

# Resurvey

## User - Guide



# Re-survey Process Summary

## Summary Steps

A Licensed Surveyor, registered on NLIMS, submits and pays for a resurvey request .

The DOS receives the application and can Reject/Return or Forward the request.

The system auto-assigns government staff to process the request.

The Chief SRO verifies the request and can return or forward to the cartographer.

The Cartographer prepares the survey plan on QGIS plugin, generates new numbers where necessary, fills SKL38 on the web platform and forwards the task to the chief checker.

The chief checker assigns the work to the checker.

The checker examines the computations against the survey plan on QGIS plugin and fills SKL38 on the web platform and forwards the task to the chief authenticator.

# Re-survey Process Summary

## Summary Steps

The chief authenticator assigns the work to the Authenticator. The authenticator can reject, return or authenticate the forwarded plan.

The licensed surveyor receives a notification on the status of the task (rejected, returned or Authenticated) with reasons listed.

The licensed surveyor receives an approved task and ascertains the plan prepared by the cartographer.

After authentication the cadaster is appended with the new changes.



# Licensed Surveyor - Submitting An Application



# Login

The licensed surveyor, having registered in the system, will be required to input their user ID and password. Click “Continue”.

Login



Identification Number or Ardhisasa ID

Password

[Continue](#)

[Don't have an account. Register here](#)   [Back to home](#)   [Forgot your password?](#)



# OTP

NLIMS sends a one time password to a user for security.  
Enter the *OTP Code* and click login to log into the system.

Login



ardhisasa  
Shamba Lako, Hati Safi!

Identification Number or Ardhisasa ID

Password

OTP Code

0:1 :42

Resend

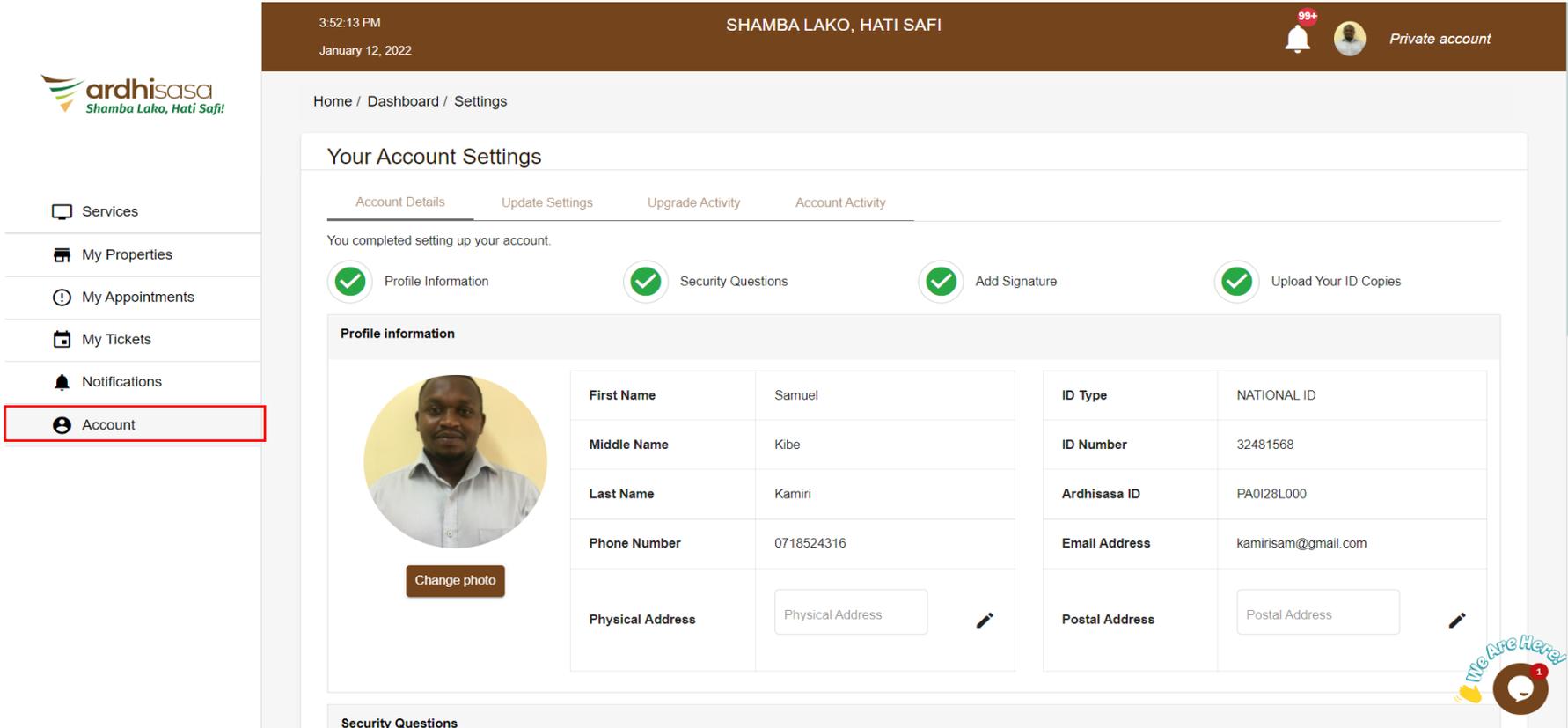
Login

[Don't have an account. Register here](#)   [Back to home](#)   [Forgot your password?](#)



# Dashboard

The system directs the applicant to their dashboard.  
Click on the *Account* tab in the left-hand panel to upgrade account.



