Land & Survey Department - Lands Allocation Section

Transfer land from system to system

Procedural steps LSD-13		
Processed by	**Process**	**Location**
Receptionist	Receives and verifies application and supporting documents Enters all information within the system (incomplete application needs to be resubmitted) Inform applicant to pay the fees to cashier	Reception
Section Head	(Application goes to the General Survey Section via predefined workflow of the system to process the request and Head of lands and Survey department is notified) Contacts Real Estates Department to put property under mortgage; Contacts Financial & Administrative Affairs Department to take action	Lands Allocation Section
Staff	Studies the application and provides feedback to section head	Lands Allocation Section
Section Head	Approves the request	Lands Allocation Section
Financial & Administrative Affairs Department	Coordinates with Ministry of Economy and Finance to disburses applicant	Financial & Administrative Affairs Department
Staff	Transfer housing, senior staff and public housing land, as per submitted file	Lands Allocation Section
Section Head	Issues approval and validates by Department Director	Lands Allocation Section
Staff	Closes request in the system and updates the system as "completed	Lands Allocation Section
Receptionist	(In case Head of land allocation section rejects the request, he will provide his justification for rejection. Reception staff informs the applicant about the rejection of application with proper justification and close the request in the system)	Reception
Process duration		**1 week**