

**Secretariat**ST/AI/310
20 September 1983

ADMINISTRATIVE INSTRUCTION

To: Members of the staff and affiliates

From: The Assistant Secretary-General for General Services

Subject: REGISTRATION OF STAFF MEMBERS AND AFFILIATES ON SATURDAYS,
SUNDAYS, HOLIDAYS AND AFTER OFFICE HOURS

1. In the event of emergencies and for security and safety reasons, it is necessary to know those who are on Headquarters premises on Saturdays, Sundays, holidays and after hours on weekdays. Members of the staff and affiliates are therefore reminded that they are required to register their names at the points of entry or exit when entering or leaving the premises on Saturdays, Sundays or holidays and after 8 p.m. on weekdays. Upon such registration, the security officer on duty will inspect the staff member's grounds pass and will record the pass index number on the register. Appropriate registers for this purpose are provided at the various points of entry or exit on Headquarters premises.

2. All staff members and affiliates are requested to co-operate with the Security and Safety Service in the maintenance of these registers by recording their names, their departments and their time of arrival and departure.

3. This instruction supersedes administrative instruction ST/AI/287 of 31 March 1982.
