#### AFRICA (continued)

EAST LONDON - Watson's Shipping (Pty) Ltd.  
FREETOWN - Lucien Genet (Agencies) Ltd.  
FUNCHAL - Blandy Bros. and Co.  
JOHANNESBURG - London and Lancashire Ins. Co. Ltd.  
KAMPALA - Boodybrook Ltd.  
KHARTOUM - Gellatly, Hankey and Co. (Sudan) Ltd.  
(with branches at various places)  
KILINDINI - Smith, MacKenzie and Co. Ltd.  
KITWE - London and Lancashire Ins. Co. Ltd.  
LAGOS - Glydova (Nigeria) Ltd.  
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LOURENÇO MARQUES - John T. Rennie and Sons  
LUANDA - Hull, Blyth (Angola)  
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MATADI - Compagnie Congolaise de Commerce et de Représentation  
MOMBASA - Smith, MacKenzie and Co. Ltd.  
MONROVIA - Farrell Lines  
NAIROBI - Smith, MacKenzie and Co. Ltd.  
NDOLA - London and Lancashire Ins. Co. Ltd.  
PIETERMARITZBURG - London and Lancashire Ins. Co. Ltd.  
PORT ELIZABETH - London and Lancashire Ins. Co. Ltd.  
PORT SAID - Mitchell Cotts and Co. (Middle East) Ltd.  
PORT SUDAN - Gellatly, Hankey and Co. (Sudan) Ltd.  
PRETORIA - London and Lancashire Ins. Co. Ltd.  
SALISBURY (Rhodesia) - London and Lancashire Ins. Co. Ltd.  
ST. VINCENT - Millers and Corys  
TANGIER - Jacques Lezra  
TENERIFE - Hamilton and Co.  
TRIPOLI (Libya) - P. Catsiapis and Sons  
ZANZIBAR - Smith, MacKenzie and Co. Ltd.

#### AUSTRALIA, NEW ZEALAND, FIJI

ADELAIDE - London and Lancashire Ins. Co.  
AUCKLAND - London and Lancashire Ins. Co. Ltd.  
BRISBANE - London and Lancashire Ins. Co. Ltd.  
CHRISTCHURCH - London and Lancashire Ins. Co. Ltd.  
DUNEDIN - London and Lancashire Ins. Co. Ltd.  
HAMILTON - London and Lancashire Ins. Co. Ltd.  
HOBART - Gibbs Bright and Co.  
LAUNCESTON - London and Lancashire Ins. Co. Ltd.  
MELBOURNE - London and Lancashire Ins. Co. Ltd.  
NAPIER - London and Lancashire Ins. Co. Ltd.  
PERTH - London and Lancashire Ins. Co. Ltd.  
SUVA - Morris Hedstrom Ltd.  
SYDNEY - London and Lancashire Ins. Co. Ltd.  
WELLINGTON - London and Lancashire Ins. Co. Ltd.

#### NORTH AMERICA

##### Canada, United States, Mexico

BOSTON - Royal Insurance Co.  
CALGARY - Royal Insurance Co.  
CHICAGO - Royal Insurance Co.  
EDMONTON - Royal Insurance Co.  
GALVESTON - Burton and Backenstoe  
HALIFAX - London and Lancashire  
HAMILTON, BERMUDA - Harwett and Richardson  
HAMILTON, CANADA - Payne and Hardy  
HONOLULU - B. F. Dillingham Co.  
LOS ANGELES - Standard Marine Insurance Co. Ltd.  
MEXICO CITY - W. A. Kennedy  
-do- - Henry L. Levy

#### NORTH AMERICA

##### Canada, United States, Mexico (continued)

MONTREAL - London and Lancashire  
NEW YORK - Standard Marine Insurance Co. Ltd.  
NORFOLK - Henry Eagleton Co.  
PENSACOLA - C. W. Oliver  
PHILADELPHIA - Frank A. Hanely Co.  
PORTLAND - Landis, Pelletier and Parrish  
QUEBEC - Quebec Fire Assurance Co.  
ST. JOHN (N.B.) - J. M. Grant  
ST. JOHN'S (Nfld) - Bowring Brothers, Ltd.  
SAN FRANCISCO - Standard Marine Insurance Co. Ltd.  
SEATTLE - Standard Marine Insurance Co. Li  
TAMPA - Peter Taylor  
TORONTO - Standard Marine Insurance Co. Li  
VANCOUVER - London and Lancashire Ins. Co. Ltd.  
VERA CRUZ - Watson, Phillips y Cia.

For service in other U.S. Cities, call either General Adjustment Bureau, Inc. or Western Adjustment and Inspection Co.

