## UNITED NATIONS

## NATIONS UNIES

## SECRETARY GENERAL'S BULLETIN NO. 1

## NEW YORK HEADQUARTERS AND THE TEMPORARY LONDON OFFICE

TO: The Chiefs of Sections in London and New York Offices.

SUBJECT: Appointments, Classification of Posts and Salary Scales.

- 1. Pending the appointment of the Assistant Secretary-General for Administration and Finance, and the establishment of approved manning tables and organization plans for each of the Departments of the Secretariat, recruitment of additional personnel for the several sections of the Secretariat should be restricted to the filling of posts which are absolutely essential to the conduct of the current work of the organization.
- 2. Before commitment for employment is made to any individual, formal approval should be obtained from the Assistant Secretary-General for Conference and General Services, Mr. Pelt. After the departure of Mr. Pelt for the United States, clearance for appointments in London should be obtained from Mr. Owen, Director of the Secretary-General's Office.
- 3. After Mr. Pelt's arrival in New York, and until further notice, all personnel commitments in the New York Office will, likewise, be subject to the prior approval of the Assistant Secretary-General for Conference and General Services.
- 4. The classification or reclassification of posts and the assignment of new salaries to posts will also require the approval of Mr. Pelt or Mr. Owen as outlined in paragraphs 2 and 3 above.

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SECRETARY-GENERAL.