

Guyana Lands and Surveys Commission



ANNUAL REPORT 2012



**Office of the Commissioner
Guyana Lands and Surveys Commission
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GEORGETOWN**

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EXECUTIVE SUMMARY

The year 2012 was a very successful one for the Guyana Lands and Surveys Commission. With a staff complement of one hundred and ninety-one (191), the Commission was able to efficiently and effectively carry out its Work Programme and achieve most of its targets during the year.

Highlights of the Achievements in 2012

In the Land Use Policy and Planning Section of the Office of the Commissioner, two (2) foreign – funded projects were in the implementation phase. One of the Projects was the Capacity Development and Mainstreaming for Sustainable Land Management (SLM) Project, funded by the Global Environment Facility (GEF), with United Nations Development Programme (UNDP) as the Implementing Agency, and Guyana Lands and Surveys Commission (GL&SC) as the Executing Agency. All the outputs and deliverables of this Project were achieved and the Project came to an end on March 31, 2012

The second Project was Development of Land Use Planning Project (DLUPP), which is funded by the European Union (EU), with GL&SC as the Executing Agency. The implementation of this Project continued, with an extension of twelve (12) months to October 2013. Significant progress was made in 2012 on this Project. A Draft National Land Use Plan (NLUP) was prepared after extensive Regional Stakeholder Consultations and Region 10 Land Use Plan commenced with Stakeholder Consultations. A Remote Sensing Training Plan was prepared for training to commence in January 2013.

Additionally, the satellite imagery was procured to facilitate updating of the topographic basemaps of Guyana. A Database Programmer and a Database Specialist were contracted to resume Database Development for the Integration of the Land Administration Database with the Land Information System. The next phase of the Project in 2013 would lead to the achievement of the outputs of the Projects in addition to a sustainability plan to continue the work of the Project into the Work Programme.

Preparations of a New GL&SC Strategic Plan commenced for the period 2013-2017 with inputs from staff of the Commission and the Ministry of Natural Resources and the Environment and other collaborating Agencies. The plan is expected to be finalized in the first quarter of 2013

Revenue Collection in 2012 was very satisfactory, exceeding the targeted figure. Compared with 2011, the revenue collected in 2012 surpassed the actual figure by 9%

The expenditure for 2012 was less than the budgeted figure, an indication of the stringent and austere financial management and control within the Commission

The actual expenditure during 2012 exceeded the Revenue, but the Commission received a subvention of \$103,284,000.00 from Central Government, which effectively supplemented the Commission's Employment Cost.

GL&SC received G\$24m from Central Government for its Capital Programme. The funds were released to the Commission and the Projects have been successfully completed. These included:

Procurement of Vehicle and other items, Opening up of Lands at Soesdyke/Linden Highway, Port Kaituma and Pomeroun River.

Land Administration is one of the core areas of operation within GL&SC. Significant achievements were made in 2012 in land administration. These included processing of applications at the regional level, applications filed, applications inspections, permissions to mortgage, titles issued and approval of applications by the Office of the President. All of these were on target.

In 2012, many persons applied for lands, but some failed to complete the process of paying the fees and uplifting of the leases. This situation eventually cost the Commission both time and money to reverse the process and reallocate the lands.

Surveys is another core area of operation. Most of the targets of the Surveys Division were achieved. These included Grants and Plans prepared for approval under the Amerindian Land Titling Programme, mutation documents, preparation of reports for the Land Court Judge, permissions to Survey, execution and completion of routine Cadastral Surveys, review, checking and recording of plans, printing of plans and providing certified copies of plans and precise leveling.

Land information and Mapping Division made significant contributions to the achievements of the Commission. Progress was made in digitizing the 1:50,000 multi-coloured Map Sheet, 12 SE and a part of 13 SW, also, a number of products were prepared for customers. The Administrative Map of Region 7 was completed, Region 9 is about 95% completed and work on the Administrative Map of Region 2 continued with the merging corrections on creeks and rivers and annotations. A number of Maps were plotted for sale to customers, through the Map Sales Unit.

The Staff continued to compile plans into new geo-data bases. Plans for Region 6 were completed. The Division continued to collaborate with the Ministry of Agriculture, Agricultural Diversification Project to establish a land parcel database. A number of IT tasks were carried out including progress with the IT Development Plan.

The Commission would like to express its gratitude to its partners and collaborators for their support in the achievement of its success in 2012. We look forward to their continued support in 2013.

1.0 THE MISSION, VISION AND FUNCTIONS OF THE GUYANA LANDS AND SURVEYS COMMISSION

1.1 Mission of the Commission

The Mission of the Guyana Lands & Surveys Commission (GL&SC) is **to effectively and efficiently administer lands for the benefit of our clients and national development.**

1.2 Vision of the Commission

Guyana Lands and Surveys Commission will endeavour to become a self-sustaining organization through a team of professional and motivated staff, using appropriate technology to deliver quality services to clients, provide decision support for effective land management, policy and planning and ensure access to land by all, thus contributing to poverty alleviation and national development.

1.3 Guyana Lands and Surveys Commission, Act No. 15 of 1999 (OVERVIEW)

The **Guyana Lands and Surveys Commission Act No. 15 of 1999** was assented to on June 1, 2001. This legislation comprehensively addresses the areas of management, sustainable use of all resources and established the Guyana Lands and Surveys Commission (GL&SC). The GL&SC Act mandates the Commission to have charge and act as guardian over all Public Lands, Rivers and Creeks of Guyana.

The Lands and Surveys Department was under the Ministry of Agriculture. However, after the passing of the GL&SC Act, the GL&SC did not become fully operational until June 1, 2001.

1.4 Functions of the Commission

The overall functions of the Guyana Lands and Surveys Commission are in the GL&SC Act, Part II 4 (1). Included among the functions are:

- To have charge of and act as guardian over all public lands, rivers and creeks of Guyana;
- To execute or cause to be executed geodetic, topographic, hydrographic and cadastral surveys in relation to the land and water resources of Guyana;
- To prepare and publish maps and charts of Guyana or parts thereof;
- To check, approve, record and, where required, certify all land surveys carried out in relation to any land in Guyana;
- To collect and account for all purchases, monies and rents, payable in relation to the sale or lease of public lands, and such rates, taxes, fees, fines and charges as the Minister may direct or as may be prescribed by law;
- To administer and enforce all laws relating to public lands and land surveys.

The Commission's regulatory function gives it the responsibility to monitor and enforce the GL&SC Act.

1.5 An Overview of the Organisational Structure of the Commission

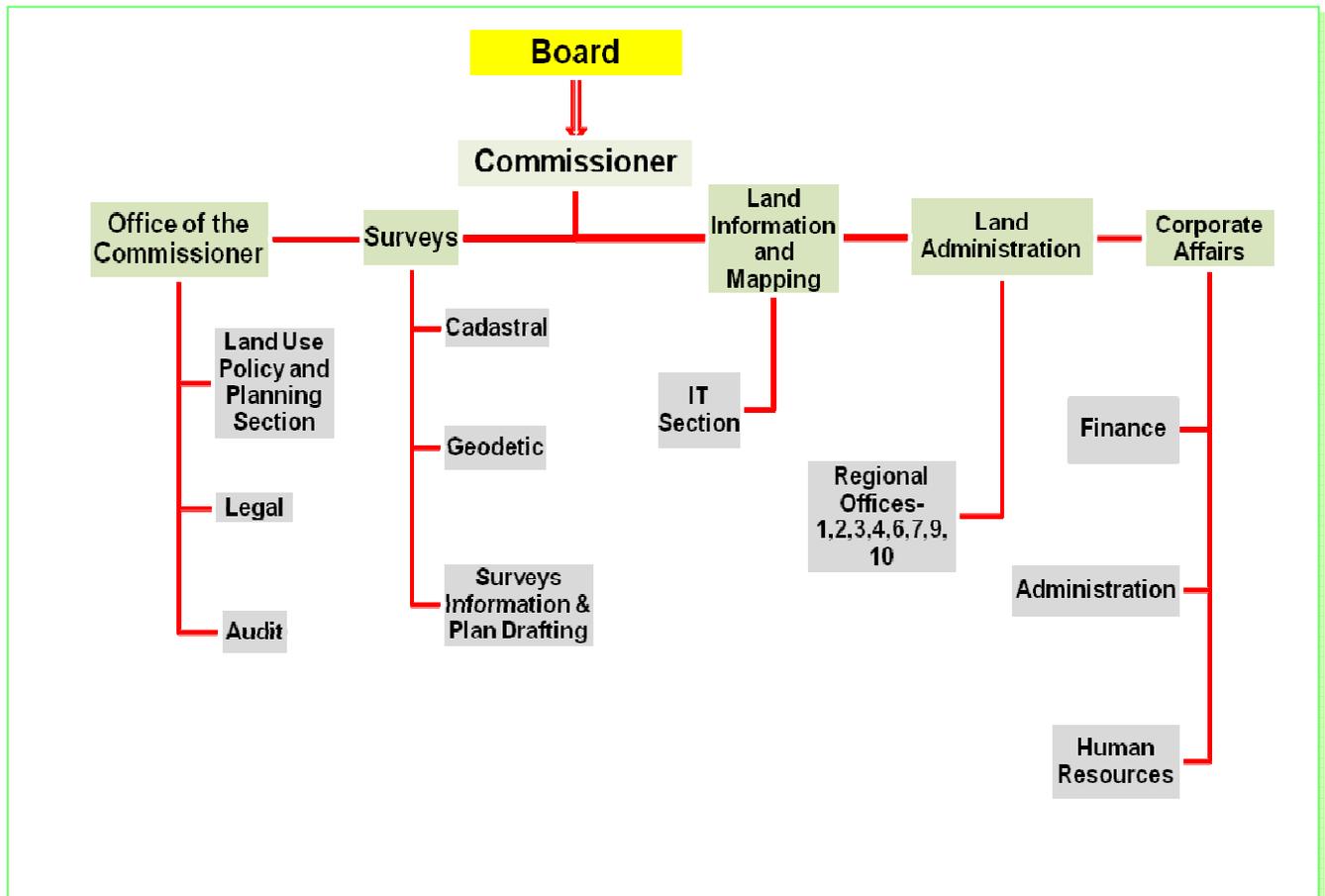
The Guyana Lands and Surveys Commission is a governmental institution responsible, inter alia, for advising the Government on Land Policies, management of State and Government lands, issuance of land titles and leases, provision of support for land use development, collection of land rents and all land management related fees. The Commission became a semi-autonomous Agency in 2001 initially under the Office of the President, established by an Act of Parliament.

The Commission is administered by the Ministry of Natural Resources and the Environment and managed by a Board consisting of a Chairman and twelve (12) members. Three (3) main Divisions, Land Administration, Land Information and Mapping, and Surveys execute operational activities of Commission with the support of the Finance, Office Administration and Human Resource Sections of the Corporate Affairs Division for administrative, finance and revenue management. The Land Administration Division has ten (10) Regional Sub-Offices which execute de-centralised operational land administration functions of the Commission.

The Office of the Commissioner has three (3) Sections; Land Use Policy and Planning for the provision of advice on land use policy, and regional and national planning, Audit Section for monitoring financial transactions and procedures, and Legal for dispute resolution, legal representation of GL&SC's Clients in Court, and preparation of transfers and agreements.

The Organisational Structure of Guyana Lands and Survey Commission is presented below.

The Organisation Structure of the Commission



2.0 ACHIEVEMENTS OF THE OFFICE OF THE COMMISSIONER

The Office of the Commissioner comprises three (3) Sections. These include the Land Use Policy and Planning, Legal and Audit Sections.

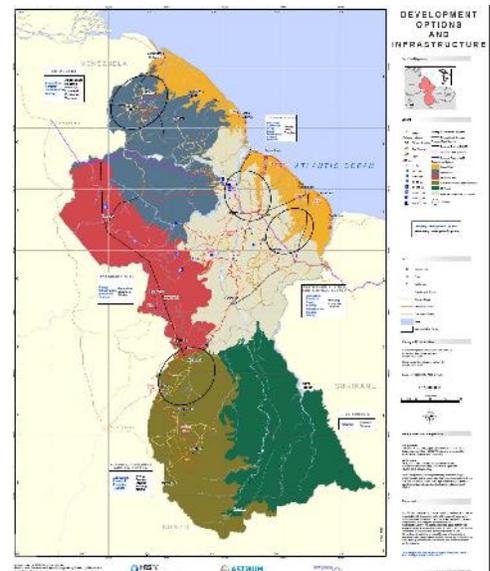
2.1 The Land Use Policy and Planning Section

Development of Land Use Planning Project (DLUPP)-

- The Land Use Specialist revised the draft National Land Use Plan (cover page shown on the right) which was prepared after national consultations in each Region and collection of data and information from Agencies. The Consultant would present the Plan for the approval of the Board in 2013.
- The Project commenced the Regional Land Use Plan for Region 10 with the collection of information through the Regional Stakeholder Consultations. The Stakeholder Consultation Facilitator completed most of the consultations with the support of the staff of the Commission for documentation of the Consultations during the month of November and December. The use of higher resolution satellite imagery reduced the fieldwork required for data collection.
- Some of the Geographic Information System Datasets were completed by the Project for the National Land Use Plan (Development Options and Infrastructure Map shown on the right). These were land use/ land cover and base data using satellite imagery. The data analysed in the National Land Use Plan would be verified using higher resolution satellite imagery. The Remote Sensing Training Plan prepared by the Project covered remote sensing fundamentals and a methodology for the updating of the topographic mapsheets using 5-meter satellite resolution imagery. The training would be executed in 2013 and the methodology would be provided to the Commission to facilitate updating of the



The photograph above is the cover page of the Draft National Land Use Plan



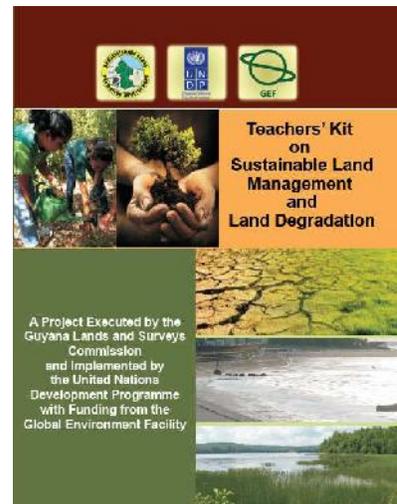
The map shown above is the Development Options and Infrastructure presented in the Draft National Land Use Plan

mapsheets.

