



**COMMITTED.  
PERSEVERANCE.  
FOCUS.  
EXTRAORDINARY.**

# OUR ORGANIZATION

Land and Survey Department Sarawak is the only Government Agency that has 4 major disciplines of land administration and management under one roof in line with the global land administration perspective (Land Administration For Sustainable Development by Williamson, Enemark, Wallace and Rajabifard, 2010) namely Land Tenure, Land Value, Land Use and Land Development.

## Establishment of LANDS AND SURVEYS

- **1918** □ Land and Survey Department Sarawak established.
- **1925** □ The two departments was split into a separate Survey Department and Land Department. The registration of transaction affecting land became responsibility of the Registrar of the Supreme Court.
- **1933** □ The two departments are merged and known as Land and Survey Department
- **1996** □ Use the name as 'Jabatan Tanah dan Survei Sarawak' (JTS)/ Land and Survey Department Sarawak as the official name.



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<https://landsurvey.sarawak.gov.my/>

## VISION

Excellence in administration  
and management of land

## MISION

To administer and manage  
land with the latest  
technology for the benefits  
of the people and state

## SLOGAN

An agency to facilitate  
development.

## CORPORATE PROFILE

**3,019 Staff**

**7 Directorate**

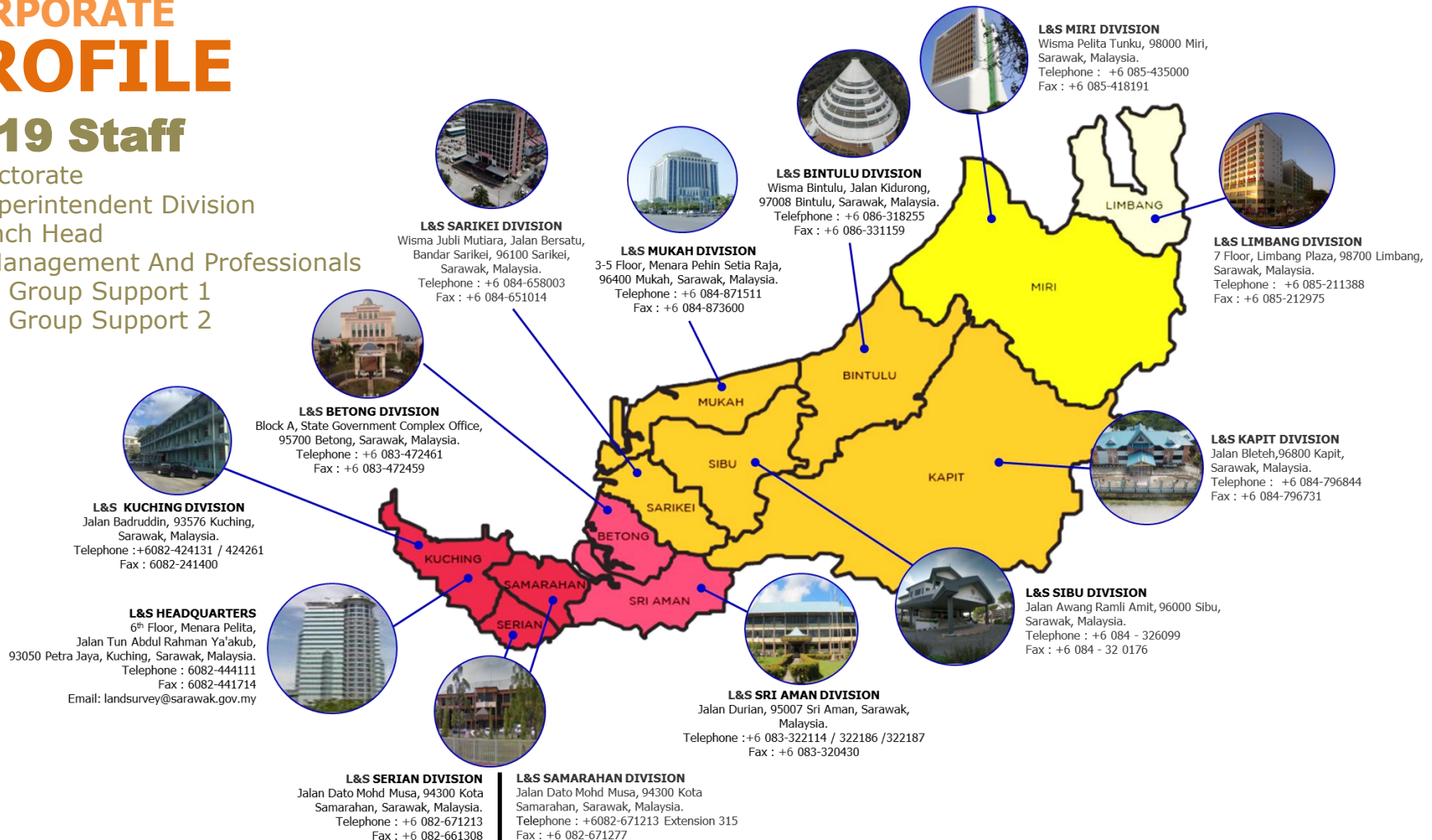
**12 Superintendent Division**

**8 Branch Head**

**120 Management And Professionals**

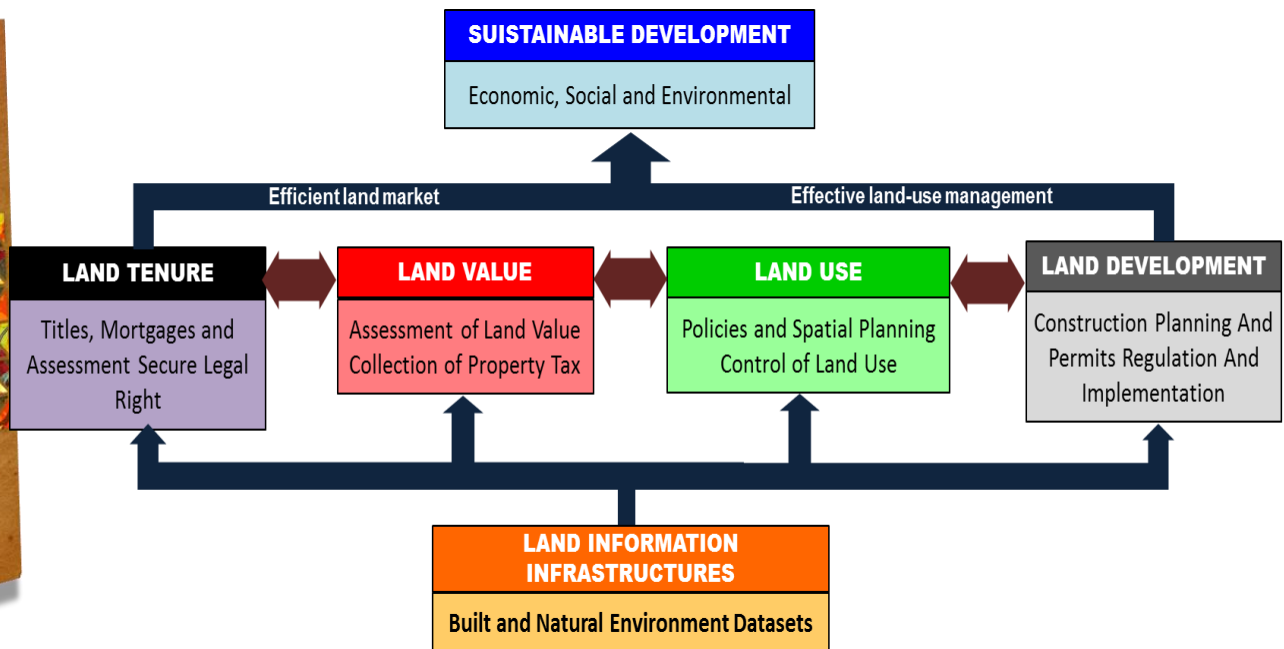
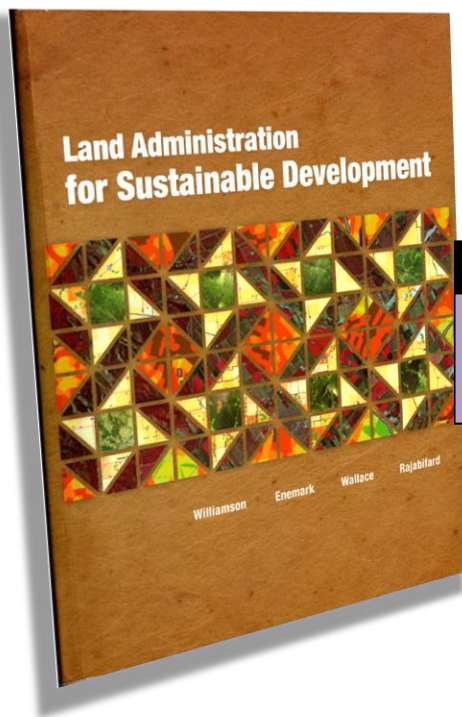
**1,445 Group Support 1**