The screenshot displays the Ardhisasa dashboard for user SHAMBA LAKO, HATI SAFI. The interface includes a top navigation bar with the time (3:52:13 PM) and date (January 12, 2022). A left-hand sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account (highlighted with a red box). The main content area is titled 'Your Account Settings' and features tabs for Account Details, Update Settings, Upgrade Activity, and Account Activity. A status message reads 'You completed setting up your account.' Below this, four progress indicators with green checkmarks show: Profile Information, Security Questions, Add Signature, and Upload Your ID Copies. The 'Profile information' section is expanded, showing a profile picture of a man and a 'Change photo' button. To the right of the photo is a table of personal details. Further right is another table for identification and contact information. At the bottom, a 'Security Questions' section is partially visible. A 'We Are Here!' logo is in the bottom right corner.

3:52:13 PM  
January 12, 2022

SHAMBA LAKO, HATI SAFI

99+  
Private account

Home / Dashboard / Settings

### Your Account Settings

Account Details | Update Settings | Upgrade Activity | Account Activity

You completed setting up your account.

- Profile Information
- Security Questions
- Add Signature
- Upload Your ID Copies

#### Profile information

 <a href="#">Change photo</a>	<b>First Name</b> Samuel	<b>ID Type</b> NATIONAL ID
<b>Middle Name</b> Kibe	<b>Last Name</b> Kamiri	<b>ID Number</b> 32481568
<b>Phone Number</b> 0718524316	<b>Physical Address</b> <input type="text" value="Physical Address"/>	<b>Ardhisasa ID</b> PA0I28L000
<b>Postal Address</b> <input type="text" value="Postal Address"/>	<b>Email Address</b> kamirisam@gmail.com	<b>Postal Address</b> <input type="text" value="Postal Address"/>

Security Questions

We Are Here!

# Account Upgrade

The licensed surveyor should upgrade their account to access professional services.  
Fill in the account upgrade form and click on “Upgrade Account.”



3:39:52 PM SHAMBA LAKO, HATI SAFI 99+ Private account  
January 12, 2022

Home / Dashboard / Settings

### Your Account Settings

Account Details **1** Update Settings Upgrade Activity Account Activity

**Change Password**

**Current password \***

Enter your current password

**New password \***

Enter your new password

**Confirm new password \***

Please confirm your password

**Enter OTP Code sent to your device \***

Enter OTP sent to your phone Request OTP

Change Password

**Account Upgrade**

**2** Profession \*

LICENSED SURVEYOR

REGISTERED COUNTY PHYSICAL PLANNER

REGISTERED PHYSICAL PLANNER

ADVOCATE

Upload

**Certificate of Admission \***

Upload

**Supporting Documents \*** (ID or any other supporting documents)

Upload

Are Here?

# Switch Accounts

A user with an upgraded account toggle between the two from the profile icon.  
Switch account to licensed surveyor's account to proceed.

The screenshot displays the Ardhisasa web application interface. On the left is a navigation sidebar with icons for Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main header area shows the time (3:37:43 PM), date (January 12, 2022), and user name (SHAMBA LAKO, HATI SAFI). A notification bell icon with '99+' and a profile icon labeled 'Private account' are also present. Below the header, a welcome message 'Hi Samuel, welcome' is shown. A dropdown menu is open from the profile icon, listing account options: Licensed Surveyor Account, Advocate Account, Registered County Physical Planner Account, Registered Physical Planner Account, and Logout. The main content area is titled 'Services' and includes a search bar labeled 'Find Service'. Below the search bar are four service category cards: Land Registration, Land Administration, Physical Planning, and Survey & Mapping. Each card lists specific services and has a 'View More' button. A 'We Are Here!' logo is visible in the bottom right corner.

ardhisasa  
Shamba Lako, Hati Safi!

3:37:43 PM  
January 12, 2022

SHAMBA LAKO, HATI SAFI

99+

Private account

Hi Samuel, welcome

Samuel Kamiri

- Licensed Surveyor Account
- Advocate Account
- Registered County Physical Planner Account
- Registered Physical Planner Account
- Logout

Home / Dashboard

Services

Search for a Service

Find Service

Land Registration

Search

Transfer

Charge

View More

Land Administration

Land Rent

Change of User

Extension of User

View More

Physical Planning

Approval of Part Development Plans

Survey & Mapping

Subdivision

We Are Here!

# MoLPP Services

From the dashboard, click on MoLPP services.

The services are listed per the departments. Click on *Survey & Mapping* to proceed.

Home / Dashboard

**ardhisasa**  
Shamba Lako, Hati Safi!

Services

My Properties

My Appointments

My Tickets

Notifications

Account

**Services**

Search for a Service

Find Service

**Land Registration**

Search

Transfer

Charge [View More](#)

**Land Administration**

Land Rent

Change of User

Extension of User [View More](#)

**Physical Planning**

Approval of Part Development Plans

Planning Documents Requisition

Certificate of Compliance [View More](#)

**Survey & Mapping**

Subdivision

Re-survey

New Grant [View More](#)

We Are Here!

# Survey and Mapping Services

The system lists the survey and mapping services as in the image below.  
Click on *Resurvey*.

The screenshot displays the Ardhisasa web application interface. The top navigation bar is dark brown and contains the time 3:40:41 PM, the user name SHAMBA LAKO, HATI SAFI, a notification bell icon with 99+ alerts, a profile picture, and the text "Private account". The left sidebar is white and lists several menu items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is light gray and shows a breadcrumb trail: Home / Dashboard / MoLPP / Survey. Below this, a section titled "Survey & Mapping Services" contains a list of options: New Grant, Subdivision, Amalgamation, Re-survey, and Sale of Plans. The "Re-survey" option is highlighted with a red rectangular border. In the bottom right corner, there is a circular logo with the text "We Are Here!" and a small red notification badge with the number "1".

# Re-survey Applications

The previously made requests are listed according to their status in the system.  
Click on *New Application* to make a new request.