- The Project received an Extension of the Implementation Period for an additional twelve (12) months from the Delegation of European Union. As a result, the Regional Land Use Plans for Regions 1, 2 and 10 are to be completed; the GIS datasets would be prepared and verified with high-resolution imagery. With regard to the database, there would be an extension of the Cadastral Database to store scanned plans linked to the land administration database. A new Strategic Plan, 2013-2017 which is performance driven with indicators is expected to be completed, and the Legal framework to strengthen land use planning would be prepared. Additionally, the training in Remote Sensing and Geographic Information System would commence in 2013.
- The Database Specialist and Short-Term Programmer joined the Short-term Database consultant to commence intensive work on the integration of database with a land information system. In addition, website updates and testing of interfaces of the database were done. This would facilitate the upgrading of the databases for the Commission.
- One of the major results of the Project was to strengthen and harmonise land use planning in Guyana. The Project prepared a review of the Legislative framework for Land Use Planning with recommendations requiring transforming roles and revising Laws. The Commission is awaiting the approval of the recommendations of the Legal Review before the Consultant completes the framework required to strengthen land use planning in Guyana.

Capacity Development and Mainstreaming for Sustainable Land Management (SLM) Project-

- The Teachers' Kit on Land Degradation and Sustainable Land Management and Sustainable Land Management Handbook were printed and copied to Discs. The Commission would be handing over the Kit to the Ministry of Education for distribution to Secondary Schools.



The photograph above is the cover page of Teachers' Kit

Support to the United Nations Convention to Combat Desertification (UNCCD)-

- Guyana is required to align its National Action Programme (NAP) to combat Desertification/ Land Degradation to the new ten (10) year Strategy of the UNCCD. The United Nations Development Programme is the Implementing Agency for the alignment

of the NAP and the Commission has applied for donor support to commence the alignment process.

- The Alignment process has four (4) main activities. These are the review and stocktaking of results from the National Action Programme (2006), strengthening of human and scientific capacity while developing SLM baseline, strengthening of policy and institutional framework for implementation of an aligned NAP, and an adequate finance and technology framework for NAP implementation.

2.2 Legal Section

In 2012, the Legal Section accomplished most of its targets, and in some cases, surpassed target levels. The Section has provided a matrix of Claims filed against the Commission in Appendix 1. The GL&SC's Legal Council was Mr. Dylon Bess.

Additionally, the Section also engaged in a number of activities that were outside of its Work Programme. Those initiatives exposed staff within the Legal Section to a number of land, surveying and organizational issues that affect the Commission on a regular basis.

The following are some additional activities undertaken outside of the parameters of the Legal Section's Work Programme:

- 1) A draft conveyance paper was prepared for the transfer of Lands from Guyana Sugar Cooperation (GuySuCo) to Government of Guyana and for Transfer from Government of Guyana to Princess International Hotel
- 2) An Agreement was prepared between GL&SC and the Central Housing and Planning Authority concerning the sale of Land at Mandella Avenue, Georgetown
- 3) A Proposal for the increase in arrears of GL&SC's Rent Collection was prepared and presented to the Board of Directors
- 4) Attended Workshops on the following:-
 - Presentation of the Natural Resources Sector facilitated by the Ministry of Natural Resources and the Environment
 - Guyana's preparedness to engage in the EU/FLEGT agreement facilitated by the Guyana Forestry Commission
 - Sustainable Management of the Extractive Sector at the International Conference Centre
- 5) Meeting with Ms. Sandra Jones, the Training Needs Assessment Consultant, Development of Land Use Planning Project to discuss training needs for the Legal Section
- 6) Attended meeting with a number of Attorneys-at-Law to chart the way forward on (SRM) Industries Lease.
- 7) An issue of a Transport for Yadodial Persaud Ramsundar was resolved

- 8) Summarised Procedure for Land Registration for Cotton Tree at the request of the Minister of Legal Affairs
- 9) Attended General Staff Meetings and Strategic Planning Sessions.

2.3 Achievements of the Audit Section

The Internal Audit Section has existed from June 1, 2001 after establishment under the Guyana Lands and Surveys Commission Act, 1999.

The Internal Audit Section supports the Office of the Commissioner with the main function being to conduct general Internal Audit on all Financial Transactions, Processes and Procedures in the Corporate Affairs (Finance and Human Resources), Land Administration (includes all Regional Sub-Offices in Regions 1, 2, 3, 4, 6, 7, 9 and 10), Surveys and the Land Information and Mapping Divisions of the Commission.

The Audit Section investigated a number of irregularities in the Land Administration, Surveys and Corporate Affairs Divisions of the Commission (specifically Region 4 Office, the Vault Section, the Printing Room and the Revenue Section).

The investigations in the Vault Section resulted in a staff being charged and placed before the Magistrate's Courts Georgetown. The matter was subsequently dismissed for want of prosecution while the staff of the Printing Room was dismissed.

After Investigations were conducted into irregularities, which involved the sum of five million and two hundred thousand (\$5,200,000) in the Revenue Section of the Corporate Affairs Division, the staff Treadeci Lewis was dismissed. The matter was reported to the Guyana Police Force (Fraud Squad) for further police investigations. All related evidence were duly submitted to the Head of the Investigating Team. The Commission has been informed on the 31st December, 2012, that the "File" is currently awaiting the advice of the Director of Public Prosecutions.

Ms. Dawn Jacobs, a former Supervisor of the Revenue Section perpetrated a fraud involving the sum of one hundred and nine thousand dollars (\$109,000). This matter was forwarded to the Guyana Police Force where full restitution was made. The sum of one hundred and nine thousand dollars (\$109,000) was subsequently received by GL&SC and deposited in its Bank Account. This employee was dismissed according to the Policy of the Commission.

An Audit was conducted on Bank Reconciliation statement for the First Quarter, 2012 where it was found that the Accounts Division does not resolve outstanding reconciliation items in a timely manner. There were twenty-five (25) stale-dated cheques amounting to seven hundred and ninety-nine thousand, nine hundred and forty seven dollars (\$799,947) and one dated August,

2012, revealed that the cheque was cancelled and continued to appear on the list of un-presented cheques as at January, 2012. This issue has since been resolved.

An Internal Audit was conducted on payments for the 1st Quarter, 2012, which revealed that there was no documentation of the current system employed by the Finance Division. Further, there are no documented policies and procedures governing transactions relating to cash, payroll and disbursements.

The Internal Audit Office successfully completed and submitted the First, Second and Third Quarterly Audit Reports to the Commissioner for presentation to the Chairman and Board of Directors. The Fourth Quarter, 2012, Internal Audit is expected to commence on Monday, January 14, 2013, and the Final Report will be submitted during the month of February, 2013.

3.0 SURVEYS DIVISION

3.1 Functions of the Division

- The Surveys Division is responsible for National Geodetic Network (both horizontal and vertical networks) as well as determining the characteristics of the ocean, river, creeks and conservancies beds. The Division is also responsible for the monitoring of Government and State Lands and Reserves. The Division manages land parcels for both public and private lands as it relates to surveys, subdivision and change of boundaries.
- Another key responsibility of the Division is the maintenance of the Land Registration Register of Parcel Numbers, surveying of State and Government Lands for future development and ensure that all surveys in the country are executed in keeping with the legal requirements that are necessary for the demarcation of lands.
- The Surveys Division is mandated to maintain, replace and store survey records, plans and stock sheets necessary in GL&SC's Vault for future development and land transactions. Grants, Leases, diagrams prepared by the Land Administration Division are also stored and retrieved by this Division for use by GL&SC's staff for the execution of some of their duties.
- Apart from the aforementioned, the Surveys Division offers a series of products and services. These services are the mutation of Land Registration Areas, Registering of Cadastral Plans with GL&SC, Survey Inspection, Permission to Survey State Land for lease purpose, surveys for Government Agencies, as well as surveys at the request of the Courts. Products include the sale of Bench Marks Information, the sale of Photocopies of Plans and Map Sheets. The revenue generated from the sale of products and services of the Surveys Division contributes to the sustainability of GL&SC.
- The Division also provides information to the General Public on location of lots and land parcels throughout Guyana. Some of the Clients are Real Estate Developers, Real Estate Agents, General Public, Government Agencies, Private Surveyors and Private Sector.
- The Division executes surveying projects for the Government for National Development to demarcate land parcels. The Division also surveys State Lands as a support mechanism in the different Regions to open lands for agricultural development.

3.2 Aim of the Division

- To survey State and Government Lands, to issue Permission to Survey State and Government Lands by private surveyors, and to efficiently and effectively manage surveys in keeping with the laws and regulations governing the branches and types of surveys.

3.3 Human Resources in the Division

- The Surveys Division consists of three Sections: the Plan Drafting and Surveys Information, the Cadastral and Geodetic Sections. The Division's Staff Level as at December 31, 2012 was twenty-seven (27), inclusive of the Division's Manager.
- The Cadastral and Geodetic Sections are headed by Senior Surveyors while the Plan Drafting and Survey Information Sections are headed by a Supervisor.
- The Division also has a Monitoring Unit for the monitoring of State, Government, Government Entity lands and reserves

3.4 Office of the Manager

- The Office of the Manager is responsible for the management and implementation of Annual Work Programme and Survey Standards, signing of Survey Plans and preparation of Survey Plans for the Land Registration System, and plans for Governmental Agencies. This Office coordinates the activities of the Sections within the Division.
- The Manager represents the Commission at several meetings with other agencies involving matters related to surveys and land related matters. The Office of the Manager is also responsible for coordination and preparation of the Guyana/Brazil Mixed Border Commission Work Programme, the holding of Annual Land Surveying Examination, granting of Permission to Survey State and Government Lands, and provides technical advice upon request.

3.5 Statutory Functions of the Surveys Division

- The Monitoring Unit of the Surveys Division is tasked with witnessing of surveys involving State Lands, Public Lands and Reserves. All surveys were witnessed in keeping with the relevant legislations.

3.6 The Objectives of the Division

- To establish and maintain a National Geodetic Network as a framework for integrating and mapping

- To establish a Cadastre to inform and guide land policy and planning, support land information and supply clients with relevant and timely data
- To administer and enforce all Laws relating to Cadastral Surveys and Land Surveying in general
- To survey public lands and maintain an index plan of leases.
- To regulate and set standards for the execution of Geodetic, Topographic, Hydrographic, Cadastral and Aerial surveys.
- To establish and maintain Plan Index for the Land Registry.
- To develop and maintain an adequate level of surveying capacity in Guyana.

3.7 Cadastral Section

- The Cadastral Section is responsible for checking and verifying that plans submitted to the Division satisfy the relevant Acts. The Section surveys Public and State Lands as part of Government Policy to make land available for agriculture and national development. This Section ensures that Amerindian and State Lands' boundaries are accurately surveyed and described in keeping with the standard of the Commission.
- The Section develops Index Plans in keeping with the Land Registry Act Cap. 5:02 by preparing Block Plans, Certifying Mutation requests and Issuing Parcel Numbers.
- The Management of the Land Registration Register and the preparation of reports on petitions for the Land Court are done by the Section. The section also prepares estimates for surveying projects and carryout research on land related issues.

3.8 Achievements of the Cadastral Section

- Amerindian Land Titling Programme – Nine (9) Grants and Plans were prepared for approval.
- Mutation documents prepared – 100% of the annual target completed and exceeding the target by 76% (see Appendix 2 for remarks).
- Preparation of Reports for the Land Court Judge – 58% of annual target completed (see Appendix 2 for remarks).
- Permission to Survey – 66% of the annual target completed (see Appendix 2 for remarks).
- Execution of routine cadastral surveys in Regions 1, 2, 3, 4, 6, 7, 8, 9 and 10 were 100% completed.

3.9 The Plan Drafting and Survey Information Section

- The Plan Drafting and Surveying Information Section (PDSIS) is responsible for data entry of all Survey Plans into the computerized system, re-plotting and compiling of cadastral

plans, preparing cadastral plans, charts, sketches under the relevant acts and recording the same.

- The Section provides photocopies of plans at the request of internal and external customers.
- The PDSIS also scans plans for digital storage, and retrieves and restores Vault records.

3.10 Achievements of the Plan Drafting and Survey Information Sections

- Research of resourceful data for Clients.
- Drafting of Plans on request - 222 plans were drafted representing 100% with a surplus of 85% of the annual target.
- Repairing /maintenance of 57 Plans, representing 95% of the annual target.
- Correction to Plans - 56% of the annual target were requested for correction.
- Numbering and recording Plans – 100% of the annual target with a surplus of 5%
- Retrieving and restoring records -100% with a surplus of 55% of the annual target.
- Entering Plans into the Vault Database – 100% with a surplus of 57% of the annual target
- Revenue from checking and recording of plans - \$10,138,900.00 which represented double the target of 100% with a surplus 82% of annual target (based on requests from the public).
- Detachment of leases – 65% or 647 of annual target (function of leases submitted to the Vault).
- Revenue from printing of Plans and providing certified copies of Plans- \$2,553,500.00 surpassing the target of 100% by 42% (based on public request).Reference can be made to Appendix 2 for more details.



The photograph shown above is the Vault where services such as printing and scanning of plans are provided to Clients. Index cards on the counter are used by Private Surveyors.

3.11 Geodetic Section

- The Geodetic Section is responsible for maintaining a National Geodetic Framework for integrating survey and mapping.
- It must be stated that 70% of the Geodetic Work programme was stymied due to non-availability of funds.
- The Section assisted the Cadastral Section in completing surveys at Port Kaituma Railway.

