

main estimates are printed and tabled in Parliament, usually in early or mid-February.

The main estimates of each department are referred for consideration to the appropriate standing committee of the House of Commons on or before March 1. These items are considered by the committees and reported back to the House. An appropriation act is introduced and, on its approval by Parliament, royal assent is given and the expenditures included in the act may be made.

Under the present Standing Orders of Parliament, the fiscal year is divided into three supply periods. At the end of each period, the Speaker is required to dispose of any item of business relating to the estimates then before the House of Commons. The main estimates are usually approved during the period ending not later than June 30.

Besides the expenditure items included in the annual appropriation acts, there are a number of items, such as interest on the public debt, family allowances and old-age assistance payments, that have been authorized under the provisions of other statutes.

The need for supplementary estimates may be created by unforeseen items. These supplementary require-

ments are reviewed by the Board and recommended to the Cabinet for approval. All supplementary estimates must be approved by Parliament.

Personnel Policy Branch

The role of the Personnel Policy Branch is to develop and ensure the application of personnel-management policies in order that the human resources needed to carry out programs effectively are determined, obtained at competitive rates of pay, and developed and used efficiently with due regard for the individual and collective rights of employees.

In fulfilment of its role, the branch has primary responsibility for: the development of personnel-management policies, programs, standards and systems in the areas of manpower determination and use; training and development requirements; the classification of positions and employees; determination and regulation of the pay of public servants; provision of awards for outstanding performance; the establishment of standards of discipline; the application of standards governing physical working conditions and the health and safety of employees; the negotiation and administration of collective agreements; pensions and insurance plans and evaluation, analysis and data services in support of the above.