E-Title system Interfaces and Functionality Description

* E-Title system has separate logins for every user role. The user roles are as follows
  1. Commissioner General
  2. Commissioner (Investigation)
  3. Assistant Commissioner (Head Office)
  4. Regional Commissioners (Regional Offices)
  5. Regional Officers (Assistant Title Investigation officers/Development officers)
  6. Publication Branch officers (Head office)
  7. Computer Branch officers (Head office)
  8. Regional Data Entry Level Officers (Management Assistant)
  9. Administrators (IT unit)

Administrators Perspective

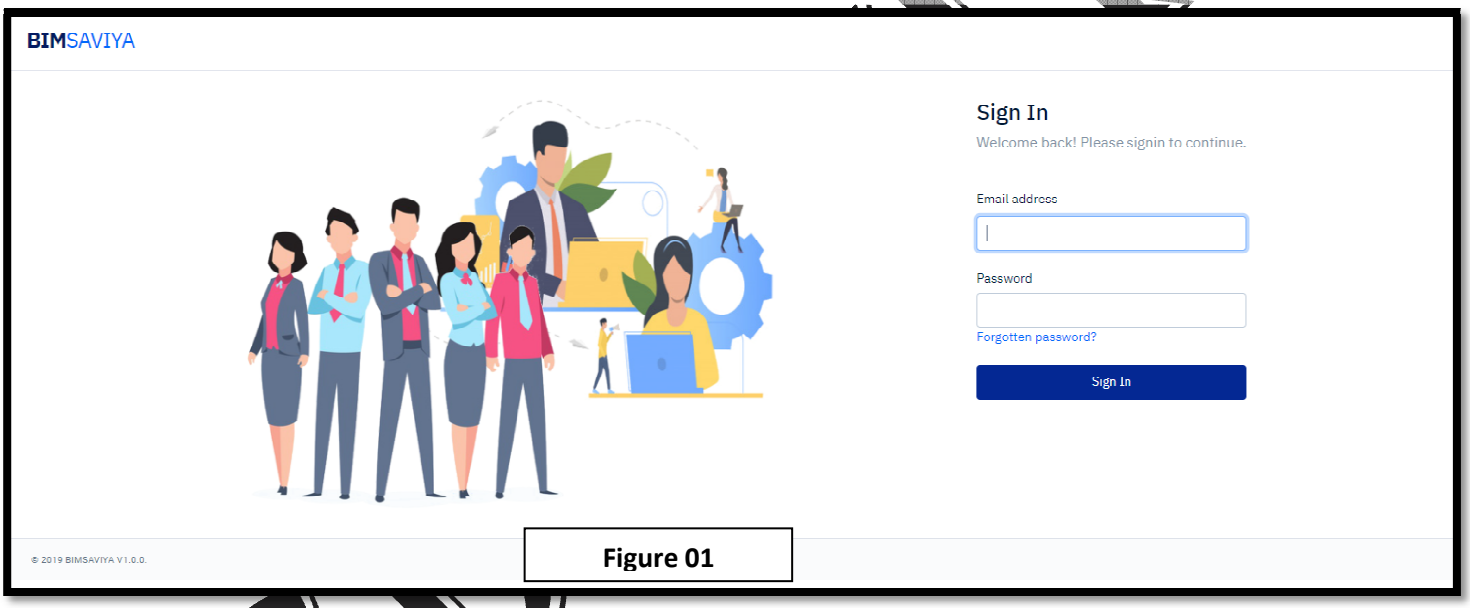

Figure 01

- **Figure 01** represents the basic login screen for all the members that are associated with the system.
- Separate logins will be there for each and every individual who are dealing with the system
  - Ex: Commissioner General, Commissioner Investigation, Assistant Commissioners, Regional Commissioners, Assistant Title Investigation Officers, Management Service Officers and Administrators have separate logins
  - Username will be their email addresses and password will be unique for each.

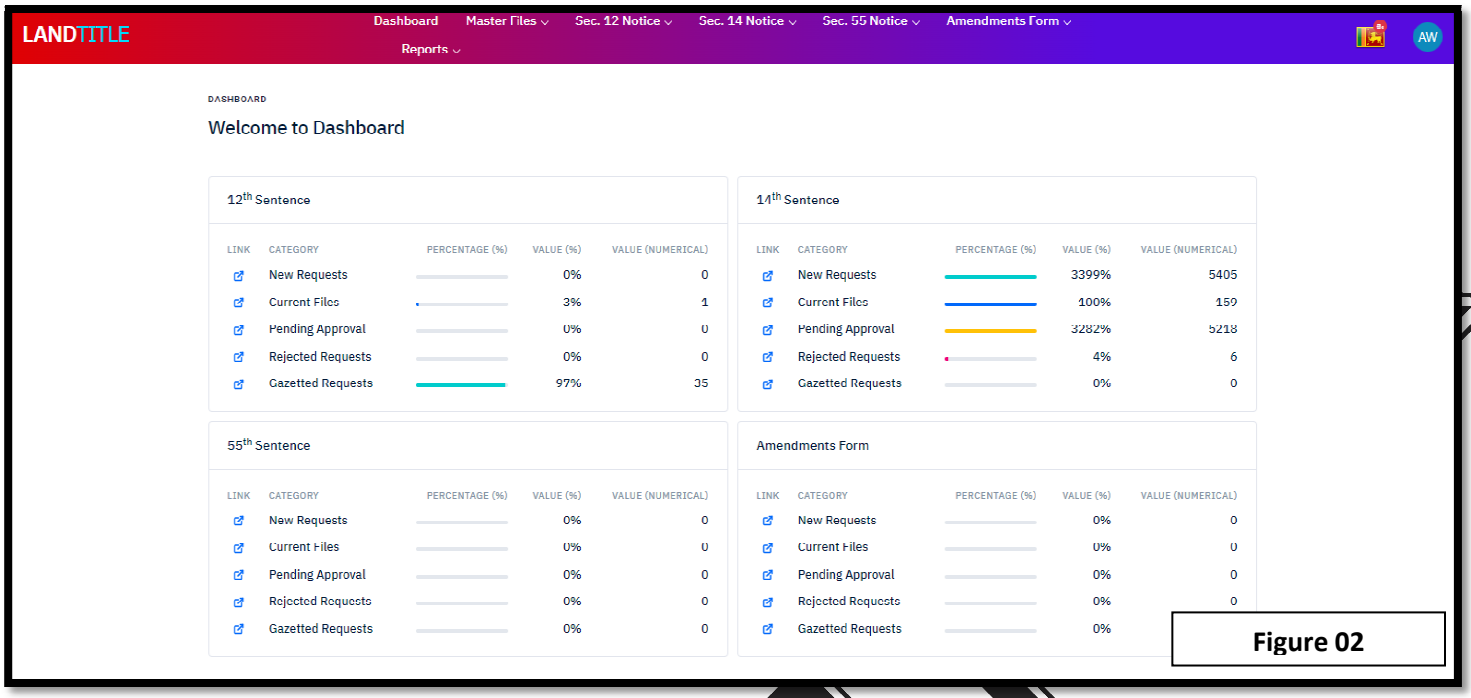

Figure 02

➢ **Figure 02** shows the dashboard of the system with the admin login

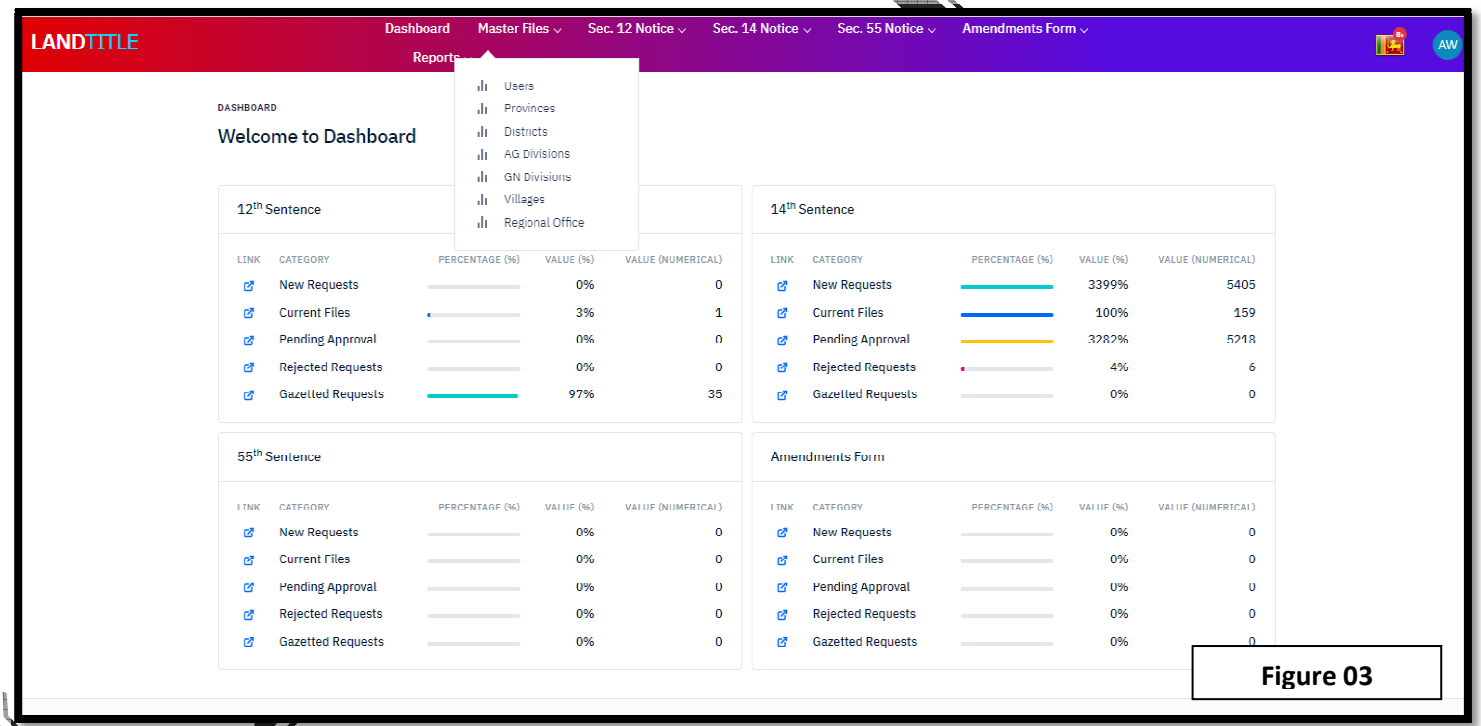

Figure 03

➢ **Figure 03** indicates sub sections of the Master file namely Users, Provinces, Districts, AG Divisions, GN Divisions, Villages, Regional Office.

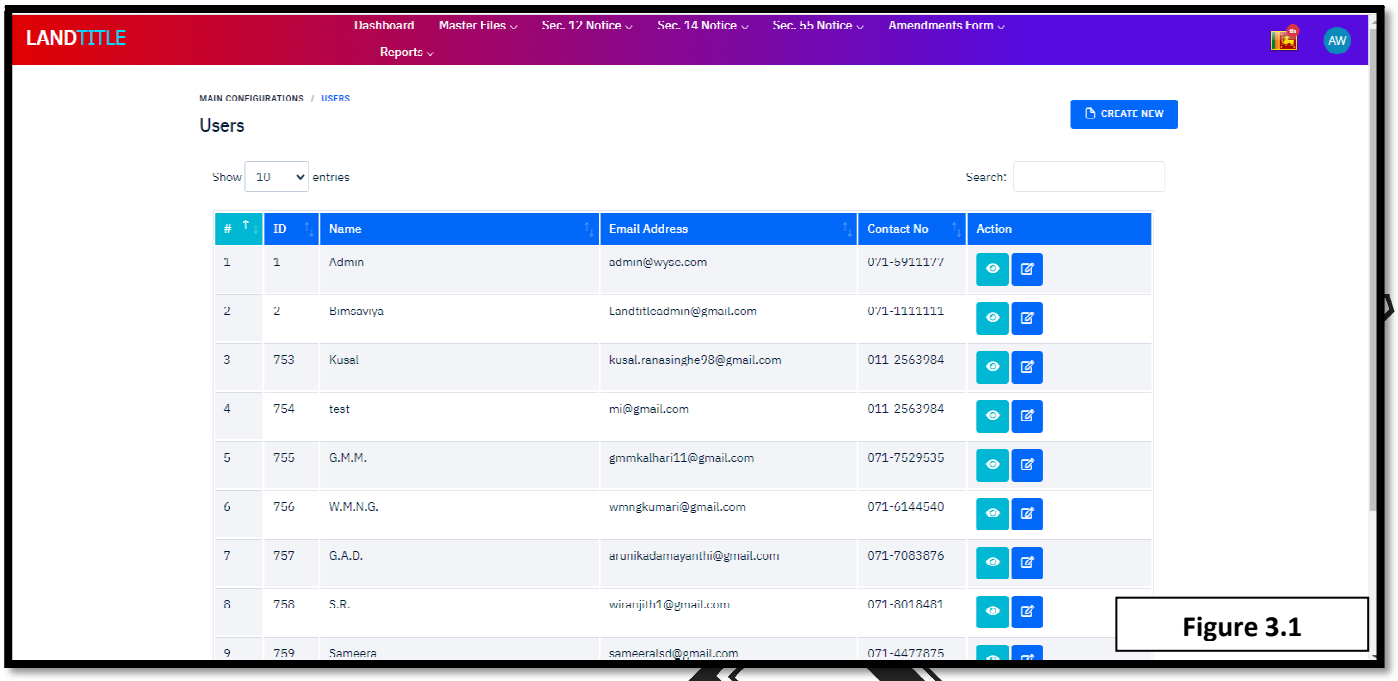

Figure 3.1

- **Figure 3.1.** shows the Users interface
- It shows the Name of the officer, Email address, Contact Number and the Action (View and Edit buttons)

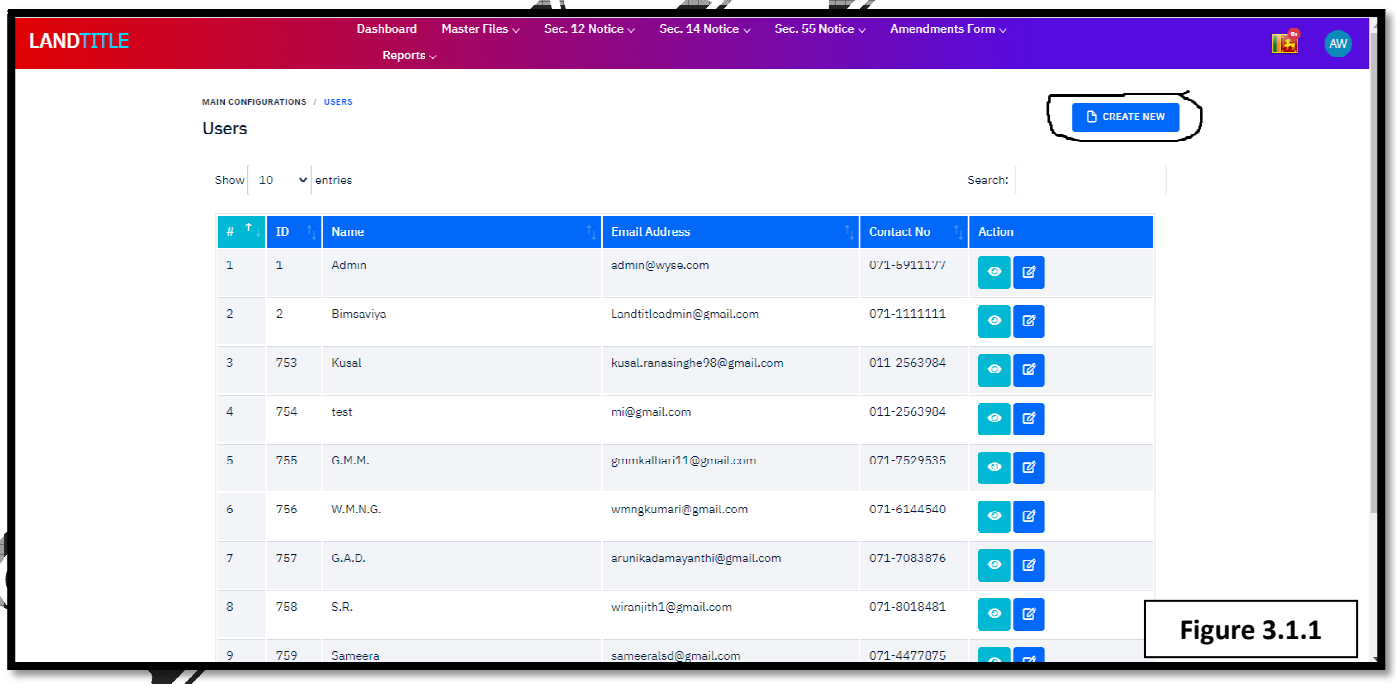

Figure 3.1.1

- **Figure 3.1.1** shows the Users interface and the create new button is highlighted here.
- By clicking the create new button new users can be added to the system.

