

**GOVERNMENT OF MEGHALAYA**  
**PLANNING INVESTMENT PROMOTION & SUSTAINABLE DEVELOPMENT DEPARTMENT**

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No.PLR.33/2022/Pt – II/389

Dated: Shillong, the 21<sup>st</sup> November, 2024.

To,

The Principal Secretary / Secretary to the Government of Meghalaya,  
Community & Rural Development Department.

**Subject: Model Standard Operating Procedure (SOP) for Mapping Data Layers on the State Master Plan (SMP) portal**

Sir,

I am directed to refer to the subject above and to inform you that the PM GatiShakti (PMGS) National Master Plan (NMP) plays a critical role in the integration of economic and infrastructural planning with socio-economic development, improving both Ease of Living and Ease of Doing Business. In order to ensure accurate and integrated planning using the NMP, it is essential for the State Departments to define and upload necessary **data layers / attributes in a standardized manner** along with metadata.

In this connection, a model **Standard Operating Procedure (SOP)** has been developed by DPIIT for the State Master Plan (SMP) portal and the same is enclosed herewith. This SOP includes **data management standards, formats, validation and update frequencies**, serving as a guideline for states / departments in developing their own SOPs to enhance clarity, collaboration, and efficient data management practices.

Based on the Standard Operating Procedure provided by DPIIT, you are hereby requested to kindly provide Spatial data for **“Village Habitation”** Mandatory layer in Google Earth (.KML or .KMZ) / AutoCAD Drawing (.CADD) / ESRI GIS Shape file (.SHP) format and the feature attributes as per Annexure – I in Microsoft Excel file (.XLSX) format on the e-mail address: [meghalayaeodb@gmail.com](mailto:meghalayaeodb@gmail.com).

Further, keeping the verification of the spatial data and attached attributes in view, a **Maker-Checker-Approver mechanism** needs to be adopted. You are therefore requested to nominate such officers from each PM GatiShakti Cell under your Department:

- Data Maker –Equivalent to Field Engineer(~ Upto Superintending Engineer)
- Data Checker –Equivalent to Head of the Cell / Branch (~Upto to Chief Engineer)
- Approver –Equivalent to Head of the Directorate / Agency (~Director or above)

For any queries, you may contact EoDB PMU Team members Mr. Navay Gulati (contact number-9911995689) / Mr Akshay S. (contact number-8714348044) / Mr. Lakshman R. (contact number-7073351972).

Yours faithfully,

**Enclo: As stated above.**

  
[R.D.H. Kharlukhi]

Senior Monitoring Officer & ex-officio  
Deputy Secretary to the Govt. of Meghalaya  
Planning, Investment Promotion & Sustainable Development  
Department.

Memo No.PLR.33/2022/Pt – II/389-A

Dated: Shillong, the 21<sup>st</sup> November, 2024.

Copy to:-

1. The P.S. to the Chief Secretary to the Government of Meghalaya, for kind information of the Chief Secretary.
2. The Commissioner & Secretary to the Government of Meghalaya, Planning Investment Promotion & Sustainable Development Department for kind information.
3. The Director, Community & Rural Development, Meghalaya, Shillong for kind information and necessary action.