**1,427 Group Support 2**



# 4 MAJOR DISCIPLINES

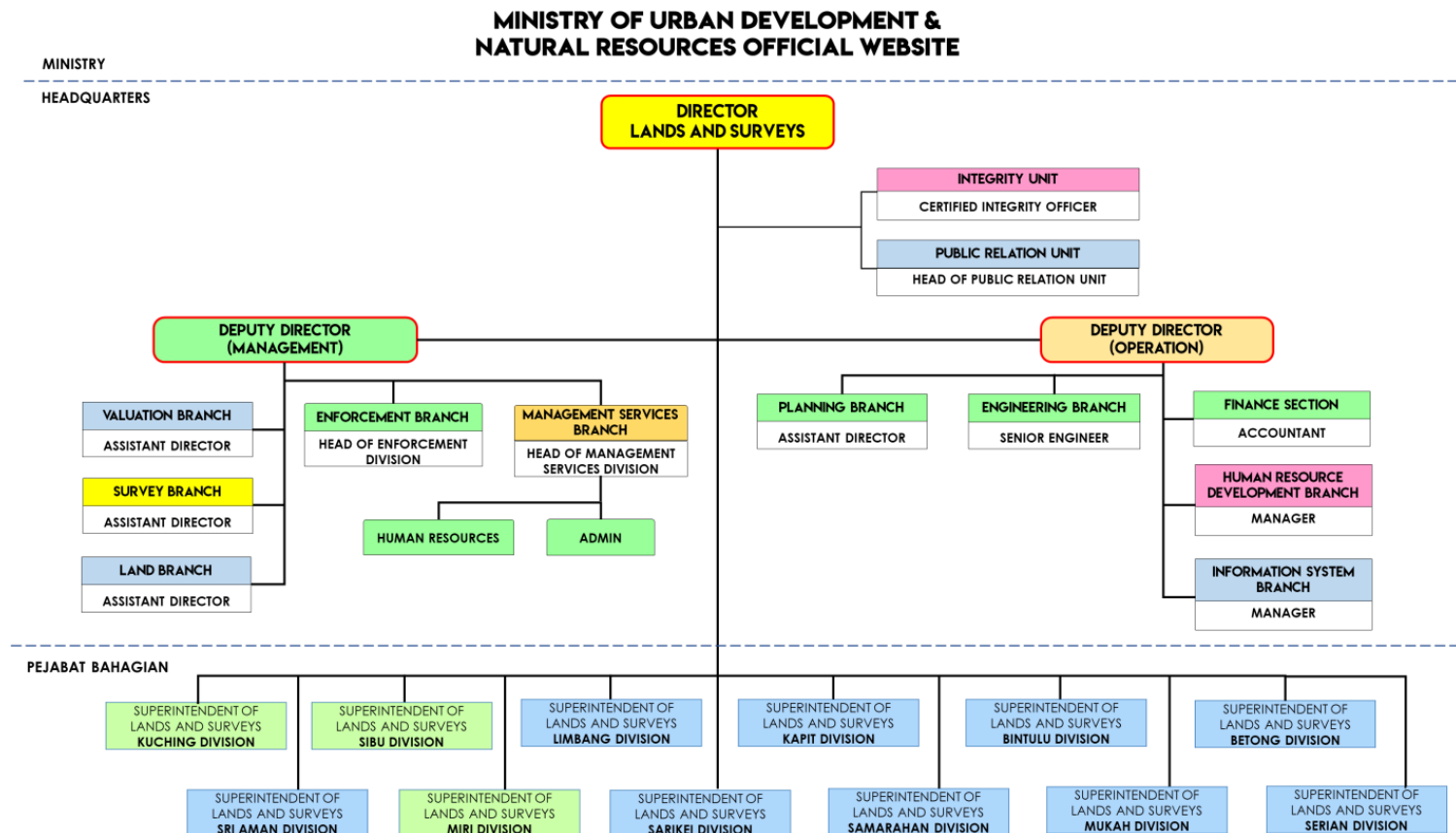
Land and Survey Department Sarawak is the only Government Agency that has 4 major disciplines of land administration and management under one roof in line with the global land administration perspective (Land Administration For Sustainable Development by Williamson, Enemark, Wallace and Rajabifard, 2010) namely Land Tenure, Land Value, Land Use and Land Development. Supported by 8 other branches / sections / units to ensure the role of the department is implemented successfully.



# ORGANIZATIONAL CHART

L&S is a Government agency under the Ministry of Urban Development and Natural Resources. L&S is administered by the Director of Land and Survey Sarawak who is responsible for policy matters. He is assisted by two Deputy Directors, namely Deputy Director of Operations to oversee the affairs of the Planning Branch, Engineering Branch, Information System Branch, Finance Section and Human Resource Development Branch, while Deputy Director of Management's role is to supervise the affairs of the Land Branch, Survey Branch, Enforcement Branch, Management Services Branch and Public Relations Unit.

