



Enquiries: Koikoi Dinga
Reference: LA 2/8/2

PROCEDURES

SUBMISSION OF ENDING ODO READINGS (25th)

Documents:

1. Reminder letter
2. Pro forma letter
3. End kilometres

Procedure:

1. Send reminders for ending odometer readings on the 20th of every month to District Managers and users
2. On receipt of ending kilometers, check for completeness of information provided.
3. In case of errors/mistakes/incompleteness, get clarity from user and note in the individual GOV file for further follow-up.
4. Submit end kilometres to the Data Capturer
5. In case of non-submission of information by Districts on the 25th
6. Complete a pro-forma letter to be signed by the supervisor (Transport Officer) to the District Director

OUTCOME:ENDING ODO READINGS

Responsibility: Administrative Clerk


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J.C.M. KAY
DIRECTOR: MANAGEMENT SERVICES