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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION
OF DOCUMENTATION

Addendum

REQUESTS FOR DOCUMENT SERVICES

Amendment to instructions for completion of request to Department of
Conference Services, forms D-2 and D-6 applying only to requests for
reproduction or external printing

1. In order to attribute the cost of printing to the correct budget section and programme as required for programme budgeting, it will be necessary to include the 5-digit element of the account code that designates the budget section and programme for which the funds are to be made available, in the request forms D-2 and D-6.
2. This will apply to work processed internally in the Reproduction Section as well as that bought from external sources. The forms D-2 and D-6 are, therefore, being amended to include a box to accommodate the 5-digit code which is set out in ST/ADM/L.3/Rev.14, Allotment Account Codes Handbook 1974-1975. This box will be entitled "Programme".
3. In addition, the chargeable account code box, which until now has appeared on the D-2 form only, is being enlarged in order to accommodate the new 15-digit account codes and will now appear in the D-6 form as well.
4. In the case of printing programme items i.e., work included in a Publications Board programme for which an appropriation has been made under the global printing account, it will be necessary to complete both the "Programme" and the "Account code" boxes on the D-2 form. The "Programme" box will contain the 5-digit code of the budget programme to which the costs will eventually be attributed and the "Account code" box will contain the appropriate global printing account code under

which the costs will be accounted initially. Advice on the correct global printing account code may be obtained from the Printing Service.

5. In the case of all other work, it will be necessary only to complete the "Account code" box since the full chargeable account code will include the 5-digit Budget Section and programme element and there will be no need to repeat it in the "Programme" box.

6. It is intended that the old stock of D-2 and D-6 forms be used to exhaustion; therefore, until the new forms become available, the 15-digit code and the 5-digit code as required should be entered in the "Special instructions" area of either form.