#### SOUTH AMERICA, CENTRAL AMERICA, WEST INDIES

ANTIGUA - Geo. E. Bennett, Bryson and Co. Ltd.  
ANTOFAGASTA - Sociedad Commercial Cominsa Ltda.  
BARBADOS - Gardiner, Austin and Co. Ltd.  
BELIZE (Br. Honduras) - Belize Estate and Produce Co. Ltd.  
BERBICE - Davsons Caribbean Agencies Ltd.  
BOGOTA - Royal Insurance Company  
BUENOS AIRES - London and Lancashire Ins. Co. Ltd.  
-do- - F. B. O'Grady and Cia.  
CALLAO - H. M. Beausire and Co.  
CARACAS - Imataca, S.A.  
CONCEPCION - Sociedad Commercial Cominsa Ltda.  
CORINTO - Hinkel Hnos Co. Ltd.  
GEORGETOWN (Br. Guiana) - Davsons Caribbean Agencies Ltd.  
GUATEMALA CITY - Seguros Universales  
GUAYAQUIL - Commercial Anglo-Ecuatoriana S.A. Ltda.  
KINGSTON - R. S. Gamble and Co.  
LA GUAIARA - Alexander Fox  
LA PAZ - Cia. Agencies Unidas  
LIMA - H. M. Beausire and Co.  
MANAGUA - Hinkel Hnos Co. Ltd.  
MARACAIBO - Peritajes y Ajustes C. A.  
MONTEVIDEO - London and Lancashire Cia. "Anglo-Oriental" De Seguros  
NASSAU - R. H. Curry Co. Ltd.  
PANAMA CITY - René Miro S.A.  
POINT-A-PITRE - E. G. Martijn Import and Export  
PORT OF SPAIN - George F. Huggins Co. Ltd.  
PUERTO CABELLO - Leo Barry  
PUERTO LA CRUZ (Anzoategui) - Capt. S. DeLaparday y Cia.  
QUITO - Sociedad Commercial Anglo-Ecuatoriana Ltda.  
RECIFE - Pedro G. Cardoso  
RIO DE JANEIRO - Royal Insurance Co.  
ROSEAU - H. H. V. Whitchurch  
SAN JOSE - Agencies Unidas S.A.  
SAN JUAN (Puerto Rico) - William Munch, Inc.  
SANTIAGO - Sociedad Commercial Cominsa Ltda.  
SAO PAULO (Incl. Santos) - Wood and Co. Ltd.  
ST. JOHN'S - George W. Bennett, Bryson and Co. Ltd.  
ST. KITTS - Delisle, Watwyn and Co. Ltd.  
TRINIDAD - Gordon Grant and Co. Ltd.  
-do- - Geo. F. Huggins and Co. Ltd. - Port of Spain  
VALDIVIA - Williamson, Balfour and Co. S.A.  
VALPARAISO - Sociedad Commercial Cominsa Ltda.  
WILLEMSTAD - Maduro and Curiel's Bank

Any loss or claim under this certificate shall be paid at the current rate of exchange



Administrative  
Report

No

32

from New York dated 20 August 1965

ADM 520



30.

Attendance Record Cards (Your 32/2)

Enclosed herewith is part of the stock of 1965-66 Attendance Record cards requested. Part will be forwarded with our next pouch.

Given to Mr. Ismirlian on 24/8  
YH



C/ADM 520 GEN.



C/ADM 520 GEN.

Admin. Report No. 31  
JAD/TAB - NEW YORK HEADQUARTERS

- 5 -

13 August 1965

32. Claims for Compensation for Loss of Personal Effects (Your 30/20)

.....  
Enclosed are copies of ST/AI/149 in French and English, as requested.

V. ADDITIONAL PERSONNEL ITEM

(2) copies sent to Personnel  
(1) to Yamaki. Rest to Registry  
by M. Stewart

C/ADM 520 GEN

Administrative Letter No 32 from New York dated 10 August 1965  
Report

AUG 16 1965

ACTION

TO:	<i>Mr. Ismailian</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS	.....

*[Handwritten signature]*

✓ 14. Supply of Forms (your AL 30-16)

Attached as requested is the supply of Education Grant forms TAO 50 (2-64).



*file e/ADH 520 GEN.*

HY/ol-j.

6 August 1965

Item for inclusion in Administrative Letter No: 31 Item No: 17

( 6 August 1965 )



From: H. Yannaki

Through: A.C. Gilpin, Acting Resident Representative

Subject: Medical Claims - Forms TAO-22 and TAO-23

We should be grateful for a despatch by next air pouch of 100 of each of the above forms in French. A further quantity of 300 each could be sent by sea pouch.



C/Adm 520 GEN

IP/ef

UNITED NATIONS TECHNICAL ASSISTANCE BOARD

Date 6 August 1965

Item for inclusion in Administrative Report (TAB) of **13 August 1965**

No: **32** Item No: **2**

From: **Ida Paquin, Acting Chief Personnel Officer**

Through:

Subject: **Attendance record cards**

We understand that attendance record cards for 1965/1966 were printed in July.

We would appreciate receiving 350 of these cards at your earliest convenience.





C/ADM 520 GEN.

Administrative ~~Letter~~ No 30 from New York dated 6 August 1965  
Report

AUG 10 1965  
ACTION

TO:	<i>Miss Poquin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- No Action Required
INITIALS	<i>IP</i>

*supply kept by Personnel.*

✓ 2. Request for Forms (Your 29/2)

Enclosed, as requested.

