

UNITED NATIONS

SECRETARIAT

ST/AI/97/Rev.2
26 February 1981

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for General Services

Subject: CONTROL OF UNITED NATIONS PROPERTY COVERED BY
PERSONAL PROPERTY RECEIPTSPurpose

1. The purpose of this instruction is to announce procedures and responsibility for the control of United Nations property that is issued to individual staff members for use in the performance of official duties.

Types of equipment

2. The following articles are illustrative of equipment that may be issued on a restricted basis, subject to the procedure for control set forth in this instruction:

Portable typewriters

Stenotype machines

Radios

Portable tape recorders

Pen sets (class A)

Pocket calculators

3. The Assistant Secretary-General for General Services may require compliance with this instruction in respect of such other articles as he deems appropriate.

Issue of equipment

4. The issue of the articles indicated above will be covered by personal property receipts (Form PT/30) and will be requisitioned through normal channels on requisition for supplies and/or equipment forms (Form PT/72) signed by the executive officer of the department originating the request.

5. The article, accompanied by a serially numbered personal property receipt in triplicate, will be delivered personally to the executive officer. The original

will be signed by the executive officer, who will enter in the space provided on the original and on both copies the name of the staff member to whom the equipment is to be issued. The executive officer will return the completed original to the individual delivering the article.

6. The executive officer will then assign the article to the staff member designated to receive it and, except in the case of pen sets, will obtain his signature on the duplicate copy, which the executive officer will keep. The triplicate copy will be retained by the staff member in whose custody the property will remain. In respect of the issuance of pen sets (class A), executive officers may sign on behalf of the staff member requesting the article.

Renewal of receipts

7. The executive officer will be responsible for periodically securing from the staff member concerned an acknowledgement that the article or articles issued to him/her are still in his/her possession. Such acknowledgement will be indicated by renewal of the receipt every six months.

Return of equipment

8. When the article is no longer needed, or the staff member to whom it was assigned becomes subject to personnel payroll clearance action (Form P-35) under administrative instruction ST/AI/155/Rev.1 or is transferred to another office, the article must be returned by him/her to the executive officer, who will sign the staff member's copy of the personal property receipt, acknowledging receipt of the article. In turn, a designated representative of the Property Management Unit of the Purchase and Transportation Service will sign the executive officer's copy when the article is returned to the Purchase and Transportation Service through the normal channels for return of United Nations property (requisition for return of supplies and/or equipment to stores (Form PT/71)).

Responsibility of the executive officer

9. The executive officer will be accountable for the articles issued to him/her and will be responsible for the maintenance of adequate records, indicating the current assignment of the property.

10. An executive officer who is about to leave his/her post will be responsible for notifying the Property Management Unit of that fact, so that steps can be taken to transfer responsibility for the equipment to his/her successor.

Responsibility of staff members

11. Staff members have a responsibility for reasonable care and use of the equipment issued to them. In this regard, staff members are reminded of staff rule 112.3 (or its equivalent in the 200, 300 and 400 series), which reads:

Rule 112.3

Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of his negligence or of his having violated any regulation, rule or administrative instruction.

Under this rule, a staff member may incur financial liability in the event that property issued under a personal property receipt is not returned or is returned in a damaged condition and it is established that the loss or damage is due to fault on his/her part.

Responsibility - Property Survey Board

12. The Property Survey Board will investigate and advise the Assistant Secretary-General for Financial Services and the Assistant Secretary-General for General Services upon the cause of the loss or damage to property and will indicate in its report the degree of responsibility attaching to any officer of the United Nations.

Determination of the amount of reimbursement

13. Final determination of the amount of reimbursement to be made by the officer responsible for the loss or damage will be made by the Assistant Secretary-General for Financial Services. (Note: see administrative instruction ST/AI/270, "Delegation of authority under the Financial Rules".)

Periodic checks

14. Periodic checks will be made by the Property Management Unit to observe compliance with these instructions.

15. If any equipment is to be used outside the Headquarters buildings, the procedures in administrative instruction ST/AI/193/Rev.1, "Material and Package Passes", will apply.

16. ST/AI/97/Rev.1 is hereby cancelled and superseded.
