

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
40.	<u>LES</u>						
	a) Application for Pension Payment	EXT 394			AEBA		Ad Hoc- 1 month prior to S.O.S. date
	b) Appraisal Reports	EXT 122/123			ABKL*	LES 1 & 2, 4.1.8	Annual, to coincide with increments *Retain on employee's file at mission
	c) Compensation Survey	EXT 97 EXT 98			ABKL	LES 1 & 2, 3.2	Ad Hoc - at least annually.
	d) Deduction Sheet for Locally Engaged Canadians	EXT 633	1st working day of OCT, JAN, APR, JULY	10th working day of OCT, JAN, APR, JULY	ABKL	LES 1 & 2, 4.1.12	Quarterly
	e) Employer's Report of Accident	FORM 7			AEBA	LES 1 & 2, 4.2.12	Ad Hoc
	f) Employment and Pay Certificates	EXT 208			ABKL/MFFP ISSV	LES 1 & 2, 4.1	Ad Hoc. Attach copy to Mission Financial Return
	g) Estimates of Social security contributions	EXT 250		OCT	ABKL		
	h) Oaths and Affirmations				ABKL*		Ad Hoc on appointment. *Retain on employee's file at mission.
	i) Paylists	EXT 201					See item 23(h)(xi)
41.	Library Subscriptions	BFL List	AUG 20	SEP 1	BFL		Annual
42.	Long Distance Telephone						See item 23(h)(vi)
43.	Loss of Public Monies	Letter or Telegram			MFP	FM 23.13	Ad Hoc. Report circumstances to HQ for decision