

APPENDIX "N"

FORMS—TRADE COMMISSIONER POSTS

<i>Trade Commissioner Service Forms</i>		<u>Number of Copies Required by Department</u>
T.C.S.	1—Application for Loan on Posting.....	1
T.C.S.	2—Inventory of Household and Personal Effects..	1
T.C.S.	2A—Declaration for Department of Agriculture..	See form
T.C.S.	3—Paylist.....	See Chapter 9
T.C.S.	4—Statement of Petty Cash.....	See Chapter 9
T.C.S.	5—Statement of Contingent Account.....	See Chapter 9
T.C.S.	6—Statement of Recoverable Expenditures.....	See Chapter 9
T.C.S.	7—General Voucher.....	See Chapter 9
T.C.S.	8—Statement of Receipts.....	See Chapter 9
T.C.S.	9—Statement of Local Transportation.....	See Chapter 9
T.C.S.	10—Statement of Disbursements.....	See Chapter 9
T.C.S.	11—Statement of Outstanding Items Recoverable Locally.....	See Chapter 9
T.C.S.	12—Statement of Expenditures Made under Local Purchase Authority.....	See Chapter 9
T.C.S.	13—Statement of Accommodation Rented.....	3
T.C.S.	14—Requisition for Consular Fee Stamps.....	3
T.C.S.	15—Dislocation Expenses.....	3
T.C.S.	16—Quarterly Summary of Direct Representational Expenditures.....	1
T.C.S.	17—Official Receipt Book.....	See Chapter 9
T.C.S.	18—Estimate of Travel Costs.....	1
*T.C.S.	19—Signature Card, Bank Specimen.....	1
T.C.S.	101—Employment Certificate for Locally-Engaged Staffs Abroad.....	3
T.C.S.	102—Personal History Form for Locally-Engaged Staffs Abroad.....	2
T.C.S.	103—Oaths of Office — Locally-Engaged Staffs Abroad.....	1
T.C.S.	104—Recommendation for Salary Increase for Locally-Engaged Staffs Abroad.....	1
T.C.S.	105—Reclassification and Promotion Report for Locally-Engaged Staffs Abroad.....	3
T.C.S.	106—Termination of Employment Certificate for Locally-Engaged Staffs Abroad.....	2 or 3
▲T.C.S.	107—Officer Rating Report.....	1
*T.C.S.	108—Monthly Attendance Report.....	1
<i>Other Forms</i>		
▲CSC	64—Efficiency Rating and Appraisal Form.....	2
CSC	263—Application for Leave.....	1
CSC	264—Supplementary Information Required in Ap- plications for Special Leave with Pay— Illness in Family.....	1
C.T.	110 (Rev.)—Travelling Expenses.....	As required
*C.T.	421—Car Mileage Certificate and Diary.....	1
Ext.	116—Inventory of Consular Fee Stamps.....	See Chapter 9
Ext.	120—Cash Blotter for Consular Fees Collected....	See Chapter 9

▲ Forms forwarded to post when report is required.