## OFFICIAL INSTRUCTIONS TO TRADE COMMISSIONERS

## CONTENTS

Chapter 1 — Trade Commissioner Service

- 2 Leave Instructions
- 3 Allowance Instructions
- 4 Travelling Instructions
- 5 Removal Instructions
- 6 Official Tours at Home and Abroad
- 7 Locally-Engaged Staffs Abroad
- 8 Office Administration
- 9 Office Accounting
- 10 Office Supplies, Publications, Equipment and Furnishings
- 11 Reporting
- 12 Departmental Residences, Furniture and Appliances