## QUESTIONNAIRE A REMPLIR LORS DE L'ENTREE EN FONCTIONS

1) Nom et prénoms (le cas échéant, nom de jeune fille)		2) Fonctions		Catégorie-Classe		3) Département-Division	
4) Date de nomination		5) Type de nomination		6) Lieu de naissance		7) Date de naissance	
8) Lieu de résidence au moment de l'offre d'engagement		9) Domicile permanent		10) Adresse à New-York		11) Nationalité	
12) Type et No du visa No d'immatric. d'étranger		13) Type et No du passeport		14) Date et lieu de délivrance du passeport		15) Date et point d'entrée aux E.U.	
16) Date et heure de départ		17) Date et heure d'arrivée au Siège		18) Nom de jeune fille de la femme		19) Date du mariage	
20) RENSEIGNEMENTS CONCERNANT VOTRE FEMME (OU VOTRE MARI) ET VOS ENFANTS. INDIQUEZ POUR CHACUN D'EUX, DANS LA CASE "SOUTIEN PRINC.", SI VOUS ÊTES LEUR PRINCIPAL SOUTIEN. VOUS DEVREZ FOURNIR, POUR CHAQUE ENFANT INSCRIT COMME ÉTANT À VOTRE CHARGE, UN EXTRAIT DE NAISSANCE OU UNE AUTRE PIÈCE À L'APPUI. SI VOUS AVEZ UN PÈRE, UNE MÈRE, DES FRÈRES ET SOEURS DONT VOUS ÊTES LE PRINCIPAL SOUTIEN, DONNEZ ÉGALEMENT TOUS RENSEIGNEMENTS LES CONCERNANT.						21) RENSEIGNEMENTS CONCERNANT LES DOMESTIQUES À VOTRE SERVICE AUX E.U. ET TITULAIRES D'UN VISA G-5.	
A) Nom du parent		B) Nom du parent		A) Nom			
Adresse actuelle		Adresse actuelle		Nationalité		Date et No du visa	
Degré de parenté	Type et No du visa (aux E.U.) No d'immatric. d'étranger	Degré de parenté	Type et No du visa (aux E.U.) No d'immatric. d'étranger	Date de naissance		Employé(e) comme:	
Nationalité	Date de naissance Soutien princ. oui <input type="checkbox"/> non <input type="checkbox"/>	Nationalité	Date de naissance Soutien princ. oui <input type="checkbox"/> non <input type="checkbox"/>	No du Passeport		Date et point d'entrée aux E.U.	
No du passeport	Date et point d'entrée aux E.U.	No du passeport	Date et point d'entrée aux E.U.	B) Nom			
Date, heure et lieu de départ	Date et heure d'arrivée à N.Y.	Date, heure et lieu de départ	Date et heure d'arrivée à N.Y.	Nationalité		Date et No du visa	
C) Nom du parent		D) Nom du parent		Date de naissance		Employé(e) comme:	
Adresse actuelle		Adresse actuelle		No du passeport		Date et point d'entrée aux E.U.	
Degré de parenté	Type et No du visa (aux E.U.) No d'immatric. d'étranger	Degré de parenté	Type et No du visa (aux E.U.) No d'immatric. d'étranger	24) Indiquez le nom des personnes à votre charge autres que vos enfants (voir question 20). Indiquez dans quelle mesure et depuis quand chacune d'elles est à votre charge. Prière de fournir des pièces à l'appui.			
Nationalité	Date de naissance Soutien princ. oui <input type="checkbox"/> non <input type="checkbox"/>	Nationalité	Date de naissance Soutien princ. oui <input type="checkbox"/> non <input type="checkbox"/>				
No du passeport	Date et point d'entrée aux E.U.	No du passeport	Date et point d'entrée aux E.U.				
Date, heure et lieu de départ	Date et heure d'arrivée à N.Y.	Date, heure et lieu de départ	Date et heure d'arrivée à N.Y.				
22) Personne à prévenir en cas d'accident Nom: Adresse:  Degré de parenté:		23) Si certains des enfants inscrits plus haut (question 20) sont des enfants adoptifs ou des enfants d'un précédent mariage de votre conjoint, veuillez l'indiquer en précisant si vous êtes leur principal soutien.					
25) D'autres membres de votre famille sont-ils employés par les Nations Unies? Oui <input type="checkbox"/> Non <input type="checkbox"/> Dans l'affirmative, indiquez leur nom et le degré de parenté.		26) Si vous avez droit à participer à la Caisse commune des pensions, indiquez si vous avez déjà été employé par les Nations Unies. Oui <input type="checkbox"/> Non <input type="checkbox"/> Dans l'affirmative, indiquez dans quelle organisation et à quelles dates.  Avez-vous été fonctionnaire de votre Gouvernement et affilié à une Caisse nationale de retraite? Oui <input type="checkbox"/> Non <input type="checkbox"/>		27) Je certifie que les renseignements qui précèdent sont véridiques et que j'informerai immédiatement le Service du personnel de tout changement éventuel			
				Signature du fonctionnaire			
				Date [T. SVP]			



## DESIGNATION, CHANGEMENT OU SUPPRESSION DE BENEFICIAIRE

Je soussigné(e) \_\_\_\_\_, né(e) le \_\_\_\_\_,  
(nom et prénoms dactylographiés ou en caractères d'imprimerie) (jour, mois, année)

annulant toute désignation de bénéficiaire que j'ai pu faire concernant les sommes que l'ONU me doit ou pourra me devoir, donne pouvoir et mandat à l'ONU de verser à mon décès toutes sommes qui me seront dues - exception faite de celles qui figureront à mon crédit à la Caisse commune des pensions - au(x) bénéficiaire(s) désigné(s) ci-après:

NOM ET ADRESSE DE CHAQUE BENEFICIAIRE	AGE	DEGRE DE PARENTE	PART A VERSER A CHACUN

S'il y a plus d'un bénéficiaire et sauf instructions contraires ci-dessus la part du ou des bénéficiaires qui viendraient à décéder avant moi devra être répartie également entre les bénéficiaires survivants ou versée en totalité à l'unique bénéficiaire survivant. Si aucun des bénéficiaires désignés ne me survit, la totalité de la somme sera versée à ma succession.

Je me réserve expressément le droit d'annuler ou de changer toute désignation de bénéficiaire à tout moment, de la façon et dans les formes prescrites par l'Organisation des Nations Unies, à l'insu et sans le consentement du bénéficiaire.