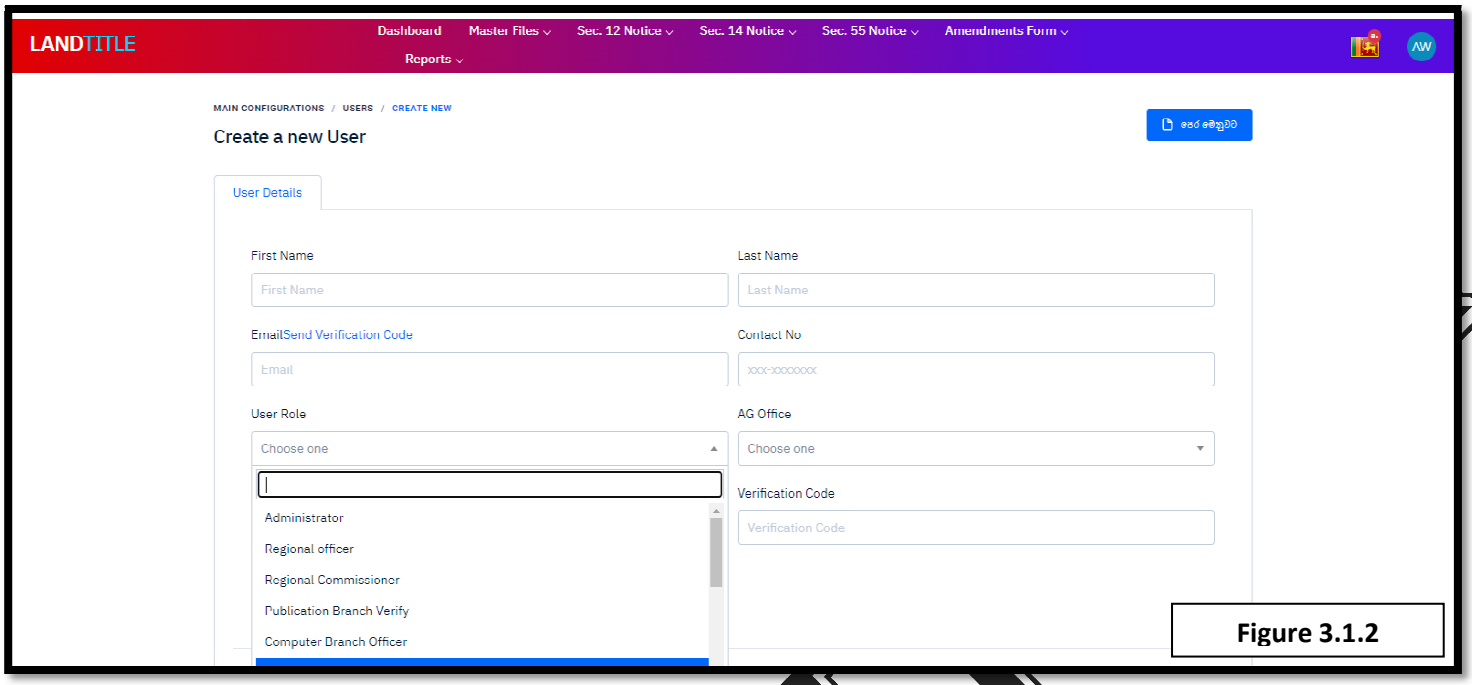

Figure 3.1.2

- **Figure 3.1.2** shows the Create a new user interface, when creating a user first should enter the First Name and Last Name
- Then the email address, contact number and AG office of the particular user should be entered.
- User role should be selected from the drop down list as in the **figure 3.1.2**
- When creating the account verification code will be sent to the email address which will be expired within 2 minutes. Once the verification code is entered correctly user account can be created successfully.

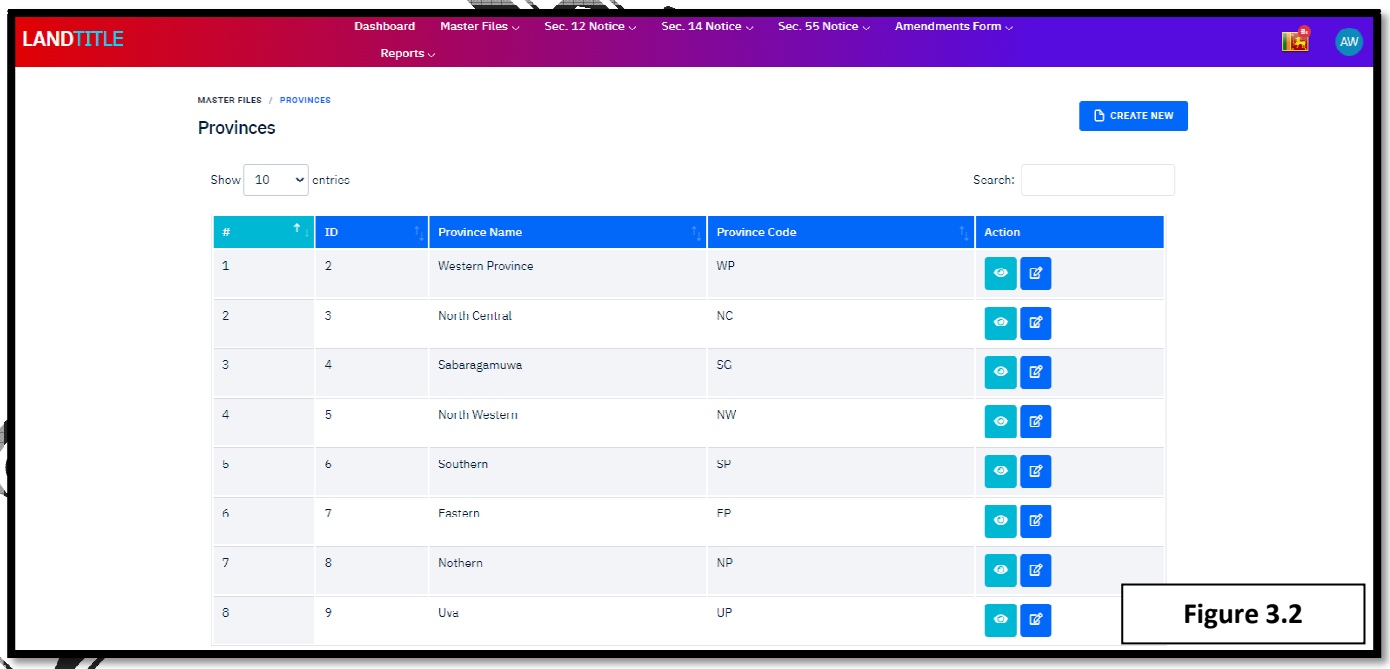

Figure 3.2

- **Figure 3.2** represents the Provinces interface under the master files.
- Interface has Province ID,Province Name, Province Code and Action Buttons (View/Edit buttons)

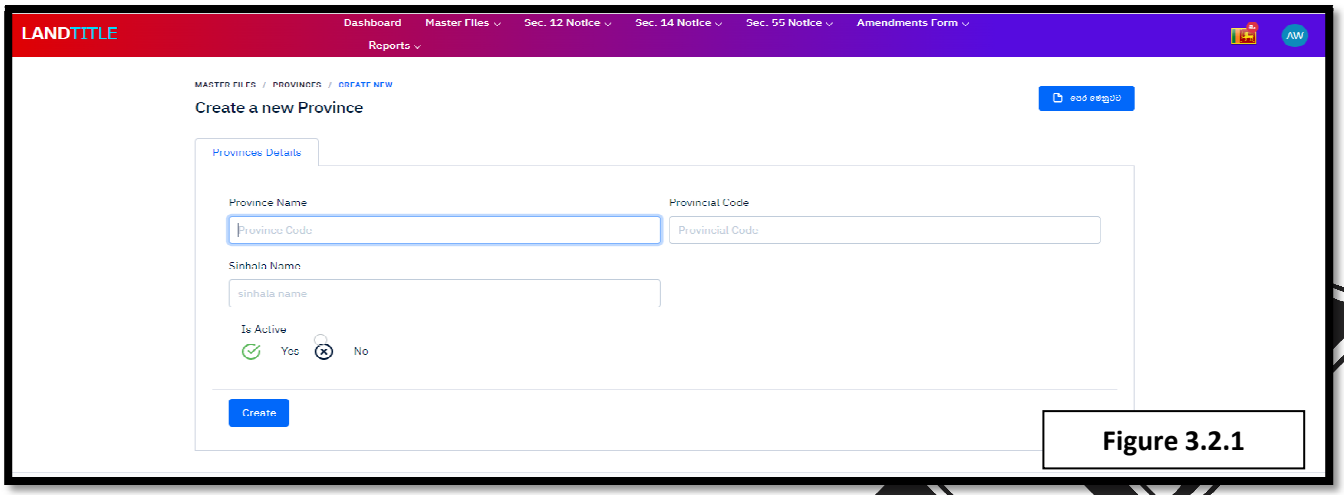

Figure 3.2.1

- **Figure 3.2.1** represents the Create a new provinces interface under the master files.
- Administrators can only enter the provinces. Province name in Sinhala and English should be entered.
- Unique code should be given for each province to prevent duplicates.
- Entered details can be viewed through the view button and details can be updated by clicking the update button as in the **Figure 3.2**

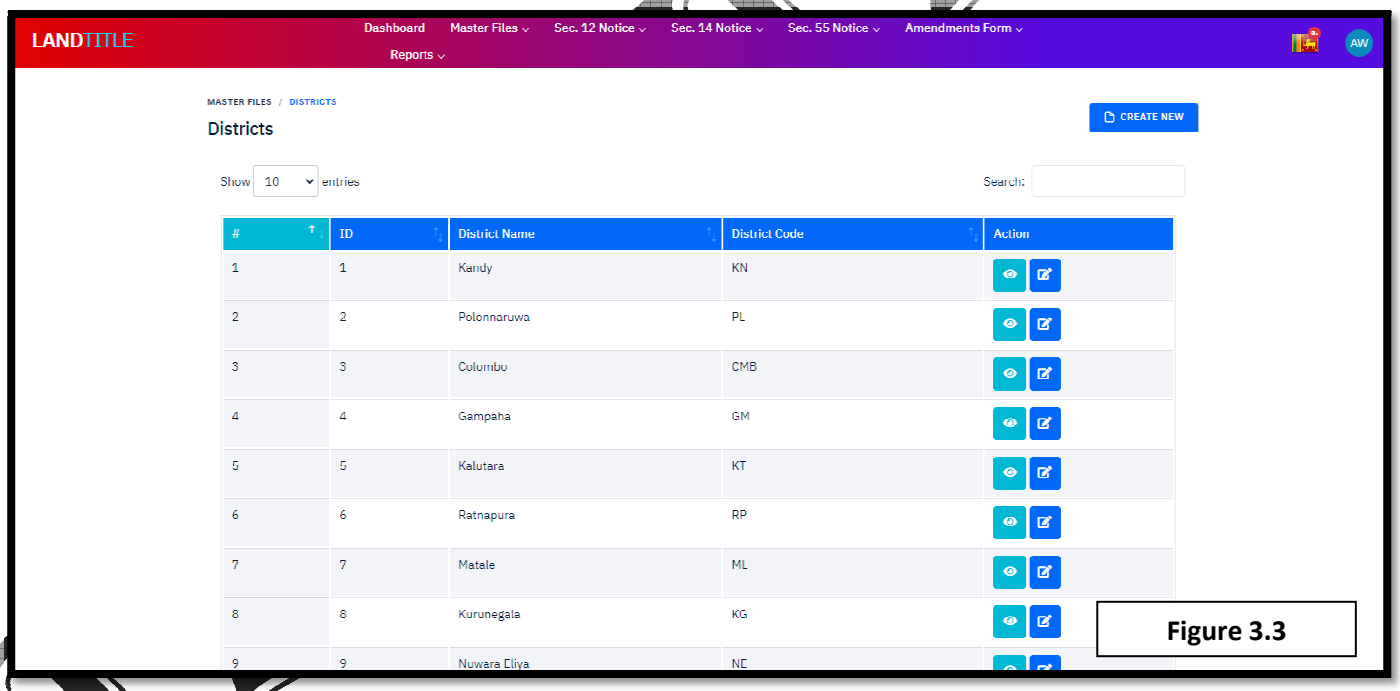

Figure 3.3

- **Figure 3.3** shows the Districts interface in the E-Title system.
- It has ID, District Name, District Code and Action Buttons (Edit/View).

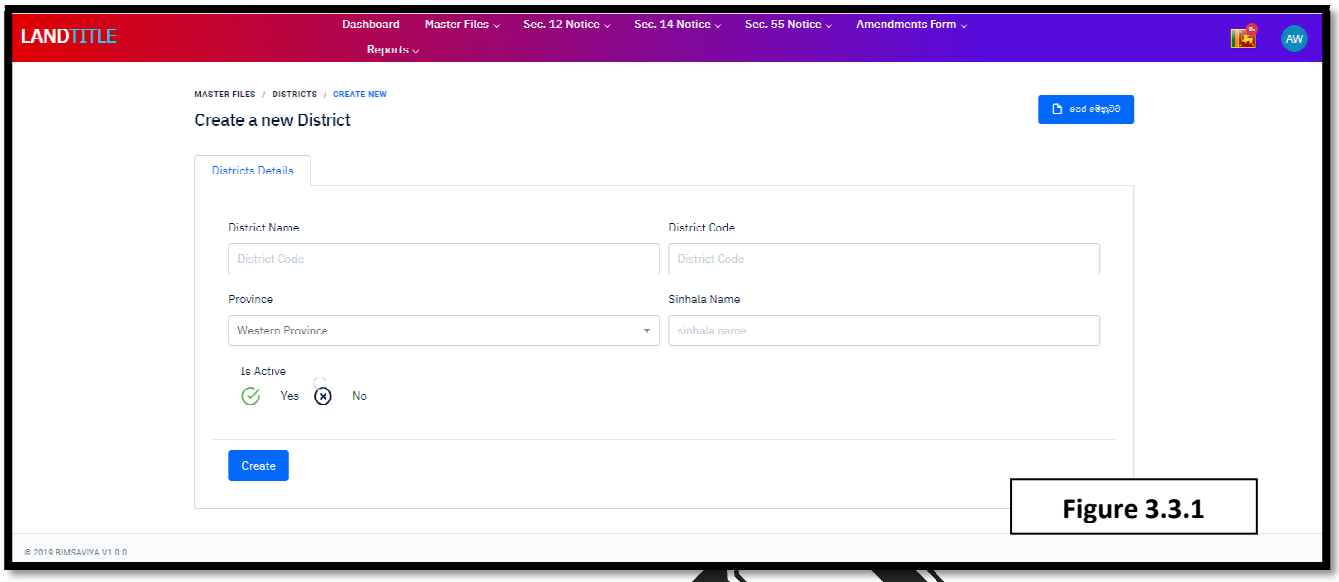

Figure 3.3.1

- **Figure 3.3.1** represents the Create new interface (Districts)
- Here, only administrators are allowed to enter the districts.
- This Includes District Name in Sinhala and English, District code to identify the district uniquely and the relevant province should be selected from the drop down list.
- Provinces should be added first in order to add districts.

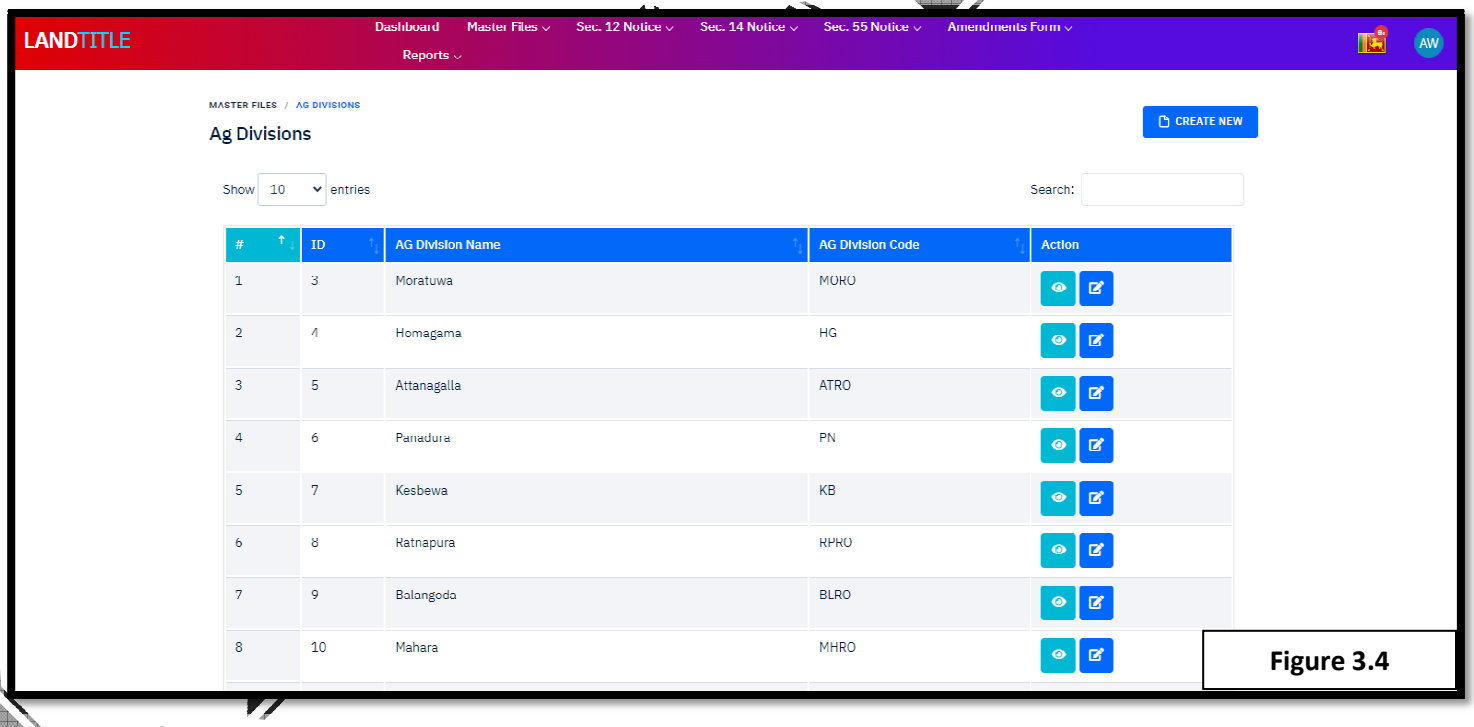

Figure 3.4

- **Figure 3.4** represents the AG Divisions interface.
- It has ID, AG Division Name, AG Division Code and Action buttons (view/Edit).