The four (4) main branches, namely Land Branch, Survey Branch, Planning Branch and Valuation Branch in L&S are administered by four (4) Assistant Directors. The 12 Divisional Offices are administered by the Superintendent of Lands and Surveys.





# LAND Branch



SURAT HAKMILIK TANAH  
RAH NEGERI DAN WART

## OBJECTIVES

- To provide professional advice and services on land administration to internal and external clients;
- To administer and manage land effectively and efficiently;
- To administer land in accordance with government aspirations and policies;
- To manage the alienation of state land so that maximum benefits be accrued to the community at large;
- To regulate the registration dealing and other transactions on land; and
- To generate and collect revenue.

### For further information, please contact:

Land Branch, Headquarters :  
+6082-445088 ext. 8604;  
or relevant Divisional Offices.

The Land Branch is one of the main Branches of the Land and Survey, Department. It is under the charge of the Assistant Director (Land).

## FUNCTIONS

### Land Administration Section

The main function of this Section is to process any application for land development such as for commercial, industrial, residential, agricultural, recreational, office, institutional or any other purposes. Other than that, it is also responsible for processing applications for Permission to Deal (Transfer/Charge/Sublease), application for variation of title condition (AVTC) and subdivision, and application for renewal of land leases (RLL).

### REVENUE SECTION

The Revenue Section is responsible for collecting land premium, land rent or any other miscellaneous fees and land charges.

### LAND REGISTRY SECTION

The Section is responsible for registering land instruments presented for registration such as Memorandum of Transfer, Memorandum of Charge, Memorandum of Sublease, Memorandum of Surrender and Alienation, Memorandum of Surrender and Re-Alienation, new land titles, replacement of lost title, and etcetera.

### ADJUDICATION SECTION

The Adjudication Section is responsible for adjudicating the ownership of land systematically under the provision of Part V of the Land Code (Cap 81).

# SURVEY Branch



**For further information, please contact:**  
Survey Branch, Headquarters :  
+6 082-444111 ext. 8201; or relevant Divisional Offices.

The Survey Branch of the Land and Survey Department, Headquarters under the charge of the Assistant Director (Survey), is responsible for processing, managing, storing and maintaining spatial data acquired and survey related activities carried out in the state.

## OBJECTIVE

To maintain and manage reliable geospatial data to support efficient land administration.

## FUNCTIONS

- Providing geodetic controls in the State.
- Carrying out aerial photography survey.
- Compiling and producing topographic, thematic and town maps of Sarawak.
- Sale of restricted and unrestricted maps of Sarawak, survey plans, aerial photographs and orthophotos.
- Overseeing cadastral survey works carried out by both Government Surveyors and Licensed Land Surveyors in the state and ensuring the standard of survey work is maintained and that survey practices are in accordance with the Survey Branch technical requirements and the Land Surveyors Ordinance, 2001.
- Storing and maintaining spatial data acquired by the Department.

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**For further information, please contact:**

Survey Branch, Headquarters :

+6 082-444111 ext. 8201; or relevant Divisional Offices.

## 5 MAIN SECTIONS

### 1. GEODETIC SURVEY SECTION

The Geodetic Survey Section is responsible for the establishment of geodetic control network and maintenance of existing Tellurometer Traverse Station (TT) and Standard Traverse Geodimeter (STG) traverse stations in Sarawak. The Geodetic Survey Section is entrusted to ensure that sufficient higher order control stations are available for cadastral survey to be carried out by the respective Divisional offices. Apart from establishing TT & STG control stations, this section also carries out pre-marking and post-marking survey required by Photogrammetry Section for topographic mapping purposes.

### 2. CARTOGRAPHY SECTION



The Cartography Section is entrusted with the responsibility of producing and maintaining topographic, thematic and town maps of Sarawak. These maps are classified into Restricted and Unrestricted maps and are available for general information and usage of Government agencies, statutory bodies and the general public, upon application. Maps, aerial photographs / orthophoto are classified as restricted items. Requests for supply of these restricted maps and aerial photographs are subjected to the prior security clearance granted by the Royal Malaysia Police. However, requests for the supply of other unrestricted maps are not subjected to security clearance and may be purchased directly at the Sale Counter at all Land and Survey Department Divisional Offices and Cartography Section at Land and Survey Headquarters, Menara Pelita.



# SURVEY

## Branch

### 3. PROJECT SURVEY SECTION

The Project Survey Section at Land and Survey Headquarters is fully responsible for the monitoring of surveys for all Government development projects and to ensure that the surveys are completed on schedule and as budgeted. This section is also entrusted to plan, prepare, issue, check, and approve cadastral controls, land acquisition surveys, or perimeter surveys under contract survey jobs issued to Licensed Land Surveyors, financed either by the Land and Survey Department Development Fund or by statutory bodies / other government agencies. Besides that, this section is also responsible for the monitoring on the performance of appointed Licensed Land Surveyors in the state.

