

**United Nations Development Programme**

Sustainable human development



**UNDP/ADM/95/45**

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To: All UNDP/UNFPA Staff

From: Robin Kinloch  
Director  
Division of Personnel

Subject: **Financial and Other Obligations of Staff Members**

The attached United Nations administrative instruction, [ST/AI/399](#), dated 14 December 1994, on the above subject applies in full to all staff members of UNDP/UNFPA.

Please note that this administrative instruction serves as a reminder to staff members of their obligation to conduct themselves at all times in a manner be fitting their status as international civil servants, including meeting their legal and financial obligations without involving the Organization.

In particular, please note the following provisions:

Personal debts to outside claimants - (paragraphs 5-6)

Staff members should be aware of the possibility of incurring disciplinary action for failure to comply with their legally adjudicated obligations.

Child and spouse support payments - (paragraphs 7-10)

Where non-support of a child or spouse has been judicially established, consistent with Staff Rule 103.18(b)(iii), the Administrator may authorize a deduction from a staff member's emoluments of an amount equivalent to the dependency-related allowances and make direct payments to the concerned dependants.

Deductions from final payments - (paragraphs 11-12)

Deductions may be authorized from final entitlements under Staff Rule 103.18(b)(iii) to pay a staff member's legally established indebtedness to third parties.

While some of the more significant provisions of the instruction are highlighted above, I wish to emphasize the importance for each staff member to review carefully the attached circular.