

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
51.	Nugatory Payments	Letter or Telegram			MFF	FM 14.3	Report circumstances to HQ for decision. Copy to JLA
52.	<u>Occupational Health and Safety</u>						
	a) Minutes of the Occupational Health and Safety Committee	Letter or Telegram	20th of the month		ABKH		Monthly
	b) Reports of the Occupational Health and Safety Committee	Form LAB 499	20th of the month		ABKH	NJC agreement Vol 1 chap. 3-20 sect. 21	Monthly
53.	<u>Official Languages</u>						
	a) Program Forecast	Letter or Telegram	FEB 15	MAR 31	ADL		Annual, by request
	b) Training and Expenditure Report	Letter or Telegram			ADL		When course completed or as requested
	c) Appointment of Officer responsible for program	Letter or Telegram	mid-OCT		ADL		Annual
54.	Ordinary Residence	Form 18			ABM		Ad Hoc
55.	Overtime	EXT 995	1st day of month	10th day of month	ABMP		Monthly
56.	<u>Passport</u>						
	a) Identification Label Summary	PPT 336					Not required for NIL report
	b) Monthly register of Passport services	EXT 765	5th working day of following month	10th working day of month	MPD/MFFP	FM 23.12 CI-5.24.2	Original to MPD, attach copy to Mission Financial Return
	c) Passport Inventory and Record of Issues	PPT 034	5th working day of following month	10th working day of month	MPD/MFFP	FM 23.12 CI 5.24.2	Original to MPD, attach copy to Mission Financial Return