3.12 Achievement of the Geodetic Section

- Assisted the Cadastral Section in execution of routine surveys.
- Prepared the annual thirty (30) - day International Boundary Inspection Campaign
 - Estimated a section of Guyana/Brazil common border.
- Input of survey data into the database.
- Sold benchmarks description to clients.
- The Section executed twenty (20) miles of precise leveling from Mahaica to Foulis, West Coast Berbice.

3.13 The Monitoring Unit

- The Monitoring Unit of the Surveys Division is tasked with executing some of the statutory functions of the Guyana Lands and Surveys Commission. The Unit is responsible for the witnessing of Surveys involving State Lands, Government Lands and Reserves. Surveys are witnessed in keeping with the relevant legislations in order to ensure that there is no encroachment on State or Government Lands or any lands identified as a Reserve.
- The Monitoring Unit is also responsible for the investigation of Petitions, copies of which are served on the Commissioner of Lands and Surveys when persons approach the Land Court seeking a Declaration of Title whether through Prescriptive Rights, Adverse Possession or First Registration. In some instances, the Unit is also tasked with executing Occupation Surveys which may be required for verification purposes and would also conduct research at the Deeds Registry or the Land Registry in order to locate transports or land titles in order to make a determination of ownership.

3.14 Achievements of the Monitoring Unit

- Field Checks – 51% of the annual target completed (see Appendix 2 for remarks).
- Witnessing Surveys – 83% of the annual target completed.
- Checking and reporting on petitions – reached the target of 100% and surpassed the target by 57% (see Appendix 2 for remarks)

3.15 Amerindian Grants

The following Nine (9) Grants were prepared for Amerindian Communities, and have been submitted to the Ministry of Amerindian Affairs to be approved by His Excellency.

The Grants are as follows:-

1) Kariako	2) Tassarene	3) Kangaruma
4) Batavia	5) Rupanau	6) Riverview
7) Kurutuku Extension	8) Kato Extension	9) Karribaru

3.16 Capital Works

- The Division has executed cadastral surveys at the following locations:
 - Port Kaituma Railway, Region 1- the survey at Port Kaituma provided a framework for managing approximately 400 tracts of State Land;
 - Pomeroon, Region 2- the Pomeroon survey provided a Block of 1,400 acres from Jackson to Friendly;
- Long Creek and Waiakabra, Region 4- these surveys provided 68 and 78 plots of land respectively and Mabaruma, Region 1.
- These surveys were executed by the Surveys Division to support the Land Administration Division Work Programme for 2012.

3.17 Summary

- In 2012, the Surveys Division commenced its Work Programme with severe human resources constraints due to the unavailability of surveyors in the Cadastral and Geodetic Sections. The Commission sought to rectify this problem in the second and third quarters.
- The replacement staff, with the exception of one (1), were survey technicians and not land surveyors, this meant on-the-job training was required as it relates to quality control and procedures.
- At the 2012 Sworn Land Surveyors Examination, one of the technicians in the Cadastral Section was successful which would result in the execution of more routine survey jobs. The desired level of production, as it relates to routine surveys, requires the other technicians to

upgrade to the level of land surveyor. The salary of the Government surveyor is not attractive enough to encourage the private surveyors to leave the Private Sector and work in the Government Sector, the technicians would be required to improve their performance at the Sworn Land Surveyors Examination.

- Routine Cadastral surveys have increased since 2010, due to the purchase of equipment and vehicles by GL&SC.
- Some of the areas for which surveys were suspended, are now active by GL&SC after investigation of unauthorized Land Administration processes.
- The number of surveys increased from sixty (60) in 2010 to one hundred and forty-nine (149) in 2012.
- There were no Amerindian surveys in 2011 and 2012, and this was due to funds not being available to GL&SC by the Ministry of Amerindian Affairs.
- The mutation of lands in Land Registration Areas reduced in 2012. This is not controlled by GL&SC, but rather a function of public and requests from the Central Housing and Planning Authority. It, however, indicates that there were fewer subdivisions of lands in Land Registration Areas in 2012.
- Permissions to Survey State and Government Lands have increased, as the Land Administration Division of GL&SC has been able to obtain more approvals in 2012 than in 2011 and to disseminate approval letters to potential lessees. This also indicates that the potential lessee has responded significantly in 2012 as compared to 2011 to utilize GL&SC to undertake surveying services.
- Recording of survey plans have significantly increased in 2012 by 22% from 2011, that is from 2,562 plans recorded to 3,136 plans over a one-year period. This indicated that there is an increase in the amount of land transactions and security of tenure in 2012. This also indicates that the real estate sector is growing as well as growth of the economy.

3.18 Recommendations

- The Commission should purchase at least three (3) more Total Stations, two (2) Survey Levels, three (3) Satellite Phones, and six (6) Radio Communication Sets. These instruments and equipment are necessary for cost effectiveness, communication and for the execution of various surveying operations.
- Funding should be provided from National Funds to monitor Government and State Lands, National Land Registration Areas and Geodetic Survey Work Programme.

Figure 1- Cadastral Surveys 2006-2012

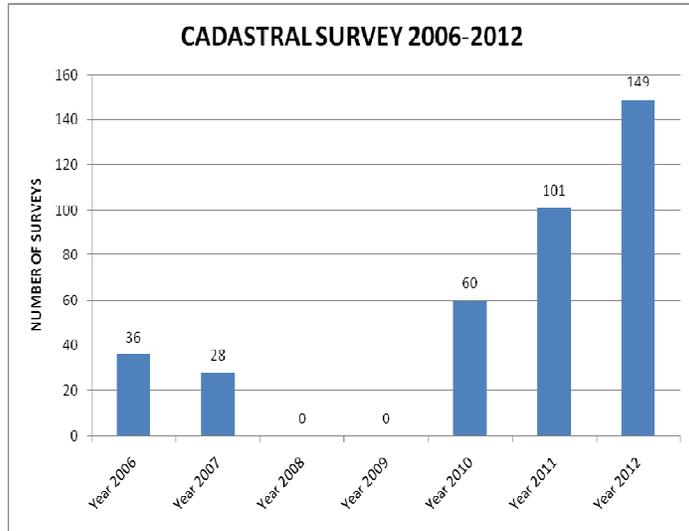


Figure 1- illustrates the number of Cadastral Surveys conducted from 2006-2012. The number of surveys have steadily increased from 2010 to 2012. The requests have increased due to the availability of equipment and vehicles.

Figure 2- Permission to Survey 2009-2012

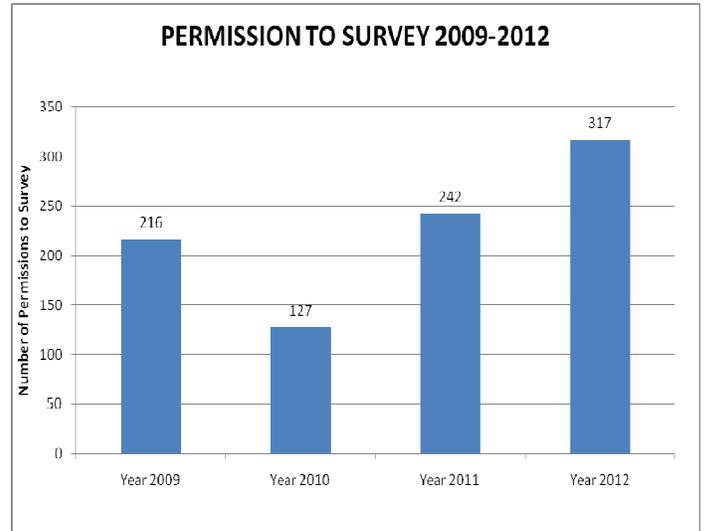


Figure 2- illustrates the number of Permissions to Survey conducted from 2009-2012. The number of requests for permissions to survey has progressively increased from 2010 to 2012, increasing the opening of lands for development.

Figure 3- Amerindian Lands Certificate of Titles 2007-2012

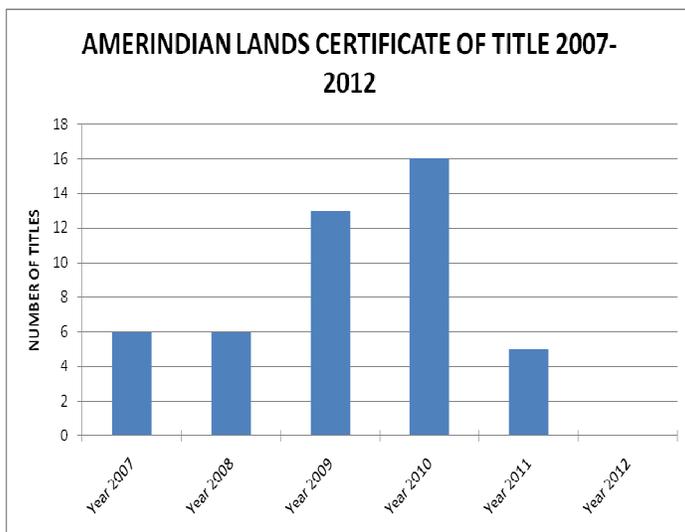


Figure 3- illustrates the number of Amerindian Lands Certificate of Titles prepared from 2007-2011. There were no Titles in 2012.

Figure 4- Amerindian Surveys 2007-2012

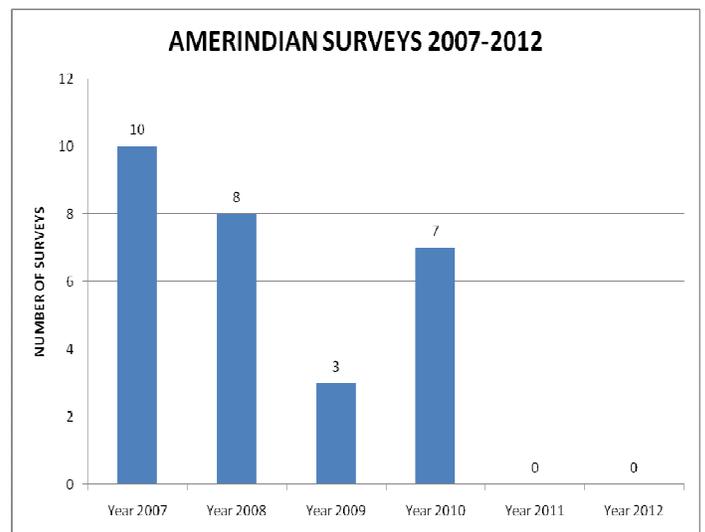


Figure 4- illustrates the number of Amerindian Surveys from 2007-2010. There were no surveys in 2011 & 2012.

Figure 5- Mutations 2009-2012

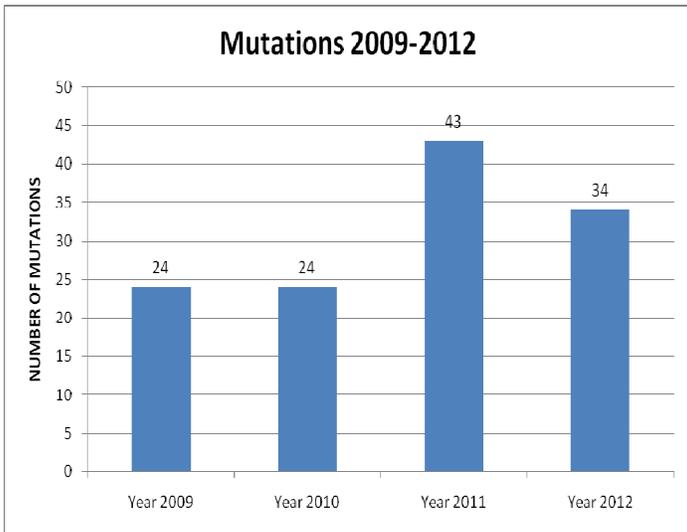


Figure 5- illustrates the number of Mutations requested from 2009-2012. There has been an increase in the requests for mutations.

Figure 6- Survey Plans 2009-2012

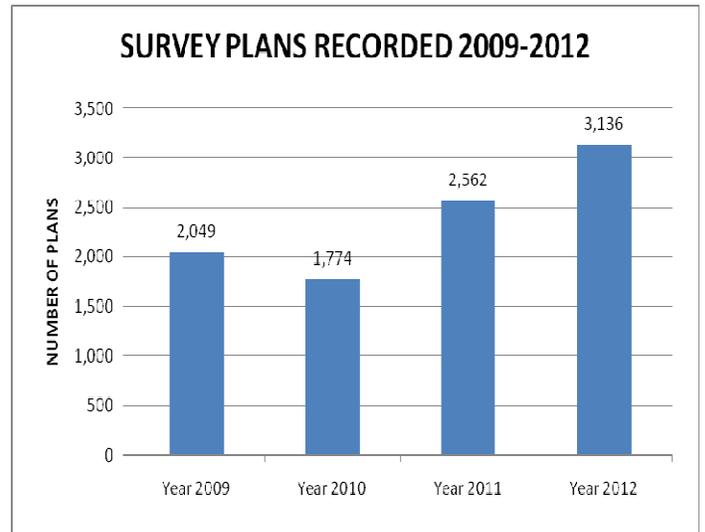


Figure 6- illustrates the number of Surveyed Plans recorded from 2009-2012. There has been a significant increase due to the increased opening of land.

4.0 LAND INFORMATION AND MAPPING (LIM) DIVISION

4.1 Overview of the Division

The LIM Division comprises of three (3) Sections – GIS, Cartography and IT Sections.

Within the GL&SC, the LIM Division is responsible for the preparation of maps and charts of Guyana, the development and maintenance of a parcel-based land information system and maintenance and development of the IT infrastructure of the Commission. Through the LIM, the GL&SC is the primary provider of baseline information for numerous Government and private institutions.



