



JIGAWA STATE

MINISTRY OF LANDS, HOUSING, URBAN DEVELOPMENT, & REGIONAL PLANNING GEOGRAPHIC INFORMATION SYSTEM UNIT

Terms of Reference of the Established Digital Archive of Certificates of Occupancy

S/N	CRITERIA	Process / Procedure as Obtains in the State database
1.	Process of Digitizing Records and Maintenance of the Database.	Digitization process is done using ArcGIS Software in survey office by surveyors of the Ministry. Detailed survey of the Land parcel is Digitized.
2.	Stages for Digitization.	Stages for Digitization This is done on Georeferenced Satellites Image, Coordinate origin of the targeted parcel is input in to ArcGIS environment for the starting point and the subsequent coordinate are inputted using bearing and distance of the final survey.
3.	Desk Officers / Officials involved the process	Officials Involved in the Process; GIS Officers (Headed by Aisha Muhammad Sulaiman) Surveyors attached to GIS Unit (Buhari Musa Alhassan and Others) Land Officers (Shafa'adeen Muhammad Usman and Others)
4.	Stages in the Process	Stages in the Process; 1-Reception: This is where Applicant registers for CofO by submitting all relevant documents that are required on the process. 2-Survey Office: Here, the digitization process takes place using the final survey report. 3-Land office: this is where all Land related data's are been imputed into the GIS environment. 4-Quality control office: at this office, all necessary corrections and proper scrutiny are made to ensure good production of CofO. 5-Production Office (MIS Unit) - Here, all work performed from Survey and Land Offices are being integrated from the Server for final CofO production. Also list of CofOs are being compiled for Signature and clearance during collection.
5.	CofO Digital Archive Requirements	
	a) Search Criteria	File number is the unique ID key searchable in the database which comes as an alpha-numeric code. Example is
	b) Property Data Records -	All key information related to the property and accompanying evidence such as Land parcel survey diagram, owner's ID, Allocation letter, owner's photograph are available as applicable to the nature or purpose of the property.
6.	Fields of the Digital Archive	
	a) Owner Type	Yes
	b) Owner(S) Name	Yes
	c) Owner(S) Gender	Yes
	d) Ownership Type	Yes
	e) Property Unique ID	Yes
	f) CofO Issuance Date	Yes
	g) CofO Registration Date	Yes
	h) CofO Reference Number	Yes