



**MINISTRY OF PUBLIC SERVICE, GENDER, SENIOR CITIZENS
AFFAIRS & SPECIAL PROGRAMMES
STATE DEPARTMENT FOR PUBLIC SERVICE**

INTERNAL MEMO

**TO : Ag DIRECTOR BPR
Ag DIRECTOR PR & COMMS
Ag DIRECTOR ICT
PROGRAMME OFFICER FINANCE
PROGRAMME OFFICER SUPPLY CHAIN MANAGEMENT
PROGRAMME OFFICER LEGAL
PROGRAMME OFFICER QUALITY
PROGRAMME OFFICER OPERATIONS**

DATE : 7TH OCTOBER, 2021

SUBJECT : TRANSPORT REQUISITION FORM

The above subject refers.

Planning is a prerequisite for the prudent and effective management of transport needs.

Additionally, work related travel using official transport requires proper authorization.

The purpose of this memo is to therefore bring to your attention the necessity to make requests for transport facilitation in advance (at least 3 days prior to travel) to enable adequate arrangements.

The appropriate transport requisition form is attached.

Gatobu Kirera
PROGRAM OFFICER - ADMINISTRATION

CC: Secretary/CEO



Huduma Kenya Secretariat

15th Floor, Lonrho House, Standard Street, Nairobi

P.O. Box 47716-00100, Nairobi Telephone 0206900010

www.hudumakenya.go.ke