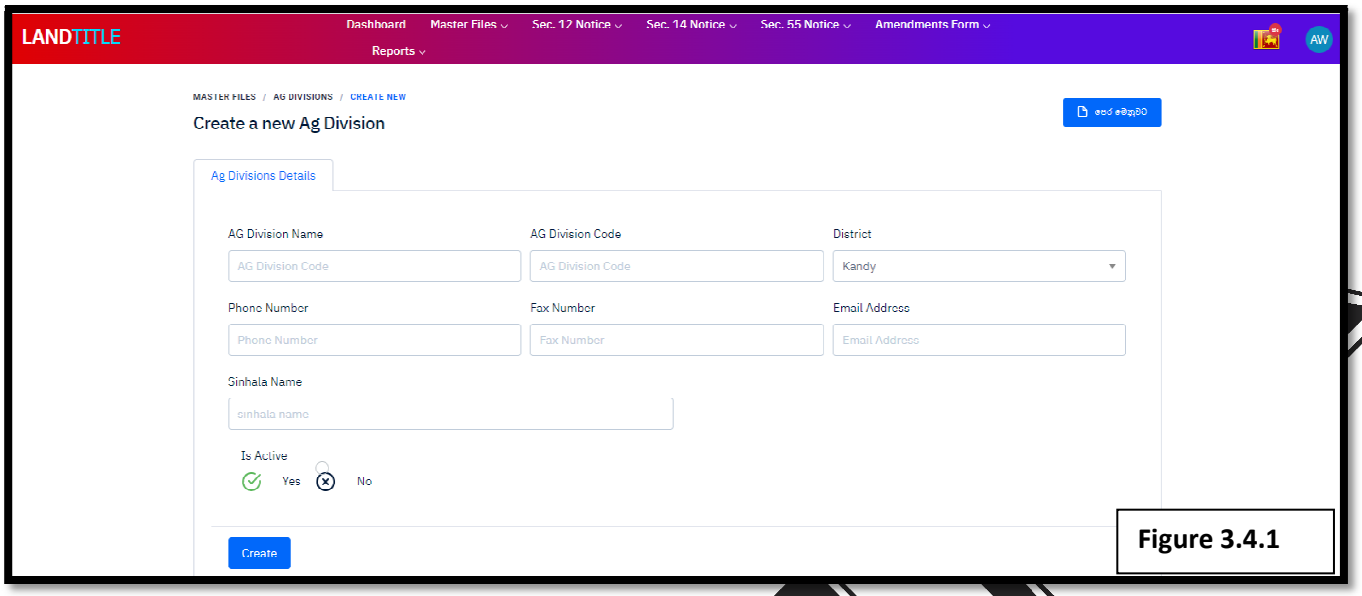

Figure 3.4.1

- **Figure 3.4.1** represents the Create new interface (AG Divisions).
- This includes AG Division Name in Sinhala and English, AG Division Code, District should be selected from the list and phone number, Fax and Email address of the relevant AG Office's (Regional Office) should be added.
- Finally after creating the AG Division can click on the Active status and Create button.

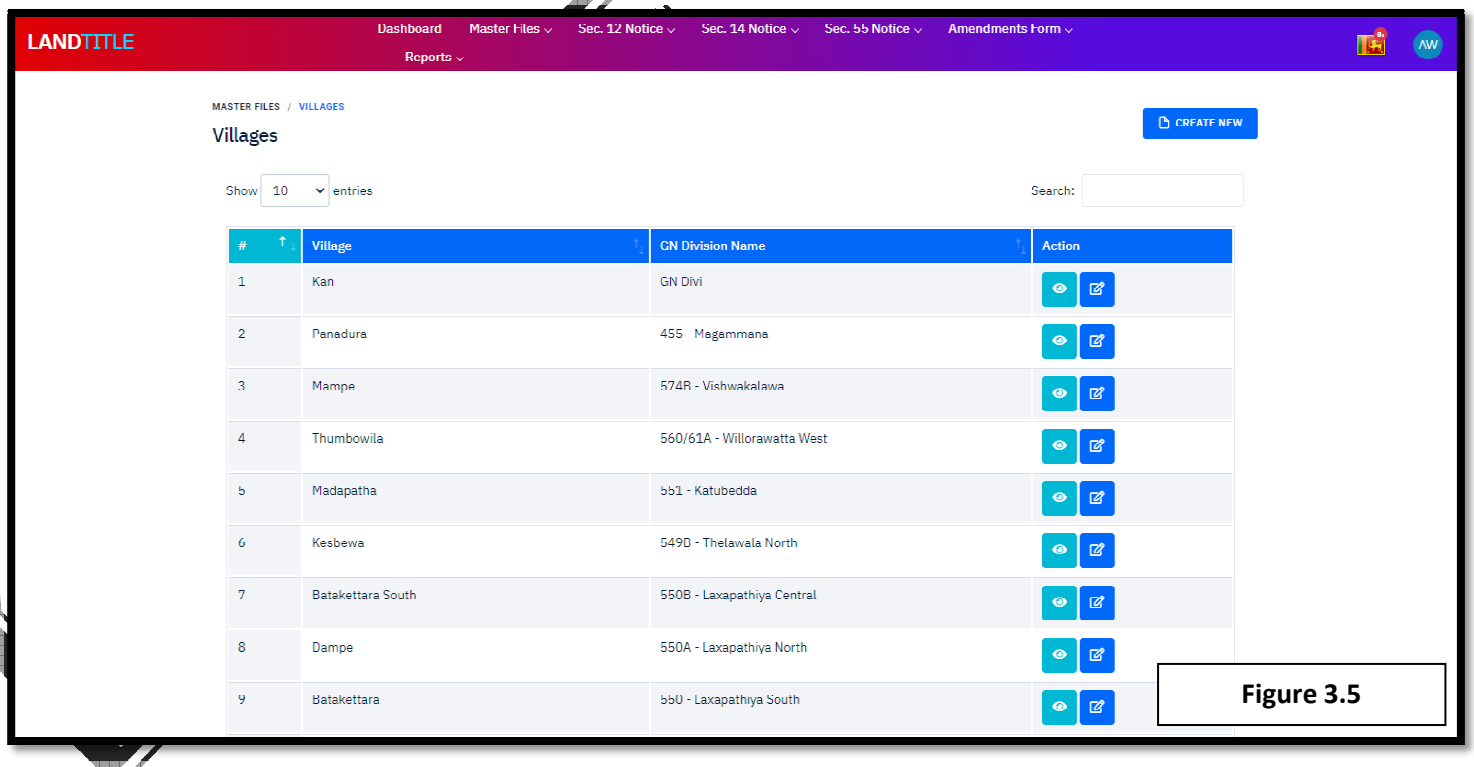

Figure 3.5

- **Figure 3.5** represents the Villages interface.
- This includes Village, GN Division Name, Action button (View/Edit) and Create New button.
- Create new button work as follows.

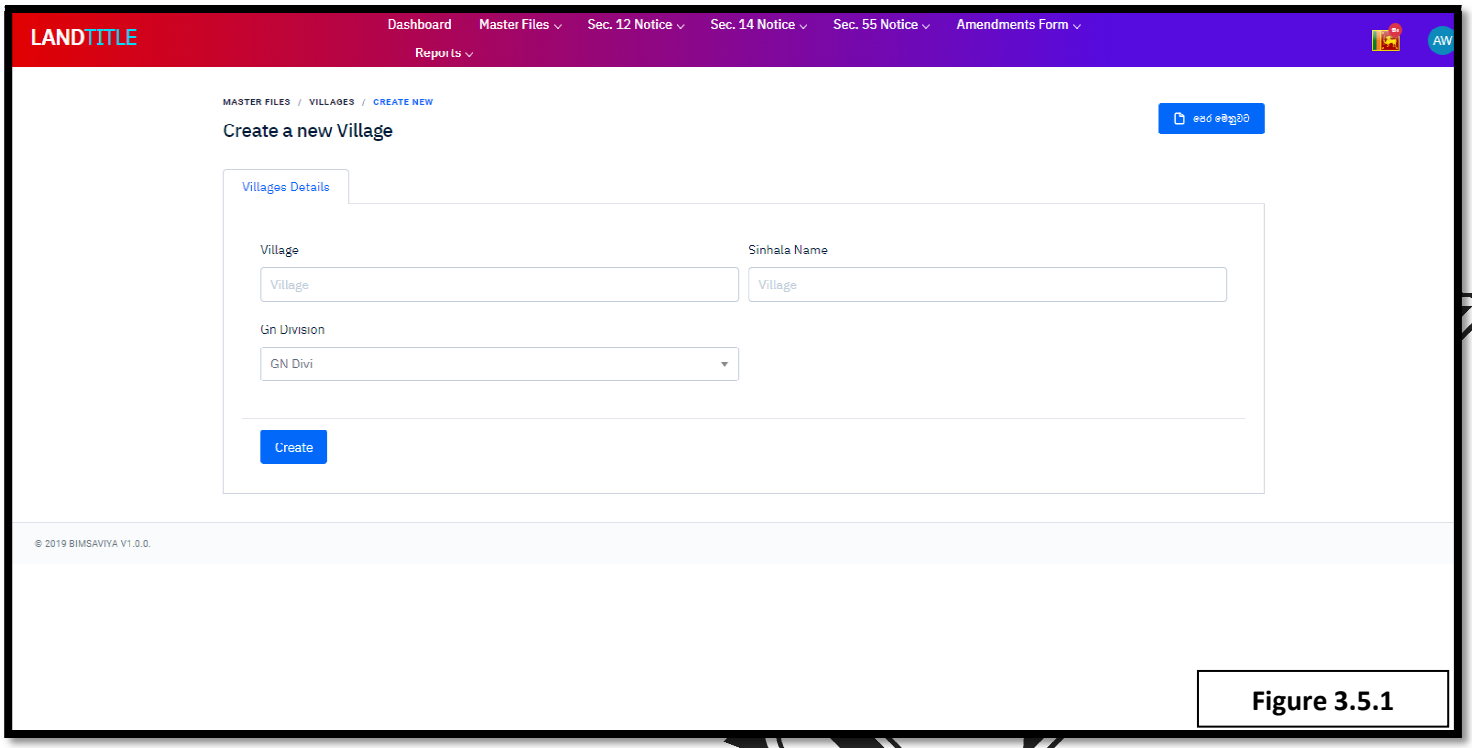

Figure 3.5.1

- **Figure 3.5.1** shows the Create new interface for the villages.
- It has Village name in Sinhala and English.
- It has the option to select the relevant GN Division of the village from the drop down list.

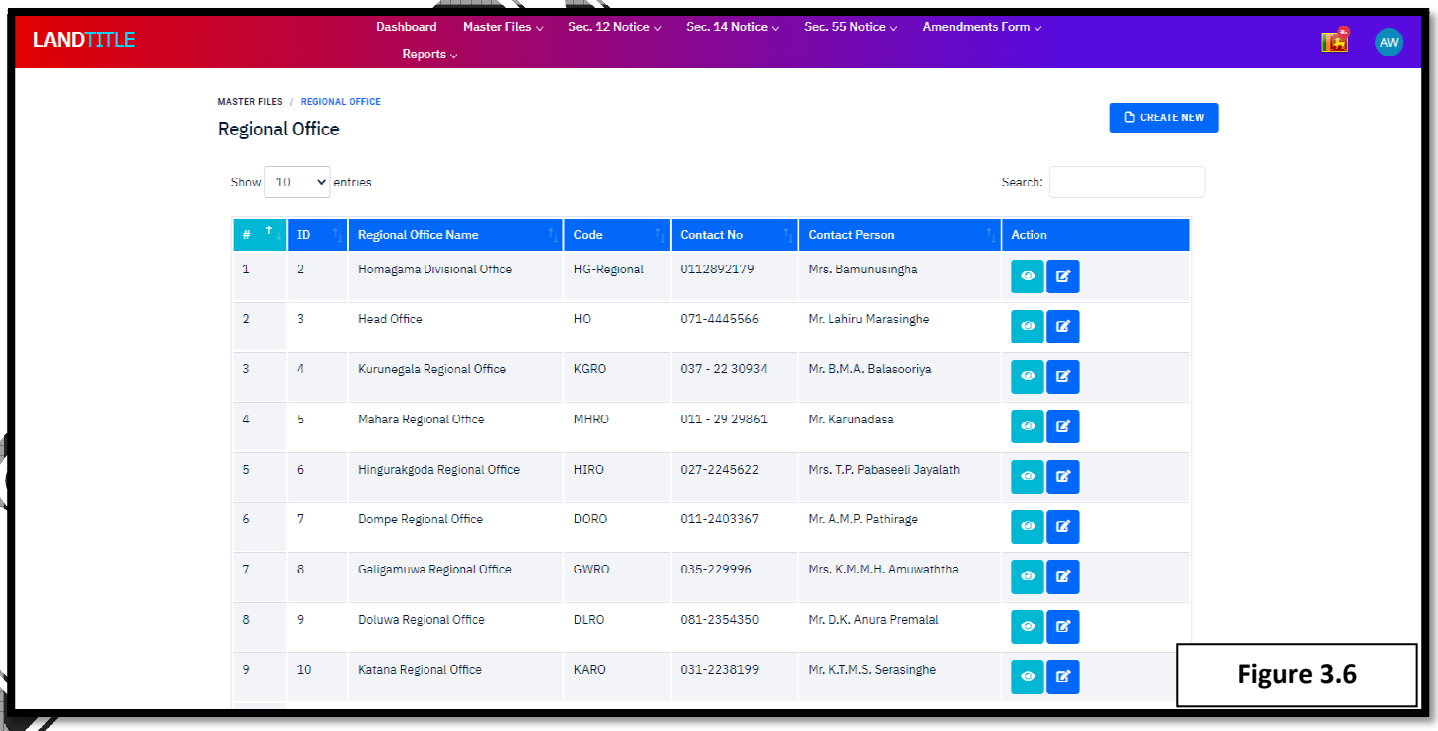

Figure 3.6

- **Figure 3.6** shows the regional office Interface.
- It shows the Regional Office Name, Code, and Contact Number of the office, Contact person from the office and action buttons (View/Edit).

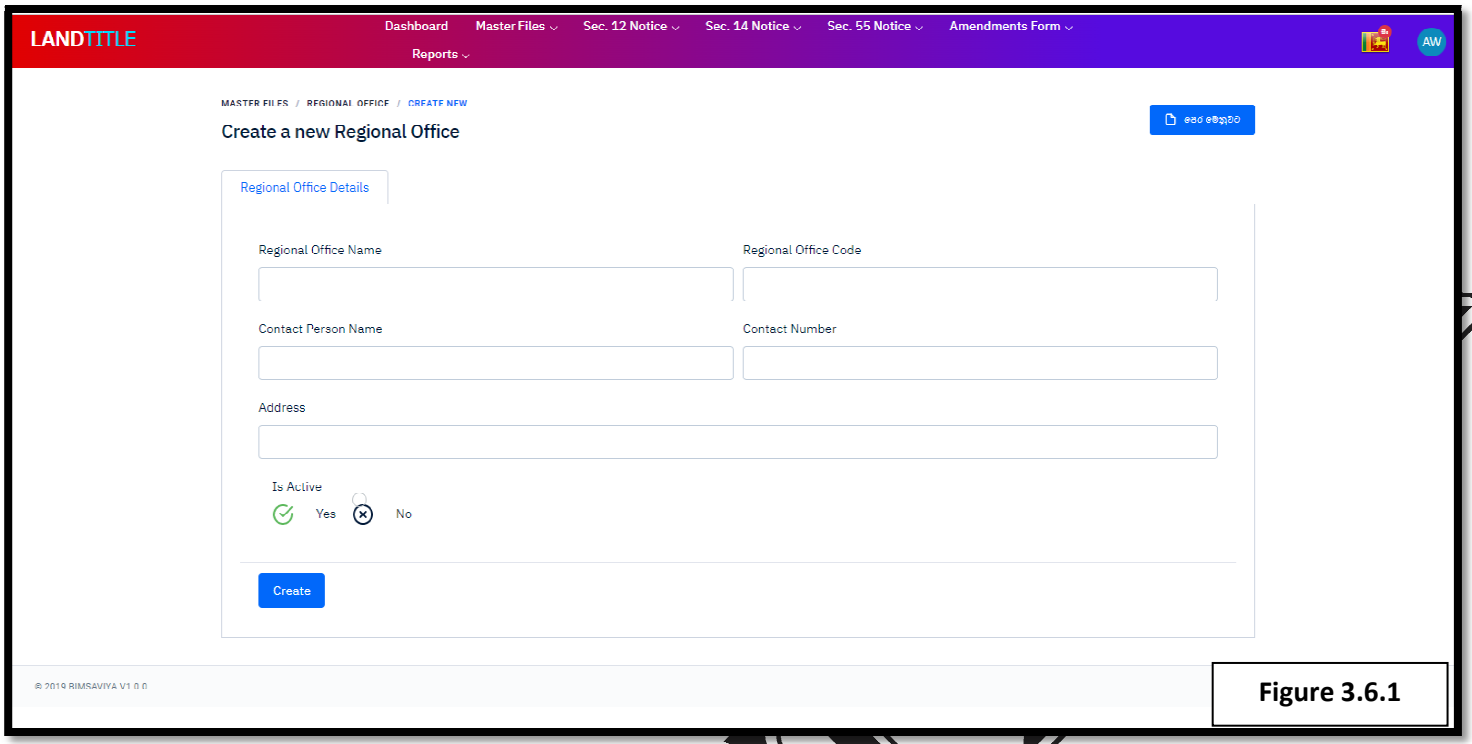

Figure 3.6.1

- **Figure 3.6.1** shows the Create new interface for the Regional office.
- This includes Regional Office Name, Regional Office Code, Contact Person Name, Contact Number and the Address.
- Only Administrators are allow to create regional offices.
- Once the data is entered should select the active status and click on Create button.

