



## 1.0 INTRODUCTION OF PROJECT

As we know, in this world there is much information being produced day by day. In organization, we know that information such as records are being kept in their record room or offices. This is because so that they can organize the information and can easily find and retrieve them back when they want to. Information is documents where each of them is being put into files. Little that we know, each and every movement involving the files, is kept tracked. Also how each files enters, leaves and transferred are also kept tracked.

Classification and filing system are made in order to keep the files into a proper organized way of filing. Classification itself already mean, organizing something into classified way. This system is used all over the world in every country. Without classification and filing system, the records in organization will be scattered everywhere, leading to not be able to find their records on time and maybe important information will be loosed.

We are to be made a research on how organizations organize their records. In other words, to see how their filing and classification system works, therefore we have chosen Director of Land and Mines Office of the State was established in 1913 and was initially known as the Office of Lands Superintendent Kelantan.

## 2.0 ORGANIZATION BACKGROUND



- The establishment of this Web site Office of the Director of Lands and Mines of the State is basically describe in detail the tasks carried out under the jurisdiction of the Office of the Director of Lands and Mines State.
- It is also to respond to the government in disseminating information to local and global community through the internet in the mainstream of information technology.
- All information presented is from the authentic and true information. All views and further information may be obtained by calling your office Kelantan PM or e-mail to us.

### **3.0 CORPORATE VISION, MISSION, OBJECTIVE AND MOTO**

#### **3.1 Vision**

- Towards excellence based land administration and management of sustainable development.

#### **3.2 Mission**

- Create management and soil quality, efficient and effective in line with the National Land Policy.

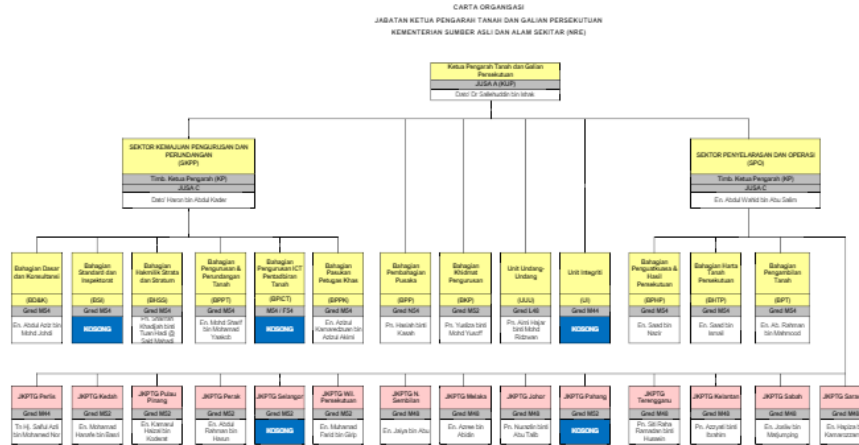
#### **3.3 Moto**

- "Serving With dedication, Fast and Accurate"

#### **3.4 Objective**

1. Advise the State Authority in all aspects of land administration in accordance with the provisions of the law.
2. Assisting the State Authority in outlining policy Lands and Mines in accordance with the requirements of the National Land Policy.
3. Determining Land Administration throughout the country carried out in accordance with the laws and policies that have been set.
4. Lead, coordinate and oversee the activities of the offices statewide land to be implemented in accordance with the laws and requirements and in line with the principles set out to achieve.
5. Determining the smoothness of Land Administration in the country in order to achieve customer satisfaction.
6. Determine all types of revenue involved can be collected in an effective and satisfactory.
7. Store and maintain documents of title and land affairs that updates records that ownership of property is always lawful - law.

#### 4.0 ORGANIZATION STRUCTURE CHART



#### 5.0 FUNCTIONAL DESCRIPTION / ROLES AND FUNCTION OF DEPARTMENTS/ DIVISIONS/ UNITS

The Function Of The Office Of The Director Of Lands And Mines Are As Follows :

1. Advise the State Government and District Administrations and counts the feedback to the Department of Lands and Mines in land administration as a whole.
2. Advising the State Government in relation to the policies disposal, construction and land administration.
3. Manage, coordinate and implement the process of land administration in accordance with the requirements of the National Land Code, Kelantan Land Rules, Circulars Director of Lands and Mines Kelantan, Circular Kelantan Director of Lands and Mines and the National Land Council.
4. Determine the land and minerals collected in full.
5. Maintain, update and analyze data and information list of titles and other information on land administration.
6. To provide advice and monitoring in matters of land administration.
7. Enforce the KTN 1965.

The objectives of the Land Acquisition Unit

1. To accelerate the process of land acquisition application submitted by Ministries, Federal and State Departments;
2. To settle the compensation payment, and in some instances, to deposit it in Court or Amanah Raya Berhad, as the case maybe.
3. To make a survey application to JUPEM to issue titles of continuation (if applicable) after the completion of the acquisition process;
4. To refer cases of appeals to the Court pursuant to Section 37 (1) (a) –(d) of the Land Acquisition Act.

The objectives of the Administration and Finance Unit

1. To ensure that all functions related to services, administration and financial procedures are implemented in accordance with the requirements of the General Orders and Financial Procedure which are regularly updated.

The objectives of the Federal Property Unit

1. To record, update and control the master files of the Federal Property
2. To update and regulate alienated lands / Federal Reserved Land/ AA
3. Federal Reserved Land / Files for the application of alienation of lands or
4. PTP land reservation and the files for Federal quitrent
5. To write monthly reports on work done by the Special Task Force)
6. To resolve cases related to the applications of small estate distribution within the time frame as soon as possible and to reduce expenses and inconvenience to the public as our clients, besides giving consultancy services to prospective heirs to claim their parts of the inheritance / Letter of Administration.