

FREE STATE PROVINCE



Enquiries: Koikoi Dinga
Reference: LA 7/1/1/4/P

To: District Directors
Glen Agricultural Institute
Government Owned Vehicle Users

DEPARTMENTAL TRANSPORT CIRCULAR NO. 2 OF 2006

SUBMISSION OF MONTHLY ODOMETRE READINGS V/S MONTHLY CLOSURE OF LOG SHEETS.

1. To ensure that the monthly odometer readings submitted (Departmental Transport Office) on the 30th of each month corresponds to the odometer readings entered in the log sheet for the 30th of that month, the following procedure should be followed:
 - 1.1. Record the odometer readings as directed by Departmental Transport Circular No. 4
 - 1.2. Record the same readings in the log sheet as on the 30th of that month.
 - 1.3. Close down the log sheet for that month and transfer the last odometer reading in the new page/log sheet.
2. In the case where odometer readings are obtained (telephonically) from the officials in the field, procedure as in item 1.2. and 1.3. should be followed.

Your cooperation will be appreciated


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I. L. SILINDA
ACT. HEAD OF DEPARTMENT: AGRICULTURE