* **<u>From following onwards, shows the interfaces of the 12th Sentence</u>**

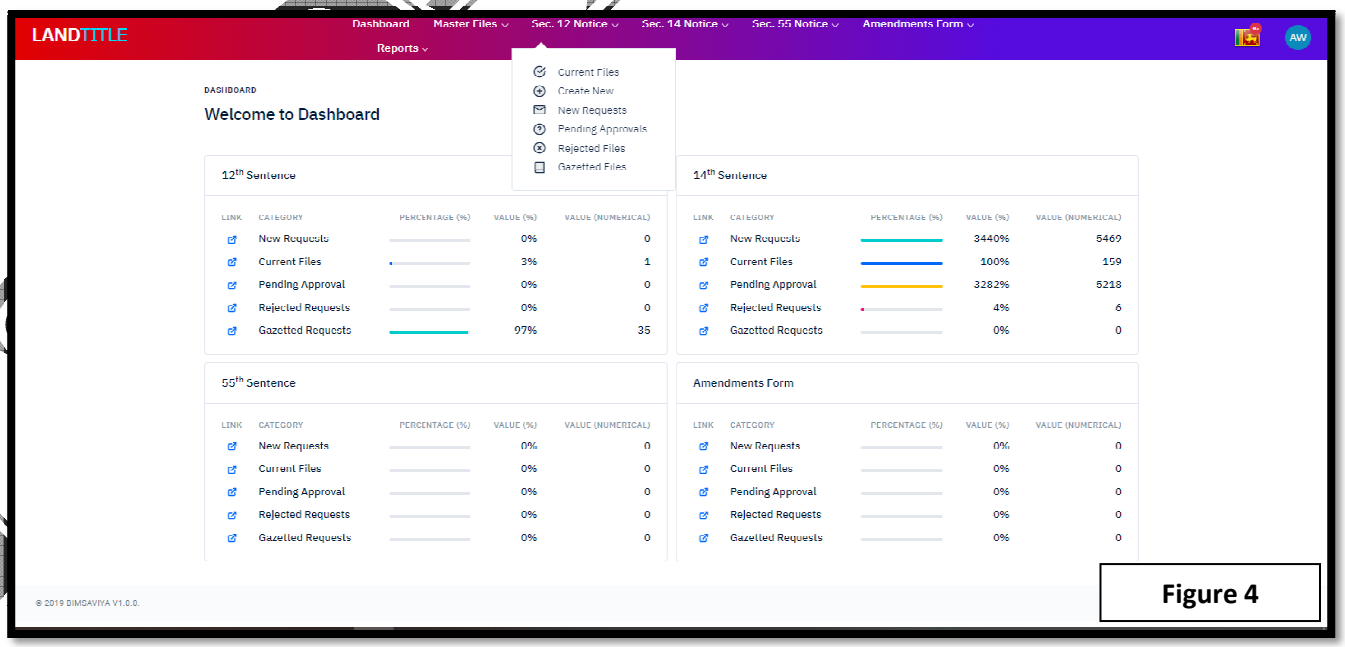

Figure 4

- **Figure 4** shows the 12th notice's sub sections namely Current files, Create New, New Requests, Pending Approvals, Rejected Requests, and Gazetted Requests.

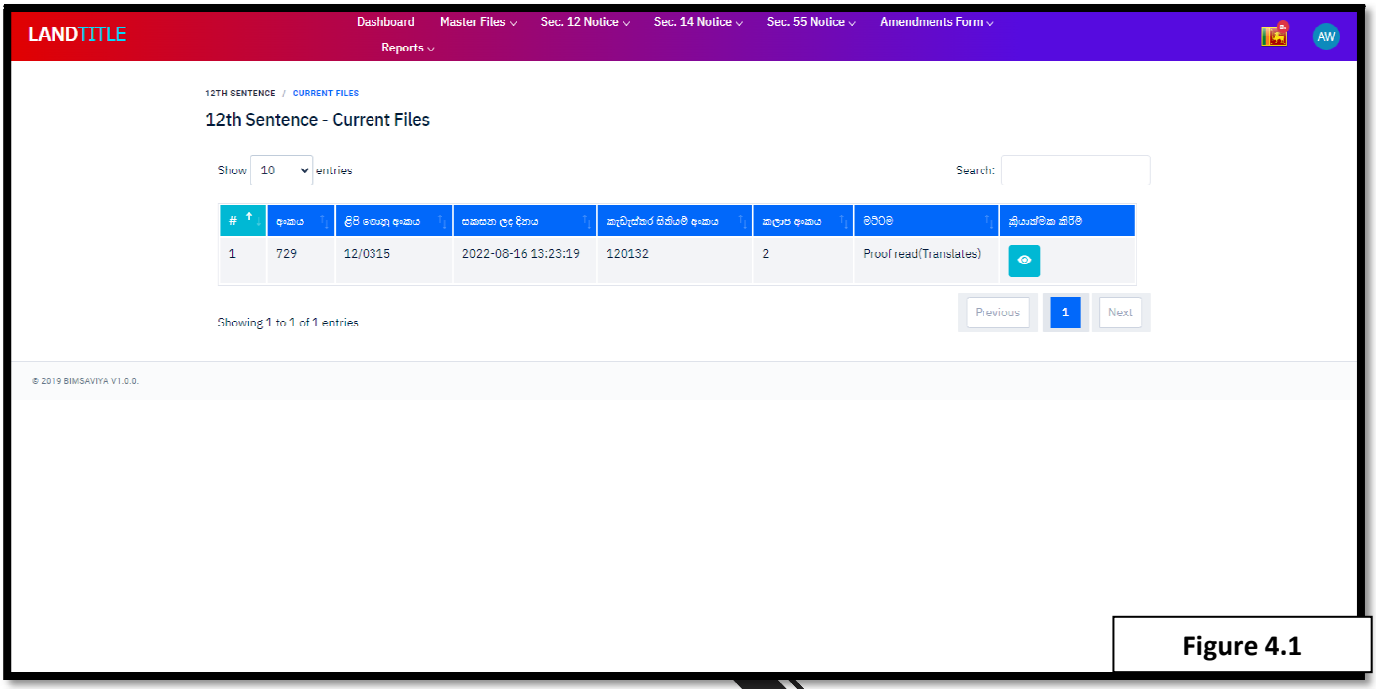

Figure 4.1

- **Figure 4.1** shows the Current files interface of the 12th Sentence.
- It shows the current status of the files entered through the system.

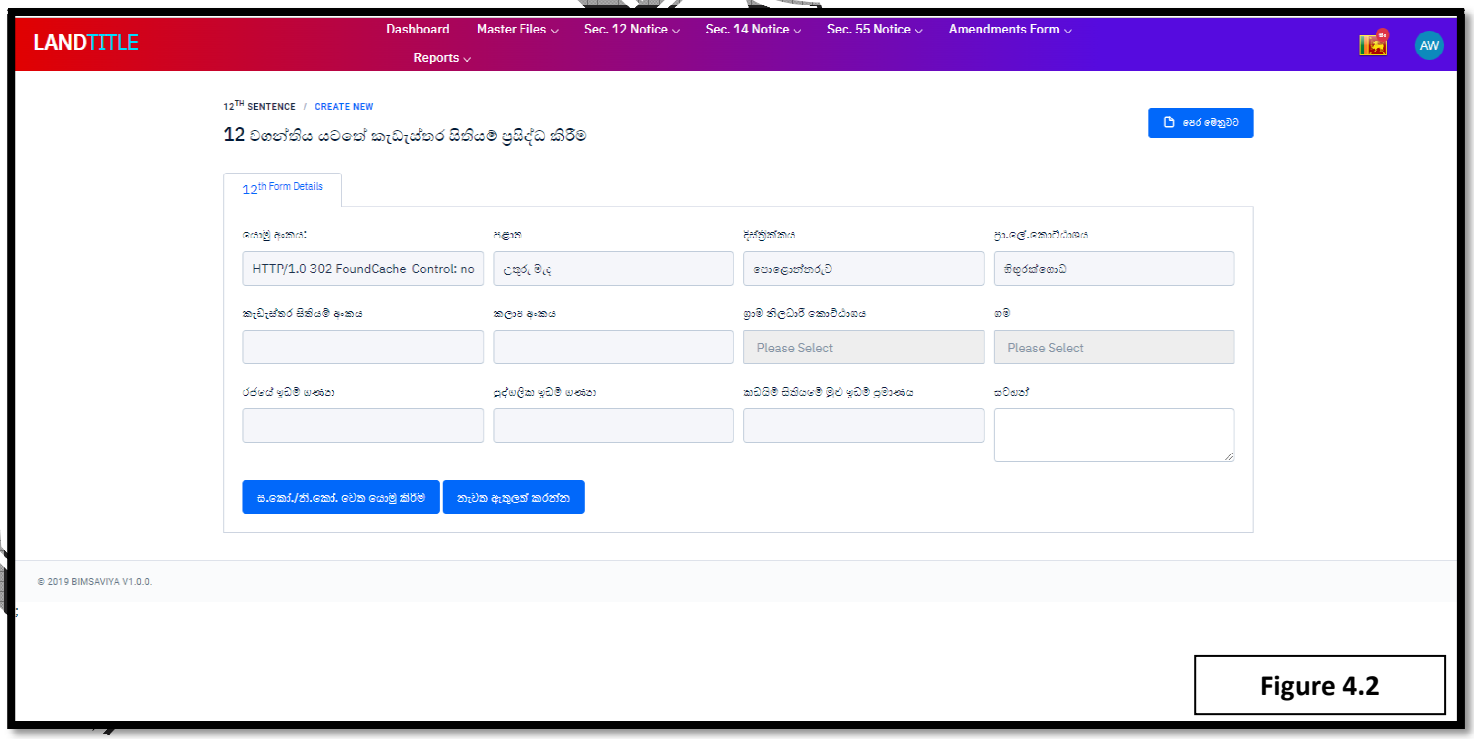

Figure 4.2

- **Figure 4.2** shows the Create new interface of the 12th notice.
- Here, only Regional data entry level officers are allowed to enter the map details.

- When a particular regional data entry level officer (MA) log in to the system province, district and the DS Division is already selected by default.
- All the other users cannot access the text fields except the MA.

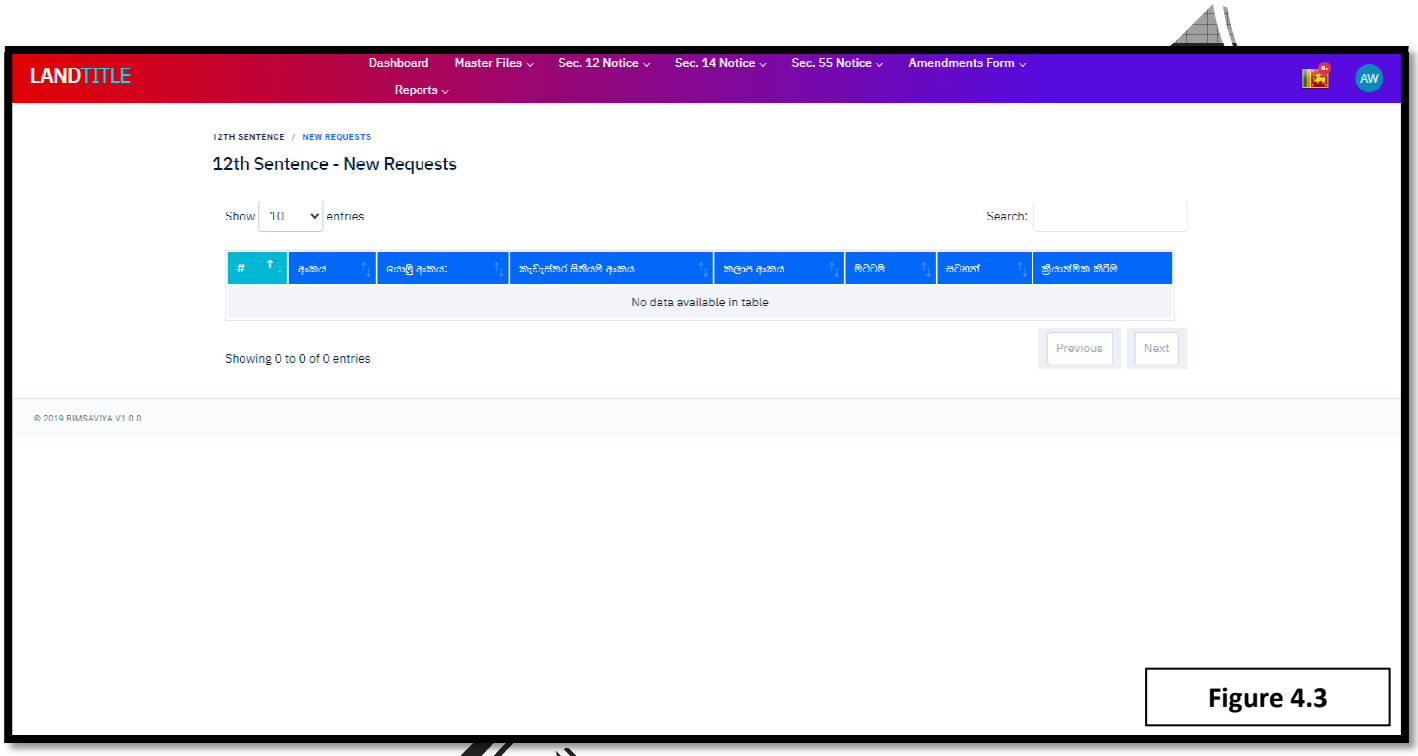

Figure 4.3

- **Figure 4.3** shows the 12th Sentence-New Requests Interface.
- Currently there are no any new requests to be processed.

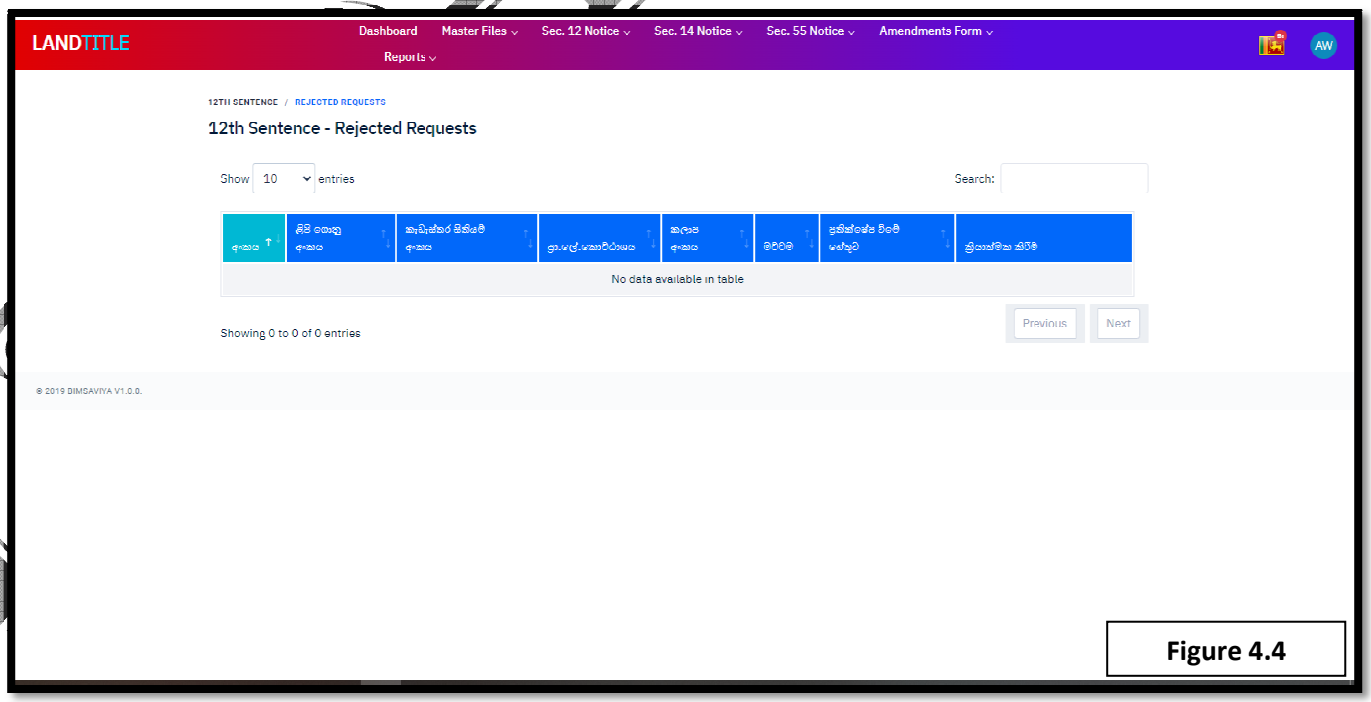

Figure 4.4

- **Figure 4.4** shows the 12th Sentence-Rejected Requests Interface.
- Once a file is rejected by top management file will display here with the rejected reason.