\_\_\_\_\_  
Signature complète de l'intéressé(e)

### TEMOINS

Nous soussignés, n'ayant aucun intérêt pécuniaire direct ou indirect en la matière, certifions que la déclaration qui précède a été signée en notre présence simultanée le \_\_\_\_\_ 19\_\_\_\_  
(jour et mois)

\_\_\_\_\_  
Signature du témoin

\_\_\_\_\_  
Adresse du témoin

\_\_\_\_\_  
Signature du témoin

\_\_\_\_\_  
Adresse du témoin

### SERMENT

#### SERMENT OU DECLARATION QUE DOIT FAIRE TOUT FONCTIONNAIRE DU SECRETARIAT:

"Je jure solennellement (*je prends l'engagement solennel, je fais la déclaration ou la promesse solennelle*) d'exercer en toute loyauté, discrétion et conscience les fonctions qui m'ont été confiées en qualité de fonctionnaire international de l'Organisation des Nations Unies, de m'acquitter de ces fonctions et de régler ma conduite en ayant exclusivement en vue les intérêts de l'Organisation, sans solliciter ni accepter d'instructions d'aucun Gouvernement ou autre autorité extérieure à l'Organisation, en ce qui concerne l'accomplissement de mes devoirs."

SIGNATURE \_\_\_\_\_

ADRESSE \_\_\_\_\_

DATE \_\_\_\_\_



5 August 1965

e/ADM 520 GEN

Item for inclusion in Administrative Letter No:

31

Item No:

9

( 6 August 1965 )

From: H. Yannaki

Through: A.C. Gilpin, Acting Resident Representative

Subject: Staff Rules re Technical Assistance Project Personnel

We have been requested by the ~~WHO~~ Chief of Mission to provide him with one up-to-date french copy of 200 series rules, to help french speaking experts to follow administrative procedures. Your early action would be appreciated.



X-ref: e/PER 000 (6-1) WMO





*C/PER 000 (1-12)*

*C/ADM 520 GEH*

C ADM 430 GEN

29 July 1965

To: Mr. V. Papé, Acting Chief General Services

From: Kai Mortensen, Chief Transport Officer

Subject: Photocopying Machine

The Transport Section frequently requires photocopies to be made of incoming correspondence, certificates and documents in order to give proper distribution to such papers within as well as outside of the section. Such photocopying is presently done on machines located far from the Transport Section offices at a considerable loss in time.

It would be appreciated, therefore, if you would look into the possibility of providing my office with a photocopying machine. This machine could, if need be, be shared with the Personnel Section located on the same floor.

cc: Miss I. Paquin, Acting Chief Personnel Officer

*Personnel Section is satisfied with  
the use of Registry's photocopying machine.  
IP*

JUL 30 1965

ACTION INFO

TO:	<i>Miss Paquin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	Action Completed
<input type="checkbox"/>	Acknowledged
<input checked="" type="checkbox"/>	No Action Required
INITIALS	<i>IP</i>



File

C/ADM 520 GEN SI/fm

28 July 1965

Item for inclusion in Administrative Letter to N.Y. N<sup>o</sup>: 30 Item N<sup>o</sup>: 16

( 30 July 1965 )

FROM: S. Ismirlian  
THROUGH: I. Paquin *Ida Paquin*  
SUBJECT: Supply of forms

Our stock of Education Grant forms TAO-50 (2-64) is exhausted and we would be grateful if you would dispatch a small supply by air pouch, at your earliest convenience, in order to enable us to meet with our immediate requirements.





**ONUC**  
**PURCHASING & SUPPLY SECTION**  
**TRAFFIC AND WAREHOUSING UNIT**

CONSIGNEE : PERSONNEL SECTION  
H.Q. LE ROYAL

*C/ADM 520 GEN*

LOAD NOTE No. TAB/374  
 DATE 28-7-65  
 S. A. 0 - 3

35,000 - 11.63 - Elite 23765

S/S	AFRICAN GROVE <del>ex</del> AFRICAN LIGHTNING	9/7/65	B/L <u>2 WANDIA</u> <u>ex 701 N.Y.</u>	WAGON <u>5252</u>	LT <u>0191.491</u>
-----	--------------------------------------------------	--------	-------------------------------------------	-------------------	--------------------

EQN. No.	QTY	UNIT	COMMODITY	WEIGHT KGS.
ASTAO / 253	-1-	ctn	FORMS TAO/52	
<p style="font-size: 2em; color: blue;">10 Pads (ref: A.L. 62/B of 18/12/64)</p> <p style="font-size: 1.5em; color: blue;">sent to Miss Yannaki on 30/7/65</p> <p style="color: blue;">JP</p>				

RECEIVED ABOVE CARGO FOR TRANSPORTATION IN  
 CONDITION AS STATED ABOVE  
 TRANSPORT N°

REMARKS BY CONSIGNEE :

SIGNATURE OF TRANSPORTER



SIGNATURE

NAME IN BLOCK LETTERS :  
 TITLE & IC. N°  
 DATE

*[Handwritten signature]*  
*[Handwritten: 29 July 1965]*

C/ADM 520 GEN.

Administrative ~~Letter~~ No 28 from New York dated 23 July 1965  
Report

JUL 27 1965  
ACTION

TO:	<i>Miss Paquin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/> - Action Completed	
<input type="checkbox"/> - Acknowledged	
<input checked="" type="checkbox"/> - No Action Required	
INITIALS	<i>I.P.</i>

10.

Service Benefit - Repatriation Grant - JSPF (Your 28/2)

Two copies of Circular ST/ADM/SER.A/914 are enclosed, as requested.

*one copy sent to Miss Paquin  
27/7/65 FAH.*

① Copy to Documents Cabinet. 29/7 ff.