The photograph shown above depicts the some of the staff of the Land Information and Mapping Division who provide mapping services and maps to Stakeholders and Clients

4.2 General Work Programme of the Division

Table 1 provides a description of the work activities of the General Work Programme prepared in accordance with the LIM Work Programme for 2012:

Activity	Duration	Progress	Comments
Establishing a land parcel database	Ongoing	70%	Through the Agricultural Diversification Project (Ministry of Agriculture). The reporting period saw the completion of the training and the delivery of the equipment. Work on updating the parcel information is ongoing.
Develop database logical structure and interface for metadata database		10%	Simplified structure proposed to MNRE GIS Committee.
Generation of Metadata for all digital information		0%	Awaiting completion of task above.
Improving the digital stocks of Maps and Plans – digitizing of	Dec-Jun	75%	12SE is 75% completed. Will be doing further updating via activities in the

the 1:50,000 coastal maps			DLUPP.
Regional Maps (Region 9)	Jan-Dec	95%	Base data compilation completed.
Regional Maps (Region 2)	Jun-Dec	65%	
Printing of maps		On demand	Ongoing based on request.
Routine activities relating to maintenance of ICT infrastructure, data backups and software	Ongoing	Scheduled /On demand	

4.3 Client Related Activities

In addition to the above tasks, the Division was engaged in numerous client related activities such as customized map production, scanning, geo-referencing, printing, etc. for the reporting period.

The Division supported the work of the Surveys Division, Land Administration Division, and other Agencies such as the Ministry of Amerindian Affairs, National Agricultural Research & Extension Institute, Guyana Geology & Mines Commission, Guyana Power & Light, Office of the President, CGX Resources Inc., Civil Defence Commission, Ministry of Health, Guyana Defence Force and private entities.

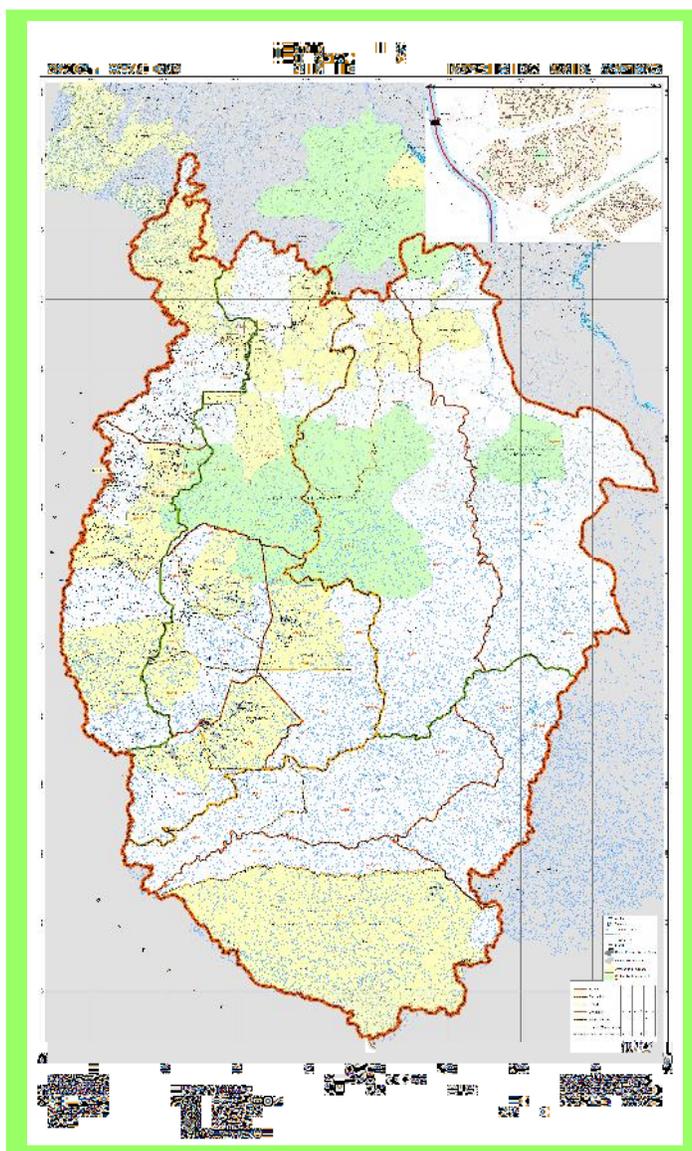
The Division drafted the plans for a number of proposed Titled Amerindian Lands to support the Surveys Division.

4.4 The Information Technology (IT) Development Plan

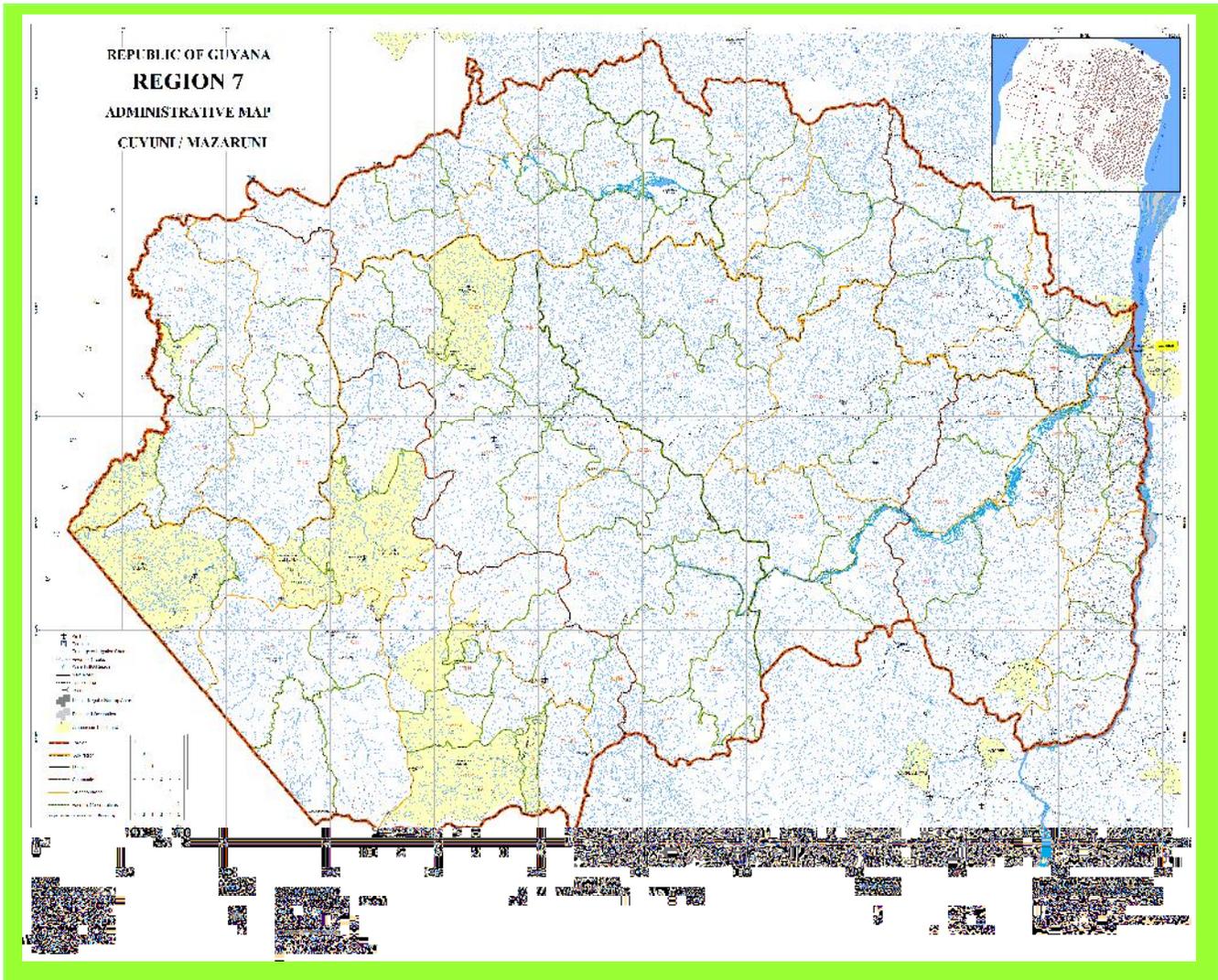
In 2007, the GL&SC embarked on a three (3) Year IT Development Plan which seeks to develop systems by the use of IT. This is a major development activity for the GL&SC and aims to increase the efficiency, transparency and capability within the GL&SC operations.

The map shown on the right is the Administrative Map of Region 9 is under completion by the Land Information and Mapping Division

Administrative Map of Region 9



Administrative Map of Region 7



The Region 7 Administrative Map was also completed in 2012 by the Land Information and Mapping Division

The Plan consists of sixty-seven (67) individual tasks, grouped into eleven (11) main activities as follows:

Activities	Progress
Hardware Review	100%
Software Review	93%
Data and Information Review	52%
Human Resources Review	50%
Human Resource Development	51%
Acquiring of Computers and Servers Hardware	87%

Design and Development / Upgrading of LANs	59%
Design and Development of Wide Area Network	45%
Procurement and Upgrading of Software	59%
Development of Policies and Procedures	57%
Web Site and Intranet Development	91%
Overall Summary	65%

Constraints / Issues

Severe financial constraints within the GL&SC have resulted in a number of activities being delayed. Notably delayed were activities requiring some field verification and the printing of maps for map stocking. Printing of maps should be made a priority as the maps are used to generate revenue.

At the end of 2010, the IT Plan was expected to be completed, but financial constraints in the latter months significantly reduced progress, especially in activities requiring procurement. The Development of Land Use Planning Project (DLUPP) and the Ministry of Agricultural Diversification Programme (ADP) made significant inputs into the IT Development Plan although significant investment on the part of the GL&SC is still necessary for infrastructure upgrade.

Client-related activities such as revenue generation are usually given higher priority and occasionally negatively impact the General Work Programme.

Reporting

Reporting is undertaken by the IT Staff at various levels:

- Individual employee's daily activity log sheets
- Monthly Sectional Reports
- Monthly Divisional Report
- IT Development Plan Progress Report
- Half-yearly and Annual Divisional Reports

5.0 LAND ADMINISTRATION DIVISION

5.1 Overview of the Achievements and Challenges of the Division

The Land Administration Division was successful in the achievement of its targets, even surpassing some key targets.

The statistics do not reflect the hurdles that were crossed and the dedicated efforts by the young staff through various challenges experienced by the Division in 2012.

The Divisional Strategy and Work Programme focused on continuing to provide efficient services to the public while seeking to achieve financial sustainability. Particular emphasis was placed on revenue collection, which was a result of GuySuCo's inability to meet payment deadlines. These efforts allowed the Commission to maintain financial stability throughout the year.

The challenges encountered from the early months of 2012 did not indicate positive achievement of the Divisional targets. Significantly, a series of resignations by key staff at the end of 2011 created a huge void within the Division. Recruitment efforts to attract qualified staff were futile. The Division took a bold decision to lower the requirements for a background in Land Surveying, to include persons with high grades in the Caribbean Examination Council subjects or Agriculture and Forestry related training.

The Region 4 Section was the hardest hit and remained closed for a few days early in the year. Field-work commenced in March and monthly statistics were dismal in the beginning of the year for the Region 4 Office. The newly recruited staff became familiarized at a very fast pace, and were required to learn on the job. At the end of August, 2012, it was evident that the staff had progressed in the field of land administration and targets were achievable in 2012.

Noticeably, staff morale had increased significantly in 2012, which obviously contributed to a successful year.



The photograph above depicts the Staff of Region 4 Office

5.2 Overview of the Division

5.2.1 Aim of the Division

- To manage and administer public lands effectively and efficiently

5.2.2 Objectives

- 1) To increase production and issuance of titles in a timely manner
- 2) To develop, compile and maintain an accurate register of tenure on public lands (records of leases, transfers and payments are maintained in the Land Administration Database and in books seen in the photograph on the right)
- 3) To ensure that the use of public lands conforms to the terms and conditions set out in titles and laws governing public lands.
- 4) To develop and implement operational procedures for the effective and efficient functioning of the Land Administration Division and its Regional Offices
- 5) To identify new lands for development, taking into consideration governments policies on sustainable development and Low Carbon Development Strategy
- 6) To maintain an accurate Land Information System that includes the use of modern technology.
- 7) To promote the use of alternative means of settling disputes and reduce the number of land issues in the Division.
- 8) Develop new approaches to deal with illegal occupancy of public lands.



The photograph shown above a staff of the Land Administration Division tasked to maintain an accurate register of tenure on public lands

5.3 Functions of the Division

The main responsibility of the Division is to receive and process land applications from the public for various purposes, with more emphasis on Agriculture. To achieve this, various procedures and guidelines have been adapted with the ultimate goal being to deliver an effective and efficient service to the public and clients of the Commission, as shown in the photograph on the right.



The photograph above illustrated a Senior Land Administration Officer interfacing with members of the public

The Division is also responsible for the monitoring and enforcement of both the lease

conditions as well as the laws related to public lands and ensures maximum use of the resource. A significant component of the activities within the Division entails keeping a record of all matters related to public lands and to maintain an accurate and up-to-date register of public land leases. The entire portfolio of functions is described below.

5.4 Summary of Major Functions

- The Land Administration Division is responsible for the implementation and achievement of some of the objectives of both national and Commission wide land policies.
- The Division identifies new lands for potential applicants and processes applications for lands through appropriate procedures and guidelines while delivering an effective and efficient service.
- The Division is responsible for the monitoring and enforcement of both the lease conditions as well as the laws related to public lands and ensures maximum use of the resource.
- The Division also keeps a record of all matters related to public lands and maintains an accurate and up to date register of public lands including the preparation of up to date stock plans showing land holdings.
- The Division also collects revenue for the use of public lands and identifies defaulters for further action.
- The Division also identifies issues, intervenes and attempts to settle land disputes out of court while in some cases it provides evidence to the courts to facilitate decisions.
- Provides information on the status of land tenure to various levels of the Administrative authorities as well as the Public.
- Implement Land Tenure Regularization projects in unregulated areas to provide Security of Tenure.
- Facilitate the issuance of freehold titles in areas identified by government for conversion from leasehold to freehold in keeping with Security of Tenure policies.

