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**IMMEDIATE  
ATTENTION**

EB/CAM/85/40

August 23, 1985

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Clerical Assistant - Salary Advance

The attached memorandum from the Chairman of the Committee deals with a request from a Clerical Assistant for a salary advance to assist with her children's education.

In the absence of an objection to the Committee Secretary by the close of business on Wednesday, August 28, 1985, the recommendation of the Chairman will be deemed approved by the Committee and will be processed accordingly.

Att: (1)



# Office Memorandum

August 23, 1985

To: Members of the Committee on  
Executive Board Administrative Matters

From: Mohamed Finaish, Chairman

Subject: Clerical Assistant - Salary Advance

A clerical assistant has requested a salary advance to assist in meeting tuition costs for the 1985/86 academic year for her children who will attend Montgomery College in Maryland. The request is for an advance of about three months' salary repayable in six years.

The Executive Director concerned supports the request and the Administration Department has indicated that the salary advance would be approved for regular staff under GAO 22, Section 4.01.

I believe that approval by the Committee would be in order.