



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
MAURITIUS

Date: 17 June 2024

Circular Letter No. 44 of 2024
E/450/1/84 A

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Training Course in Transport Management

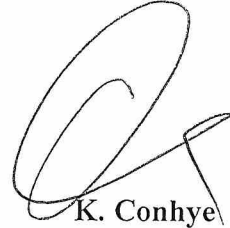
This Ministry, in collaboration with the Civil Service College, Mauritius (CSCM), is mounting a one-day training course in Transport Management for officers in the grades of Office Management Executive, Office Management Assistant and Management Support Officer, involved in transport/fleet management in Ministries/Departments.

2. The main objectives of the training course are, *inter alia*, to empower officers working in the Transport Section in Ministries/Departments to-
 - a) understand their roles and responsibilities in the efficient management of transport operations;
 - b) understand the importance of maintaining a comprehensive Plant Register, in line with the Financial Management Kit;
 - c) apply the procedures for updating and managing plant inventory effectively;
 - d) ensure transparency and efficiency in fuel management;
 - e) maintain and manage effectively Government vehicles;
 - f) understand the procedures for the handling of accidents involving Government vehicles; and
 - g) have an overview of the Government Assets Register.
3. The modules and sub-topics to be covered in the training course are at **Annex**.
4. The cost per participant is Rs 2,000 and will have to be met by the respective Ministries/Departments under their corresponding vote item for training.

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5. Supervising Officers in charge of Ministries/Departments are kindly requested to nominate the relevant officers posted in the Transport Section of their Ministries, *in order of priority*, and forward the list to this Ministry on e-mail address trainingmcsar@govmu.org with copy to the CSCM on email address contact@cscm.mu by **Friday 26 July 2024**.

6. I rely on your collaboration and support to make this training course an effective tool in strengthening the knowledge of public officers working in the Transport Section.



K. Conhye
Secretary for Public Service

*Copy to: Secretary to Cabinet and Head of the Civil Service
Director General, Civil Service College, Mauritius*

SN	MODULES/SUB-TOPICS
1	<p><u>Public Officers' Role in Government Affairs</u></p> <ul style="list-style-type: none"> • Understanding the significance of public officers in Government affairs, especially in transport operations. • Aligning personal responsibilities with organisational goals.
2	<p><u>Plant Register</u></p> <ul style="list-style-type: none"> • Importance of maintaining a comprehensive plant register in line with the Financial Management Kit. • Procedures for updating and managing plant inventory effectively.
3	<p><u>An overview of Occupational Health and Safety</u></p> <ul style="list-style-type: none"> • Hazards and Risks (Identification Exercise). • Safe Working Practices.
4	<p><u>Fuel Management</u></p> <ul style="list-style-type: none"> • Ensuring transparency and efficiency in fuel management. • Understanding the roles and responsibilities of indenting and transport officers. • Detection/prevention of potential fraudulent practices.
5	<p><u>Accidents and Procedures</u></p> <ul style="list-style-type: none"> • Handling accidents involving government vehicles. • Procedures for reporting, repairing, and insurance claims.
6	<p><u>Good Transport Management Practices</u></p> <ul style="list-style-type: none"> • Drivers' responsibilities/safety and code of conduct. • Implementing disciplinary actions when necessary. • Importance of transport request forms and maintaining accurate logbooks. • Benefits of a well-structured transport/fleet management system.