5.5 Analysis of the Achievements of the Division in 2012

Regional Land Administration processing was also on target in some key areas, notably the number of applications filed in any particular Region is a factor for the realization of most of the targets. Filing is a part of the Management of Information Unit and the data is entered into the Land Administration Database.

Application notations, Inspections and client support were outstanding. An examination of the Graph below indicates that application activity has stabilized once again to Post LTR expectations of there being a gradual leveling off after the 2005 Guyana Lands and Surveys Project. It must be noted, however, that although over 1,100 applications were filed, there was a very large number of requests for land within Region 4 that has been placed on file for allocation as more lands are identified for development

Figure 7- illustrates the Applications filed annually from 2003-2012

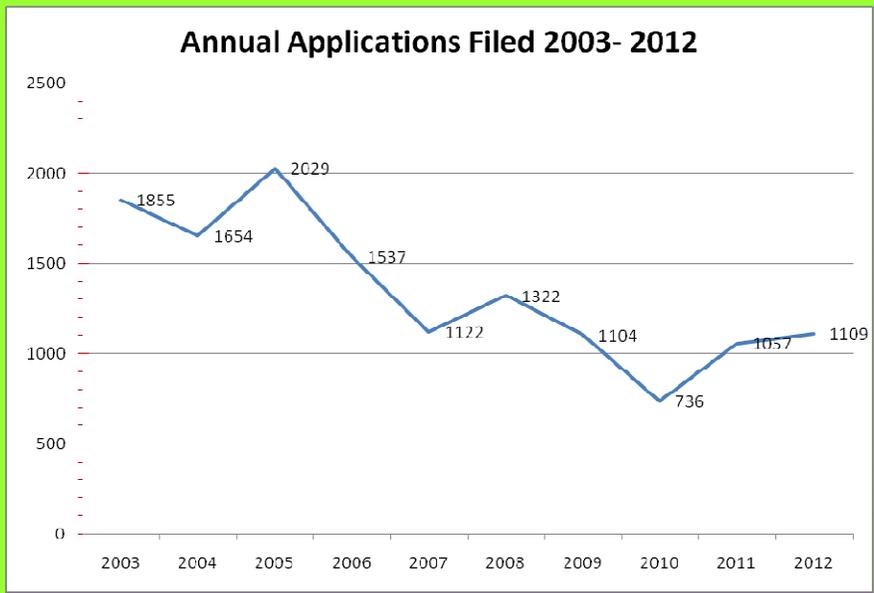


Figure 7- illustrates the number of applications filed annually from 2003 to 2012.

The numbers indicate a decrease and increase during the nine (9) years.

In 2012, the annual number of applications increased slightly in 2012 from 2011.

Figure 8- illustrates the number of Lease Applications filed in each Region

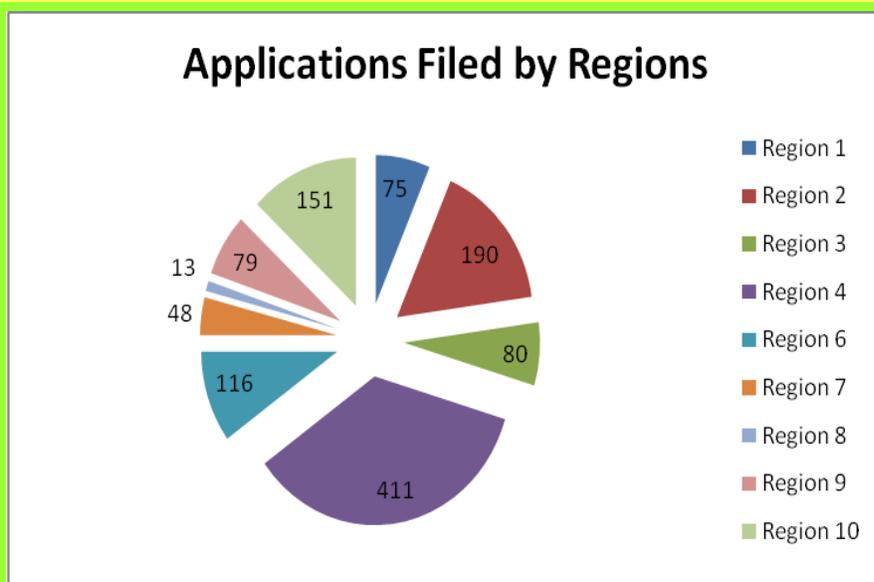


Figure 8- illustrates the number of Lease Applications filed by in 2012 in each Region.

- Region 1- 75**
- Region 2- 190**
- Region 3- 80**
- Region 4- 411**
- Region 6- 116**
- Region 7- 48**
- Region 8- 13**
- Region 9- 79**
- Region 10-151**

Figure 9- illustrates the number of Inspections undertaken in each Region

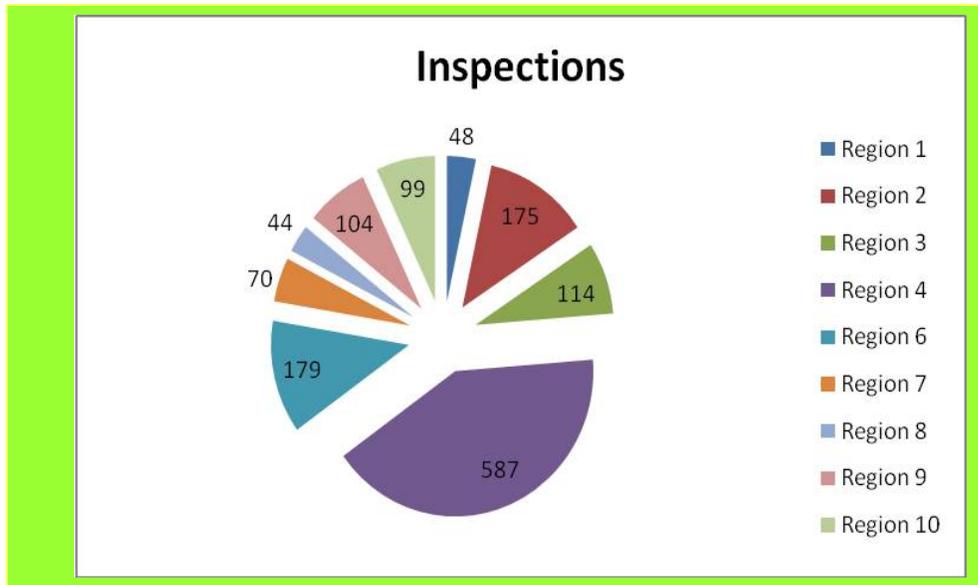


Figure 9 illustrates the number of Inspections in 2012 in each Region.

**Region 1- 48
 Region 2- 175
 Region 3- 114
 Region 4- 587
 Region 6- 179
 Region 7- 70
 Region 8- 44
 Region 9- 104
 Region 10-99**

Figure 10- illustrates Lease Issuance in 2011 and 2012 by Region

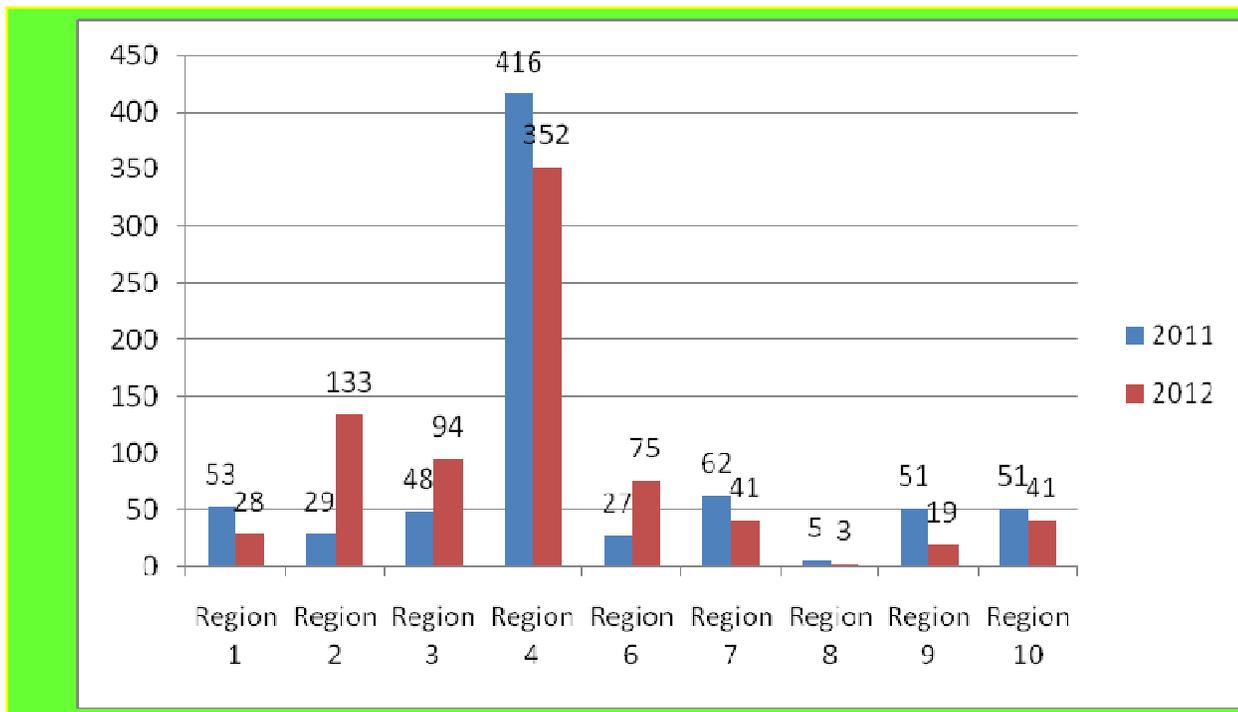


Figure 10 indicates the fluctuation of leases issued for State Lands in each Region.

- The highest amount of leases issued from 2011- 2012 was in Region 4 and it was greater in 2011 than 2012.
- The graph indicates that the number of leases issued in 2012 was higher in Regions 2, 3 and 6, and lower in Regions 1, 4, 7, 8, 9 and 10.

- The requests for Inspections by prospective applicants increased significantly during the second half of 2012. The Division achieved its quota for 2012, as well as the backlog inspections which remained at the end of 2011, due to resignations from some of the Staff.
- The achievement also enabled the Processing Unit to surpass its target for completed files by 21% and Schedule submission by 24%. The end results of all this being some 1,400 approvals or 30 % above target for the year.
- The Division is quite happy to say that His Excellency, President Donald Ramotar has consistently dealt with land applications in a very timely manner. The statistics indicates that most of the backlog approvals were approved as well as current Schedules, resulting in a 30% surplus on the planned target.
- Inspections for monitoring of State Lands were executed in keeping with procedures for permission to mortgage as well as issues of squatting, disputes and complaints. Achievements are low here due to this activity being “non-revenue” in a very challenging financial situation coupled with staff availability and inexperience.
- Lease preparation once again exceeded its target of the total prepared, 87% were issued, a situation that was predicted when targets were set. Issuance of Leases exceeded the expected target by 9%. It exceeded the 2011 total by 6% (Figure 11).
- New lands were opened in Region 2 at Onderneeming, Warapana and Siriki have contributed to increases in Region 2.
- Region 3 is in need of such an input, Kamuni Creek, Upper Bonasika and Canal No. 2 should offer some more plots in 2013.
- The Division has found that many persons apply for land, but do not complete the process to pay the fees and uplift lease. This situation eventually costs the Commission both time and money to reverse the process and reallocate the land.
- The Conveyance Unit is currently completing Freehold conversions in the Land Development Schemes such as Black Bush Polder, Hague, Windsor Forest, La Jalousie Barnwell, Philadelphia, Vergenoegen, Cane Grove and Anna Regina. This exercise has been ongoing for the last 10 years.
- The remaining Freehold titles have been delayed due to issues such as poor documentation in cases of deceased lessees, informal sale, disputes, lack of response from some clients, non-payment of fees and no interest at all. In addition, progress at the Land Registry has been very slow, a number of titles from previous years are still outstanding. Several field visits were made in order to move the process resulting in the achievement of over 90% of the estimated target being achieved.

5.6 Capital Works

The Division was engaged in a number of Capital Works in 2012, which was directed towards improving services and making new lands available for development as well as regularizing some squatting areas.

- The old stock-plans being used to document applications and leases has always been a major concern due to their physical condition and outdated details and non-compatibility with present day technology. The Division has been identifying funds every year to do over these sheets. The task of completing the entire country may take four (4) to five (5) years at the present rate of progress since it is both a costly and time-consuming exercise.
- Surveys to open up new lands were done in Region 10 at Millies Hideout where 36 large scale plots were surveyed for development by persons with the capacity to invest in commercial agriculture. Most of these plots were between 30 -50 acres each.
- In Long Creek, another 150 plots from 5 to 7 acres each were completed in the first phase and over 60 more in the second phase were done for 5 acres each.
- An Occupation Survey for Lots 78 and 92 Waikabra was completed where many Amerindians had squatted. A design was completed, and the Cadastral Survey was also completed. A total of 78 plots were surveyed at Waikabra.
- In order to address the issue of squatting on the Port Kaituma Railway, the Division prepared a budget to complete occupation surveys. Initially, it was felt that about 300 persons were in occupation but this turned out to be over 400, and additional funding was sought to complete this exercise. A decision would be made by the CH&PA and the GL&SC on the way forward.
- Stock sheet preparation for Mabaruma and environs commenced late in 2012 and rolled over into 2013. The field aspect of this exercise should be completed by the end of February 2013.
- Capital works to complete surveys of the lower Pomeroon were also completed in 2012. This survey was necessary to separate the Private Lands from State Lands so that LTR claims made some time ago can be processed. Leases will follow in 2013 for those who made claims during the LTR exercise in the Pomeroon.

