

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
32.	(d) Request for Materiel	Letter			BTCE	PA 3.3.5	Ad Hoc in response to a CD. Copy to Program Division.
	<b>Initiative Fund, Mission</b>						
	(a) Annual Report	Letter	APR 15	APR 30	Prog. Div	Multiple Letter	Annual.
33.	(b) Semestrial Summary	Telegram	OCT 23	NOV 1	Prog. Div	Multiple Letter	Annual.
	<b>Leave</b>						
	(a) Annual Telegraphic Report on Leave	Telex	APR 8	APR 15	ABP	Telex ABMP 1753 6 JUN 84	
34.	(b) Leave and Attendance Reports	EXT 989-1 or GC 178			ABP	HR 7	Monthly. Final submission due in Ottawa by mid-april for close of fiscal year.
	(c) Vacation Travel Assistance	Telegram			ABMA	FSD 50	Ad Hoc – 1 month prior to departure.
	<b>LES</b>						
	(a) Application for Pension Payment	EXT 394			ABL		Ad Hoc – 2-4 months prior to S.O.S. date.
	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
	(c) Compensation Survey	EXT 97 EXT 98			ABL	LES 2.3	Ad Hoc – at least annually.
	(d) Deduction Sheet for Locally Engaged Canadians	EXT 633	1st working day of every month	5th working day of every month	MFF	LES 4.1.12	Monthly. Copy to ABL.
(e) Employer's Report of Accident	FORM 7			ABL	LES 4.2.12	Ad Hoc.	
(f) Employment and Pay Certificates	EXT 208			ABL	LES 4.1	Ad Hoc.	
(g) Estimates of Social security contributions	EXT 250			ABL		OCT	