

Priority – Immediate - [GIS Hargeisa](#)

11th Feb - 2024

Workflow Change Request for ChangeOwnership Workflow 1

Service Type: New Registration

Service: NR-Gift, NR-Inheritance, NR-Own Property, NR-Sale

Requested by Mayor - DHH - Priority with Immediate effect.

Proposed task name with existing workflow roles.

Sl.	Task Name	Workflow Role	Customer_Service
1	Application Registration	Teller	1.a
1.a	Document Verification	Document-Verification	Yes
2	Payment 1	Payment	No
3	Geometer Survey	Surveyor	Yes
4	Parcel Creation	Parcel Creation	Yes
5	District Chairman	SurveyorSupervisor	Yes
6	Quality Control - NR	Notary	Yes
7	Payment 2	Payment	No
8	Map Verification Officer	MapVerificationOfficer	Yes
9	Director of Land	City Officer	Yes
10	Executive Secretary	Executive 1	Yes
11	Deputy Mayor	Executive 2	Yes
12	Mayor	Executive 3	Yes
13	Deliver	Delivery	Yes

Removal

Sl	Task Name	Workflow Role
1	District Secretary	District-Officer
2	District Head of Planning	Geometer Supervisor
3	Head of Land Administration	HeadOffice-officer
4	Planning Extension Officer	HeadOffice-Geometer
5	LandAuditor	LandAuditor

Rename (Task Name)

From	To	Additional
Notary Attestation	Quality Control - NR	Customer Service Quality Control - NR

Summary

Existing	Proposed	Removal	Rename
18	13	5	1

Notes: The proposed workflow is only applicable to new applications from the date of release.