5.7 Constraints

- Management of the Land Administration Division once again seeks to highlight the fact that it is very uncomfortable with the amount of discretionary powers that often lies in the hands of quite often young and vulnerable staff when it comes to the land application process. A national land policy is urgently required to control this and guide the process.
- The process to assess requests for land without a functional Land Selection Policy has been a challenge in Region 4. A first come approach has been adopted, the seriousness of potential applicants who followed up on the acknowledgement letters sent back is also considered. It has been observed that a large number of requests are not followed up, of these many are overseas-based Guyanese who return for short periods, seek to acquire land but are not around to follow

up. This has created some issues when they return a year or two later, since they would have been deemed unresponsive.

- The demand for small plots in Region 4 outweighs the amount of available plots and although efforts have been made to complete surveys and designs of schemes, there is a need to develop access roads to get into these areas. The Commission is unable to execute such Capital works due to financial constraints and an intervention would certainly be welcomed.
- Another major issue was squatting, especially in Port Kaituma and the Soesdyke/Linden Highway and Airport area. It has been observed that many Amerindians come out of the interior and would randomly settle on locations along the Soesdyke/Linden highway. This has created some problems with the allocation process at GL&SC since occupancy may commence after other legitimate applications are filed. The Commission took a bold decision to approach squatting in a more serious way when warnings at Yarowkabra were not heeded. A demolition exercise was planned and carried out, but this was subject to some very negative press reports and interventions by groups such as the Yarowkabra CDC who claimed to represent the squatters. Legislation against squatting is seriously lacking and leaves the Commission exposed to negative publicity when action is taken.
- Staffing remains the main hurdle faced by the Division, Regions 1, 9 and 10 are headed by under-qualified staff and the heads of Regions 2 and 7 are retired and on contract. There is absolutely no one qualified in the latter two offices to take up the positions. It means that at least five (5) senior level appointments must be made at some point. The Region 6 Sub-Office at Skeldon is also in need of a qualified staff to head it.
- Currently, Region 9 Office has a acting Head who was the only staff during one (1) period. Recruitment efforts have been made, but these have resulted in a lowering of the qualification requirements. The Survey Division is facing similar problems, as such, moving staff around is difficult.

5.8 Future Plans

The Division has observed the trends over the past few years, and targets were adjusted to realistic figures. Consideration has been given with regard to the availability of land and the limitations of the human resources available. Efforts will be concentrated on monitoring lease conditions and repossession of lands not beneficially occupied. This will allow for new applications to be filed. The momentum garnered from 2012 in terms of Revenue collection on the existing lease portfolio will also be intensified.

- The Commission expects some funding for capital projects and stock-plans in Regions 3, 10 and 6 and 7 will be examined. Some amount of survey work will be done in Regions 1, 2, 3, 4 and 6 to open up new lands as well as complete regularization in some areas. The 51- Bloomfield LTR area is expected to receive some considered as areas such as Hogstye, Alness among other areas are still outstanding.

- Leases in Pomeroy, Matthews Ridge, Victoria- Belfield, Lanaballi and Beribissaballi are all expected to be completed and issued for 2013.
- Staff training and reporting will also be emphasized for the New Year and it is expected that the current training needs assessment will bring some results.
- The DLUP Project is also expected to enhance the current data base capabilities and it is expected that data analysis will be easier. The database will also seek to utilize a wider range of information such as lease categorization, acreages, financial proposals, location statistics, plan linkages etc to present specialized reports when needed. Reconciliation of the lease register and the electronic register will also be done to bring entries up to date. Hard registers are also expected to be generated for the LTR leases which were a fully automated process.
- Squatting will also receive some attention and it is expected that the Ministry of Natural Resources and Environment will provide support for more drastic actions.
- The Commission has been utilizing the services of a Dispute Resolution Committee to settle some land matters out of court. This has seen some success and it is proposed to continue to utilize this medium.

5.9 Conclusion

Having examined the accompanying statistics and considering serious staff deficiencies, one would have least expected to see the achievement of over 100% in some key areas. This therefore, speaks volumes for the efforts made by the few dedicated and committed staff of the Division. Current morale is very good and staff remain committed, resignations have reduced significantly and work has certainly progressed.

Mistakes will be made along the learning curve, seniors have been quite vigilant and their work has become more tedious. Positive results such as those highlighted in this report as well as recognition and incentives by management have certainly paid off.

6.0 CORPORATE AFFAIRS DIVISION

The Corporate Affairs Division continues to work with the other line Divisions and with the Office of the Commissioner towards the maintenance of organization sustainability. The Division is fully responsible for the management of the Commission's Financial and Human Resources and for the General Administration for the Maintenance and Protection of its Assets.

6.1 Finance Section

The Financial Status of the Commission for the year ended December 31, 2012. The report is presented as follows:-

6.2 Objectives of the Finance Section

- To establish and implement an effective revenue collection system
- To establish, implement and maintain sound Financial Accounting System in keeping with Generally Accepted Accounting Practices.
- To establish Systems and Procedures to ensure that the Commission's resources are effectively utilized in accordance with established Financial Regulations.
- To Collect and Account for all rents payable in relation to the sale or lease of Public Lands, and such rates, duties, fees, fines and charges as may be prescribed by law.

6.3 Achievements of the Division in 2012

The Recurrent Revenue Budget for 2012 was \$293.416M. The budget was revised to \$297.373 million based on the positive collection trend during the year. The Commission received the total sum of \$114.423million in Current Subvention from Central Government for the reporting year. Actual Income amounted to \$545.567million, including the Current Subvention Allocation.

6.3.1 Capital Programmes

- In 2012, Capital Expenditure financed by the Commission was restricted to items and activities essential to the operations of the Commission. Supplies, procured include, but were not limited to, two (2) vehicles, one (1) multi – function printer, and one (1) plotter. Computers and a server were received from the Ministry of Agriculture.
- Capital expenditure financed by the Commission totaled \$9,051,088. The following is a breakdown of this amount:

Item	Expenditure (000)
Office Equipment	4,852
Office Furniture	2,724

Survey Equipment	1,355
Building	120
TOTAL	9,051

- The sum of \$24m was allocated to the Commission by Central Government to assist with land development in various areas of the country. This fund was utilised for the procurement of a vehicle and office equipment, occupational and cadastral surveys and preparation of stock plans.

Table 2 illustrates the breakdown of the expenditure in 2012:-

Project Activity	Location
Procurement of Network Switches and Cards	Head Office
Procurement of Air Conditioning Unit	Head Office
Procurement of Printers and Photocopier	Head Office
Region 1	
Port Kaituma	Occupational Survey
Mabaruma	Stock Sheet
Region 2	
Pomeroon River	Occupational Survey
Region 3	
Procurement of Vehicle	Crane Regional Office
Region 4	
Soesdyke/Linden/Highway	Surveys

6.3.2 Income Review

- Revenues were generated from three (3) main activities of the Commission. These were Land Administration, Surveying, and Land Information and Mapping.
- The Recurrent Revenue Budget for 2012 was \$293.416m. The budget was revised to \$297.373 M based on the positive collection trend in 2012. The Commission received the total sum of \$114.423m. Current Subvention from Central Government for the reporting year. Actual Income amounted to \$466.239m, including the Current Subvention Allocation.

The Tables below show the Income Generation in 2011 and 2012:

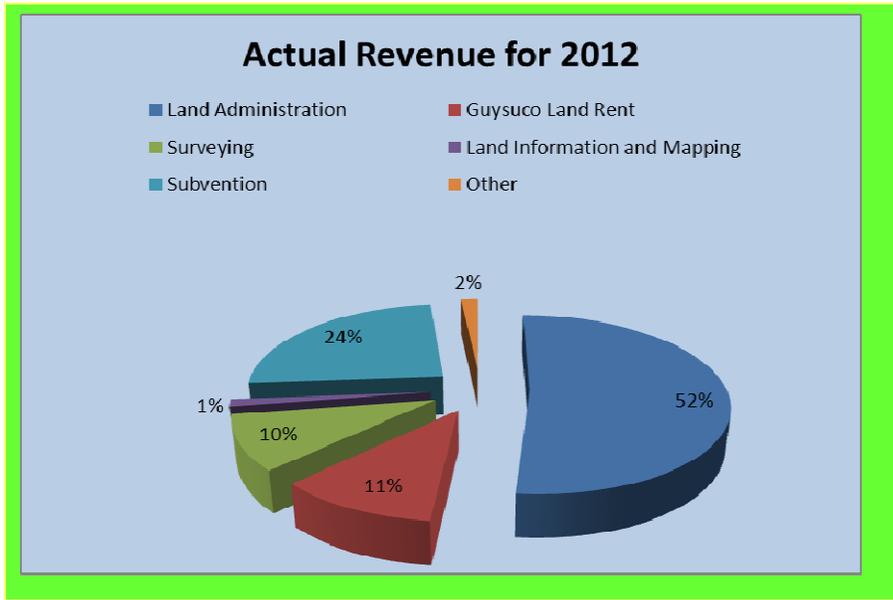
	Revenue Source	Budget 2011 (000)	Revised Estimates for 2011 (000)	Actual Revenue for 2011 (000)
1	Land Administration	147,329	191,976	249,013
2	GuySuCo Land Rent	103,295	103,295	25,824
3	Surveying	29,300	33,809	36,634
4	Land Information and Mapping	7,500	9,790	9,793
5	Subvention			104,636
6	Other		1,051	2,170
	Total	287,424	339,921	428,070

	Revenue Source	Budget 2012 (000)	Revised Estimates for 2012 (000)	Actual Revenue for 2012 (000)
1	Land Administration	150,685	150,685	240,436
2	GuySuCo Land Rent	103,295	103,295	51,647
3	Surveying	31,926	31,926	46,034
4	Land Information and Mapping	7,510	7,510	5,934
5	Subvention			114,423
6	Other		3,957	7,765
	Total	293,416	297,373	466,239

Note: Payment from GuySuCo represented arrears for two (2) quarters of 2011. One (1) quarter for 2011 and the entire amount for 2012 remain outstanding

A review of the Revenue indicated that the Actual Revenue was higher in 2012 by 9% than in 2011.

Figure 11 illustrates the Sources of Actual Revenue generated in 2012



6:3:3 Operating Expenditure

The total Operating Budget for 2012 was \$505.436m of which \$268.074m related to employment cost and \$237.362 m related to Other Recurrent Expenditure. The Commission continues to apply prudent management in the expenditure of funds.

Table 3 illustrates the details of the Expenditure in 2012

Division (Cost Centre)	Budget 2012(000)	Actual 2012 (000)
Total Commission	505,436	416,347
Employment Cost	268,074	269,279
Other Charges	237,362	147,068

The difference of income over expenditure is \$130.220m.

The staff of the Finance Section (photograph on the right) practiced prudent Financial Management.

6.3.4 Constraints

- Land rent is the Commission’s main source of revenue
- GuySuCo last paid rent for the second and third quarter of 2011. The balance of \$134m remain due ar



The photograph above depicts the Finance Staff at work in the Division

the entire 2012. Non-payment by GuySuCo, the largest leaseholder, reduces the Commission's ability to be financially self-sufficient.

6.4 Administration Section

- The Administration Section continued to provide support to all the various Divisions and maintained the building and its environment in a conducive manner.
- The Section also ensured that the Commission's fleet of vehicles was properly maintained and documents updated. In 2012, a number of vehicles began to malfunction and were too costly to maintain. In addition to the age of the vehicle, a decision was made to approach the Board for permission to have the vehicles sold. It was agreed to sell the following vehicles, PHH 4592, PJJ 3059, PJJ 15 and PHH 244, and procure three (3) new vehicles.
- The Administration Section continued to spearhead the procurement process of the Commission for stationary/furnishings, equipment, refreshment and uniforms for staff and items for field exercise for surveyors.
- In addition to the above, the Administrative Section provided Secretarial assistance for the Legal Officer/Corporate Secretary and attended a number of meetings with Consultants and the Project Implementation Team (PIT) on the DLUPP. Also, assisted with the evaluation of tenders for the procurement of equipment and stationery for the Development of Land Use Planning Project (DLUPP) and at times attended the opening of bids at the National Procurement Tender Administration (NPTAB) at the Ministry of Finance. The Senior Office Administrator was also a part of the Evaluation Team for the recruitment of staff for the Land Use Planning Project and the Commission, both at Head Office and in the Regions.
- The Section was also responsible for the necessary arrangements for the Commission's participation at the Mash activities, National Stakeholders Consultation, Anniversary Celebration, Lethem, Linden, and Georgetown Expos and the annual staff party, and as such, several meetings were attended at Ministry of Natural Resources and the Environment. All of these activities were successfully completed.

6.5 Human Resources

This Report seeks to highlight some of the major activities of the Human Resources Section in 2012. The Human Resources Section is responsible for managing the Commission's Human Resources in such a way that it contributes to the creation and realization of the Commission's Mission, Vision, Strategies and Goals.

6.5.1 Strategic Objectives of the Human Resources Section:-

- To provide efficient and effective services that promotes the development and welfare of its employees.

- To recruit and retain a highly skilled and competent team that is motivated to produce quality service.
- To establish and implement a comprehensive training plan for staff development.
- To establish and maintain a comprehensive Human Resources Policy to satisfy the needs of the Guyana Lands and Surveys Commission

During the year, the Human Resource Section undertook the following activities:

6.5.2 Vacation Leave

During the reporting year, the section processed two hundred and ninety-nine (299) applications for vacation leave.