E/ADH 520 GEN.

Administrative ~~Letter~~ No 28 from New York dated 23 July 1965  
Report

JUL 27 1965  
ACTION

TO:	<i>Miss Paquin</i>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- No Action Required
INITIALS	<i>LP</i>

4.

Staff Rules Amendments (Your 27/15)

Please refer to our AR/26/28.

C/ADM 520 GEN

RECEIVED BY A.L. No. 29  
from N.Y. dated 20 July 65

---

Supply of F. 48 forms (cards)  
(Authorization to Deposit Cheques)

---

Given to Miss Jannaki, 641  
on 23/7/65.

L. Pendlebury  
REGISTRY



C/ADM 520 GEN.

16 July 1965

IP/cvo

Item for inclusion in Administrative Report No: 29 Item No: 2

of Friday 23 July 65

From: Ida Paquin

Subject: Request for forms



We would appreciate your sending us a small supply (100-) of  
"Designation, Revocation or change of Beneficiary" forms, in French,  
at your early convenience.

C/ADM 520 GEM.

Administrative ~~Letter~~ Report No 26 from New York dated 9 July 1965

JUL 13 1965

ACTION

TO:	<i>Mr. Coeouis</i>
1	.....
2	.....
3	.....
<input checked="" type="checkbox"/>	Action Completed
<input type="checkbox"/>	Acknowledged
<input type="checkbox"/>	No Action Required
INITIALS	<i>IP</i>

28.

Staff Rules (your 24/13)

Further to our 25/12, we are enclosing the French copies of Amendment 27 which did not arrive in time to be enclosed with our AR/25.

Taken by Ida Papu 14.7.65



C/ADD 520 GEN.

Administrative ~~Letter~~ No 26 from New York dated 9 July 1965  
Report

JUL 13 1965  
ACTION

TO:	<u>Mr. ISMIRLIAN</u>
1	.....
2	.....
3	.....
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- No Action Required
INITIALS .....	

6.

Supply of P-84 forms (your 25/7)

The Report on Dependency Status forms are enclosed, as requested.

*file*  
C/ADM 520 GEN

8 July 1965

Item for inclusion in Administrative Report No: 27 Item No: 14

(9 July 1965)

From : E. Cacouris

Subject : Staff Rules Amendments (Your AR 25-12)

The French copy of Amendment 27 has not been received.  
Please forward.

In this connection, we wish to remind you of our  
request for five copies each of the English and French  
texts of the amendments, contained in our AR 24-13.



*Ref: C/PER 000(2) EVim*

9 July 1965

TO: Mr. Jacques Weille, Administrative Officer a.i.  
TAB Elisabethville

FROM: E. Cacouris, Chief Personnel Officer

SUBJECT: TAD.50 forms (Request for payment of education grant)

..... As requested by your memorandum of 5 July 1965, Ref. EV/PER/S11, we enclose herewith a small supply of TAD.50 forms.

Please ask eventual claimants to provide all the information as indicated on the TAD.50 forms, otherwise we shall find ourselves compelled to return to those concerned any forms that would not be completed as required.

Administrative ~~Letter~~ No 25 from New York dated 3 July 1965  
Report

C/ADM 520 GEN

~~C/PER 422/2~~

1 JUL - 7 1965

ACTION

TO:	<u>Mr. [unclear]</u>
1	<u>Mr. [unclear]</u>
2	<u>Mr. [unclear]</u>
3	
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input checked="" type="checkbox"/>	- No Action Required
INITIALS .....	

✓  
.....  
20.

Claim form for medical care (your AR 25/19).

Forwarded herewith as requested is a supply of the above form.



9/ADM 520 GEN.

Administrative ~~Letter~~ Report No 25 from New York dated 2 July 1965

1 JUL - 7 965

ACTION

TO:	<u>M. Caron's</u>
1	.....
2	.....
3	.....
<input checked="" type="checkbox"/>	Action Completed
<input type="checkbox"/>	Acknowledged
<input type="checkbox"/>	No Action Required
INITIALS	<u>GC</u>

12. Staff Rules Amendments (your AR 24/13).

Forwarded herewith are copies in English and French of Amendment 27 of the Staff Rules.

*File* C/ADM 520 GEN  
HY/jet

2 July 1965

Item for inclusion in Administrative Letter N°: *26* item N°: *12*

( 2 July 1965 )

FROM: Helen Yannaki  
THROUGH: Mr. A. C. Gilpin, Acting Resident Representative  
SUBJECT: Designation, change, or revocation of beneficiary forms

We would be grateful if you could supply  
us with 200 copies of the above forms (P.73 - 2-56)  
by next <sup>*air mail*</sup> as our stocks are exhausted.



C/ADM 520

Letter  
Administrative ~~Report~~ No. 27 from New York dated 28 June 1965

8. Staff Rules (your AL 24-10)

✓  
As requested, enclosed please find five up-to-date copies of each of the English and French texts of the 200 Series Staff Rules. Copies of any future amendments will be sent to you in due course.

enclosures: given to Mr. Roemer's 1/7/65-



C/ADM 520

Administrative Letter  
~~Report~~ No. 27 from New York dated 28 June 1965

✓ 27. Supply of forms (your AL 24-19) C/ADM 520

..... We are enclosing as requested Salary Assignment forms, Education Grant TAO 50 and ASTAO 44, and TAO 22 English and French versions. The remainder will follow by next pouch, as soon as we obtain them from the departments concerned.

