

Department of External Affairs



Canada

Ministère des Affaires extérieures

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CIRCULAR DOCUMENT

ADMIN. NO. 7/80 (AFS)

FORMS CATALOGUE

The forms management activity in Management Services Division has developed a departmental forms catalogue for use throughout the Department. Initially only one copy is being provided (attached) for each bureau/division at headquarters and for each post abroad (except for larger posts).

2. The purpose of the catalogue is to assist forms users to identify titles and numbers when ordering forms; its functional presentation is also intended to enable managers to ascertain whether a useable or related form exists when creation of a new form is being considered. (When it is determined that a new form is required, the procedure in Chapter 2 of the Manual of Procedures is to be followed.)

3. Each official External Affairs form bears a number prefixed by "EXT". These forms have been listed alphabetically by title in 36 functional categories, e.g. the "Visa Control Sheet - EXT 882" is listed within the functional category "Consular".

4. This edition of the catalogue lists only EXT forms. It is planned to include other forms in use by this Department in a future edition, e.g. OGDs (Other Government Departments) and the CGSB (Canadian Government Specifications Board). The latter are standard forms in use throughout the Public Service. A biannual amendment service is planned.

5. Divisions and posts are invited to review this functional listing against their forms inventory and advise AFSA by memorandum or letter of any form in use that has not been listed, attaching a sample of such form(s).

AS Newsletters
Under-Secretary of State for
External Affairs

HEADS OF POST - for information
DIRECTORS GENERAL - for information
DIRECTORS - for information

IN THE DISTRIBUTION BLOCK (PAGE 1):

"for action" indicates that the addressee is required to take action
"for action if required" indicates that action is required by some, but not all, addressees
"information" indicates that no action is required by addressees

DANS LA LISTE DE DIFFUSION (PAGE 1):

"donner suite" veut dire que le destinataire doit donner suite à la circulaire
"donner suite s'il le faut" veut dire que certains destinataires seulement doivent donner suite
"à titre d'information" veut dire que le destinataire n'a pas à donner suite