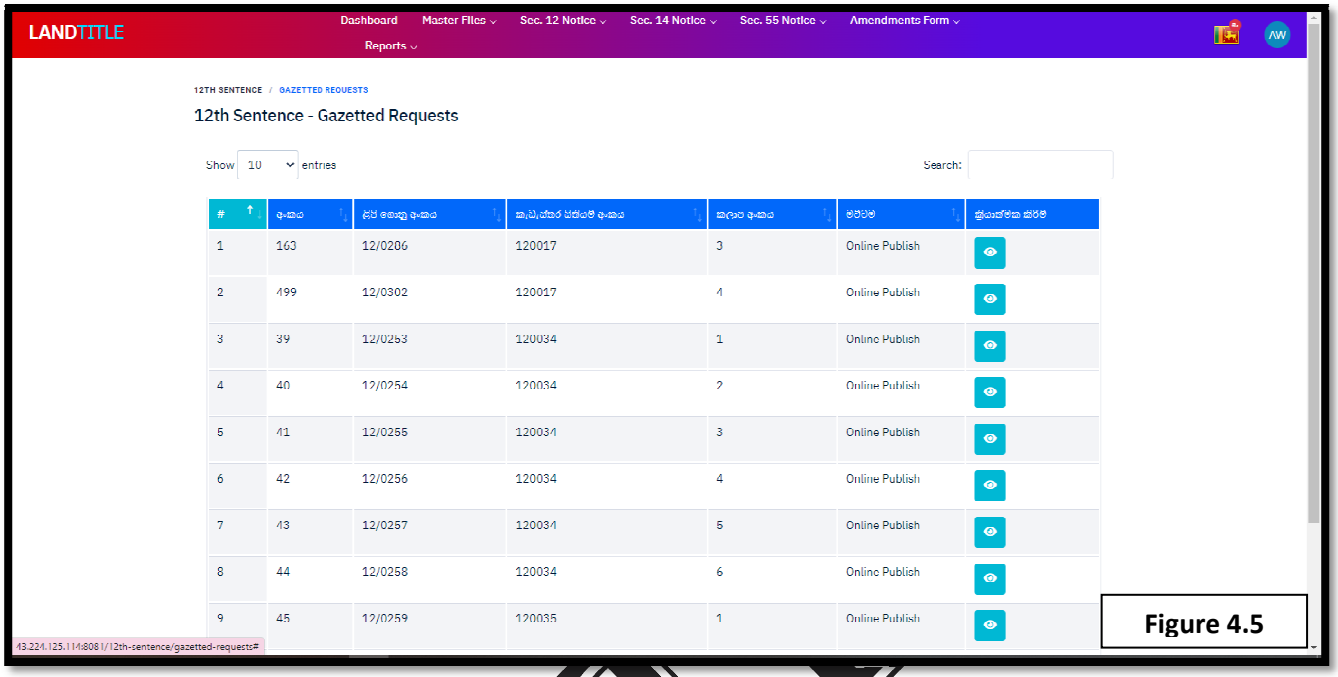

Figure 4.5

- **Figure 4.5** shows the 12th Sentence-Gazetted maps
- Online published cadastral map numbers are displayed here.

From here onwards interfaces of 14th sentence will be described

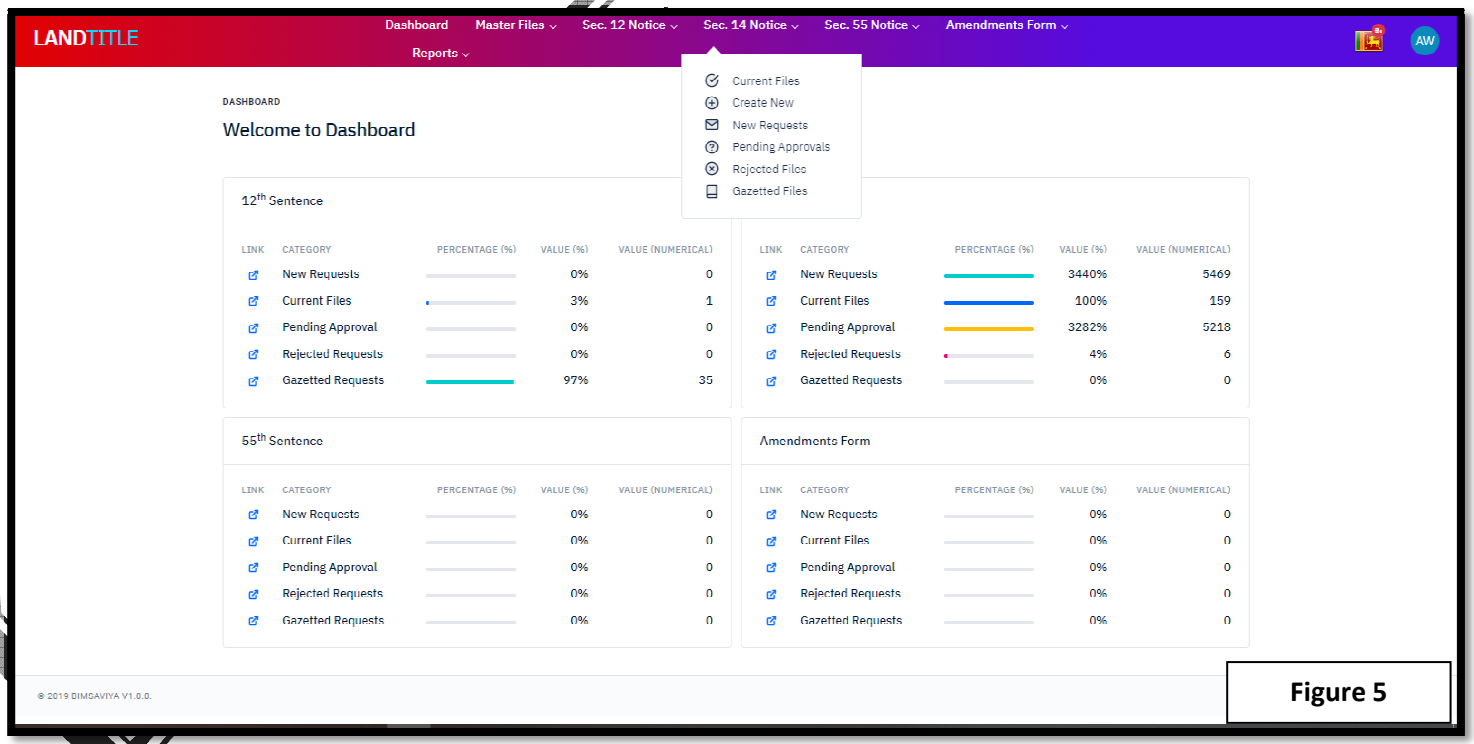

Figure 5

- **Figure 5** shows the Section 14 Notice's sub sections namely Current Files, Create New, New Requests, Pending Approvals, Rejected Files and Gazetted Files.
- Once the 12th sentence maps are gazetted and published online, data can be entered to the 14th sentence.

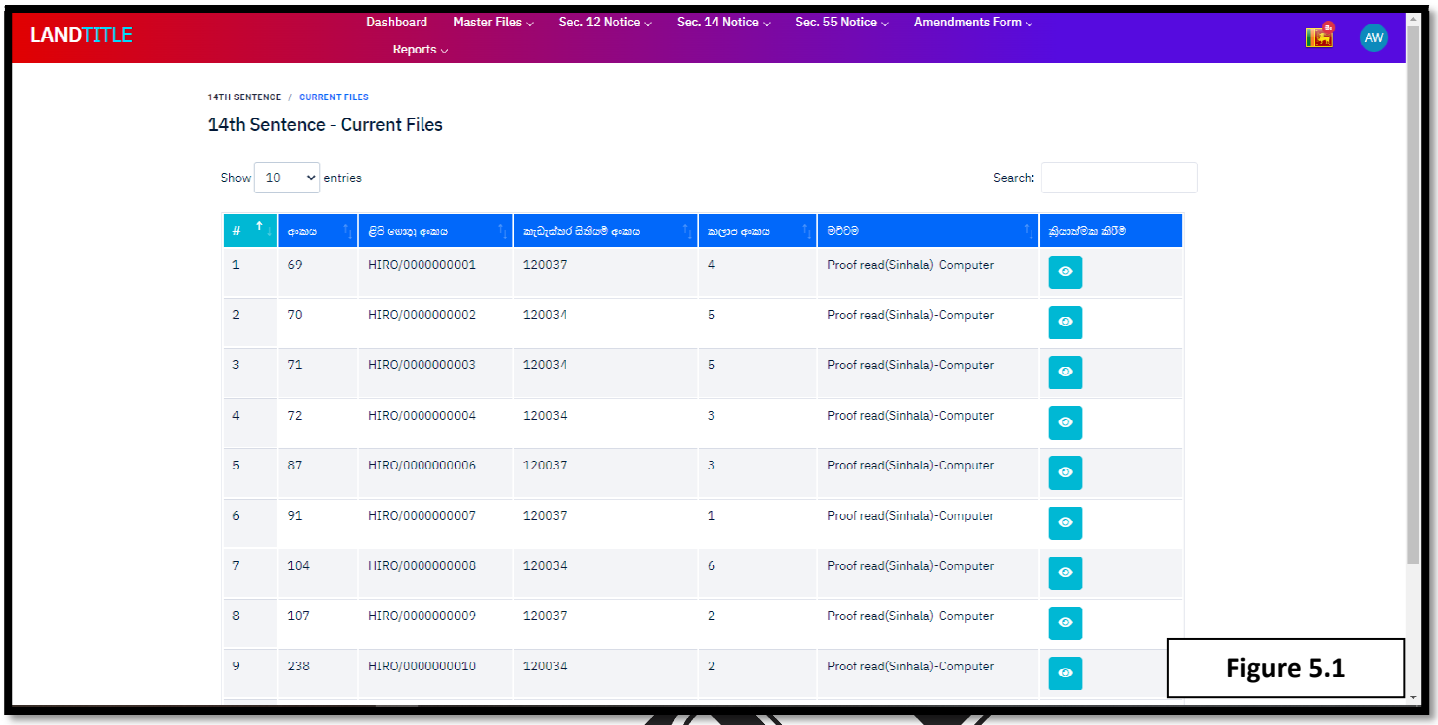

Figure 5.1

- **Figure 5.1** shows the current file screen in the 14th sentence.
- It shows the File number. Cadastral map number, block number and the current status of the file.

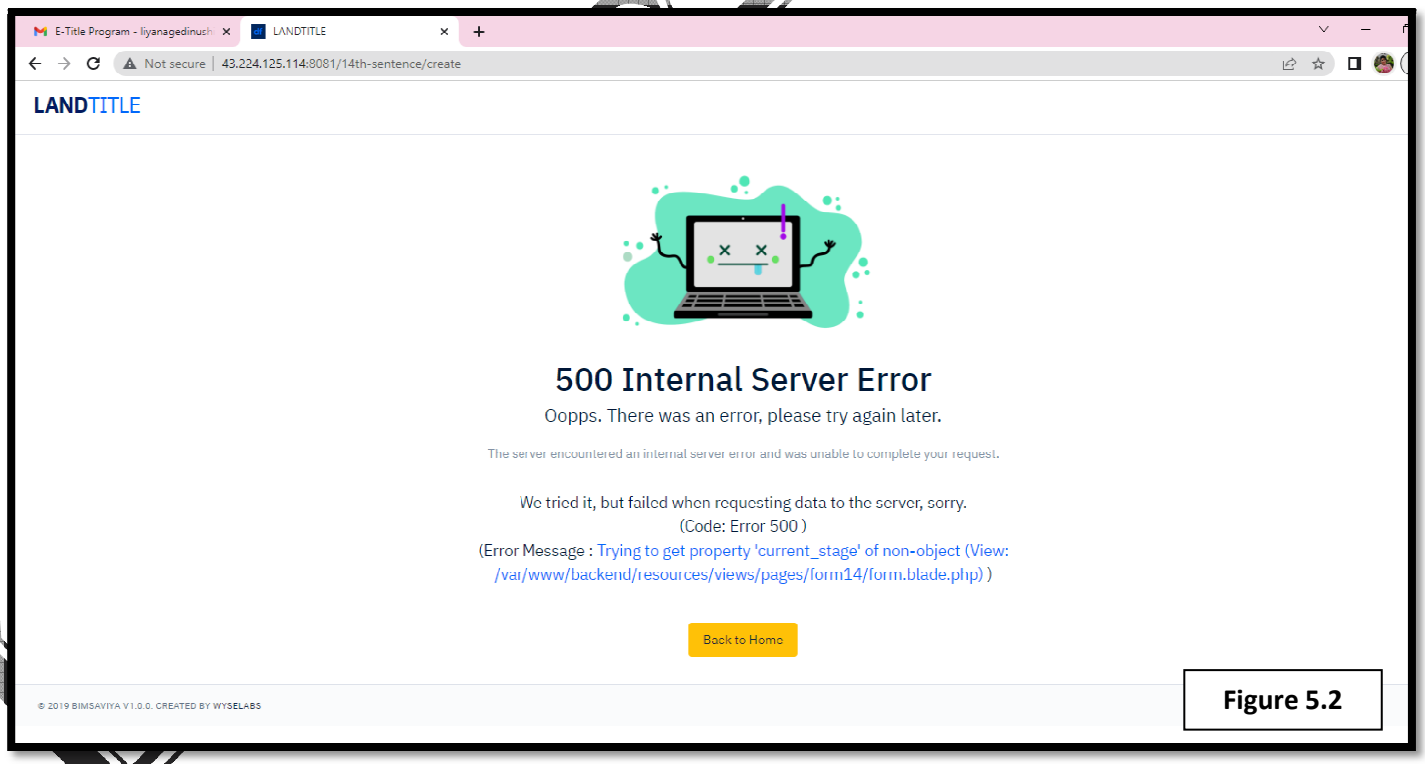

Figure 5.2

- **Figure 5.2** shows the server error that occurs when we click on the create new button in the 14th sentence.

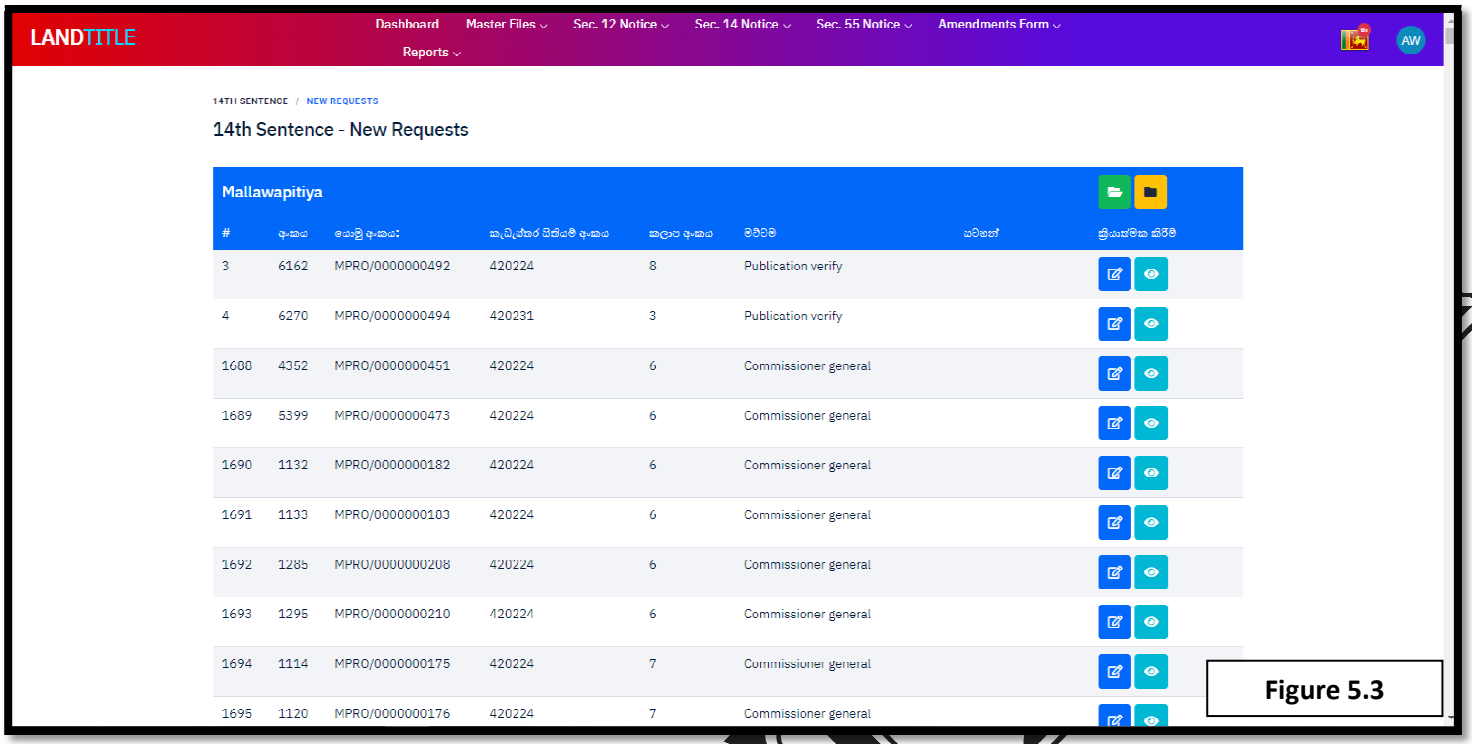

Figure 5.3

- **Figure 5.3** shows the interface of New Requests of the 14th sentence files.
- Here, can see the number, file number, cadastral map number, block number, status and the action buttons as view and Edit.
- Cadastral maps related to a particular office will be displayed here in column wise.
- File number generation can be done using the buttons in the left corner of the pages.