The screenshot displays the Ardhisasa web application interface. On the left is a sidebar with navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main header shows the time (7:58:07 AM), date (December 20, 2021), user name (SHAMBA LAKO, HATI SAFI), a notification bell with 99+ alerts, and a profile icon labeled 'Licensed Surveyor'. The breadcrumb trail is 'Home / Dashboard / MoLPP / Survey / Applications'. The main content area is titled 'Re-survey Applications' and features a 'New Application' button highlighted with a red box. Below the title are status filters: Pending (0), Ongoing (4), Approved (1), and Rejected (1). A search bar is present on the right. A table with columns 'No.', 'Reference No.', 'Date of submission', 'Elapsed time', 'Status ↑', and 'Actions' is shown, but it contains the message 'No applications found'. At the bottom right of the table area, it says 'Items per page: 20 0 of 0' with navigation arrows. In the bottom right corner of the page, there is a circular logo with a hand icon and the text 'We Are Here!' and a small notification badge with the number '1'.

# New Application - FAQs

The first tab of a new application gives answers to the frequently asked questions. Click on the drop down arrows against a question to view the answers. Click *Next* to proceed.

The screenshot displays the user interface for a new application. At the top, the header shows the time (7:58:15 AM), date (December 20, 2021), and user information (SHAMBA LAKO, HATI SAFI, Licensed Surveyor). The left sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'Re-survey: New Application' and features a progress bar with five steps: 1. FAQs (highlighted with a red box), 2. Application Details, 3. Field Notes Details, 4. Attach Files, and 5. Verify Details. Below the progress bar is a 'Frequently Asked Questions' section with five expandable items: 'What is a Re-survey Application?', 'What are the requirements needed?', 'Who are the actors involved?', 'What are the payments required?', and 'Sample Templates'. Each item has a dropdown arrow on the right. At the bottom right, there is a 'Next' button and a 'We Are Here!' badge with a red '1' on a speech bubble icon.

7:58:15 AM  
December 20, 2021  
SHAMBA LAKO, HATI SAFI  
99+  
Licensed Surveyor

Home / Dashboard / MoLPP / Survey / New Application

## Re-survey: New Application

1 FAQs 2 Application Details 3 Field Notes Details 4 Attach Files 5 Verify Details

### Frequently Asked Questions

**What is a Re-survey Application?** ^  
Resurvey application entails requesting the department of survey to do a new survey on an already surveyed parcel of land to confirm the boundaries.

**What are the requirements needed?** v

**Who are the actors involved?** v

**What are the payments required?** v

**Sample Templates** v

Next We Are Here! 1

# New Application - Details

The system offers a form for the surveyor to submit the request details.  
Fill in the *survey and location details* and scroll down to fill in the form.

1 FAQs 2 Application Details 3 Field Notes Details 4 Attach Files 5 Verify Details

**ardhisasa**  
Shamba Lako, Hati Safi!

- Services
- My Properties
- My Appointments
- My Tickets
- Notifications
- Account

**Survey details**

Projection type \*  
Arc 1960 / UTM zone 37S

Parcel Number \*  
NAIROBI/BLOCK78/640

Development control application type \*  
Change of User

Date Approval letter was issued: \*  
2021-12-19

Approval letter reference number \*  
SADDFGFDHG

**Location details**

County \*  
Nairobi

Locality \*  
BURUBURU

Sub-county \*  
Makadara

**Additional details**

We Are Here!

# New Application - Details

Submit additional relevant details in the box provided and click *Next* to proceed.

## Location details

County \*

Nairobi



Locality \*

BURUBURU

Sub-county \*

Makadara



## Additional details

Additional information

Add more details

Back

Next



# New Application – Field Notes Details

The *Field Notes Details* tab requires the applicant to submit the completion date of the instrument calibration and field survey.

December 20, 2021

Home / Dashboard / MoLPP / Survey / New Application



Services

My Properties

My Appointments

My Tickets

Notifications

Account

## Re-survey: New Application

1 FAQs   2 Application Details   **3 Field Notes Details**   4 Attach Files   5 Verify Details

### Field Notes Details

Date of Completion of Field Survey: \*  
2021-12-17

Date of Completion of Instrument Calibration:  
Choose a date

### Reference Plans FR Numbers

FR Number \*  
Enter FR number

Add

FR Number	Action
147/29	Remove

Back   Next



# New Application – Attach Files

The Re-survey request requires 8 mandatory files, see image below.  
Upload the files under their respective name and click **Next** to proceed.

Home / Dashboard / MOLSP / Survey / New Application

## Re-survey: New Application

1 FAQs — 2 Application Details — 3 Field Notes Details — **4 Attach Files** — 5 Verify Details

### Cadastral files

*Note: All field that are marked with asterisk(\*) are required*

Land Administration Approval Letter (PDF) \*

Choose file **Land admin approval letter.pdf**

Survey Plan Polygons (zip file containing .cpg, .dbf, .prj, .shp and .shx files) \*

Choose file **NAIROBI\_BLOCK118\_103.zip**

Calibration Certificate (PDF)

Choose file **Calibration Certificate.pdf**

Survey Plan Beacons (zip file containing .cpg, .dbf, .prj, .shp and .shx files) \*

Choose file **NAIROBI\_BEACONS.zip**

Raw Data Document (xls, csv, xlsx) \*

Choose file **RAW.csv**

Beacon Certificate (PDF) \*

Choose file **Becon Certificate.pdf**

Computation Sheet (XLS, XLSX) \*

Choose file **118\_103comp\_sheet.xlsx**

Your Survey plan (PDF) \*

Choose file **Survey Plan.pdf**

Scheme plan (PDF) \*

Choose file **Scheme plan.pdf**

[Additional documents](#)



Services

My Properties

My Appointments

My Tickets

Notifications

Account



# New Application – Attach Additional documents

The Re-survey request to attach any additional documents if any, see image below.  
Enter the documents name and upload the files and click *Next* to proceed.



