

(1)

FA 118-53

Box 1:

- 100 Administration - General
- 105 Administration Organization - General
- 122 Administration Organization - Region
- 123 Administration Organization - Reorganization
- 170 Clubs, Associations
- 170-3 Clubs, Associations - Chamber of Commerce
- 180 Badges, Emblems, Flags
- 198 Campaigns and Canvassing
- 205 Circulars, Directives
- 210 Committees
- 216 Committees - Interdepartmental
- 230 Communications
- 240 Communications - Telephone
- 245 Complaints
- 250 Conferences
- 270 Cooperation - Universities and Colleges
- 290 Data Processing
- 300 Forms Management
- 324 Information Services/Public Affairs
- 327 Information Services/Public Affairs - Advertising
- 405 Mail, Messenger Services, Postal Service
- 410 Management Services
- 415 Management Services - Audit and Review
- 435 Office Services - Duplication
- 500 Records Management
- 516 Reports and Statistics - Monthly

118-53

Box 2:

516 -6 Monthly Claims
520 Summary of Cla
540 Security 85/86
600 Building and Properties 84/85
670 Lands and Parking 84/85
700 -1 Zerox
705 Inventory of Furniture and Equipment
715 Access to Employment and Insurance Manuals
750 Forms
775 Maintenance and Repairs
795 Procurement - General
820 Standing Offers - 85/86
855 -2 Accounts General - Reconciliation
855 -3 Accounts General - Receipts
850 -7 EIIS committment & expenditure 82/83
920 Finance - Banks and Banking
940 Budgets 85/86
955 Cheques and Warrants

(2)

Box 82

Report
Pending Claims (weekly)
Security Clearance

Box 3

3

(3)

886	Accounts - Standing Advances	
920-1	D.B.A. Vouchers	
920-2	Imprest Account	
965	Financial Coding	
1040	Travel	
1055	Accidents & Injuries	→ 1050 Personnel - General
1060	Attendance	
1065	Awards and Honours - General	
1070	Awards and Honours	
1135	Employment & Staffing	
1145	Employment & Staffing	
1200	Overtime - Extra Duty Input	
1220	Leave and Holidays	

Box 4

(4)

Box 4

1230 Manpower Planning - General
1255 Manpower Planning
1290 Retirement & Separation
1300 Salaries & Wages
1330 Staff Relations
1380 Superannuation and Pensions
1390 Training and Development
1395 Training and Development - Reimbursement of Tuition
1435 Training and Development - Plans and Goals
4040 Rubber Stamp Project
4060 Reports and Statistics
4125 Insurable Employment
4050 Manuals and Directives
4210 Benefits and Claims - Decisions and Appeals
4230 Benefits and Claims
5795 S.I.N. Registrations → 5745 Social Insurance Registration - Proof of Identity

5

Box
(5)

Box 5

- 1040 Mobility
- 1355 Staff Relations
- 4295 U.I. Benefits
- 4360 Claims - Sickness/Maternity
- 5020 Computer Operations
- 5130 Employment Systems - Computer
- 5325 Information Systems
- 5795 S.I.N. Registrations
- 7000 Labour Market Information
- 7020 Conferences, Meetings
- 7070 Employment Development
- 7075 Career Access
- 7104 Employment Development - Career Access
- 7230 Agriculture Wages
- 7390 C.I.R.B.
- 7495 Recruitment of Foreign Workers
- 7500 Recruitment of Foreign Workers - Occupational Categories
- 7530 Training - Industrial
- 7586 Skill Shortages
- 7584 Skill Investment
- 7600 Employment Services
- 76002 Employment Services - Small Business
- 76003 Employment Services - Ness/REvitalization

- 7870 Youth Employment - General

- 7750 Placement
- 7645 counselling Dev't
- 7640 Nat'l Job Bank (computerized inventory)