### 4. PHOTOLITHO SECTION

The main function of this section includes binding of books, printed documents and reports for Departmental use. This section is also responsible in the producing of land rent payment booklets, titles, and other restricted documents. Besides that, this section produces special folders for Land Registers, Land Titles Instruments and other legal documents.



### 5. PHOTOGRAMMETRY SECTION

The main function of the Photogrammetry Section is to produce topographical maps in the form of machine plots throughout the State required for development projects such as land development schemes, plantation schemes, drainage and irrigation schemes, urban and rural planning, and other feasibility studies for development programs. This section produces Digital Topographical Data, Digital Terrain Model, Digital Urban Map, and Orthophoto Maps for State Development projects and Geographical Information System (GIS). The department acquired and utilized Unmanned Aerial Vehicle (UAV) complete with a system to support the existing airborne aerial survey, and utilized mobile LIDAR to acquire data needed for 3D city modelling. In 2018, 3D Unit was established under Photogrammetry Section based on the recent development in technology. This unit is entrusted with the responsibility to produce 3D data and to form 3D City Model Profile for Sarawak State. This data is utilized by the State Planning Unit to aid relevant authorities in the making of prompt decisions.





# PLANNING Branch



## OBJECTIVE

The main objective of the Planning Branch is to control and regulate land usage to ensure physical development plans are implemented in accordance with a predetermined procedure and in line with the objectives of the government's development plan.

### **For further information, please contact:**

Planning Branch, Headquarters :

+6 082-444111 ext. 8301; or relevant Divisional Offices.

At present, there is a Planning Branch in every Divisional Office except in Bintulu Division. The word "planning" clearly explains the role of this Branch. All developments start from the Planning Branch. The applicant is required to submit an application for planning permission to this Branch which is responsible for planning and controlling development in accordance with the principles of town and country planning. It also manages and monitors the implementation of Land and Survey Department development projects and gives planning advice to the Government and the private sector.

## FUNCTIONS

- To monitor and process development applications that involve land conversion, amalgamation and land subdivision (AVTC)/subdivision/ amalgamation of land;
- Processing applications by government agencies;
- Application for Wayleave Infrastructure development;
- Designing layout plans for land development plans such as the Greater Plan, Master Plan, Structure Plan, Local Plan, Kampung Extension Scheme, Resettlement Scheme, service centres, land use plans and roading plans;
- Processing applications for temporary land use such as kindergartens, nursery child care centres and etc;
- Processing Subdivision Plan / Amalgamation and Subdivision Plan, Engineering Plan, Building Plan and depositing of Survey Plan; and
- To assess reports relating to feasibility studies, regional centre studies, EIA and others either by government agencies or the private sector.

# PLANNING Branch

## 1. DEVELOPMENT CONTROL SECTION

The responsibility of the Development Control Section is to process applications for planning approval and development of lands or buildings. The main functions of the Branch are to process applications for:-

- a. Subdivision of land;
- b. Variation of title conditions (AVTC) without subdivision;
- c. AVTC/amalgamations/subdivision/development of land(s) or buildings;
- d. Reclassification of lands involving development on the affected land(s);
- e. Building plans in compliance with the Sarawak Buildings Ordinance;
- f. Depositing of survey plans;
- g. Siting and construction of telecommunication towers;
- h. Temporary use of lands and / or buildings such as childcare, nursery kindergarten and tuition centres.

## 2. SITING SECTION

Siting is the process by which Government agencies obtain sites or land for the development of Government institutions and establishments. Sites are identified jointly with applicants (client agencies) and recommended for the decision of the State Planning Authority. Siting includes application for sites by Non-Governmental Organizations (NGO's) including religious bodies, for religious and charitable purposes. Siting also covers legalization (*Pemutihan*) of existing establishments such as cemetery or government buildings.

## 3. URBAN PLANNING, DESIGN AND 3D SECTION

Urban Planning, Design and 3D Section's role is to provide and produce various types of plans such as structure plans, local plan, service centre, kampung extension scheme, resettlement scheme, landscape plan and roading plans while the 3D Unit is responsible for transforming 2D proposed plan into a 3D virtual reality presentation for the State Planning Authority meeting.

## 4. REGIONAL PLANNING AND RESEARCH SECTION

The Research and Regional Study Section is responsible to do assessment on research relating to feasibility studies, regional centre studies, Environmental Impact Assessment and others either by government agencies or private parties such as plantation or large-scale mixed-use development, study on establishment of Rural Growth Centre (RGC), Transport Planning Study and Social Impact Assessment.