Services

My Properties

My Appointments

My Tickets

Notifications

Account

*Note: All field that are marked with asterisk(\*) are required*

Land Administration Approval Letter (PDF) \*

Choose file **Land admin approval letter.pdf**

Calibration Certificate (PDF)

Choose file **Calibration Certificate.pdf**

Raw Data Document (xls, csv, xlsx) \*

Choose file **RAW.csv**

Computation Sheet (XLS , XLSX) \*

Choose file **118\_103comp\_sheet.xlsx**

Scheme plan (PDF) \*

Choose file **Scheme plan.pdf**

Survey Plan Polygons (zip file containing .cpg, .dbf, .prj, .shp and .shx files) \*

Choose file **NAIROBI\_BLOCK118\_103.zip**

Survey Plan Beacons (zip file containing .cpg, .dbf, .prj, .shp and .shx files) \*

Choose file **NAIROBI\_BEACONS.zip**

Beacon Certificate (PDF) \*

Choose file **Becon Certificate.pdf**

Your Survey plan (PDF) \*

Choose file **Survey Plan.pdf**

**Additional documents**

Enter additional document name and upload (should be .pdf, .png or jpeg), if any:

document name

Choose file

No.	Uploaded Documents	Action
-----	--------------------	--------

Back

Next



# New Application – Verify Details

The system prompts the applicant to confirm the submitted details under the verify details tab. Click on the *Back* button at the bottom right to navigate back to the application form. Click on *Submit* to save the



- Services
- My Properties
- My Appointments
- My Tickets
- Notifications
- Account

8:50:25 AM SHAMBA LAKO, HATI SAFI 99+ Licensed Surveyor

January 13, 2022

Home / Dashboard / MoLPP / Survey / New Application

### Re-survey: New Application

FAQs Application Details Field Notes Details Attach Files **5 Verify Details**

#### Survey Details

Parcel Number:	NAIROBI/BLOCK118/103	Approval Letter reference number:	DLA/CTRL/F7YBMQDA3F
Projection Type:	EPSG:21037	Date Approval Letter was issued:	Jan 12, 2022

#### Location Details

County:	Nairobi
Sub County:	Makadara
Locality	BURUBURU

#### Field Notes Details



# New Application – Submit

The system requests the user to ascertain the submit action. Click *No* to navigate back to the application form. The *Yes* button submits the application to the system for computation of fees.

The screenshot displays the Ardhisasa web application interface. On the left is a sidebar with navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows the 'FR Number(s)' as 147/29 and a list of application documents including Calibration Certificate, Raw Data Document, Computation Sheet, Scheme plan, Beacon Certificate, Survey Plan Polygons, Survey Plan Beacons, and Your Survey plan (with a PDF file named NBI\_147\_29.pdf). A modal dialog box is centered on the screen, asking 'Are you sure?' with a large question mark icon and the text 'Are you sure you want to submit the request?'. It features two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box and a red number '2'. In the bottom right corner, there are 'Back' and 'Submit' buttons. The 'Submit' button is also highlighted with a red box and a red number '1'. A 'We Are Here!' chat bubble icon is visible in the bottom right corner.

# Successful Submission

The applicant receives a pop-up message notifying them of a successful application.

The screenshot displays a web application interface for 'ardhisasa Shamba Lako, Hati Safi'. The top navigation bar shows the time '8:06:18 AM', the date 'December 20, 2021', the user name 'SHAMBA LAKO, HATI SAFI', a notification bell with '99+', and a profile icon labeled 'Licensed Surveyor'. The breadcrumb trail is 'Home / Dashboard / MoLPP / Survey / Applications Details'. A 'Submit Request' button is visible in the top right. The main content area shows 'Status: Pending' and 'Application Details' with a 'Close' button. A pop-up message with a green checkmark icon states: 'Application Submitted successfully. Proceed to make payment!'. The background content includes sections for 'Survey Details' (Parcel Number, Projection Type, Location Details) and 'Field Notes Details' (Date of Completion of Field Survey, Date of Completion of Instrument Calibration). A 'We Are Here!' logo is in the bottom right corner.

ardhisasa  
Shamba Lako, Hati Safi

8:06:18 AM  
December 20, 2021  
SHAMBA LAKO, HATI SAFI  
99+  
Licensed Surveyor

Home / Dashboard / MoLPP / Survey / Applications Details

Submit Request

Application Details Documents Inquiries Feedback

Status: Pending

Application Submitted successfully. Proceed to make payment!

Close

Application Details

Survey Details

Parcel Number:

Projection Type:

Location Details

County:

Sub County:

Field Notes Details

Date of Completion of Field Survey:

Date of Completion of Instrument Calibration:

We Are Here!

# Proprietor verifying

The proprietor verifies that they are aware of the submitted survey process on their property. The proprietor requests for an OTP by clicking on *Get OTP*, enters the OTP and clicks on *verify*. A notification is sent to the licensed surveyor that the job has been verified (phone and email).

The screenshot shows the Ardhisasa web application interface. On the left is a navigation sidebar with menu items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main header displays the time (8:06:29 AM), date (December 20, 2021), user name (SHAMBA LAKO, HATI SAFI), and notification count (99+). The breadcrumb trail is: Home / Dashboard / MoLPP / Survey / Applications Details. The main content area is titled "Re-survey: Application DOS/RESURV/J0VU1RW4N8" and includes "Submit Request" and "Reject Survey" buttons. A progress bar shows "Progress level: Application received, awaiting payment / payment confirmation (18% done)". Below the progress bar are tabs for "Application Details", "Documents", "Invoices", and "Feedback". The "Application Details" tab is active, showing a "Status: Pending" and a "Verification" section. The verification section contains an "OTP Code \*" input field with a "Get OTP" button (highlighted with a red box) and a "Verify" button. A note below the input field reads: "NB: Only enter the OTP code if you authorize the survey application with reference number: DOS/RESURV/J0VU1RW4N8." To the right of the OTP section is a table with columns "Parties" and "OTP status".

