

## Transportation & Infrastructure Planning Department – Transportation & Traffic Planning Section

### Providing traffic data

Procedural steps TIPD-08		
Processed by	Process	Location
Receptionist	Receives queries via phone, official memo or personal visit Enter all information within the system (incomplete application needs to be resubmitted)	Reception
Section Head	(Application goes to the Head of Infrastructure Planning 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	Transportation & Traffic Planning Section
Relevant Engineer	Reviews application, provides requested info on CD and prepare memo for Head of section approval	Transportation & Traffic Planning Section
Section Head	Validates the information and forwards the memo and CD to Reception staff accordingly	Transportation & Traffic Planning Section
Receptionist	Handover's memo and CD to the applicant, closes the request in the system and updates the status as "completed"	Reception
Receptionist	(In case Transportation & Traffic Planning 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