



Secretariat

ST/AI/155/Rev.2/Amend.1
13 December 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PERSONNEL PAYROLL CLEARANCE ACTION*

1. ST/AI/155/Rev.2 is hereby amended as indicated below:

2. Paragraph 5 (b) (i) should read:

5. Executive and administrative officers will be responsible for:

...

(b) Completing form P.35, normally one month in advance of the last regular working day, with the recording of appropriate items in section I of the form and entering N/A (not applicable) against those items that do not apply. The effective date recorded on form P.35 will be:

(i) The date on which any of the conditions listed in paragraph 4 occur. However, when a staff member resigns during or at the end of a period of special leave without pay, the last day for pay purposes will be the same effective date indicated on the P.35 action which authorized such leave; or

...

* Personnel Manual index No. 9071.