Parties	OTP status
Samuel Kibe Kamiri	Not Verified

Below the verification section is an "Application Details" section with two sub-sections: "Survey Details" and "Field Notes Details".



# Payment

The application invoice is generated.

Click view to view the invoice and click pay to view the directions for pay.

The screenshot displays the Ardhisasa web application interface. On the left is a navigation sidebar with options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main header shows the time (8:08:34 AM), date (December 20, 2021), user name (SHAMBA LAKO, HATI SAFI), and notification count (99+). The breadcrumb trail is Home / Dashboard / MoLPP / Survey / Applications Details. The main content area is titled 'Re-survey: Application DOS/RESURV/J0VU1RW4N8' and includes 'Submit Request' and 'Reject Survey' buttons. A progress bar indicates 'Application received, awaiting payment / payment confirmation (18% done)'. Below the progress bar are tabs for 'Application Details', 'Documents', 'Invoices' (highlighted with a red box and a '1'), and 'Feedback'. The 'Application Invoices' section contains a table with the following data:

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Dec 20, 2021	Survey Fee	Ksh. 1,000.00	Ksh. 1,000.00	Pending	<a href="#">Pay</a> <a href="#">View</a>

The 'Pay' button in the Actions column is highlighted with a red box and a '2'. At the bottom right, there is a 'We Are Here!' logo.

# Submit Request

After payment, navigate to the application details and submit the request.  
Click on *Submit Request*.

The screenshot displays the Ardhisasa web application interface. The top navigation bar includes the date "December 20, 2021", a notification bell, a user profile icon, and the text "Licensed Surveyor". The breadcrumb trail reads "Home / Dashboard / MoLPP / Survey / Applications Details". The main content area is titled "Re-survey: Application DOS/RESURV/J0VU1RW4N8" and features a "Submit Request" button highlighted with a red border. A progress bar indicates "Progress level: Application received, awaiting payment / payment confirmation (18% done)". Below the progress bar are tabs for "Application Details", "Documents", "Invoices", and "Feedback". The "Application Details" tab is active, showing a "Status: Pending" and a "Verification" section. The verification table lists a party named "Samuel Kibe Kamiri" with an "OTP status" of "Verified". The "Application Details" section includes "Survey Details" and "Field Notes Details". The "Survey Details" section shows "Parcel Number: NAIROBI/BLOCK78/640" and "Date of Completion of Field Survey: Dec 16, 2021". The Ardhisasa logo is visible in the top left, and a "We Are Here!" logo is in the bottom right corner.

December 20, 2021

Home / Dashboard / MoLPP / Survey / Applications Details

Re-survey: Application DOS/RESURV/J0VU1RW4N8

Submit Request

Progress level: Application received, awaiting payment / payment confirmation (18% done)

Application Details Documents Invoices Feedback

Status: Pending

Verification

Parties	OTP status ↑
Samuel Kibe Kamiri	Verified

Application Details

Survey Details

Field Notes Details

Parcel Number: NAIROBI/BLOCK78/640

Date of Completion of Field Survey: Dec 16, 2021

ardhisasa  
Shamba Lako, Hati Safi!

Services

My Properties

My Appointments

My Tickets

Notifications

Account

We Are Here!

# Confirm Submission

The system requires the applicant to confirm submissionn by clicking on Yes.

The screenshot displays a web application interface. On the left is a sidebar with the logo for 'ardhisasa Shamba Lako, Hati Safi!' and a menu with items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'FR Number(s)' and shows '147/29'. Below this is a section for 'Application documents' with a list of items: Calibration Certificate, Raw Data Document, Computation Sheet, Scheme plan, Beacon Certificate, Survey Plan Polygons, Survey Plan Beacons, and Your Survey plan (with a file named 'NBI\_147\_29.pdf'). A white modal dialog box is centered on the screen, titled 'Are you sure?'. It contains a large question mark icon and the text 'Are you sure you want to submit the request?'. At the bottom of the dialog are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box and a red number '2'. In the bottom right corner of the application, there are 'Back' and 'Submit' buttons. The 'Submit' button is also highlighted with a red box and a red number '1'. A small circular icon with a speech bubble and the text 'We're Here!' is located next to the 'Submit' button, with a red number '1' above it.

# Submission Successful

The system notifies the applicant of a successful submission.

The request is received by the Director of Surveys through NLIMS.

The screenshot displays the Ardhisasa web application interface. The top navigation bar shows the time as 8:07:47 AM, the date as December 20, 2021, and the user's name as SHAMBA LAKO, HATI SAFI. The user is identified as a Licensed Surveyor with 99+ notifications. The main content area is titled "Re-survey Applications" and features a "New Application" button. Below the title, there are filters for application status: Pending (0), Ongoing (5), Approved (1), and Rejected (1). A search bar is present on the right. A table with columns "No.", "Reference No.", "Elapsed time", "Status", and "Actions" is visible. A central modal window displays a green checkmark icon and the message "Application submitted successfull" with a "Close" button. The bottom right corner contains a "We Are Here!" logo.



# Licensed Surveyor – Ascertaining the approved request



# Login

The licensed surveyor, having registered in the system, will be required to input their user ID and password. Click “Continue”.

### Login



**Identification Number or Ardhisasa ID**

**Password**

**OTP Code**

0:1 :50 [Resend](#)

[Login](#)

[Don't have an account. Register here](#)   [Back to home](#)   [Forgot your password?](#)



Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.

Customer Support

6 minutes ago

Write a reply..



# OTP

NLIMS sends a one time password to a user for security.  
Enter the *OTP Code* and click login to log into the system.

Login



Identification Number or Ardhisasa ID

Password

OTP Code

 0 1 41 Resend

Login

[Don't have an account. Register here](#)   [Back to home](#)   [Forgot your password?](#)

Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.

Customer Support just now

Write a reply...



# Dashboard

The system directs the applicant to their dashboard.

Click on the *Notifications* icon to view the system notifications.

