

ADMINISTRATION PROGRAM

HEAD OF MISSION GUIDE
TABLE OF CONTENTS

	PAGE
1. MANAGEMENT	1
2. PERSONNEL	2
3. IMPORTATIONS AND PURCHASES UNDER DIPLOMATIC PRIVILEGE	3
4. BUDGETARY CONTROL AND REPORTING	4
5. CONTRACTS	4
6. OFFICIAL HOSPITALITY	5
7. EXPENDITURES	5
8. ADVANCES	6
9. NON-PUBLIC FUNDS [e.g.COMMISSARIES, SOCIAL CLUBS ETC]	6
10. BANK TRANSACTIONS	7
11. REVENUES	7
12. OFFICIAL LANGUAGES	8
13. LOCALLY ENGAGED STAFF	9
14. PHYSICAL RESOURCES MANAGEMENT	10
15. STAFF QUARTER LEASES	11
16. STAFF QUARTERS	11
17. ASSET CONTROL	12
18. OFFICIAL VEHICLES	12
19. PASSPORT AND VISA OPERATIONS	13
20. OFFICE AUTOMATION	13
21. SECURITY	14
22. TELECOMMUNICATIONS	15
23. RECORDS MANAGEMENT	16
24. CURRENCY CONVERSION REPORTING	16
25. TRANSFERS OF PERSONAL FUNDS	17
26. UNOFFICIAL ACCOUNTS	18
27. PUBLIC SERVICE HEALTH	18
28. RECREATIONAL FACILITIES	18
29. CIDA TRANSACTIONS	19
30. CASH ACCOUNTS	19

STANDARD METROLOGICAL
MAR 1 1994

43-267-153