rural development
& land reform
Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS: JOHANNESBURG
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NOTICE TO CONVEYANCERS RE: BACKLOG STATUS

Please take note of the following status regarding delays days in the following section:

SECTION	EXPECTED TARGET	BACK LOG STATUS	COMMENTS/ CORRECTIVE ACTION PLAN
EXAMINATION	95% of deeds from lodgement to being made available for execution within 7 days.	• Level 1- None • Level 2- None • Lodgements of 26/27 September 2015 scanned into Prep today.	• Assistant Registrars are assisting in doing 2nd Level and some ARDs and SE are doing extra Deeds. • Training of newly appointed Junior Examiners reduced from 6 weeks to 2 weeks
VA SECTION	2 days for Registration information to walk in clients provided, based on requisition date.	• Deeds View- None • DFS-MicroRolls- None • Books- None • Deeds Web/ Fax Copies- 1053. (New VA process implemented without challenges)	• Duplicate request to be deleted by administrator. • 3x Old Digitizers repaired and put back on production. • A Priority recruitment plan has been forwarded to Office of the Chief Registrar of Deeds awaiting for advertisement of the Principle Deeds Registration Clerks (Operators).
Delivery	• 95% of deeds captured, archived and delivered within 30 days from date of registration according to the DOTS System.	• Micro is scanning deeds executed on 29 June 2015 and Verifying and Delivering 29 June 2015 = 45 days • 15 Days backlog against target	• Staff members from Back Scanning are now back on production and the office is planning to have the situation resolve by end of September 2015.

We would like to thanks all clients for your patience and cooperation please feel free to approach Senior Management for matters requiring urgent assistance.

.....M.MAHLANGU.....

Registrar of Deeds: JHB Deeds

02/09/2015