



memorandum

date August 13, 1976

SG: 93/76

from the **SECRETARY GENERAL**

to Assistant Secretary General, Executive and Assistant Secretaries

subject Centralized control of correspondence with the Missions and Delegations

As was established in memorandum S.G.:109/75 dated September 12, 1975, the Office of the Secretary General is the entry point for correspondence received from the Missions and Delegations. In addition, memorandum S.G.:149/75, dated November 4, 1975, established a system for numbering verbal notes of the General Secretariat and specified that a copy of all verbal notes be sent to the Office of the Secretary General.

It has recently been brought to my attention that verbal notes have been received by the Missions and Delegations which do not conform to the numbering system established and which request answers directed to offices of the General Secretariat other than the Office of the Secretary General.

I therefore wish to emphasize that S.G.:109/75 and S.G.:149/75 remain in force, and I request that you take the necessary precautions within your areas to assure that the procedures established in those memoranda are followed.