



CF Item = Barcode Top - Note at Bottom =
CF_Item_One_BC5-Top-Sign

Page 1
Date 06-Jun-2003
Time 10:53:00 AM
Login ask



CF-RAI-USAA-DHR-2003-0000001

Full Item Registration Number [auto] **CF-RAI-USAA-DHR-2003-0000001**

Ext Reference : Doc Series /Year / Numb

Record Title

**Contents of Official Status file, Part 1 to Part 6 & Green [confidential folder],
designation of beneficiary etc.**

Date Created [on item]
06-Jun-2003

Date Registered
06-Jun-2003

Date Closed

Primary Contact
Owner Location Division of Human Resources, UNICEF N = 3009
Home Location Division of Human Resources, UNICEF N = 3009
Current Location Division of Human Resources, UNICEF N = 3009

Fd1: In, Out, Internal
Fd2: Cross ref or Language
Fd3: Format

Container [Folder] Record
Container Record (Title)

N1: Number of Pages1
2

N2: Doc Year
0

N3: Doc Numb
0

Full Uncompressed Plan Number
Record Plan

Da1: Date Published

Da2: Date Received

Da3: Date Distributed

Priority

Record Type A01h Item Corr - CF-RAI-USAA-DHR

Electronic Details

No Document

Elec [DOS] File Name

Alt Bar code = RAMP-TRIM Record Number

CF-RAI-USAA-DHR-2003-0000001

Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

JOHN MANFREDI

John Manfredi

2

End of Report

UNICEF

DB Name cframp01

FACSIMILE

United Nations Children's Fund
Three United Nations Plaza
New York, New York 10017

Telephone 212 326 7000
Facsimile 212 888 7485
212 888 7454
www.unicef.org

Date: 2/5/03
From: Saral Opera
To: Adhiratha Keefe
Fax: 212 -303-7989
Pages: 2 (incl. cover sheet)
Subject: Contents of each compartment of official status file

As requested, please find attached the Contents of Official Status File document, along with my own notations on items not covered in original document.

CONTENTS OF OFFICIAL STATUS FILE

PART 1

BACKGROUND & CAREER SUMMARY

Personal History (P.11), Curriculum Vitae, Personnel Action forms (P.5'S), Letters of Appointments. *Personnel Payroll Clearance Form, Terms of Reference.*

PART 2

PERSONNEL STATUS

Performance Evaluation Reports, including rebuttals, Oath of Office, Correspondence on contractual status, Appointments/Transfers/Separations P-1 form -Induction Questionnaire, Change in Nationality or Residence Status, comments on staff member's official conduct and performance. *Salary Computation Worksheet. Miscellaneous General Correspondence*

PART 3

MEDICAL & PENSION

Medical clearances, Medical Insurances, Medical Evacuation, Life Insurance, Pension Fund, Claims based on Health or Accident.

PART 4

FINANCIAL

Dependency allowance - Birth, Marriage, Death & Adoption Certificates, Education Grant Claims, Assignment Grant, Salary Advances, Authorization to deposit cheques, Salary Distribution Forms, Travel Claims, and 418 Forms.. *Tax issues*

PART 5

LEAVE & TRAVEL

Home Leave, Annual Leave, Sick leave, Travel Authorization on- Home Leave/Appointment/Transfer/ Repatriation, Travel Documents - Visas, Laissez-Passer.

PART 6

TRAINING

Training and Education, Study Leave approved by Training Section, Diplomas.

In green (confidential) folder - designation of beneficiary forms and other confidential matters