*Given to Mr. Jannaki 1/7/65*



C/ADM 520 GEN file

HY/fm

22 June 1965

87

Item for inclusion in Administrative Report N°: 25 Item N°: 7

( 25 June 1965 )

FROM: H. Yannaki

THROUGH : E. Cacouris

SUBJECT: Supply of P.84 forms

We would be grateful if you could send us by the next air pouch 100 copies of P.84 forms (Report on dependency status), as our stock is almost exhausted.



~~C/PER 402/2~~  
*file*  
C/ADM 520 GEN  
25 June 1965

Item for inclusion in Administrative Report N°: 25 Item N°: 19

( 25 June 1965 )

FROM: H. Yannaki  
THROUGH: E. Cacouris  
SUBJECT: Claim Forms for Medical Care

We would appreciate receiving by the next air pouch 200 copies of  
HAC.3 CHM (6-61) forms in respect of claims under Group Medical Insurance  
plan.



C/ADM 520 GEN

JAD/TAB Administrative Report N° 23 dated 18 June 1965, from New York.

ADM

JUN22 965

ACTION

TO:	Miss Yamaki
1	.....
2	.....
3	.....
<input checked="" type="checkbox"/>	- Action Completed
<input checked="" type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS	.....

17

30.

Request P.11 Forms (Your Cable 986)

We have forwarded by pouch on Tuesday, 15 June, the P.11 forms in English and in French, as requested. The balance is enclosed herewith.

C/ADM 520 GEN

Letter  
Administrative ~~Report~~ No. 26 from New York dated 22 June 1965

JUN 24 1965

ACTION

FAV

TO:	Mis Yamaki
1	
2	
3	
<input type="checkbox"/>	Action Completed
<input checked="" type="checkbox"/>	Acknowledged
<input type="checkbox"/>	No Action Required
INITIALS	

✓  
..... 12. Personnel History (P.11) forms (your 23-19)

Enclosed as requested are the Personnel History forms, 100 ea. of English and French. The remainder will be forwarded to you by sea pouch.



C/ADM 520 GEN. File

HY/mf

18 June 1965

67

Item for inclusion in Administrative Letter N°: 24 Item N°: 19

( 18 June 1965 )

FROM: H. Yannaki  
THROUGH: E. Cacouris  
SUBJECT: Supply of various forms

Our stocks of various personnel documentation forms are exhausted and we would be grateful for a despatch ~~at~~ of the following :

	Air pouch	Sea pouch
Medical forms HS-2 (french)	50	200
" " " (english)	50	200
" " HS-6 (french)	50	200
" " " (english)	50	200
Salary assignment TAO-52 (french)		2 pads
" " " (english)		2 "
Education Grant TAO-50 (2-64)	50	200
" " P-45 (1-62)	50	200
Astae 44 (10-64)F	50	200
Group insurance requests	100	100
Designation of beneficiary re Group Insurance	100	100
Authorization to Deposit cheques (F.48)	100	100
Agreement and Specimen of signatures		
BCH -286	100	100

Kindly arrange that the quantities indicated under Air Pouch be despatched by next such pouch.



C/Adm 520 Gen

EC/ef

18 June 1965

Item for inclusion in Admin. Report (TAB) of 18 Jun 65 - No: 24 Item No: 13

From: Elias Cacouris, Chief Personnel Officer

Subject: Staff Rules (ST/SGE/Staff Rules/1)

We are not receiving the amendments to the Staff Rules (100 Series). It will be appreciated if you will include us in the distribution list of amendments for 5 English and 5 French copies. In addition, please send us the same quantities of amendments issued since Amendment 26, October 1964, which is the latest issue received.



C/Adm 520 Gen  
EC/ef

18 June 1965

Item for inclusion in Admin. Letter (ASTAO) of 18 Jun 65 - No: 24 Item No: 10

From: Elias Cacouris, Chief Personnel Officer

Subject: Staff Rules (ST/SGB/Staff Rules/2)

Please forward to us five up-to-date copies of each of the English and French texts of the Staff Rules (200 Series). In addition, please arrange that we are included in the distribution list for any future amendments for the same number of copies.

~~Letter~~  
Administrative Report No. 23 from New York dated 18 JUNE 1965

ADM 520 GEN

30. Request P.11 Forms (Your Cable 986)

1 ✓ We have forwarded by pouch on Tuesday, 15 June, the P.11 forms in English  
..... and in French, as requested. The balance is enclosed herewith. |

14 3. Copies of Personnel Action Forms (Your AR/22/3) |

Please refer our 22/20. |

P. 11. Forms given  
to Mr Yannak 22/6



X C/ADM 520 GEN

C-24

965 JUN 10 AM 9: 35

O. N. U. C.

UNATIONS NEWYORK

COTAB

986

HANDY. REOUR AR 17/18, FORMS PII. PLEASE FORWARD BY  
NEXT POUCH 100 FORMS IN FRENCH AND 50 IN ENGLISH.  
OUR STOCK COMPLETELY EXHAUSTED.

SAENGER.

CONFIRMATION  
COPY

*Alvin* *Dr. 10*

A. SCORDIALOS

A. SAENGER

10.6.1965

C/ADM520 GEN

AS/aa

Administrative Report No 17 Item 18 (27 April 1966)

Through: Mr. D.T. Manson, Chief General Services

From: A. Scordialos, Supervisor Purchase and Supply Branch

Subject: Personal History Forms P.11

Please forward Qty 500 P.11 forms in French and Qty 100 P.11 forms in English. We will appreciate receiving by next pouch Qty 100 and Qty 50 respectively.

cc : Chief of Civilian Personnel



*C/ADM 520 GEN.*

EC/ef

11 June 1965

Item for inclusion in Admin. Letter (ASTAO) of 11 Jun 65 - No: *23* Item No: *19*

From: Elias Cacouris, Chief Personnel Officer

Subject: Personal History (P-11) forms

It will be appreciated if you will forward to us 500 each of English and French Personal History forms. As our stocks have been depleted, please send 100 of each by the next air pouch.



e/ADD 520 ~~GEN. P.P.~~  
GEN.