By order etc.,



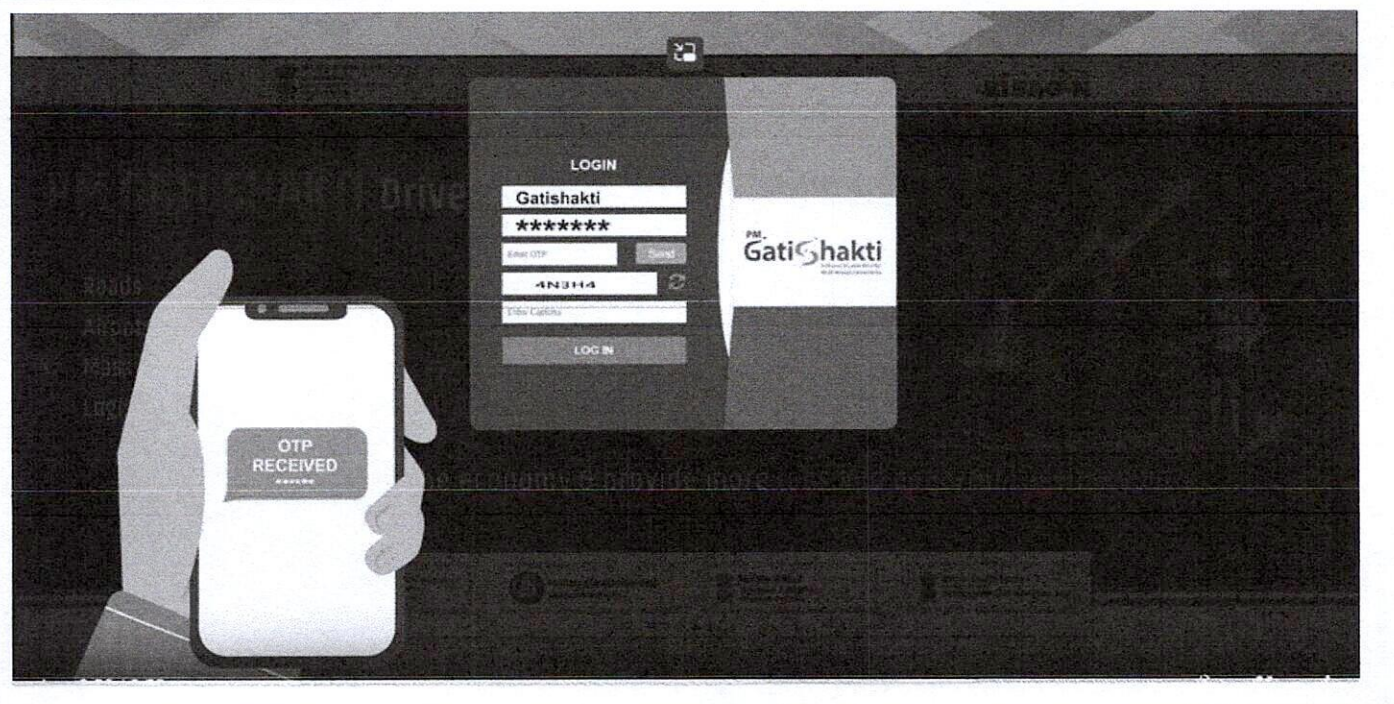
Senior Monitoring Officer & ex-officio  
Deputy Secretary to the Govt. of Meghalaya  
Planning, Investment Promotion & Sustainable Development  
Department.

1. Meghalaya instance of PM GatiShakti - National Master Plan can be accessed at <https://meghalaya.pmgatishakti.gov.in/stategatishakti/login>