# VALUATION

## Branch

Valuation Branch is responsible for managing land acquisition in accordance with the Government Development Programs. Besides that, it is responsible for assessing promptly all fees due to the Government as well as to provide professional advice to Government Agencies.

### For further information, please contact:

Valuation Branch, Headquarters :

+6 082-444111 ext. 8501; or relevant Divisional Offices.



## OBJECTIVES

- To ensure land required for implementation of government development projects are made available timely.
- To carry out compulsory Land Acquisition.

## FUNCTIONS

- Providing Assessment of Premium and Annual Rent for;
  - i. Application for Variation of Title Condition (AVTC)
  - ii. Direct Alienation
  - iii. Renewal of Land Leases (RLL)
  - iv. Annual Rent
- Miscellaneous Valuation Services such as;
  - i. Rental Assessment
  - ii. Assessment for Student Loan Purposes
  - iii. Assessment of Fee Payable for Temporary Occupation Licence (TOL)
  - iv. Auction by the High Court



# ENFORCEMENT

## Branch

Prior to the establishment of the Enforcement Division at Headquarters in 1997, there were only Enforcement Units within the Land Branches at the divisional offices of the Land and Survey Department. The Enforcement Branch of the Department was established in response to the government policy which emphasizes on importance of the enforcement of the laws, in taking firm measures and actions in:-

- i. The prevention and eradication of squatters problems
- ii. Dealing with breach of title conditions; and
- iii. Illegal removals of rock materials

**For further information, please contact:**

Enforcement Division, Headquarters :  
+6 082-444111 ext. 8210; or relevant  
Divisional Offices.



## OBJECTIVES

- To enforce the law under the provisions of the Land Code and the Minerals Ordinance 2004;
- To ensure prompt and effective action against squatters, illegal removals of minerals and rock materials and breach of title conditions;
- To ensure prompt and effective action against squatters, illegal removals of minerals and rock materials and breach of title conditions;
- To ensure royalties in respect of minerals and rock materials due to the Government are collected promptly.

## FUNCTIONS

- Enforcement of the law under the provisions of the Land Code and Minerals Ordinance, 2004;
- Issuance of minerals tenements and licenses to remove earth, sand and gravel, wharf and collection of royalty therefrom;
- Prevention, demolition and eviction of squatters on State Land;
- Prosecution of squatters and other offenders under Section 209 of the Land Code and under Part XI of the Minerals Ordinance, 2004;
- Enforcement of the provision of Section 33 of the Land Code in respect of Breach of Title Conditions; Enforcement of the Land Use (Control of Prescribed Trading Activities) Ordinance, 1997;
- Enforcement of the Land Use (Control of Prescribed Trading Activities) Ordinance, 1997;
- Maintenance of statistics on squatters, royalty collection and breach of title conditions;
- Planning and monitoring enforcement programme in all Divisions

# INFORMATION SYSTEM Branch

Information System Branch (ISB) is the Branch in the organization responsible for ICT initiatives and projects. ISB is tasked with responsibilities to ensure all ICT projects and activities in the Department are managed efficiently and in line with State Digital Government initiatives.

**For further information, please contact:**

Information System Branch, Headquarters :  
+6 082-444111 ext. 8401; or relevant Divisional Offices.



## OBJECTIVE

To maintain and develop a comprehensive, reliable and integrated land information system to provide excellent service delivery to the People and the State to contribute to the State Digital Government initiatives.

## FUNCTIONS

- Strategic planning for ICT development in the Department and formulating of ICT and Security policies and procedures;
- To plan and manage the implementation of ICT projects in the Department in accordance with the terms and conditions as stipulated in the project agreement;
- To maintain daily operation of Land and Survey Information System (LASIS);
- To manage the yearly ICT Budget for the Department;
- To plan, implement and monitor the ICT security for the Department; and
- To provide application support and services to users of Land and Survey Information System (LASIS), online service (eLASIS) and mobile services (Mobile LASIS).

# ENGINEERING

## Branch

The Engineering Branch of Land and Survey Department was established on 1st September 1995. The purpose of its establishment is to do planning and budgeting, project implementation, as well as contract administration for the development projects of Urban Roads, Kampung Extension and Service Centres.

## OBJECTIVE

To implement the Department's development projects in accordance with the scheduled plan, taking into consideration the priorities and needs of the people.

**For further information, please contact:**

Engineering Branch, Headquarters :

+6 082-444111 ext. 8325; or relevant Divisional Offices.



## FUNCTIONS

- To propose, plan and implement development projects under the Malaysian Plan, namely Urban Road, Kampung Extension Scheme/Resettlement Scheme and Service Centre.
- To prepare project papers for approval by State Development Executive Committee (SDEC) and the State Executive Council (MMKN).
- To manage projects from inception to end of implementation.

