

United Nations Development Programme

Sustainable human development



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To: All UNDP/UNFPA Staff

From: Robin Kinloch
Director
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Subject: **Extended Assignment Grant**

1. The revised edition of the Personnel Manual for internationally-recruited staff, which was recently issued, contained an error regarding the rate of DSA payable during the extended assignment grant. This circular is being issued to clarify paragraphs 3 and 4, subsection 2.8, Section 20405 of the manual which refers to the above subject.

2. The normal assignment grant consists of a lumpsum portion and a DSA portion (30days of DSA). The extended assignment grant, which is described in Manual section 20405, subsection 2.8, consists of DSA only. The revised Personnel Manual intended to provide an illustration of the rate of DSA payable under the normal assignment grant and under the extended assignment grant. The rate applicable for the first 30 days of extension was inadvertently mis-stated as being the full DSA (i.e.. 100% of the first 60 days DSA rate). Instead, it should have been stated as 60 percent of the first sixty days rate. The correct text which should appear in the specific paragraphs of the manual is as follows:

Par.3 The DSA payable for the period of extension is at 60 per cent of the “first sixty days” rate in respect of the staff member, and 30 percent there of in respect of each eligible family member. Subject to condition of paragraph 1, above, the extended assignment grant can only be payable for the period immediately following the first 30 days of assignment, normally up to a maximum of 60 additional days (i.e., from the 31st to the 90th day of assignment).

Par.4 For example, if the DSA is \$100, the staff member would receive the following:

- From the 1st to the 30th day of assignment: \$100 per day
- From the 31st to the 90th day of assignment:
60% of \$100 = \$60 per day

3. Please take note of the above correction. Respective officials must ensure that necessary adjustments are made to reflect the correct rates in all extended assignment grants paid from 1 January 1996. The correction will be reflected in the next issuance of

revisions to the Personnel Manual.