*Letter*  
ADMIN. REPORT No. 20

FROM: NEW YORK

DATED 11/5 1965

To: Mr. Cacouris  
Miss Paquin  
Mr. Caronis  
Mr. Chakra

MAY 13 65

ACTION

TO: *Mr. Cacouris*  
1 *Mr. Caronis*  
2 *Miss Yamauchi*  
3  
☐ - Action Completed  
☒ - Acknowledged  
☐ - No Action Required  
INITIALS .....

7. Attendance Record Cards (your 17-2)

We have been informed that the 1965-1966 Attendance Record Cards will not be printed until July 1965. We will forward the quantity requested by you as soon as the cards are ready.



ADMIN. REPORT No. 19

FROM: NEW YORK

DATED 24 May 1965

*C/ADM 520  
GEN*

To: Mr. Cacouris

Miss Paquin

Mr. Caronis

Mr. Chakra

JAD/TAB - New York Hqs.

3.

25. Terminology Bulletins (Your AR/18/25)

Action already taken.

21 MAY 1965



C/ADM 52 GEN

5 May 1965

Item for inclusion in Administrative Report N°: 18 Item N°: 25

(7 May 1965)

FROM: I. Paquin

THROUGH: E. Cacouris

SUBJECT: Terminology Bulletins (Your AR 11/4)

..... We should be grateful if you would kindly send us the Terminology bulletins indicated on the enclosed list.





C/ADM 520 GEN

IP/mf

5 May 1965

Item for inclusion in Administrative Report N<sup>o</sup>: 18 Item N<sup>o</sup>: 25

(7 May 1965)

FROM: I. Paquin

THROUGH: E. Cacouris

SUBJECT: Terminology Bulletins (Your AR 11/4)

..... We should be grateful if you would kindly send us the Terminology bulletins indicated on the enclosed list.





INTER-OFFICE MEMORANDUM

8 March 1965

TO: Mr. E. Cacouris, Chief of Personnel, UNTAB Leopoldville

FROM: Bérengère de la Celle, Temporary Translator, Language Service  
Leopoldville

SUBJECT: Terminology Bulletins

*B. de la Celle*

I recently asked Headquarters to provide us with a list of their Terminology Bulletins for use in the Language Service here. I safely received it to-day and should be grateful if you would please forward to New York our request for the following:

<u>No. of copies</u>	<u>Document</u> <u>Number</u>	<u>Title</u>
1 -	65 65/Corr. 1	List of Scientific and Technical <u>Abbreviations</u> and Symbols
2 -	<u>79</u>	Glossary of <u>Fiscal Terms</u> (Taxes and Duties)
1 -	82	List of terms concernant <u>Population</u>
2 -	<u>89</u>	List of terms concerning <u>Social Welfare</u> Activities
2 -	<u>90</u>	List of terms on <u>Employment</u> and <u>Unemployment</u>
2 -	<u>96</u>	List of terms relating to <u>Building Construction</u> and <u>Town Planning</u>
2 -	<u>104</u>	Note sur les équivalents français du terme anglais " <u>investment</u> "
2 -	<u>107</u>	Some Terms relating to <u>Economic questions</u>
2 -	<u>108</u>	Some Terms on <u>Government Accounting</u>
2 -	<u>109</u>	List of terms relating to <u>Highway Engineering</u> and <u>Traffic</u>
1 -	121 & Cm 1	
1 -	128	



2 -	<u>129</u>	Trilingual Vocabulary on <u>Administrative Terms</u>
1 -	<u>130</u>	
	134	List of <u>Statistical Terms</u>
	<u>134/Add.1</u>	
1	<u>137</u>	List of <u>Military Terms</u>
1	140/Add.1/Rev.1	Terms concerning <u>UNICEF</u>
2 -	<u>157</u>	Terms used in <u>Technical Assistance</u> documents
	159	Terms and Abbreviations used in UNICEF documents
	164 Rev.1	Titles of <u>Multilateral Conventions</u>
1	<u>167</u>	
2	<u>169</u>	List of <u>Meteorological Terms</u>
2	170	Titles of <u>Secretariat at Senior Level</u>
1	173/Rev.1	
2	<u>174</u>	<u>Abbreviations</u> used by the United Nations;
	" /cm 1	the Specialized Agencies and Various Organizations
	" /cm 2	
1	<u>178</u>	Provisional Glossary of Terms relating to
		<u>Diplomatic Intercourse and Immunities</u> and ad hoc
		diplomacy
2	{ 179 Rev.1	<u>Structure and Organization</u> of the U.N.
	{ 179 Rev.1 Corr.1	
	<u>=====</u>	
2	<u>186</u>	List of <u>Commercial, Economic and Financial Terms</u>
	<u>193</u>	Provisional Glossary of Terms to <u>Trade and</u>
1	<u>193/Corr.1</u>	<u>Development</u>
	<u>=====</u>	
2	194	French-English Vocabulary of <u>Special Fund Terms</u>

The underlined numbers appear to be specially needed.



