

## Transportation & Infrastructure Planning Department –Planning Implementation Section

### Demarcation for pathways

<b>Procedural steps TIPD-03</b>		
<b>Processed by</b>	<b>Process</b>	<b>Location</b>
Receptionist	Receive and verify application and supporting documents Enter all information within the system (incomplete application needs to be resubmitted)	Reception
Section Head	(Application goes to the Head of Planning Implementation section via predefined workflow of the system to process the request and Head of Department is notified) Reviews the request and assigns relevant engineer to process the application	Planning Implementation Section
Relevant engineer	Studies the application, prepare demarcation form and drawings	Planning Implementation Section
Section Head	Validates the drawings and demarcation form, forwards it to land & Survey department for execution and Reception staff is informed accordingly	Planning Implementation Section
Receptionist	Closes the request in the system and updates the status as "completed"	Reception
	<b>Process duration</b>	<b>1 Day</b>