

MON	3 APR	TUE	4 APR	WED	5 APR	THU	6 APR	FRI	7 APR	8 APR
<ul style="list-style-type: none"> <li>- TECHNICAL SECURITY: QUARTERLY REPORT - C</li> <li>- CURRENCY CONVERSION: MONTHLY REPORTS - B</li> <li>- LES: PAY LIST AND SALARY DEDUCTION SHEET FDR LOCALLY-ENGAGED CANADIANS - B</li> <li>- LEAVE AND ATTENDANCE REPORT - B</li> <li>- OVERTIME - B</li> </ul>				<ul style="list-style-type: none"> <li>- TECHNICAL SECURITY: CERTIFICATE OF DESTRUCTION - C</li> <li>- EDUCATION ALLOWANCE: POST EDUCATION CEILING - A</li> <li>- ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM - A</li> <li>- ACCOMMODATION: LIST OF EMPLOYEES AND OF OCCUPIED SQs AND CERTIFICATION BY HOM - D</li> </ul>			<ul style="list-style-type: none"> <li>- FINANCE: REMITTANCE STATEMENT - D</li> <li>- FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - D</li> <li>- CONSULAR: CONSULAR REPORT (COMIS) - B</li> <li>- PASSPORT: ACCOUNTABILITY REPORT - C</li> <li>- PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B</li> <li>- PASSPORT: LABEL INVENTORY AND RECORD OF ISSUES - B</li> <li>- PASSPORT: ISSUE REPORT - C</li> <li>- FINANCE: MONTHLY MISSION FINANCIAL RETURN - D</li> </ul>		<p style="text-align: center;">EVENING</p>	
EVENING		EVENING		EVENING		EVENING	EVENING		EVENING	
<p>A = As required reports    B = Reports which ALL missions must provide on a regular basis    C = Reports which small missions are NOT expected to complete    D = Reports to be completed by the Hub</p>										
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SKRA		MISSION DIARY 1994 / 1995		

**SUN**

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APR