8 March 1965

Mr. E. Cacouris, Chief of Personnel, UNTAB Leopoldville

Bérèngère de la Celle, Temporary Translator, Language Service  
LeopoldvilleTerminology Bulletins

I recently asked Headquarters to provide us with a list of their Terminology Bulletins for use in the Language Service here. I safely received it to-day and should be grateful if you would please forward to New York our request for the following:

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<u>96</u>	List of terms relating to <u>Building Construction</u> and <u>Town Planning</u>
<u>104</u>	Note sur les équivalents français du terme anglais " <u>investment</u> "
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<u>108</u>	Some Terms on <u>Government Accounting</u>
<u>109</u>	List of terms relating to <u>Highway Engineering</u> and <u>Traffic</u>



<u>129</u>	Trilingual Vocabulary on <u>Administrative Terms</u>
<u>134</u>	List of <u>Statistical Terms</u>
<u>134/Add. 1</u>	
<u>137</u>	List of <u>Military Terms</u>
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<u>174</u>	<u>Abbreviations</u> used by the United Nations; the Specialized Agencies and Various Organizations
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<u>179 Rev. 1 Corr. 1</u>	
<u>186</u>	List of <u>Commercial, Economic and Financial Terms</u>
<u>193</u>	Provisional Glossary of Terms to <u>Trade and</u> <u>Development</u>
<u>193/Corr. 1</u>	
194	French-English Vocabulary of <u>Special Fund Terms</u>

The underlined numbers appear to be specially needed.



File  
ADM 520 GEN  
C/PER 471  
JC/bi  
5 May 1965

Item for inclusion in Admin. Letter (ASTAO) of 7 May 65

No: 18 Item No. 19

From: J. Caronis  
Through: Elias Cacouris, Chief Personnel Officer  
Subject: Attendance Record Cards (Form F.22)

Further<sup>to</sup> our AL 17/2 dated 30 April 1965, it will be appreciated if you would also forward to us at your earliest convenience 100 Attendance Record Cards, 1964-1965.



MAY 3 - 1965

AS/as

Info. ACTION

TO:	<i>Mr. Paquin</i>
1	<i>Mr. Yannakis</i>
2	<i>Mr. Caron</i>
<input type="checkbox"/>	Action Completed
<input checked="" type="checkbox"/>	Acknowledged
<input type="checkbox"/>	No Action Required
INITIALS	

Administrative Report No

*17*

Item

*18*

(27 April 1965)

*C/ADM 520 GEN*

Through: Mr. D.T. Manson, Chief General Services

From: A. Scordialos, Supervisor Purchase and Supply Branch

Subject: Personal History Forms P.11

Please forward Qty 500 P.11 forms in French and Qty 100 P.11 forms in English. We will appreciate receiving by next pouch Qty 100 and Qty 50 respectively.

cc : Chief of Civilian Personnel



Mr. Hanson

CC : CHIEF DE STATISTIQUE GÉNÉRALE

IT IS NOT A NEW COMBINATION OF THE TWO PHASES OF THE  
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IT IS NOT A NEW COMBINATION OF THE TWO PHASES OF THE

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IT IS NOT A NEW COMBINATION OF THE TWO PHASES OF THE

CIVILIAN  
PERSONNEL

\_\_\_\_\_

RECEIVED  
JAN 10 1964  
U.S. AIR FORCE  
HONOLULU, HAWAII

1-1000000  
1-1000000

1-1000000



C/ADM 520 GEN

EC/ef

26 April 1965

Item for inclusion in Admin. Letter (ASTAO) of 30 Apr 65 - No: 17 Item No: 2

From: Elias Caccouris, Chief Personnel Officer

Subject: Attendance Record Cards (Form F.22)

It will be appreciated if you would forward to us at your earliest convenience 350 Attendance Record Cards, 1965-1966.





OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC LEOPOLDVILLE

APR 24 1965

ACTION

1. *Paquin*  
2. *Mr. Caron*  
3. ☒ Action Completed  
☒ Acknowledged  
☐ No Action Required

REF: C/ADM/520/2/Reqn

24 April 1965

*C/ADM 520 GEN*

TO: Mr. E. Cacouris, Chief of Civilian Personnel  
FROM: A. Scordiales, Supervisor Purchasing and Supply Branch  
SUBJECT: Your order of forms TAB/52 - Reqn ASTAO/253.

1. Please be informed that one carton containing 2 Packages of Forms TAO/52 shipped <sup>^</sup>SS "African Lightning" was short landed in Matadi. Tracing action is in Process by Traffic Unit.
2. Due to the fact that tracing action for short-landed goods varies from 6 to <sup>12</sup> months, it is recommended that you re-order same for your future requirements.

*Scordiales*

cc: Mr. N. Moraitakis, Head Traffic Unit.



CHIEF

CIVILIAN

PERSONNEL

CC: MR. J. ~~CONFIDENTIAL - SECURITY INFORMATION~~

Long range requirements.

Analysis from a long range, it is recommended that you be given some for  
S. The fact that planning action for short-range needs

directing action is to process a plan for the future.

Form 100/25 entitled "Planning for the future" was given to the staff.  
J. Please be informed that one section containing a discussion of

SUBJECT: Long range of form 100/25 - Item 100/25.

REASON: A. Coordinator, information, planning and control plan.

DO: Mr. J. Secretary, Office of Staffing, Personnel.

REF: 100/250/2/100/25

100/250/2/100/25

CONFIDENTIAL  
EXCLUDED FROM COMCO  
EXCLUDED FROM COMCO  
EXCLUDED FROM COMCO

UN COMCO  
OBSERVATION DES MILLIONS D'UNES



UN THE COMCO  
UNITED MILLIONS OBSERVATION