

TREASURY OFFICE

This unit is attached to the Department of External Affairs. As well as serving External Affairs, the unit offers its services to an additional fourteen Departments.

The unit will require close liaison with the following groups in order or preference.

- a) Finance
- b) Admin. Services
- c) Supplies and Properties
- d) Personnel

The unit will be divided into two sections:

- a) Audit
- b) Accounting and Revenue

<u>Function</u>	<u>Staff</u>	<u>Areas</u>	<u>Remarks</u>
Chief	1	210	P.O.
Secretary and Steno	2	240	G.O.
Assistant Chief	1	180	P.O.
Admin. Officer	1	120	P.O.
Typing Pool	4	400	G.O.
External Aid Section	10	920	G.O. including S.P. at 90
<u>Audit Section</u>			
Accounts	7	860	G.O. including 1 S.P. at 90 and 1 P.O. at 150
Allowances	5	470	G.O.
Travel Claims Unit	9	800	G.O. including 1 S.P. at 90
Mission Accounts	13	1,190	G.O. including 1 S.P. at 90
<u>Accounting and Revenue Section</u>			
Revenue	5	520	G.O. including P.O. at 150
Vault		80	Adjacent revenue offices
Cheque Issue	2	220	G.O. with counter
Accounting	6	600	G.O.
Stationery Storage		120	Basement
Semi Dormant Storage		500	Basement
Total	66	7,430	