The screenshot displays the ARDHISASA dashboard for user Samuel. The header includes the time (2:21:56 PM), date (January 14, 2022), and location (SHAMBA LAKO, HATI SAFI). The user is identified as a Licensed Surveyor. A notification popup is open, showing three unread notifications: Lease Preparation, Subdivision, and another Subdivision. The main content area features a 'Services' section with a search bar and several service categories: Land Registration, Land Administration, Physical Planning, and Survey & Mapping. A sidebar on the left contains navigation options like Services, My Properties, My Appointments, My Tickets, Notifications, and Account. A customer support chat window is also visible in the bottom right corner.

**ardhisasa**  
Shamba Lako, Hati Safi!

2:21:56 PM  
January 14, 2022  
SHAMBA LAKO, HATI SAFI  
99+  
Licensed Surveyor

Hi Samuel, welcome

Home / Dashboard

Services

Search for a Service

Find Service

Land Registration

Search

Transfer

Charge

View More

Land Administration

Land Rent

Change of User

Extension of User

Physical Planning

Approval of Part Development Plans

Planning Documents Requisition

Survey & Mapping

Subdivision

Re-survey

**Unread Notifications** 248

- Lease Preparation** SUBDIVISION application with reference number DLAL/LEASE/SLP4IZG2S3 has been started on your parcel. Please confirm or reject the application. 2 days ago
- Subdivision** Survey request reference DOS/SUB/J9HL1R3W71 has been approved. Preview the draft survey plan for approval. 2 days ago
- Subdivision** Survey application for subdivision reference DOS/SUB/J9HL1R3W71 has been created by a Surveyor. Login to the portal to approve this request with an OTP. 2 days ago

[See All Notifications](#)

Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.

Customer Support just now

Write a reply.

# Notification

The system notifies the licensed surveyor of the request approval.  
Click on the subject notification to launch the request.



Services

My Properties

My Appointments

My Tickets

Notifications

Account

2:39:14 PM SHAMBA LAKO, HATI SAFI 99+ Licensed Surveyor  
January 14, 2022

Home / Dashboard / MoLPP / Survey / Application

## Re-survey: Application DOS/RESURV/0QZIZ15C4D

Application Details Documents

Status: Pending Approval

View the prepared survey plan under the [documents tab](#)

Verification

Parties	OTP status
Pauline Muthoni Macharia	Verified

Add signature

**Unread Notifications** 366

- Re-survey** X  
Survey request reference DOS/RESURV/SYXYQB66R has been approved. Preview the draft survey plan for approval  
3 minutes ago
- Re-survey** X  
Survey request reference DOS/RESURV/0QZIZ15C4D has been approved. Preview the draft survey plan for approval  
23 minutes ago
- Re-survey** X  
Survey application for re-survey reference DOS/RESURV/QXVD6M2YA1 has been created by a Surveyor. Login to the portal to approve this request with an OTP  
3 hours ago

[See All Notifications](#)

Ascertain Disapprove

# Request Details

The system launches the *Application Details* tab.

Click on the *Document Tab* link to view the survey plan prepared by the Department of Survey & Mapping.



Home / Dashboard / MoLPP / Survey / Applications Details

Re-survey: Application DOS/RESURV/SYXYQBE66R

Ascertain

Disapprove

Progress level: Application being processed (91% done)

Application Details

Documents

Invoices

Feedback

Status: Pending Approval

View the prepared survey plan under the [documents tab](#). Sign below and Approve

Verification

Parties

OTP status

Pauline Muthoni Macharia

Verified

Add signature

Services

My Properties

My Appointments

My Tickets

Notifications

Account



# Draft Survey Plan

The Draft Survey plan is listed under the *Process Documents*. Click *View* to open the document. The licensed surveyor should then select whether to *Ascertain* or *Disregard* the Submission.

11:32:53 AM  
December 21, 2020

17  
Licensed Surveyor

Home / Dashboard / MoLPP / Survey / Applications Details

## New Grant: Application DOS/NG/NTULABLDW8

Disregard  
Ascertain

Progress level: Application being processed (91% done)