6.5.3 Training

In 2012, the following training programmes were attended by staff:

- 1) Five (5) persons-Customers Care
- 2) Two (2) persons-Government Accounting Procedures
- 3) Four (4) persons- Administrative Professionals Training
- 4) Two (2) persons – Human Resource Management at IPED
- 5) Two (2) persons – Supervisory Management Module 11 sponsored PSM
- 6) Three (3) persons –Records Management Workshop at the National Archives
- 7) Two (2) persons- Professional Secretarial Practice
- 8) Two (2) persons –Detecting Financial Irregularities

6.5.4 Resignation

In 2012, the following resignations were received:-

- 1) One (1) Admin. Officer 11
- 2) Two (2) Survey Information Assistants
- 3) One (1) Senior Land Admin. Officer Region No. 10
- 4) One (1) Cartographic Technician
- 5) One (1) Office Keeper
- 6) One (1) Plan Drafting Officer
- 7) One (1) Land Admin. Officer Region No. 7

6.5.5 Interviews

During the reporting year, the following interviews were conducted:

- 1) Receptionists
- 2) Land Administration Officers
- 3) Finance Officer /Human Resource Officer
- 4) G.I.S Technicians
- 5) Survey Information Assistants

- 6) Administrative Attendant
- 7) Administrative Officer 11
- 8) Survey Technicians
- 9) Land Use Planner
- 10) Drivers
- 11) Internal Auditor
- 12) Word Processor
- 13) Internal Security
- 14) Database Technician
- 15) Filing Clerks
- 16) Cartographic Technician

6.5.6 Employment

In 2012, the following positions were filled:

- 1) Seven (7) Land Administration Officers- Land Admin. Division
- 2) Two (2) Finance Officers
- 3) One (1) Administrative Attendant
- 4) Two (2) G.I.S. Technicians
- 5) Two (2) Filing Clerks
- 6) One (1) Land Admin. Officer –Region No. 7
- 7) One (1) Cartographic Technician
- 8) One (1) Driver
- 9) One (1) Administrative officer 11
- 10) One (1) Data Processor
- 11) One (1) Internal Security
- 12) Five (5) Survey Technicians
- 13) One (1) Internal Auditor
- 14) Two (2) Receptionists
- 15) One (1) Survey Technician- Region No. 7

6.5.7 Appointments

In 2012, the following appointments were made:

- 1) Mr. Eon Garnett – Senior Surveyor
- 2) Ms. Alicia Jackson- Payroll Officer
- 3) Mr. Yaynauth Ramkissoon- Land Admin. Officer- Region No: 3
- 4) Ms. Ruckim Budhram –Survey Information Officer
- 5) Ms. Casandra Carter – Database Technician
- 6) Ms. Odessie Dover- Plan Drafting Officer
- 7) Mr. Fredrick Delph- Land Admin. Officer
- 8) Ms. Amelia Persaud- Administrative Officer 111
- 9) Ms. Candace Stewart- Finance Officer 111

Three (3) Survey Technicians were sworn in as Land Surveyors.

6.5.8 Acting Appointment

Ms. Monifa Dalrymple, Land Administration Officer III was appointed to act as Senior Land Administration Officer, Region 6

6.5.9 Retirement

During the reporting year, three (3) persons retired from the Commission.

6.5.10 Discipline

The following Disciplinary Actions were taken in 2012:

- 1) One hundred and four (104) letters were issued to staff for being absent from duty without leave.
- 2) One hundred and Fifty-three (153) letters were issued to staff for persistent unpunctuality.
- 3) Three (3) employees services were terminated for prolonged absence from duty without adequate excuse.
- 4) Ten (10) persons were suspended for persistent unpunctuality.
- 5) One (1) person was suspended for absenteeism.
- 6) One (1) person was dismissed for being absent from duty and failure to submitted resignation or communicate with the commission.
- 7) One (1) person service was terminated for stealing a passport belonging to a customer.
- 8) Two (2) persons were dismissed from the Revenue Section of the Corporate Affairs Division for financial irregularities.

Secretaries week

The Commission honoured its Secretaries by presenting each of them with tokens in observance of Secretary Week.

11th Anniversary (June 1- May 31, 2012)

The Commission celebrated its 11th Anniversary which was held at its Head-Office. The event was attended by staff from Head-Office and some of the Regional Offices. The Anniversary event comprised presentations of long service and performance awards, including honouring past Commissioners. In this presentation in the first photograph on the right, Mr. Omar Shariff, Chairman of the Board presented Special awards to Mr. Theophilus A. Earl, 1976-1989, and Mr. Andrew Bishop, 2001-2008 in second photograph on the right.



The photograph above illustrated the presentation of the Award to Mr. Earl



The photograph above illustrated the presentation of the Award to Mr. Bishop

The photograph below illustrated Mr. Monize before the Presentation of Awards ceremony



A Long service award was presented to Mr. Enrique Monize (in the photograph on the left) for over thirty (30) years of Service. Mr. Monize, a Land Administration Manager provided a historical overview of the Lands and Surveys Department and the Commission including his personal work experiences.



The photograph above illustrated Mr. David Mohabir, Senior Land Administration Officer for Region 7 Office received a long Service Award for over thirty (30) years from Prime Minister, Honourable Sam Hinds.



In the photograph above, Mrs. Florence Bart, a Senior Cartographer in the Land Information and Mapping Division, on the left of Mr. Earl, received a long Service Award for over thirty (30) years of Service.

The List of Awards and Recipients presented at the Anniversary were as follows:-

30+ Years Service

- Ms. Florence Bart - 32 years
- Mr. David Mohabir - 32 years
- Mr. Enrique Monize - 31 years

25—Under 30 Years Service

- Ms. Maylene Kennard - 29 years
- Ms. Deborah Ross - 27 years
- Ms. Winneth Blackman - 26 years

20—Under 25 Years Service

- Mr. Ramdat Issacs - 22 years
- Ms. Sharon Brandt-Bess - 22 years
- Ms. Sharon Browne - 21 years
- Mr. Wayne Miller - 20 years
- Ms. Bernadette Hernandez - 20 years
- Ms. Nadine Archer - 20 years
- Mr. Abu Shaheed Khan - 20 years
- Ms. Shonda Williams - 20 years

Retirees: S. Hoolas, C. Waithe, Y. Miller

Most Punctual: J. Loncke, C. Major

Highest Attendance: S. Brandt-Bess

Special Awards: R. Holder, L. Hutson, T. Roach, D. Cole

Concluding Statement

The progress attained during 2012 was with the support of the dedicated and unwavering support of the staff of the Commission, the Board of Directors, the Ministry of Natural Resources and the Environment, and the Office of the President.

The 2012 Annual Report highlighted many areas of achievement and performance in the midst of challenges and constraints experienced during the year. One of the learning experiences was that the Commission was required to confront issues and problems and immediately decide on the solutions in order to proceed with its work.

As a result, the Commission was able to provide services and products to Stakeholders and Clients without significant disruption in the execution of its Work Programme, acknowledging that it was important to provide a continuous service and response to Stakeholders, Clients and the Public.

One of the areas of urgent work would be the completion of a new Strategic Plan for 2013-2017 to review, revise and plan to take performance and service oriented functions to a higher level.

The Commission would continue to increase its development and enhancement of services and products. The outlook of the Commission for 2013 would be to increase the skills of the human resources, update and upgrade the information system, and increase the quality and quantity of equipment to improve the efficiency and effectiveness of the operations of the Divisions and Regional Offices to continue the progress achieved in 2012.

Strategic Focus Areas for 2013 GL&SC would like to thank its partners and collaborators in the implementation and realization of its Work Programme and targets.

- It is expected that that there would be increased capacity to undertake Regional Land Use Planning
- There would be training provided in land use planning, training of digitizing of State and Government Plans and integration into the Land Administration Database and Database Management, GIS and Remote Sensing, and preparation of methodologies and manuals to ensure sustainability of the Project's output
- Execution of strategic surveys to open up new lands in Regions 2 and 4
- Continuation of regularization of informal occupants in Regions 1 and 4
- Completion of outstanding Land Tenure Regularisation of leases in Regions 2 and 6

- Resumption of Border Surveys
- Greater Geodetic Monitoring
- Completion of Amaila Falls survey
- Execution of surveys for Amerindian Grants
- Resumption of scanning of plans and records
- Completion of the preparation of GL&SC Strategic Plan 2013-2017
- Completion of the Capacity Development and Mainstreaming for Sustainable Land Management Project and continued to execute the Development of Land Use Planning Project (DLUPP).

Appendix 1- List of Legal Matters in the High Court (up to December 2012)

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
1.	Application by Beerbal Basdeo	146M/2009	Application filed seeking Declaration that Commissioner of Lands and Surveys and Registrar of Lands contravened Applicant's property rights under Art 142 of the Constitution. The Applicant seeks compensation for the alleged violation of property rights.	<p>Appearance entered. Affidavit in Answer filed. The Court encouraged settlement.</p> <p>Request for Hearing filed by Applicant. Matter in the course of settlement. Adjourned October 24, 2011.</p> <p>Terms of Settlement drafted by Applicant.</p> <p>Motion withdrawn. GL&SC offered alternative land in settlement of matter.</p>	
2.	Application by Ponoo Muguhrum	145M/2009	Application filed seeking Declaration that Commissioner of Lands and Surveys and Registrar of Lands contravened. Applicant's property rights under Article 142 of the Constitution. The Applicant seeks compensation for the alleged violation of property rights.	<p>Appearance entered. Affidavit in answer filed.</p> <p>Further leave granted to pursue settlement.</p> <p>Request for Hearing filed by Applicant.</p> <p>Matter withdrawn and discontinued. GL&SC offered the applicant alternative lands in the matter. Matter concluded.</p> <p>Terms of Settlement drafted by Applicant.</p> <p>Matter settled. Motion withdrawn. GL&SC offer</p>	

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
				alternative Land.	
3.	Application by Sahanie Budhairam	144M/2009	Application filed seeking Declaration that Commissioner of Lands and Surveys and Registrar of Lands contravened. Applicant's property rights under Art 142 of the Constitution. The Applicant seeks compensation for the alleged violation of property rights.	Appearance entered. Affidavit in answer filed. Request for Hearing filed by Applicant. Matter in course of settlement. Adjourned October 24, 2011 Terms of Settlement drafted by Applicant. Matter withdrawn and discontinued. GL&SC offered the applicant alternative Lands in settlement of the matter. Matter concluded.	
4	GL&SC v. Cecil Persaud and Mangal Persaud	150-W-2010	G L& SC brought action against the Defendants for damages caused to motor vehicle PKK 2228.	Entry of Appearance filed. Writ of Summons filed. Endorsement of Claim filed Authority to Authority filed. Awaiting hearing date.	4
5	Application by Paul Patrick Kallicharran v. GL&SC	530/W/2008	Application filed against GL&SC seeking an Injunction to restrain the Commission from recording a plan.	Entry of Appearance and Statement of Defence filed. Matter to take normal course.	4

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
7.	Guyana Stockfeeds Ltd. V. Dipcon Engineering Company Ltd GL&SC	402-CD-2007	Stockfeeds bought an action against Dipcon damages for trespass to Lands Leased to them by the State.	All Pleadings filed. Settlement of matter being considered by the court. Matter to take normal course.	
8.	R. Gouveia v. GL&SC	285/12-W/2012	R. Gouveia brought an action against GL&SC claiming right to portions of land at Good Hope.		
9.	Application by Radha Singh		Application filed restraining GL&SC from trespassing on portion of land.	Entry of Appearance filed. Awaiting filing of Plaintiff Statement of Claim. Summons to have matter discontinued filed and served.	
10.	Mohamed Razack v. GL&SC	346/SA	Application made by GL&SC to have a Publication of the Commission's intention to cancel the transport.	Leave was granted to lay over Affidavit in support. It was explained to the Court the difficulty of getting Mr. Razack or his representative to swear the Affidavit. Leave was granted to file the said application by Summons. Matter withdrawn and dismissed.	
11.	GL&SC v. Dexter Allen	190/W	GL&SC filed action against Dexter Allen for trespass to land.	Awaiting hearing date from the High Court.	

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
12.	Application by Bibi Satura Persaud		Application for Acquisition of Title by adverse possession to a portion of Lot 270 aka Parcel : 1 Block : XII Zone : E.C.D being part of Success East Coast Demerara held by the Government of Guyana under Certificate of Title Numbered. 1063/78.	<p>Notice of Opposition filed.</p> <p>Affidavit in Support of Opposition prepared and filed.</p> <p>Advertisement Ordered by the Land court. Returnable one year after Publication.</p> <p>Awaiting hearing date from Land Court.</p>	4
13.	Vanessa Peters v. GL&SC, Attorney General	169-W-2010	Vanessa Peters brought an action against the Commission claiming compensation for wrongful dismissal.	<p>Entry of appearance filed.</p> <p>Notice of Entry of appearance filed and served.</p> <p>Awaiting filing statement of Claim.</p> <p>Attorney General Chambers struck out of matter. Matter to take normal course.</p> <p>Summons to dismiss for want of Prosecution filed.</p> <p>Matter dismissed for want of Prosecution.</p> <p>New Lease to be issued to applicant for reduced acreages.</p> <p>Matter concluded.</p>	

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
14.	Moneer Khan v. Guptai Molai, GL&SC, et. al	36-W-2010	Moneer Khan brought an action against the Commission claiming inter alia a Declaration that he is the true owner of a portion of State Lands held under License A2384, A570 and A102.	Entry of Appearance filed. Notice of Entry of Appearance filed and served. Affidavit in Answer filed. Submissions to be laid over. Matter Adjourned January 17, 2012.	Reg. 10
15	GL&SC v. Nankishore Ramnauth, Shanta Ramnauth	128-WS-2010 Berbice	GL & SC brought action seeking an Injunction preventing the Defendant from further Trespassing on State Land	Entry of Appearance and Writ of Summons filed. Request for Hearing filed New Amsterdam Sub – Registry. Awaiting hearing date.	Reg. 6
16.	Deocharran Sookdeo V. Mohanlall Sookdeo, GL&SC	78 W/S 2010	Deocharran Sookdeo brought an action against Mohanlall Sookdeo and others claiming an injunction to prevent trespassing on a portion of land in Black Bush Polder previously Leased to his father by the State.	Entry of Appearance filed. Affidavit in Answer prepared and filed. Affidavit of Defence Drafted filed. Awaiting hearing date.	Reg. 6
17.	Bernard Yhun V. GL&SC	4-M.2011	Bernard Yhun brought an action against the Commission seeking Orders to quash the decision of the Commission to cancel Lease No. A5377 issued to him.	Entry of Appearance filed. Affidavit in Answer filed. Leave granted to lay over submissions. Leave to applicant to withdraw and discontinued granted.	Reg. 6

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
18	Ita Duncan V. Seanon James, GL&SC	547/W-2011	Ita Duncan brought an action against the Commission and others claiming that a survey at Lot 52 South Alley, Georgetown was illegally executed.	Entry of Appearance filed. Summons to strike out GL&SC as a party filed. Order entered that the 2 nd named Defendant be struck out as a party to proceedings. No order as to costs.	Reg. 4
19	Marlene Indar V. CH&PA, GL&SC and others	475-W-2010	Marlene Indar brought an action against CH&PA and GL&SC claiming that she is entitled to 6 plots of land at Plantation Chateau Margot along the Railway Embankment East Coast Demerara.	Entry of Appearance filed. Affidavit in Answer filed. Submission to be laid over. Injunction refused in relation to 5 (five) house lots. Injunction granted in relation to house lot occupied by the Applicant. This land is Government Land and the State can determine who should be given title of the land.	4
20	Application by Oswald Francis	2008/1179 P	Oswald Francis filed an application seeking a declaration of title over a portion of State Land situate at Pln. Phillips Essequibo Coast.	Petition filed Leave granted to the Applicant to determine whether they would accept a proposal by the State for 50 yrs Lease with a right to renew at the end thereof. Leave granted to applicant to withdraw and discontinue action. GL&SC offered both parties a 50 year lease with a right to renew at the end thereof.	