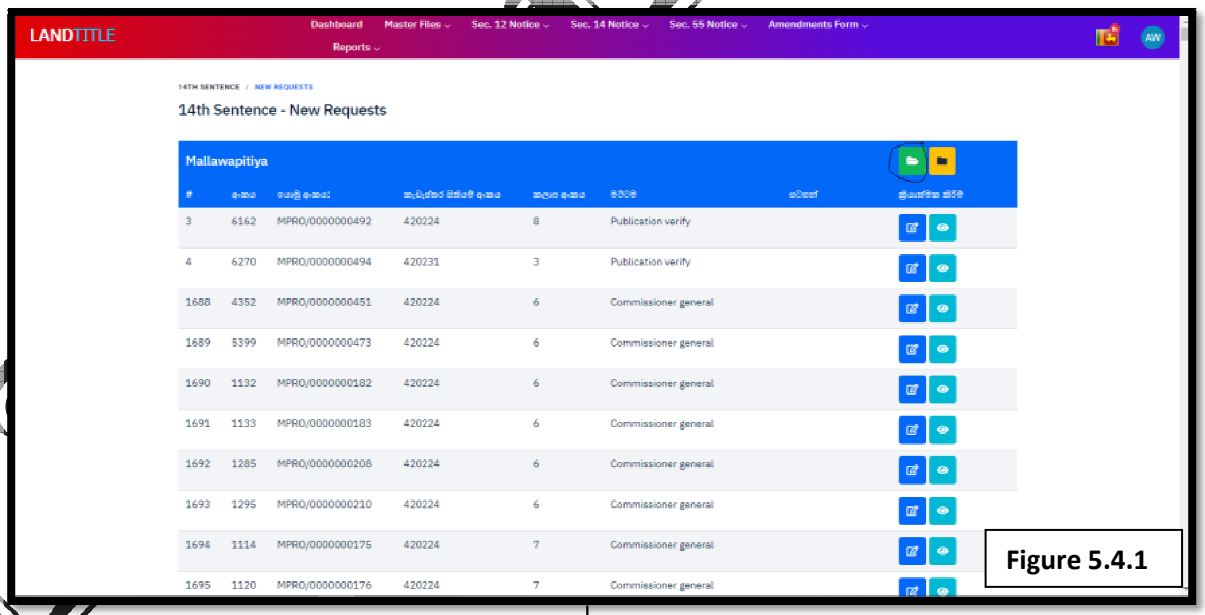

Figure 5.4.1

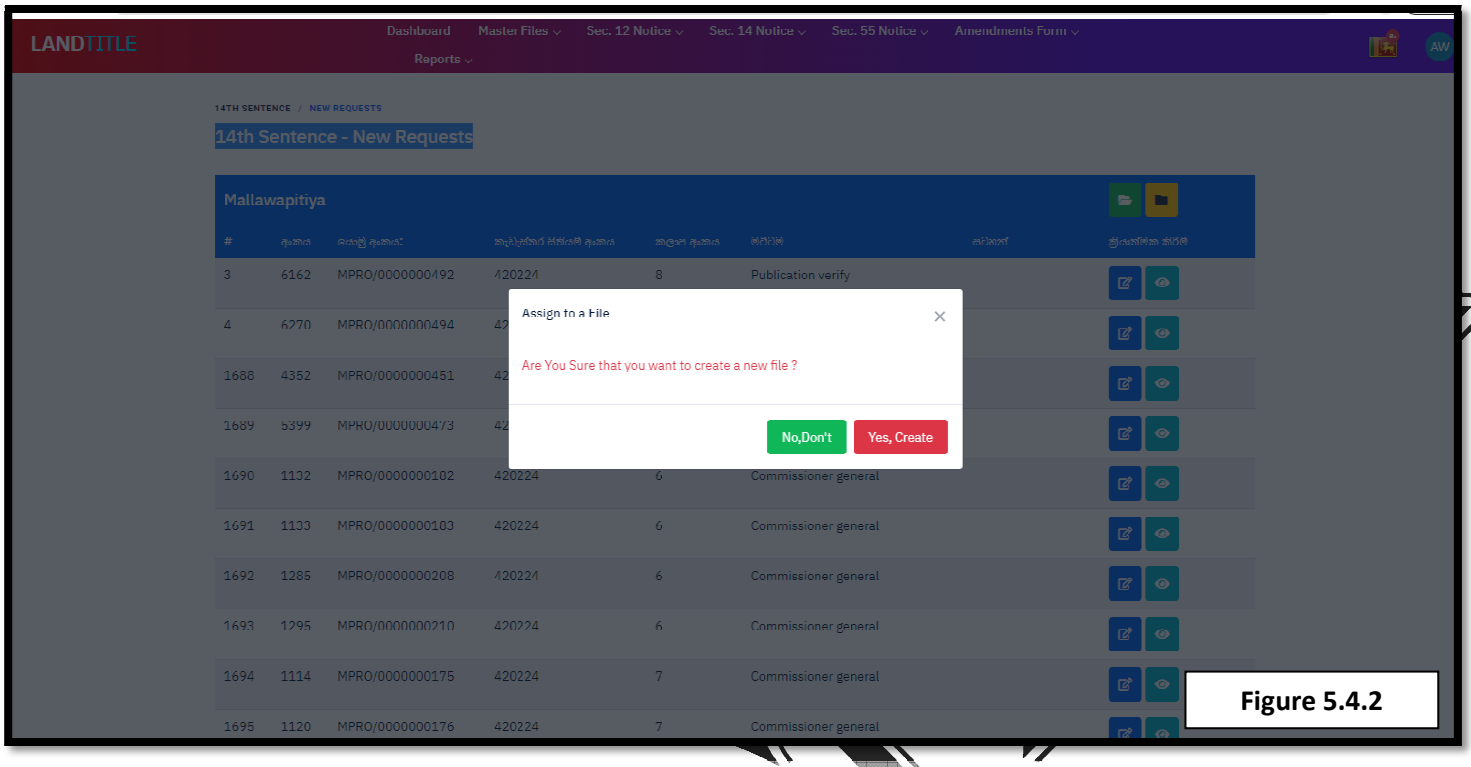

Figure 5.4.2

- **Figure 5.4.1** show the green color button that needs to be clicked in order to create a new file.
- **Figure 5.4.2** shows the interface which Assign a file number to a same block's cadastral map.
- Here the user can create a file or not.

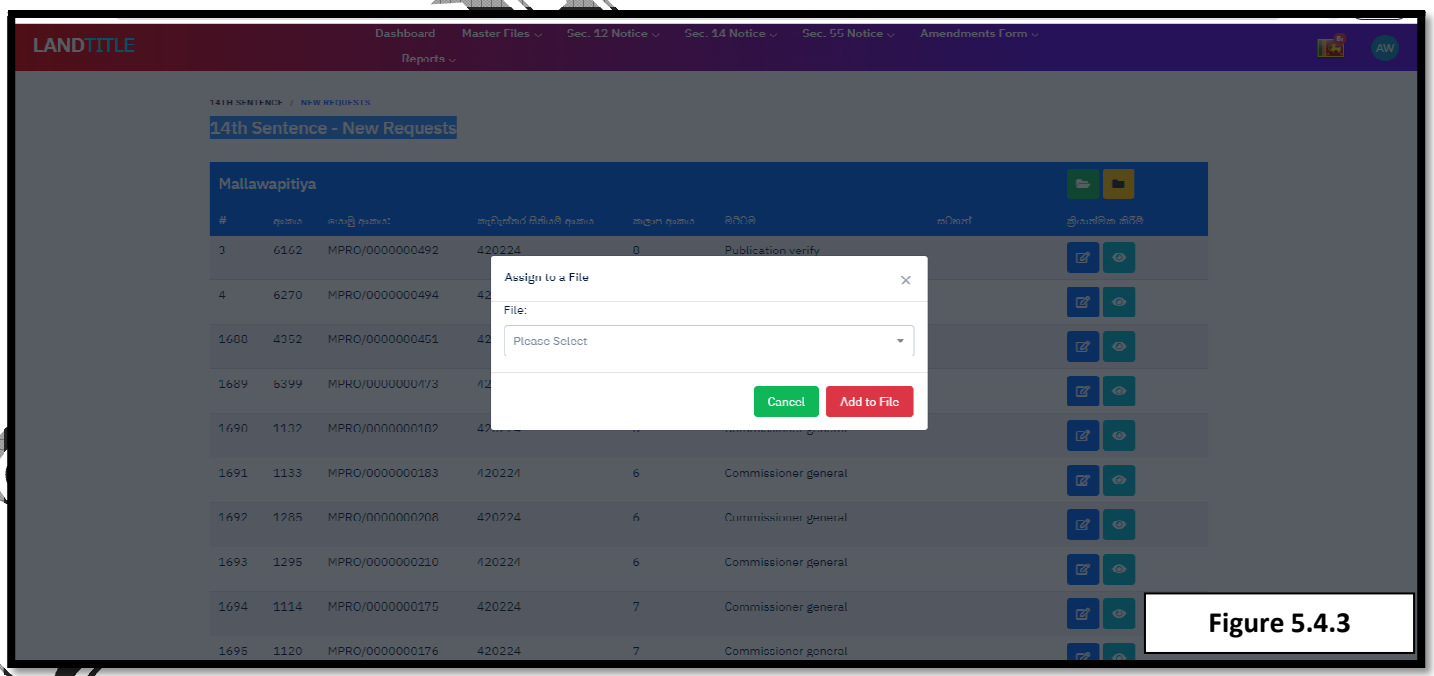

Figure 5.4.3

- **Figure 5.4.3** shows the successive button of the mentioned button in figure 5.4.1
- Here, can select the file number from the list.
- If map details need to be added to an existing file, the file number can be select from the drop down list.

* Pending approvals, Rejected files and Gazetted files are same as in the 12th sentence (Please refer **Figure 4.4,Figure 4.5 and Figure 4.6**)
* Section 55 interfaces are not functioning in the current E-title system.

Interfaces/Screens of the Amendment forms are as follows

- Amendment form also contains the following interfaces like in the previous notices namely Current Files, Create New, New Requests, Pending Approvals, Rejected Files, Gazetted Files and Recheck Files.
- There are details in the current files.

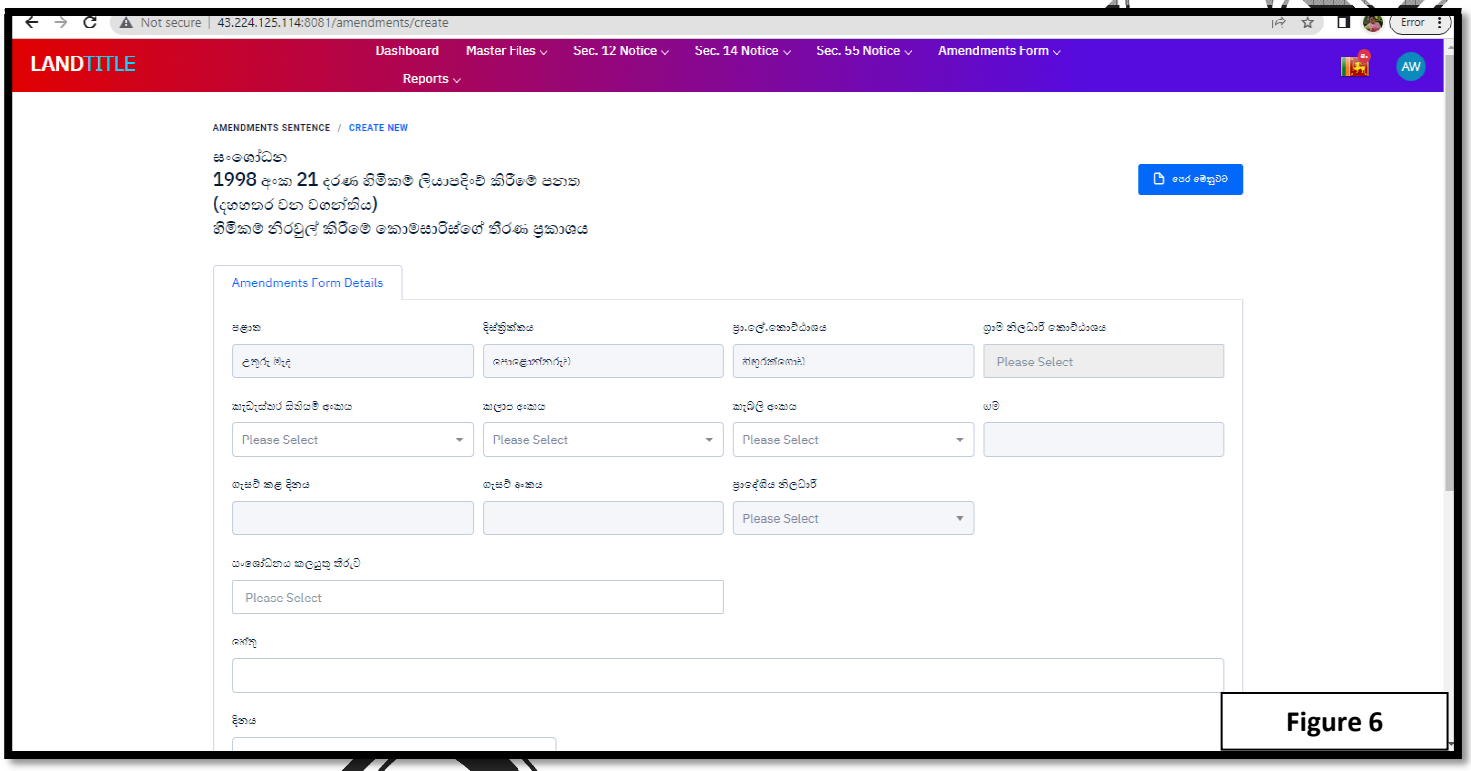

Figure 6

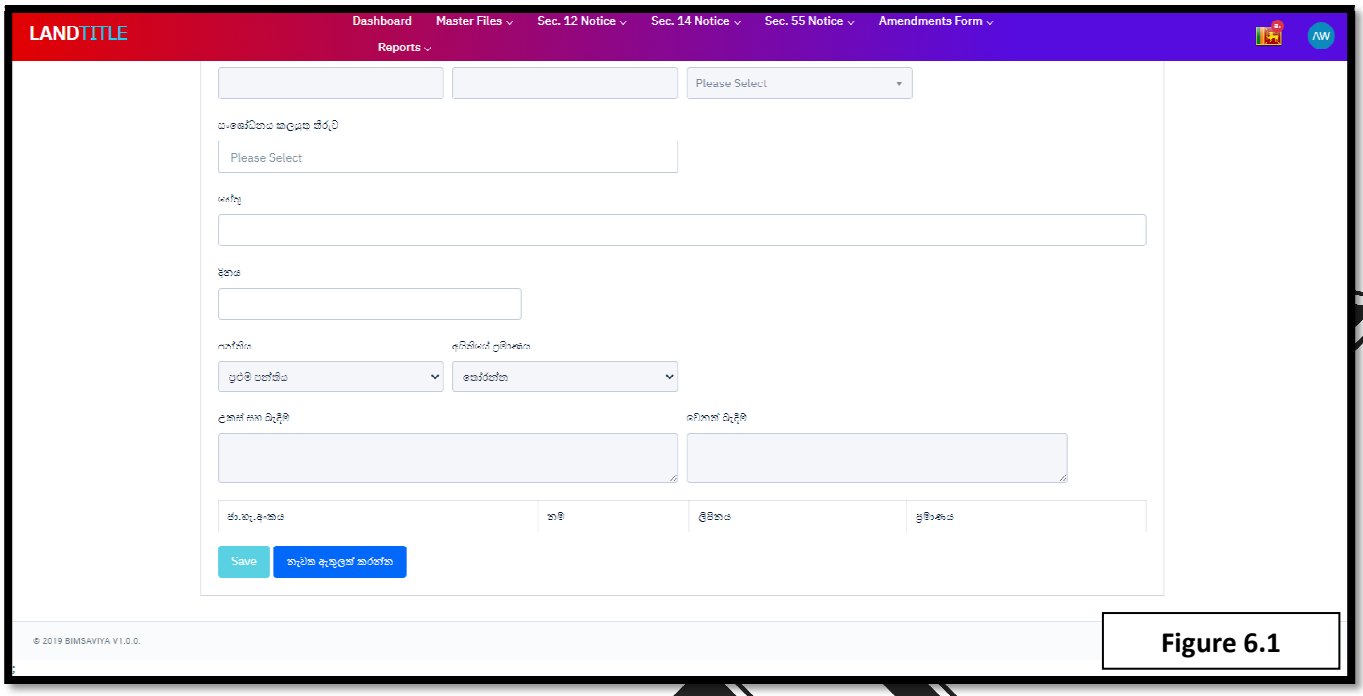

Figure 6.1

- **Figure 6** and **Figure 6.1** shows the create new interface of the Amendments.
- Data entry level officers are allowed to enter data to the amendment form
- The above mentioned details should be filled by the MA.

* Details are not available in all the other interfaces as the amendments are still not processing through the system.

Regional Data Entry Officer Level's (MA) perspective

- Firstly, should log in to the system using personal email address and password.
- The Following Figure 7 shows the dash board of Kuruwita Regional office data entry operator level.

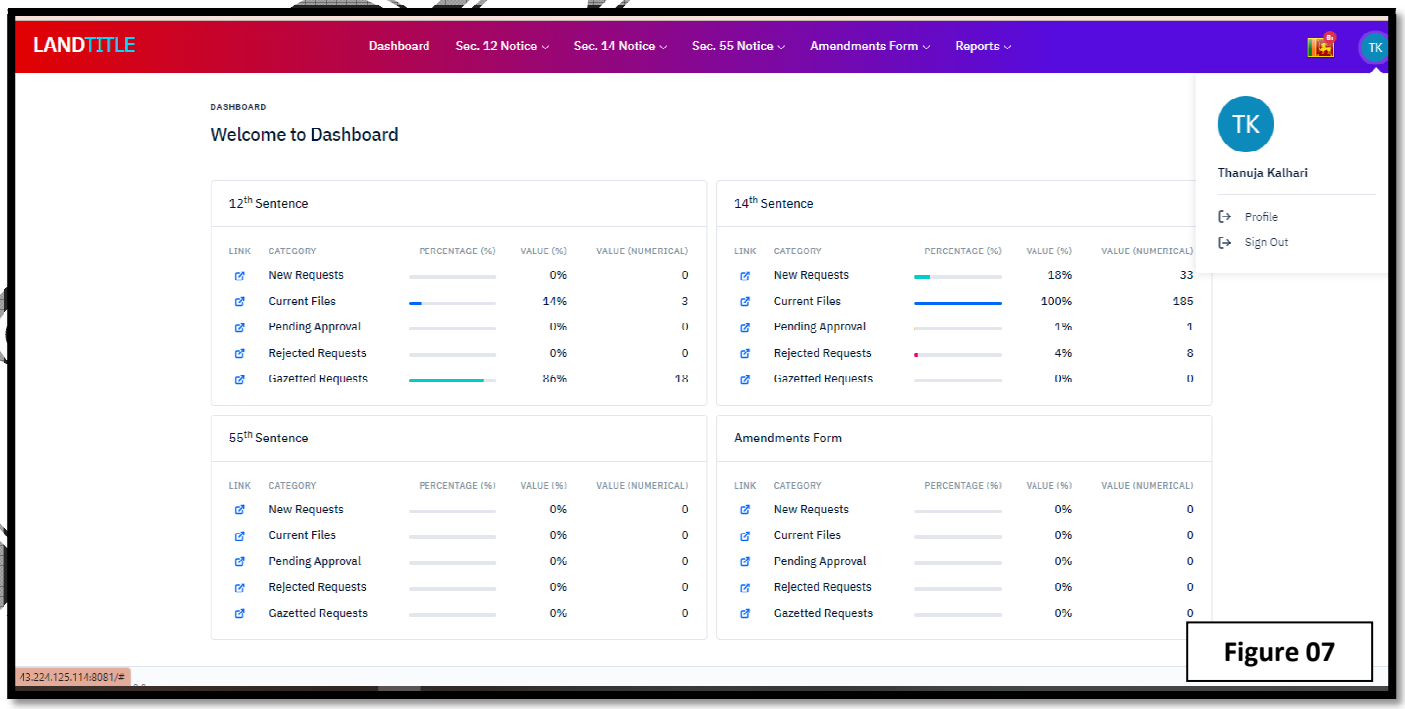

Figure 07

- The following **Figure 8** shows the 12th-Sentence current files interface.