Application Details Documents Invoices

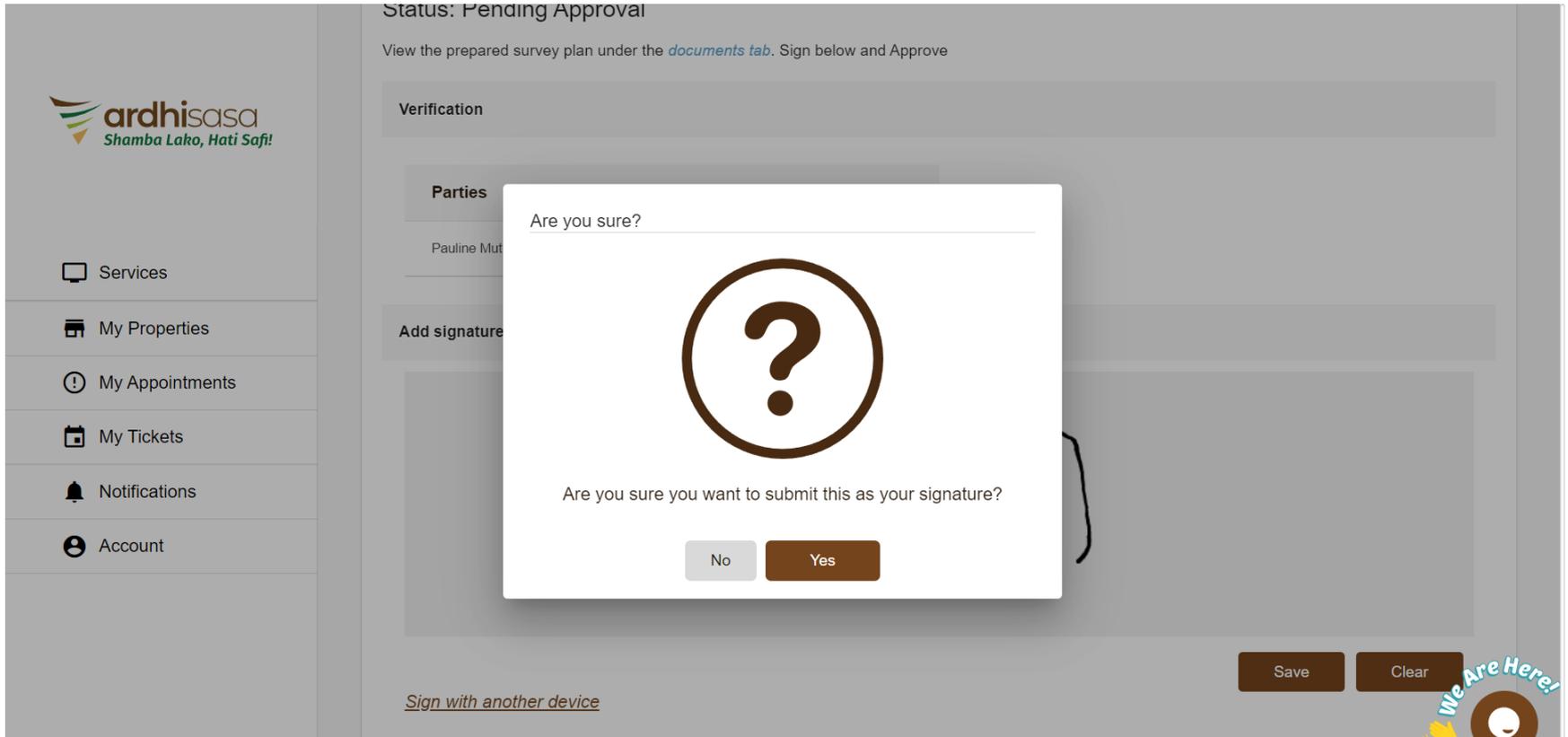
No.	Application documents	Action
1	Allotment letter	View
2	Instrument calibration certificate	View
3	Raw data	View
4	Computation sheet	View
5	Beacon certificate	View
6	Survey plan parcels	View

No	Processes documents	Action
1	Plan	View

# Append signature

The licensed surveyor should then append their signature and click on save.

The system then requests the surveyor to confirm the signature, if satisfied click yes.



The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains the logo for 'ardhisasa Shamba Lako, Hati Safi!' and a list of navigation items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows a 'Status: Pending Approval' message and a 'Verification' section. A 'Parties' section lists 'Pauline Mut'. Below this is an 'Add signature' section. A modal dialog box is centered on the screen, asking 'Are you sure?' and 'Are you sure you want to submit this as your signature?'. The dialog has two buttons: 'No' and 'Yes'. At the bottom of the main content area, there is a 'Sign with another device' link and 'Save' and 'Clear' buttons. A small circular icon with a person's face and the text 'We Are Here!' is visible in the bottom right corner.

# Ascertain

The ascertain button prompts the licensed surveyor to *Confirm whether the survey plan accurately represents their work.*

Click on *Confirm* to affirm or *Cancel* to go back to the request details.

The screenshot displays the Ardhisasa web application interface. The top navigation bar includes the time (2:39:59 PM), the user name (SHAMBA LAKO, HATI SAFI), a notification bell with a '99+' badge, and a profile picture labeled 'Licensed Surveyor'. The breadcrumb trail reads 'Home / Dashboard / MoLPP / Survey / Applications Details'. The main content area shows a 'Re-survey: Application DOS/RESURV/SYXYQBE66R' with 'Ascertain' and 'Disapprove' buttons. A modal dialog titled 'Ascertain Survey Plan' is centered on the screen, featuring a green checkmark icon and the text: 'Kindly confirm that the plan uploaded in the Document Tab is a true representation of your work.' The dialog has 'Cancel' and 'Confirm' buttons. The background is dimmed, showing a table with columns 'Parties' and 'OTP status', and a 'Signature' section.

Parties	OTP status
Pauline Muthoni Macharia	Verified



# Approved Requests

The ascertained request is listed under the *Approved* list of applications.  
Click *View* to launch the request.

3:14:25 PM SHAMBA LAKO, HATI SAFI 99+  Licensed Surveyor

Home / Dashboard / MoLPP / Survey / Applications

## Re-survey Applications New Application

Pending 0 Ongoing 4 **Approved 5** Rejected 1

Search

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	DOS/RESURV/KE9HOLIZKQ	Jan 12, 2022, 8:54:25 AM	2 days	Approved	<a href="#">View</a>
2	DOS/RESURV/RQ5RXRWFGD	Jan 11, 2022, 3:19:19 PM	3 days	Approved	<a href="#">View</a>
3	DOS/RESURV/T9CHYGMXRB	Jan 11, 2022, 9:50:26 AM	3 days	Approved	<a href="#">View</a>
4	DOS/RESURV/J0VU1RW4N8	Dec 20, 2021, 7:58:49 AM	25 days	Approved	<a href="#">View</a>
5	DOS/RESURV/8IHRVW3BEF	Nov 16, 2021, 2:31:13 PM	2 months	Approved	<a href="#">View</a>

Items per page: 20 1 – 5 of 5 

# Approved Survey Plan

The Authenticated Survey plan is listed under the process documents.  
Click on *View* to open the document for printing or viewing.

The screenshot displays the Ardhisasa web application interface. At the top, the header shows the time (2:40:39 PM), date (January 14, 2022), and user information (SHAMBA LAKO, HATI SAFI, Licensed Surveyor). The left sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows the breadcrumb path: Home / Dashboard / MoLPP / Survey / Applications Details. The title of the page is 'Re-survey: Application DOS/RESURV/SYXYQBE66R'. A green progress bar indicates 'Progress level: Survey plan authenticated (100% done)'. Below the progress bar, there are four tabs: Application Details, Documents, Invoices, and Feedback. The 'Documents' tab is active, showing a table of application documents. The 'Processes documents' tab is also visible, showing a table with one document highlighted in red: 'Approved Survey Plan' with a 'View' button. The 'We Are Here!' chat widget is located in the bottom right corner.