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
				Matter concluded.	
21.	Amadaie Seejattan V. Registrar of GL&SC	Appeal No. 14 of 2010.	Amadaie Seejattan appealed a decision of the High Court in which Certificate of Title issued to Dhannarine Basdeo No. 4/3553 was upheld.	<p>Awaiting date from Court of Appeal.</p> <p>Matter adjourned February 13, 2012. Submissions on behalf of GL&SC laid over.</p> <p>Appeal dismissed. Land was Government Land and was rightfully awarded by State to Dhannane Basdeo.</p> <p>Matter concluded.</p>	4
22.	Deowattie Seeram v. Seeram Balgobin and GL&SC	170 w/ 2011	Deowattie Seeram brought an action against Seeram Balgobin seeking an injunction restraining Balgobin from trespassing on a piece of State Land.	<p>Leave granted to file. Affidavit in Answer.</p> <p>Summons to strike out GL&SC as a party filed.</p> <p>Matter was adjourned to July 3, 2012.</p>	2
23.	Application by Clifton Culley and Nicola Culley		Action filed seeking a Declaration of Title to Land situated at Bachelor's Adventure owned by the Government of Guyana. Under Certificate of Title 75/1398.	<p>GL&SC opposed the granting of Title on the basis that the land in question is Government Land and is required by the Government for future use.</p> <p>GL&SC offered party a 50 year Lease with right to renew at the end thereof</p>	4
24.	Application	18/P/2012	Petition filed claiming title	GL&SC notified	4

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
	by Cecil Ramrattan and Bainmatti Ramrattan		to land at lot 11 'A' Second Street Alexander Village Georgetown.	GUYSUCO of the claim.	
25.	Somrat Bharat v. Micheal Huston	146-W/2012	Somrat Bharat filed an action against Micheal Huston claiming that he trespassed on Lot 5 Atkinson Field East Bank Demerara.	Entry of Appearance filed. Awaiting hearing date from High Court	4
26.	Application by Khemdas Raghoo	287-P/2011	Opposition to Petition filed on the basis that the Government of Guyana holds title by Transport No. 1107-1973	Entered order. Leave was granted to file opposition and Affidavits in Support. Matter Adjourned May 22, 2012.	6
27.	Application by Latchin Mohan	189/SA/2012	GL&SC applied to the High Court for correction of an error for Transport No. 281/1999.	Summons and affidavit of summons filed. Awaiting date for hearing.	2
28.	Mohanlall Sookdeo v. Deocharran Sookdeo	75-SFW/2012	Mohanlall Sookdeo filed an action against Deocharran Sookdeo claiming that he is the rightful owner of cultivation lot 35 North half Black Bush Polder; formerly leased to Sookdeo, deceased.	Indorsement Writ filed with Authority to Attorney-at-Law. Leave to discontinue action was granted.	6
29.	Application by Yadodial Persaud Ramsundar	437/SA/2012	GL&SC applied to the High Court for correction of an error for Transport No. 1835/2005.	Application Granted and transport correct	4
30.	Application by Desmond	96-P/2011	Opposition to Petition by Desmond Pooran on the	Matter adjourned December 5, 2012.	6

No.	Case Name	Action #	Description of Matter	Status of Matter	Region
	Pooran		basis that the State issued Lease No. A 6047 over the land to Crabwood Creek Local Authority.		
31.	Application by Oslin Blair	79-P/2011	Opposition to Petition by Oslin Blair on the basis that the Government of Guyana holds title by Transport No. 1004-1978	Notice and affidavit of Opposition filed.	4
32.	Application by Mohamed Rafiek Sahadat	63/2010	Opposition to Petition by Mohamed Rafiek Sahadat on the basis that the Government of Guyana holds title to the Land by Certificate No. 78-1062	Notice and Affidavit of Opposition filed.	4
33.	Loretta Durga	38-P/2008	Opposition to Petition by Loretta Durga on the basis that the Government of Guyana holds title to the Land by Certificate No.		2

Appendix 2- Routine Survey Activities for the Division Output for 2012

NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENT-AGE ACHIEVED	REMARKS
1:0	<u>Cadastral Section</u>				
1:1	Cadastral Survey	125 surveys	100	80%	
1:2	Amerindian Surveys Estimates	Nil	Nil	Nil	Plans recorded
1:3	Preparation of Estimates for Surveys to be done	202	38	19%	Function of public demand
1:4	Preparation of Mutation Document	34	60	176%	Function of public demand and CHPA
1:5	Preparation of Survey Report for the Land Court Judge	60	35	58%	As requested by Land Court Judge
1:9	Administration of the Lands Surveyors' Act 97:01				
1:9:1	Permission to survey prepared for State/Government Lands	480	317	66%	Function of surveys permission requests, also GL&SC is executing several of these surveys
1:9:2	Checking of Cadastral Plans presented to the Surveys Division of the Commission	3,000	3,136	105%	Function of plans submitted by private and Government Surveyors
2:0	<u>Monitoring Unit</u>				
2:1	Field Checks and Witnessing of Surveys				
NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENT-AGE ACHIEVED	REMARKS
2:1:1	Field Checks	180	91	51%	Function of work executed by Government and Private Surveyors & availability of vehicles

2:1:2	Witnessing of Surveys	36	30	83%	- do -
2:2	Checking and Recording on Petitions	600	994	157%	Function of submitted petitions
2:2:1	Report on Petitions got Essequibo, Demerara & Berbice				
2.4	<u>Drafting Section</u>				
2:4:1	Drafting of Plans				
2:4:2	Printing of Plans				
2:4:3	Film Copy of Plans	120	222	185%	Function of Internal and external requests
2:4:4	Paper Copy of Plans	180	199	111%	
2:4:5	Scanning of Plans	Nil	Nil	Nil	Scanner not working
2:4:6	Pasting / Backing of Plans	60	57	95%	- do -
2:4:7	Corrections to Plans	60	56	93%	Based on request
2:4:8	Numbering & Submitting of plans, Checking of Plans for the Vault	3,000	3,136	105%	Function of plan submitted
3:0	Vault Section				
3:1	Plans and grant retrieved and restored by the Vault Attendants	12,000	18,549	155%	Based on public and internal customers' request
3:2	Revenue from printing of cadastral plans	\$1,800,000.00	\$2,553,500.00	142%	Plan printer was not in function in third quarter
NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENT-AGE ACHIEVED	REMARKS
3:3	Entering Cadastral Plans into the database	1,800	2,818	157%	
3:4	Revenue from report on checking and recording of Cadastral Plans	\$3,600,000.00	\$10,138,900.00	282%	A function of work submitted by the public
3:5	Detachment of Leases	1000	647	65%	Function of Lease prepared and sent to the Vault
3:6	Stencilling of plan numbers for storage	Nil	Nil	Nil	
3:7	Diagrams		24	100%	
3:8	Printing of Cadastral Plans for the public	2,300	1,156	50%	Plan printer was down in the last quarter of 2012
3:9	Certified Copy of Plans for the public	400	60	15%	Based on public request
4:0	<u>Geodetic Section</u>				

4.1	Building Geodetic Database				Work programme not executed due to lack of funds
4:2	Support to Cadastral Surveys and Field works	Amaila Falls Road project	ongoing	80%	
4:2:1		Cadastral Survey at Yarowkabra, Kuru kururu, Timehri, Conception, Camaka, Pomeroon River, Good Hope, Cuyuni River, Bagatelle, Siriki and Onderneeming	All surveys, plan preparation and field works are completed	100%	
NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENT-AGE ACHIEVED	REMARKS
4:3:2	Preparation of Grant Plan	Prepared Grant plans for three Amerindian Villages		100%	
4:4	Sale of Benchmark information	Benchmarks descriptions were sold during the reporting period		100%	
4:5		Inputted survey data into the database	ongoing		
4:6 4:6:1	Office of the Manager	Land Surveyors' Association Meeting	(1) Held 5 Land Surveyors' Association Meeting Statutory Land Surveying Examination in September 2011		
	Revenue from Issuance of Permission Survey Inspection	Revenue from survey inspection fees	\$3,882,300.00		Function of Private surveyors

Appendix 3- The Table below provides a detailed description of the Targets which were Planned and Achieved by the Division

Activity/Tasks:	Description of Targets	Annual		% of Achievements
		Planned	Achieved to date	
1. Application, Field Inspections and Monitoring.	Applications Inspections	1,080	1,390	129%
	Application Filed	1,080	1,163	108%
	Inspections for Monitoring lease conditions	768	498	65%
	Routine Occupation Surveys (Parcels)	70	78	111%
	Conventional Leases Issued	720	786	109%
Issuance of Certificates of Titles and Leases - Land Tenure Regularization	Certificate of Title issued	180	97	54%
	LTR Leases Issued (Backlog)	372	108	29%
1. Prepare schedule of Lessees in Regional Records	Full Lease	14,040	12,995	93%
2. Check Lease Database and compare it against manual list	Full Lease	14,040	5,600	40%
3. Adjust and correct records as required which includes updating expired leases	Full Lease	240	189	79%
1. Check Regional Office Stock Sheet and ensure all Applications and Lease are noted	No. of Plans	432	150	35%
	No. of Applications Noted	1,080	1,109	103%
	No. of Leases Noted	720	860	119%
2. Check Head Office Stock Sheet and ensure all Applications and	No. of Plans	432	398	92%
	No. of Applications Noted	1,080	203	19%
	No. of Leases Noted	720	262	36%

Lease are noted				
1. Routine Land Administration activities, Reporting and client support.	Prepare Monthly Reports (by off)	108	98	91%
	Prepare Annual Report	1	1	100%
	News Letter Submission	4	0	0%
	Annual Budget(per reg)	1	1	100%
	Half Year Review of Budget and Work Programme (per reg)	2	2	100%
	Attending External Meetings for the Commission	96	26	27%
	No. of Clients attended to	10,260	13,577	132%
	Letters dispatch to Lessee for outstanding Rent	2,280	1,838	81%
	Correspondence sent to Head Office	300	971	324%
	Correspondence sent to RDC and NDC	600	339	57%
	No. of Permission to Mortgage Requested	192	179	93%
1. Regional application processing actions	Correspondence sent to Clients	756	950	126%
	New Applications Noted on plan	1,080	825	76%
	Applications Sent to Head Office	1,080	1,429	132%
	No. of C.O.T remaining in Region		388	
	Leases Registered	960	890	93%
	Leases Renewed	96	10	10%
	No. of Transferred Filed	204	119	58%
Notice to Quit	144	63	44%	
2. Visits to Head Office for meetings on a quarterly basis	No. of Visits	156	140	90%
3. Surveying Activities				

a. Surveys Inspections	No. of Survey Inspections Requested	72	36	50%
	No. of Survey Inspections conducted	72	35	49%
	No. of report submitted	72	35	49%
b. Occupation Surveys	No. of Parcels Surveyed	300	400	133%
c. Cadastral Surveys	No. of Parcels Surveyed	70	78	111%
d. Cadastral surveys	No Parcels surveyed	200	253	127%
4. Head Office Activities	Files Processed	1,200	1,400	117%
(A) Application Processing and Lease Preparation Unit	No. Of Submissions Prepared	1,080	1,312	121%
	No. of Leases Prepared	864	900	104%
	No. of Approval Letters prepared	420	474	113%
	No. of Permission to Mortgage prepared	192	249	130%
	Mortgages execution notifications received	115		
	No. of certified copies of Leases Prepared	24	23	96%
	No. of files sent back to the Region for corrections	72	209	290%
(B) MIU - Physical Records Management	Issued Leases Detached for storage	864	902	104%
	Files sent for Data Entry	1,080	1,147	106%
	Files moved for various Processing activities	6,000	7,744	129%
	New Index Card Generated	1,080	764	71%
(C) MIU - Database	New Leases entered	864	533	62%

Management	New Applications entered	1,080	1,064	99%
	Files Tracked out (electronic)	6,000	6,394	107%
	Land Parcels entered In Dbase	1,080	765	71%
FREEHOLD CONVERSION	Letters of approval for freehold title prepared	150	40	27%
D) Conveyancing (Freehold)	Letters of transfers prepared	150	102	68%
	Freehold Titles Received	150	138	92%
	Freehold Titles Issued	150	127	85%
	Freehold Approvals and Transfers sent to region	150	136	91%
	Freehold Applications Files sent to MIU	150	239	159%
(E) Manager's Office	Appln(s) Schedule Presentation	1,080	1,340	124%
Approval applications of	Appln (s) Schedule Resent to OP	12	11	92%
	Schedule Submission	12	12	100%
	Schedule Appln Approvals *	1,080	1,400	130%