- Here shows the currently processing files in the system.(**Figure 8** shows the Kuruwita regional office's files)
- Search option is available on the right corner to search the relevant information.
- There is a view button in the last column of the table.
- Structure of the view button will be described in the Figure 8.1 and Figure 8.2.

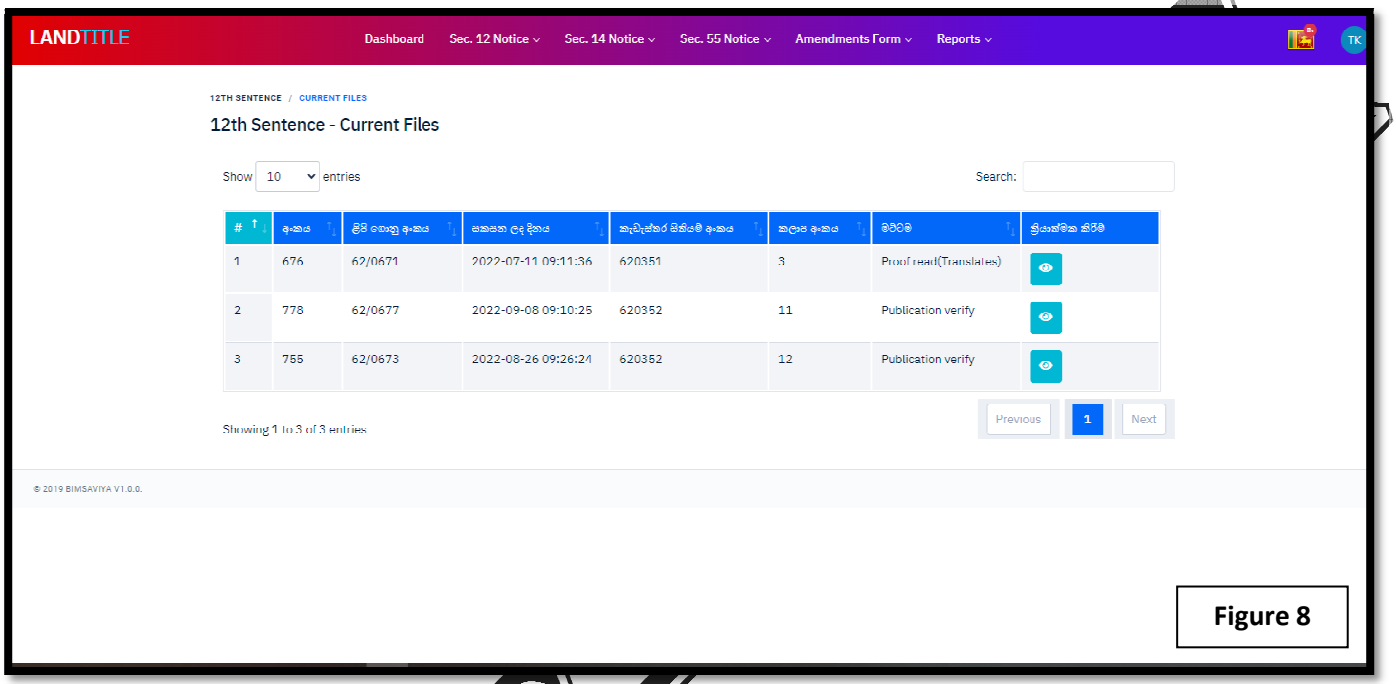

Figure 8

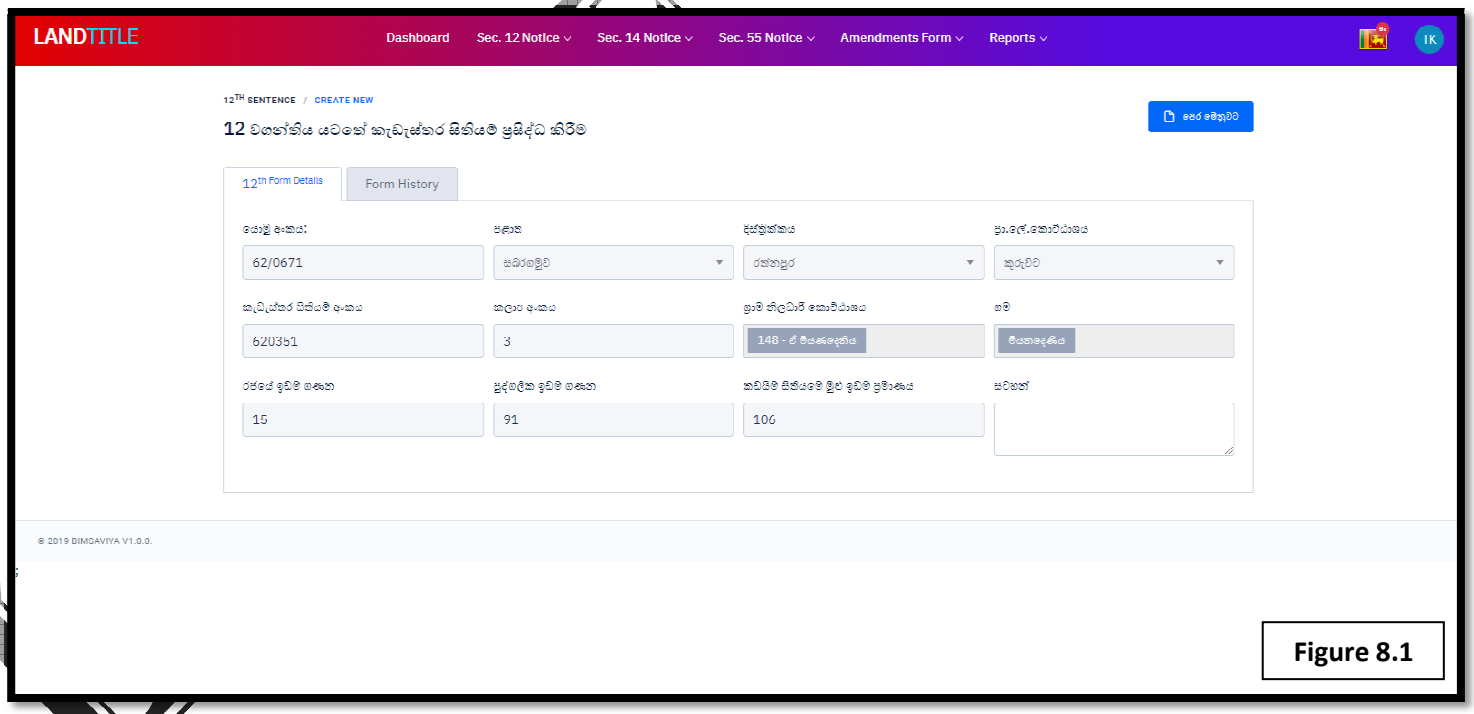

Figure 8.1

- **Figure 8.1** shows the 12th form details in the view button.
- This shows the information related to the relevant regional office.

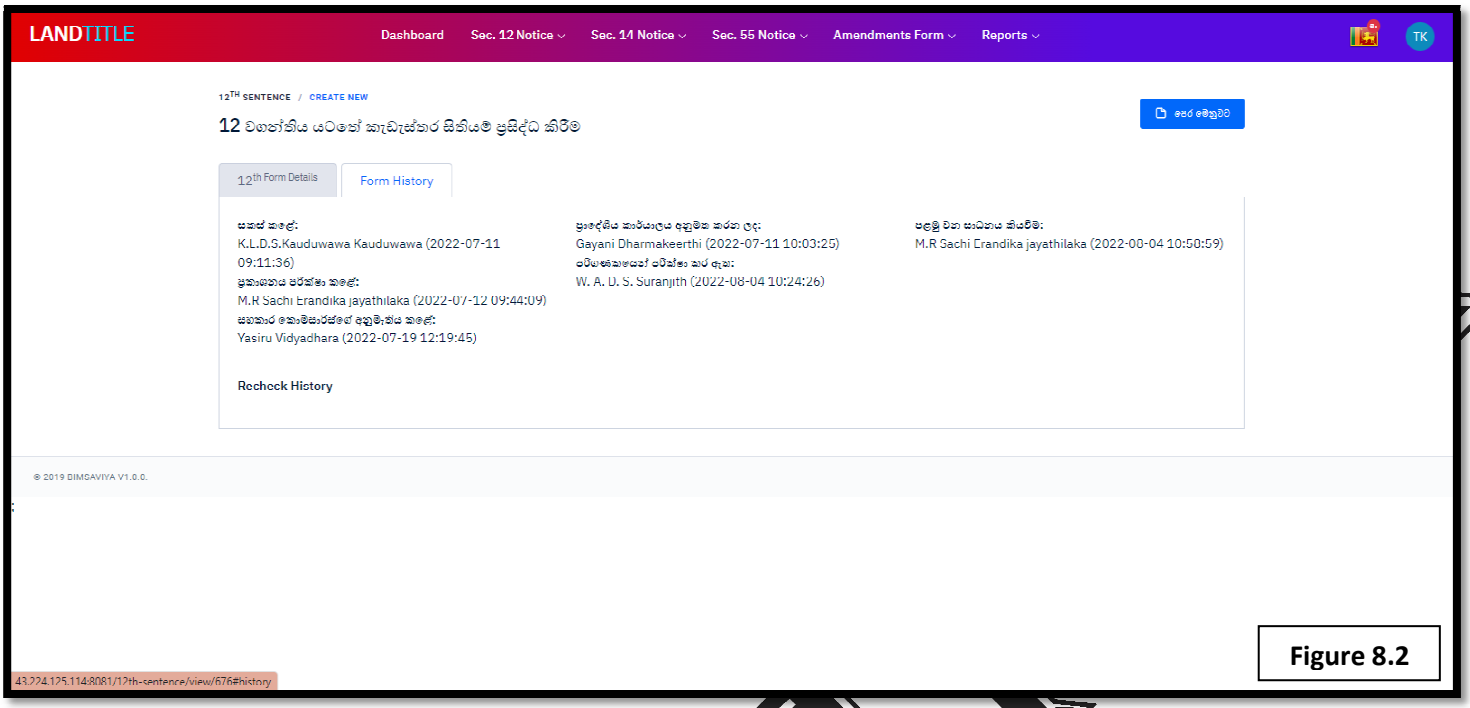

Figure 8.2

- **Figure 8.2** shows the Form history tab (successive tab of the 12th Form Details).
- Here it shows the Regional level officer who created the 12th sentence form, Assistant commissioner who approved the file, officer who checked the file from the publication branch-head office and the Assistant Commissioner's approval with the specific date and time.

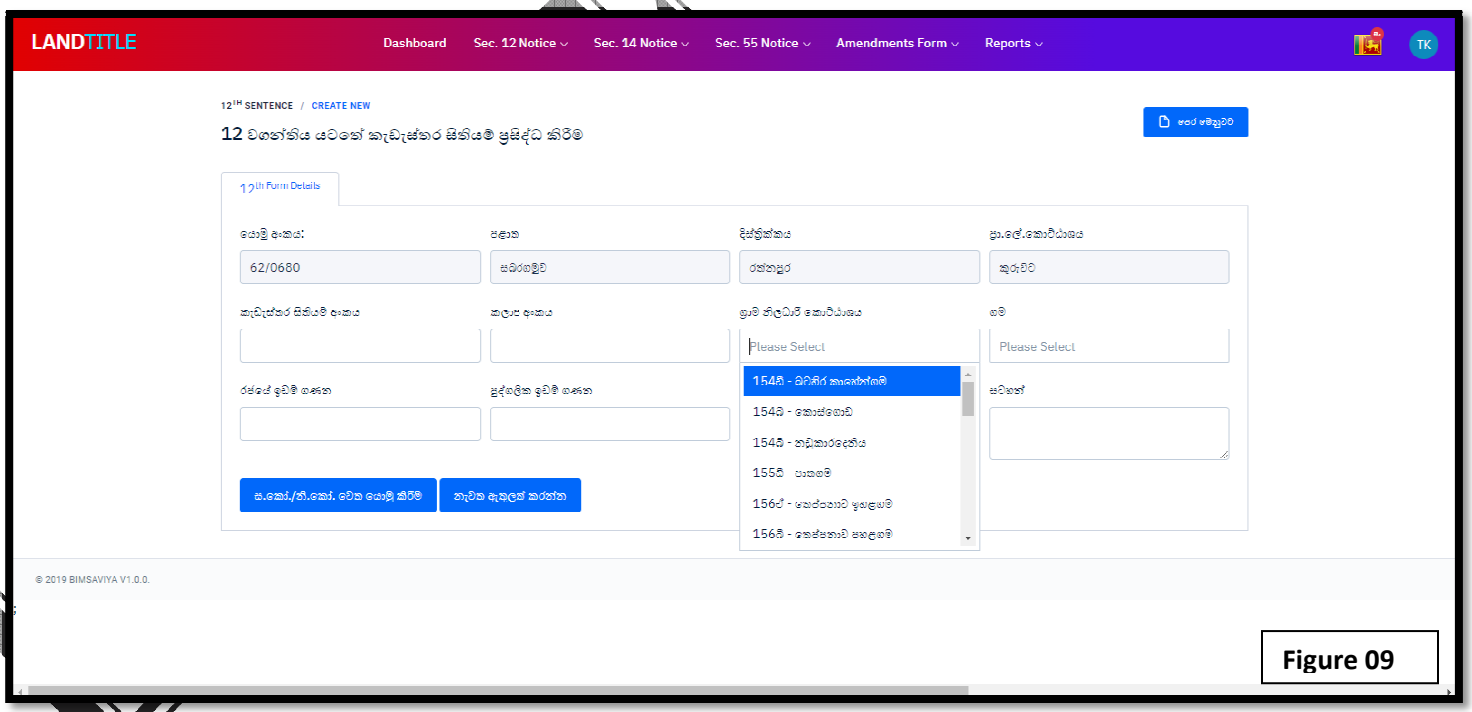

Figure 09

- **Figure 9** shows the Create New interface of the 12th sentence.
- Once the user logins with the relevant regional office user account, province, district and the DS Division is automatically updated in the system.

- Management Assistant who is entering the map details to the system should enter the cadastral map number. block number.
- GN divisions related to the specific regional office will be listed in the drop down list and once you select the GN division villages in that particular GN division will be listed in the Village field.
- After entering the map details, for the approval map details will be sent to the Assistant Commissioner or Deputy Commissioner.
- If a mistake happens while entering the details can choose the option නැවත ඇතුලත් කරන්න.

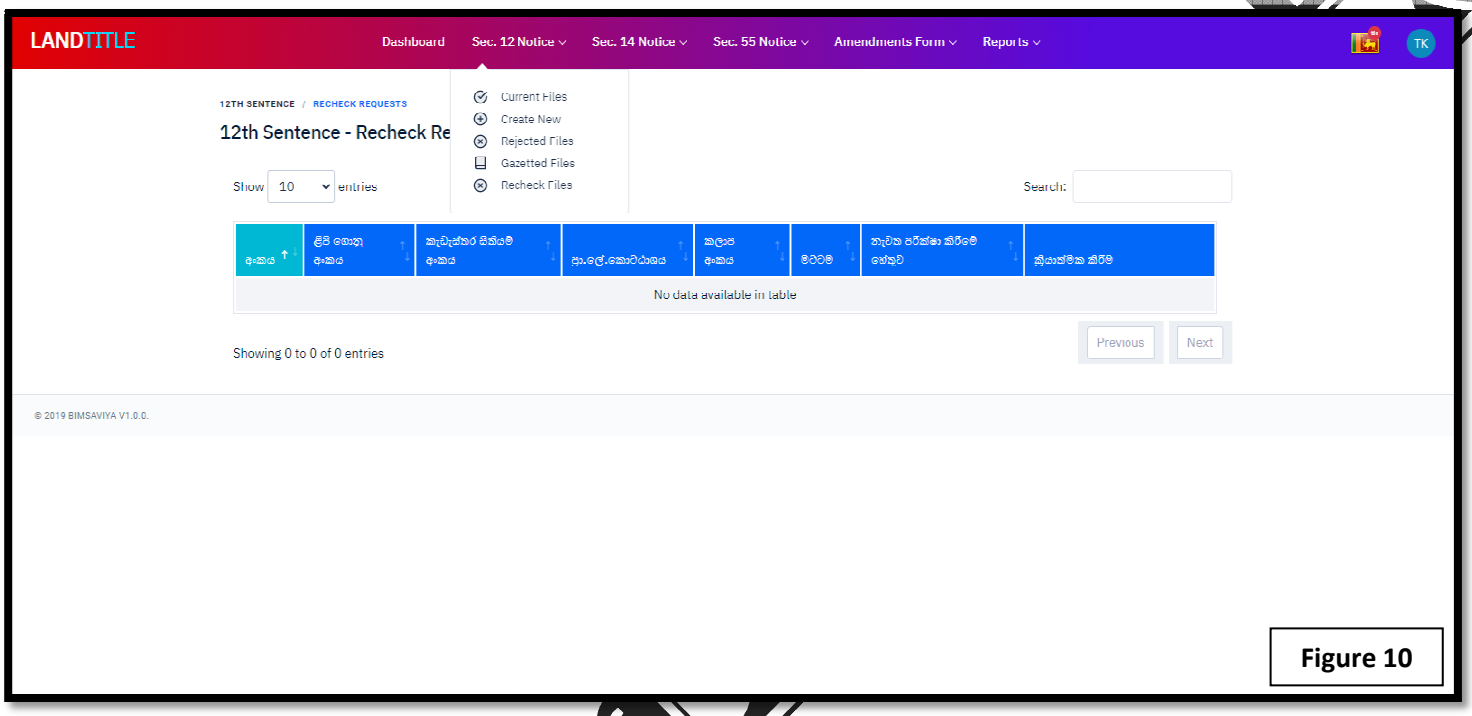

Figure 10

- **Figure 10** shows the sub sections in the 12th sentence. Files which were rejected/rechecked by the AC/DC will be in the rejected list/rechecked list.