### DUTIES AT HEADQUARTERS:-

- To define project's scopes, carry out engineering design and procurement process of the development projects;
- To implement and administer contract;
- To liaise with relevant agencies on project matters; and
- To prepare budgets, set project implementation target, and project progress reporting.

### DUTIES AT DIVISIONAL OFFICE:-

- To process engineering plans and inspect the works carried out by the developers as listed in Part X of The Land Code.
- To put up development project proposals i.e. SPK/SPS, Service Centre, and Urban Roads to Headquarters,
- To monitor the progress of ongoing projects.



# MANAGEMENT SERVICE Branch

The Management Services Branch is responsible for providing supporting services to the Department such as human resource management, general administration and office management.

## OBJECTIVE

To provide a smooth, efficient and effective supporting services, human resource management, general administration and office management to ensure the Department's vision and mission can be achieved.

**For further information, please contact:**

Management Service Branch, Headquarters :  
+6 082-444111 ext. 8506; or relevant Divisional Offices.



## FUNCTIONS

### **HUMAN RESOURCE MANAGEMENT:-**

- Recruitment (vacancies for department's technical posts)
- Confirmation and emplacement into pensionable terms
- Retirement, resignation and relinquishment of post with consent
- Career development and promotion
- Handling disciplinary cases
- Handling disciplinary cases
- Appraisal assessment and recognition
- Transfer (inter-department & intra-department)
- Acting and covering of duties.

### **GENERAL ADMINISTRATION AND OFFICE MANAGEMENT:-**

- Store and asset management
- Application for all types of leave and permission to leave the state.
- Application for all types of Government loan and personal loan.
- Application for GCR (Gantian Cuti Rehat)
- Application for all types of allowances and privileges.
- Application for medical treatment allowances and reimbursement for the purchase of supporting equipment and medicines.
- Filing and records management (CACTUS)
- Filing and records management (CACTUS)

# HUMAN RESOURCE DEVELOPMENT Branch

This Branch was established in line with the policy of the State Government to set up a Human Resource Development Branch in every Department to handle relevant courses and events pertaining to human resources.

**For further information, please contact:** Human Resource Development Branch, Headquarters : +6 082-444111 ext. 8402 / 8012.



## OBJECTIVES

- To manage and develop human resources efficiently to achieve the vision, mission and objectives of the Department of Public Service.
- To be competitive, of high calibre attained through learning and to cultivate interest in self-learning at all levels of human resources.

## FUNCTIONS

- Responsible for coordinating, collecting and organizing internal courses for all staff.
- Conduct technical courses related to the functions and roles of the various Branches of the Department.
- Conduct external courses throughout the year as deemed necessary by the Department and are required to upgrade the skills and enhance knowledge of staff of the Department.
- Conducting events, workshops, conferences, exhibitions, etc.
- Compile a list of trainers / lecturers among experienced officers in the Department.
- Soliciting trainers / speakers from related consultants if needed.

# FINANCE

## Section

The Finance Section at Land and Survey Department, Headquarters under the charge of the Deputy Director (Operation), is responsible to ensure that financial and accounting activities in the Department adhere to rules and procedures as laid out in Financial Procedure 1957 (Act 61), Treasury Instructions, Treasury Circulars, Service Circulars, General Orders and Supplementary Regulations.

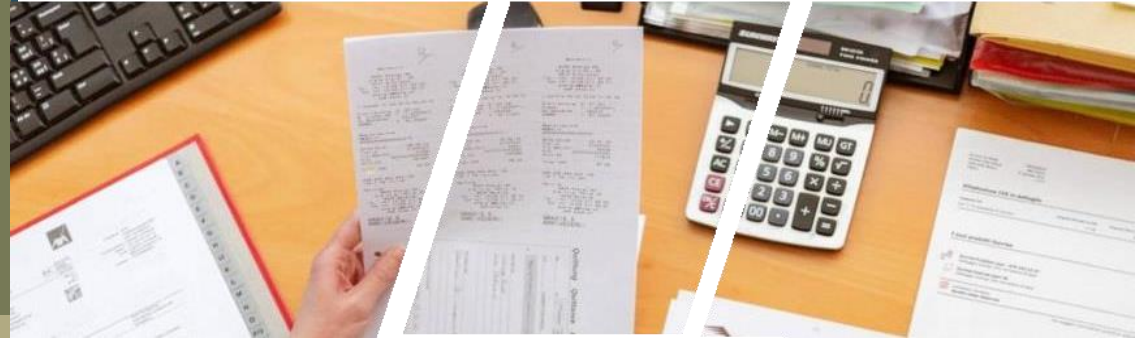
### OBJECTIVE

To have a realistic operating expenditure estimate and manage them with prudence, integrity and accountability.