2:40:39 PM  
January 14, 2022  
SHAMBA LAKO, HATI SAFI  
99+  
Licensed Surveyor

ardhisasa  
Shamba Lako, Hati Safi

Home / Dashboard / MoLPP / Survey / Applications Details

Re-survey: Application DOS/RESURV/SYXYQBE66R

Progress level: Survey plan authenticated (100% done)

Application Details Documents Invoices Feedback

No.	Application documents	Action
1	Land admin approval letter	<a href="#">View</a>
2	Instrument calibration certificate	<a href="#">View</a>
3	Scheme plan	<a href="#">View</a>
4	Beacon certificate	<a href="#">View</a>
5	Licensed surveyor survey plan	<a href="#">View</a>
6	Raw data	<a href="#">View</a>
7	Computation sheet	<a href="#">View</a>

No	Processes documents	Action
1	Approved Survey Plan	<a href="#">View</a>
2	Plan	<a href="#">View</a>

We Are Here!

# Disregard

If the Licensed Surveyor clicks on *Disregard*, the system prompts the surveyor to forward any grievances to the Department for review.

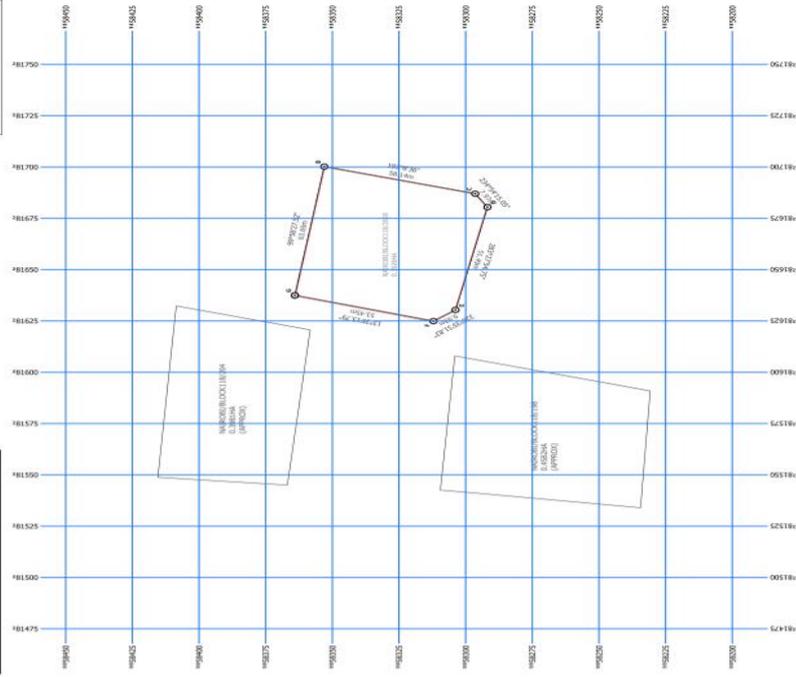
The screenshot displays the Ardhisasa web application interface. The top navigation bar includes the time (2:39:52 PM), date (January 14, 2022), user name (SHAMBA LAKO, HATI SAFI), notification count (99+), and user profile (Licensed Surveyor). The left sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows the breadcrumb path: Home / Dashboard / MoLPP / Survey / Applications Details. The current page is titled 'Re-survey: Application DOS/RESURV/SYXYQBE66R' and features 'Ascertain' and 'Disapprove' buttons. A modal window titled 'Issues with the Survey Plan' is open, prompting the user to 'Please add any issues with the submitted survey plan'. The modal includes a text input field with the placeholder 'Write comment', an 'Add' button, and 'Cancel' and 'Confirm' buttons at the bottom. The background content is partially obscured by the modal, showing a table with columns 'Parties' and 'OTP status', and a row for 'Pauline Muthoni Macharia' with a 'Verified' status. A 'Signature' section is also visible at the bottom. A 'We Are Here!' logo is present in the bottom right corner.

# Approved survey plan

Final Approved survey plan published

FORM NO. 2

Station	(Northings) (Easting)	Heights	Class of Beacon
A	983564.06   281537.46	0	I.P.C.O.D.
B	983553.52   281700.19	0	I.P.C.O.D.
C	983526.41   281686.97	0	I.P.C.O.D.
D	9835291.82   281686.44	0	I.P.C.O.D.
E	9835303.81   281630.27	0	I.P.C.O.D.
F	9835321.1   281624.9	0	I.P.C.O.D.
G	9835364.06   281537.46	0	I.P.C.O.D.



I hereby certify that the enclosed is a true and correct copy of the original survey plan as submitted to me by the applicant and that the same has been approved by me as a Surveyor General of the State of Karnataka.

Date: 12/01/2022

Signature: \_\_\_\_\_

Surveyor General of Karnataka

File/Plan No: M/SURESH/0118/2019

Plot No: 18

Block: 2196

Registration No: M/SURESH/0118

Registration Date: M/SURESH

Locality: ANAPUR

SCALE: 1:250

Registration	Transaction	Admission	Date	Month	Date
18/01/2022	Final Approved (M/SURESH/0118/2019)	General By State A Maplet	12/01/2022	January	2022
18/01/2022	Final Approved (M/SURESH/0118/2019)	Approved By State A Maplet	12/01/2022	January	2022
18/01/2022	Final Approved (M/SURESH/0118/2019)	Indemnified By State A Maplet	12/01/2022	January	2022

For Survey Officer

FOUR REGISTER NO. 18/13



LOG OUT