LTSD

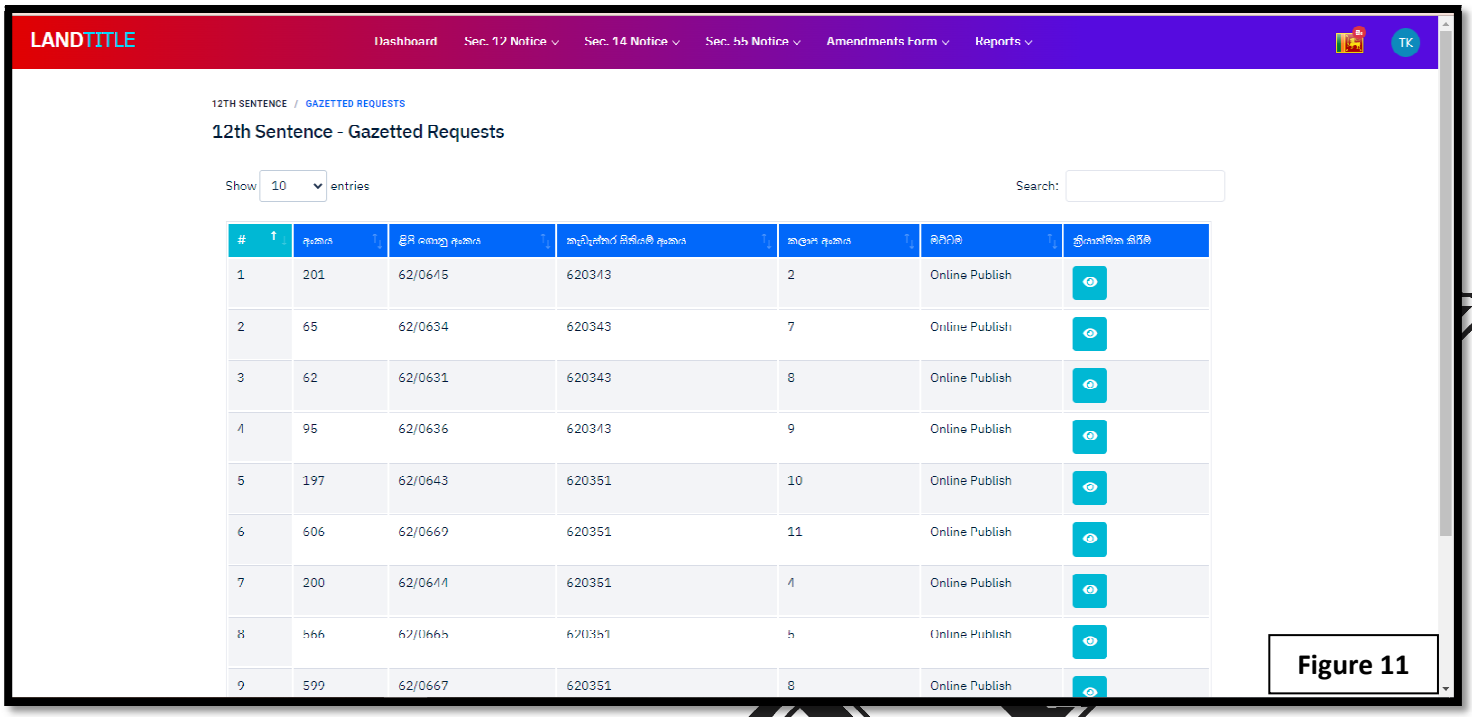

Figure 11

➢ **Figure 11** shows the online published gazettes in the 12th Sentence.

14th Sentence

* It also has the sections namely Current Files, Create New, Rejected Files, Gazetted Files and Recheck Files.
* Current Files will show the currently processing files in the particular regional office through the system.
* Create New interface is as follows (**Figure 12**)

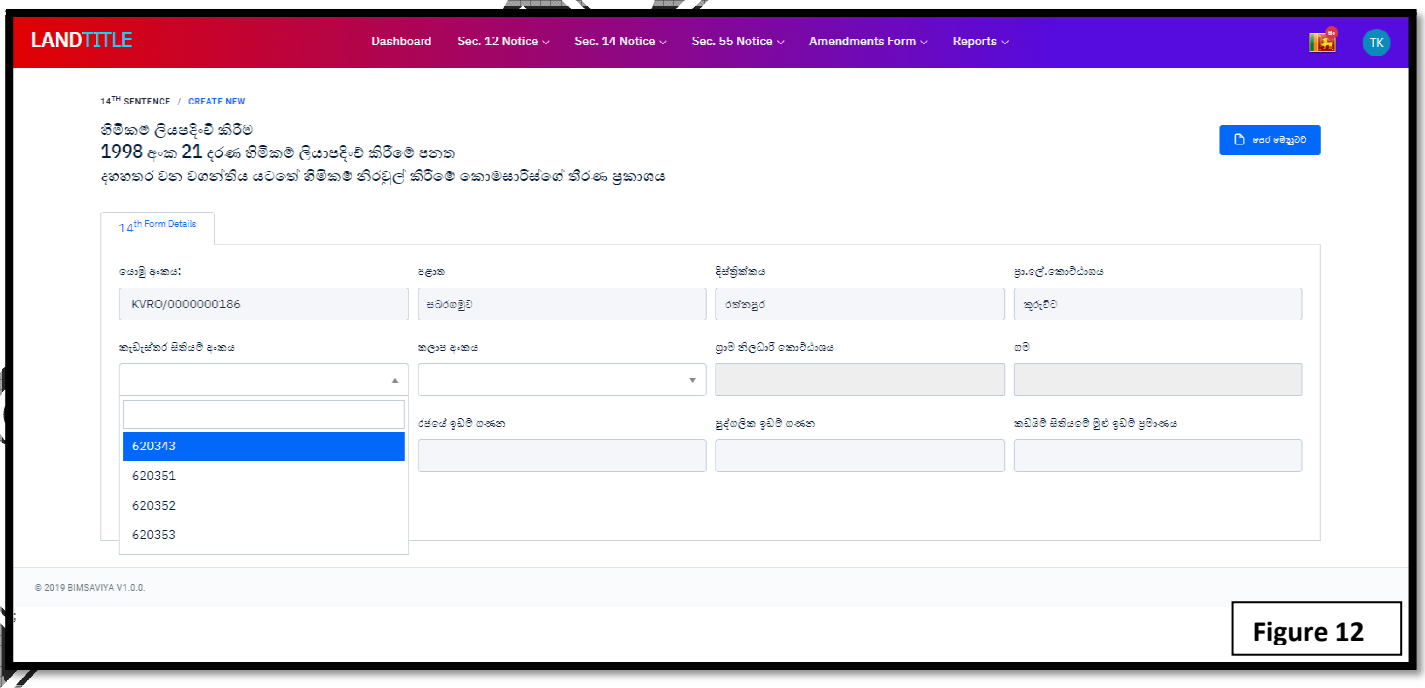

Figure 12

* **Figure 12** shows the create new interface of the 14th Sentence. Once the map is gazetted in the 12th sentence cadastral map numbers are automatically updated in the 14th sentence.
* MA should select the cadastral map from the drop down list and then the suitable block numbers should be selected.

* After selecting the map and block number GN Division and Villages will be automatically updated in the system.
* MA should select the particular Regional Officer/Assistant Title Investigation Officer from the list and will save the details.
* When the relevant Regional Officer/ Assistant Title Investigation Officer log in to the system the relevant file will be displayed to the officer.

Assistant Title Investigation Officer/Regional Officer's perspective

- Once the Assistant Title Investigation officer log in to the system under New Request Files, new file will be visible as follows.

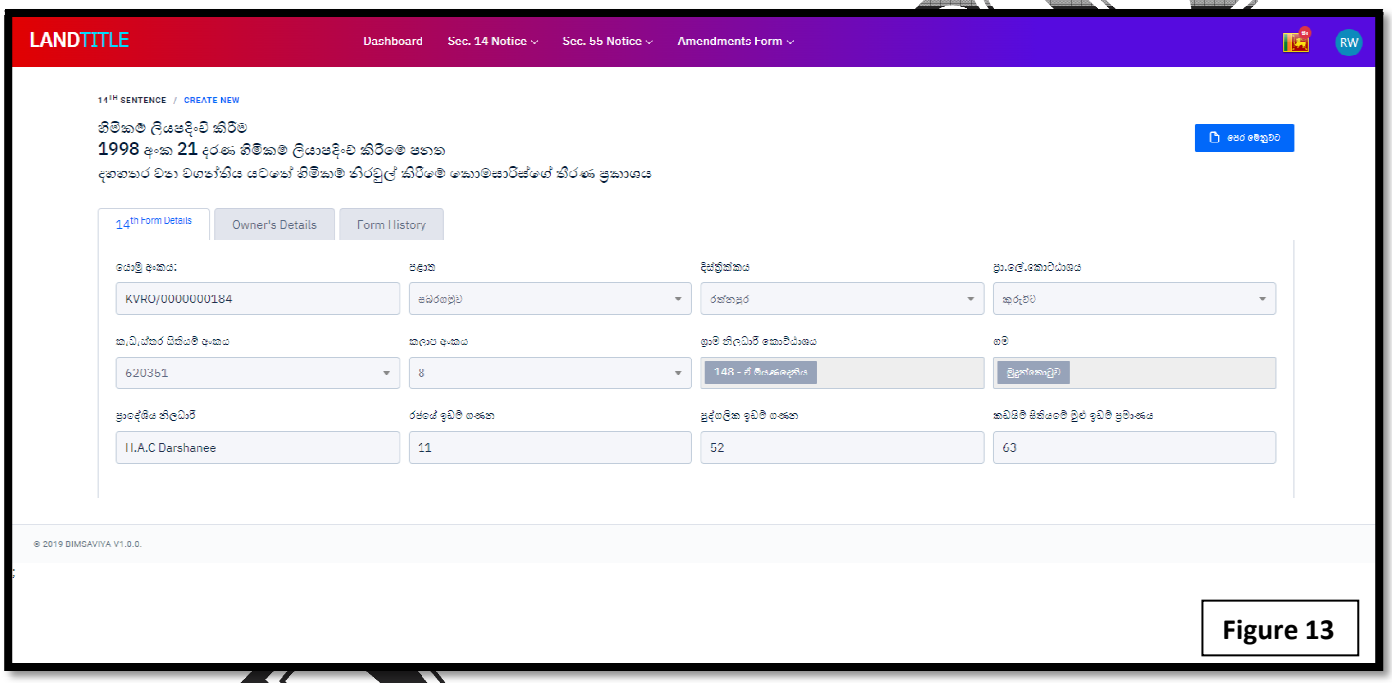

Figure 13

- **Figure 13** shows the Regional Officer's 14th Form Details screen. Successive tab of the 14th form is the Owner's details. Details should be entered by the Assistant Title Investigation Officer/Regional Officer. The interface is as follows.

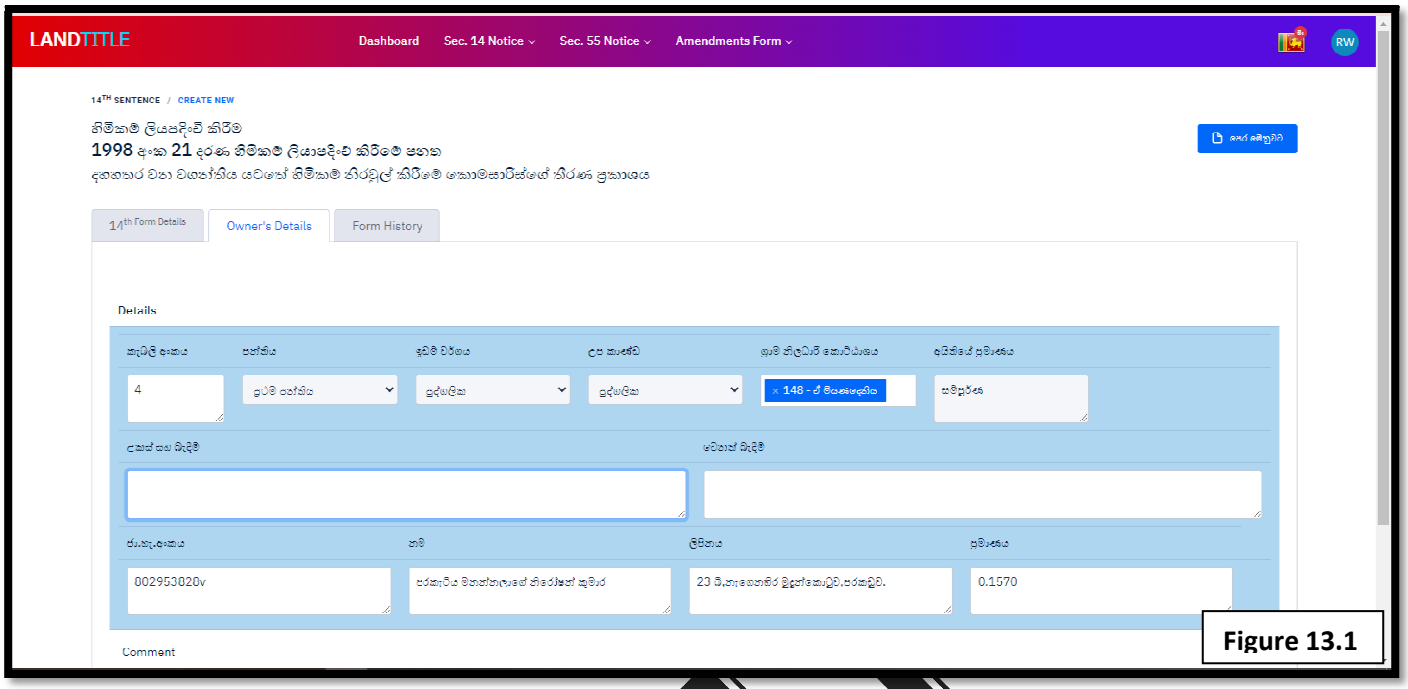

Figure 13.1

- **Figure 13.1** shows the details of the owner which should be entered by the Investigation Officer
- Here the Parcel number,class,land category,GN Divison,Extent,Particulars regarding mortgages, encumbrances pending adjudication and injunction.
- After completing the above details the file should be sent to the Assistant commissioner of the regional office for the approval.
- Once the approval is done file will be sent to the Head office (Publication branch).

SUMMARY OF THE E-Title

- **12th Sentence**

User Role	Tasks
1.Administrators (IT Unit)	1.User Accounts (All regional Offices/Head Office/) were created 2.Provinces/Districts/DS Divisions/GN Divisions/Villages were created
2.Regional Data Entry officer (MSO)	1.Enter the cadastral map details 2.Sent for verification to the Assistant Commissioner of the particular Regional office
3.Regional Commissioner	1.Check for any errors, if there are none files will be sent to the head office (Publication Branch)
4.Publication (Head Office)	1.After checking the file for the approval file will be forwarded to the Assistant commissioner (Computer/planning/investigation) Head office
5.Assistant Commissioner (Head Office)	1.File will be checked and forwarded for the approval of Commissioner (Investigation) 2.Files will be assigned to a certain computer branch officer by the Assistant Commissioner
6.Commissioner Investigation	1.Commissioner (Investigation) will check the file and forwarded for the approval of Commissioner General 2.File will be sent to the computer branch
7.Computer Branch officer	1.Once the approval is given by the commissioner General text files can be downloaded by the computer branch user 2.After completing the Sinhala gazette it will be sent to the publication -proof

LTSD E-TI

	read Sinhala branch for error checking
8.Publication (Proof read/Translate/Verification)	1.Once Tamil/Sinhala/English gazettes are completed files will be circulated through the system between computer branch and publication branch
Once the gazette is completed it will be sent to the gov press for the gazette numbers. when the gazette is online published 14th sentence gazettes can be initiated	

- **14th Sentence**

User Role	Tasks
1.Regional Data Entry officer (MSO)	1.Select the map number, block number and the relevant investigation officer's name from the list
2.Assistant Title Investigation Officer	1.Once the file is assigned to the investigation officer all the information related to the map number should be added 2.Once completed file will be sent to the Assistant Commissioner of the regional office for checking and approval
3.Regional Commissioner	1.Check for any errors, if there are none files will be sent to the head office (Publication Branch)
4.Publication (Head Office)	1.After checking the file for the approval file will be forwarded to the Assistant commissioner (Computer/planning/investigation) Head office
5.Assistant Commissioner (Head Office)	1.File will be checked and forwarded for the approval of Bimsaviya Commissioner 2.Files will be assigned to a certain computer branch officer by the Assistant Commissioner
6.Commissioner Investigation	1.Bimsaviya Commissioner will check the file and forwarded for the approval of Commissioner General 2.File will be sent to the computer branch
7.Computer Branch officer	1.Once the approval is given by the commissioner General text files can be downloaded by the computer branch user 2.After completing the Sinhala gazette it will be sent to the publication -proof read Sinhala branch for error checking
8.Publication (Proof read/Translate/Verification)	1.Once Tamil/Sinhala/English gazettes are completed files will be circulated through the system between computer branch and publication branch
Same process is applied for both 55th section Notice and Amendments	

LTSD-ITMS