



DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

Enquiries : Miss A Singh
Extension : 2237
Reference : T6/17/P

**TO: ALL HEADS OF DEPARTMENT
MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE
ALL DEPARTMENTAL TRANSPORT OFFICERS**

PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 9 OF 2005: UPDATING OF CONTACT DETAILS IN RESPECT OF DEPARTMENTAL TRANSPORT OFFICERS (DTO'S) AND MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE (MTAC)

1. As you are aware, all circulars and any form of correspondence that is required to be forwarded to user Departments in the Province regarding official and subsidised vehicles are either faxed , e-mailed or post to all Heads of Department, MTAC members and DTO's. All such correspondence is forwarded by two of the three mediums mentioned.
2. With the re-structuring of Departments and officials relocating offices, it has however been noticed that the contact details for HOD's, MTAC members and DTO's on the databases maintained at Motor Transport Services are not entirely correct. Of late, MTS has found that e-mails are being returned as undelivered, and facsimiles are unable to be transmitted as a result of Departments not advising MTS of any changes in contact details.
3. In addition to the aforementioned, additional costs are being incurred by MTS in telephone calls, as calls have to be made in order to obtain correct/updated contact details. In certain instances comments/input is required from User Departments as a matter of urgency, and to still obtain contact details delays the process.
4. In view of the above considerations, it is therefore crucial that Departments inform MTS of any changes in contact details as well as any new MTAC and DTO appointees. For the purposes of updating the databases currently, it is requested that Departments submit the names and contact details of their MTAC member, alternate MTAC member and DTO to MTS for comparison purposes, as well as for updating the relevant databases. The contact details must include the postal address, telephone and facsimile Numbers as well as e-mail addresses. This information must be forwarded for the attention of Mrs G Orsmond at the fax number mentioned below by no later than 8 July 2005.
5. Your co-operation in this regard will be appreciated.

For Head: Transport

h: policies/circ/circ 2005/PTM Circular 9 of 2005.Updating of contact details iro DTO's and MTAC members

MOTOR TRANSPORT SERVICES DIRECTORATE

Street Address: 230 Prince Alfred Street, Pietermaritzburg, 3201, Republic of South Africa

Postal Address: Private Bag X9013, Pietermaritzburg, 3200, Republic of South Africa

Tel: (27) (33) 345-3321 – Fax: (27) (33) 345 5325

Internet: <http://www.kzntransport.gov.za/home.htm>