**For further information, please contact:**

Finance Section, Headquarters :

+6 082-444111 ext. 8512; or relevant Divisional Offices.



### FUNCTIONS

- Prepare Yearly Expenditure Estimates, Periodic Budget Analysis and Budgetary Controls.
- Supervise, manage and control daily financial and accounting activities and to maintain proper accounting records for all transactions.
- Provide advice on financial and accounting matters to management and staff of the Department.
- Maintain records for all expenditure made by the department and to ensure expenditures do not exceed approved allocation.
- Record and prepare payment voucher for:-
  - Staff Claims
  - Contract Claims and Consultancy Fee
  - Land Compensation
  - Payment of Bills for Goods and Services
  - Other payments
- Issue Purchase Orders for procurement of goods and services.
- Prepare Salary Advice, Salary Adjustments and Salary Deduction for staffs.
- Reconciliation of Expenditure.
- Management of procurement of goods and services.



# PUBLIC RELATION Unit

- The State Government of Sarawak places great emphasis on the importance of public relations and in disseminating precisely its policy governing land and up-to-date information affecting interested groups and the general public.
- Thus, to realise this goal the Department of Lands and Surveys, Sarawak had on 21st February 2000, set up its Public Relations Unit to act as an agent of communication on matters pertaining to land administration and management.

## OBJECTIVES

- To build and sustain the Department's reputation as a leading organization in the management and administration of land;
- To disseminate precise information on services, conducted professionally, in the administration and management of land;
- To forge a close and proactive relationship with interested parties concerned and sensitive to feedbacks and constructive criticisms.

**For further information, please contact:**

Public Relations Unit, Headquarters :

+6 082-444111 ext. 8211; or relevant Divisional Offices.



## FUNCTIONS

- To manage relationships with interested parties (government, political parties, non-governmental organizations, private sectors, land owners and others), the media and the general public in disseminating the latest and accurate information pertaining to the Department, up-to-date activities, current policies governing land, administrative issues and management of land;
- To plan, coordinate and prepare suitable materials for the Department's promotional activities and publicity;
- To act as a bridge between the Department and its clients in managing complaints and inquiries by members of the public;
- To coordinate visits by local and foreign dignitaries, Departments, agencies, non-governmental organizations and students to the Department;
- To assist and coordinate official and unofficial programs held by the Department and the government;
- To construct and oversee the Departmental Documentation Centre (books, compiling photos, newspaper cuttings, videos, examination papers, Innovative and Creative Group projects, and others)
- To update the Department web portal;
- To coordinate activities under the One-Stop-Counter;
- To superintend and to ensure that telephone, counter and website services provided are at their best;
- To ensure that the latest version of the Clients' Charter is displayed, disseminated and understood;
- To carry out customers' satisfaction survey; and
- To plan and implement strategies in enhancing the Department's corporate image.

# ACHIEVEMENTS 2022

## INTERNATIONAL RECOGNITION



### eLASIS

Special Achievement in GIS (SAG)  
Award (eLASIS)



### INNOTECH Q9

(Gold Award) -47th International  
Convention on Quality Control Circles  
(ICQCC) 2022, Jakarta, Indonesia



### SASSOKU TECH

(Gold Award) -47th International  
Convention on Quality Control Circles  
(ICQCC) 2022, Jakarta, Indonesia

# ACHIEVEMENTS 2022

## INTERNATIONAL RECOGNITION



### INNOTECH Q9

- Public Service Innovation Award, Malaysia Technology Expo (MTE) 2022, Special Award International Federation of Inventors Association (IFIA), INNOTECH Q9, Land and Survey Department Sarawak, Bintulu Division
- Public Service Innovation Award, Malaysia Technology Expo (MTE) 2022, Gold Award, INNOTECH Q9, Land and Survey Department Sarawak, Bintulu Division



### SASSOKU-TECH,

Public Service Innovation Award, Malaysia Technology Expo (MTE) 2022, Gold Award, SASSOKU-TECH, Land and Survey Department Sarawak, Kuching Division



# ACHIEVEMENTS 2022

## INTERNATIONAL RECOGNITION



### LANDS TAHAI Q HYBRID TA'ROM

Public Service Innovation Award, Malaysia Technology Expo (MTE) 2022, Gold Award, LANDS TAHAI Q HYBRID TA'ROM, Land and Survey Department Sarawak, Limbang Division



### ACCURATE,

Public Service Innovation Award, Malaysia Technology Expo (MTE) 2022, Gold Award, ACCURATE, Land and Survey Department Sarawak, Mukah Division