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The Duplicating Section printed during the quarter 2,527,222 copies of forms, letterheads, tenders, etc. for a daily average of approximately 32,400 copies.

Orders-in-Council

Orders-in-Council, covering purchases, capital expenditure, expropriations, and staff showed a slight decrease over the preceding period with a daily average of 23.

Insurance and Fire Prevention Division

This Division handles matters relating to insurance and is at present engaged in the inspection of plants from the point of view of protection against fire.

British Requisitions and Tender Opening Division

During the period 463 requisitions and 310 amendments were prepared and issued on behalf of Great Britain and Allied or associated powers.

Average number of tenders opened per day during the period was 323.

The Securities Deposit section formerly supervised by the Officer-in-Charge of the Requisitions Section, has been transferred to the office of the Comptroller.

C O M P T R O L L E R ' S   B R A N C H

Many discussions have taken place and, in a number of cases, action has been taken to handle the multiple and complex accounting problems arising out of the expanding activities of the Department. Among these activities are complicated financial and accounting tasks arising from the assessment and collection of duties and taxes on importations of munitions of war and supplies made on behalf of the Canadian Government and jointly on behalf of the Canadian and United Kingdom Governments, and the exemption or remission of duties and taxes on importations made in behalf of the United Kingdom and Allied Governments; cash control; security deposits, capital assistance; overseas accounting; and central inventory records.

P E R S O N N E L   A N D   O R G A N I -  
Z A T I O N   B R A N C H

The Personnel and Organization Branch was created in September, 1941, to meet the enlarged problems of administration and organization arising from the rapid growth of the Department in which the number of employees has increased sevenfold in the past 18 months.