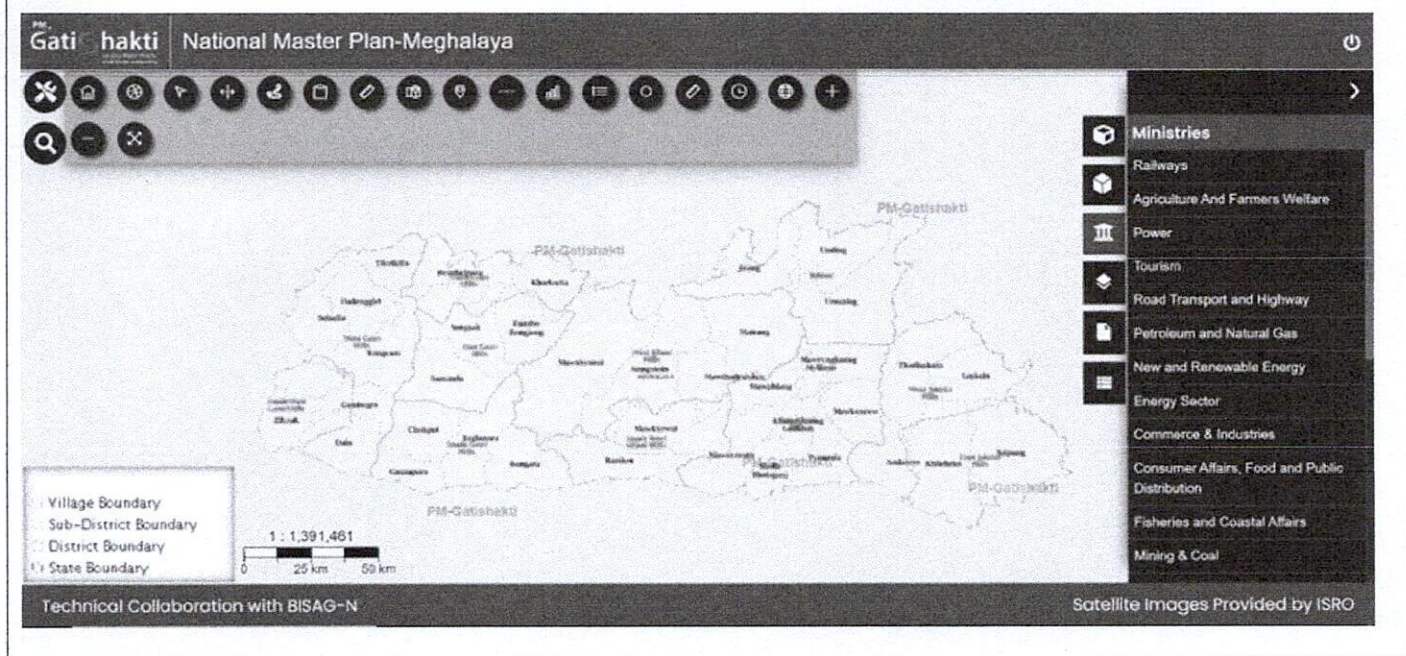
Login page for National Master Plan and State Master Plan



One-Time Password (OTP) based sign-in for Government officials



## PM GatiShakti State Master Plan Interface



Nominated Makers, Checkers and Approvers are requested to submit the following credentials to the e-mail address [meghalayaeodb@gmail.com](mailto:meghalayaeodb@gmail.com) to obtain a distinct login ID for PM GatiShakti Master Plan:

Name	as per Government records
Phone	+91 12345 67890 (required for OTP-based login)
e-mail	Official Government e-mail ID only (.gov.in or .nic.in)
Department	Community & Rural Development Department.
Designation	Please mention Directorate / cell as applicable
Access Rights	Notified Maker / Notified Checker / Notified Approver

The above information will be utilized to create a distinct login instance from BISAG-N

2. Sample Format for mapping of “Village Habitation” Mandatory layer (Point and Polyline geometry) for integration on PM GatiShakti National

Master Plan:

Mapping of Layer Geometry: Polygons (village habitations)

Sl. No.	Village ID	LGD Code	Village name	District name	State	Area (Km <sup>2</sup> )	Village Population
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
sample	EKH_00001	654321	Mawlai	East Khasi Hills	Meghalaya	2.4322	512
1							
2							
3							
.							
.							

Reference for filling the data requirement:

A. Procedure to create a polygon shape in Google Earth software:

- i. Open Google Earth software on desktop / laptop computer (Visit <https://www.google.com/earth/about/versions/#earth-pro> for download instructions) or open Google Earth on web from an internet explorer (Google Chrome/Microsoft Internet Explorer/Microsoft Edge/Mozilla Firefox) at <https://earth.google.com/> and sign in.
- ii. Pan and Zoom to the desired location (location of the start point of the village) on Google Earth platform.
- iii. On the sidebar, go to “Places” tab. Right-click on “My Places” icon. Within the pop-up, click on “Add” and then click on “Folder” to add a new folder. Rename the newly created folder to the name of the layer to be mapped “Village Habitation”.
- iv. Right-click on the newly created folder. From the pop-up, click on “add” and then click on “polygon” to start creating a polygon shape.
- v. Start creating the shape by marking the perimeter of the Village Boundary by clicking / placing the points on the outer boundary of the desired village location.
- vi. Use the double left-click to complete marking the polygon shape. Rename the polygon to the name of the village mapped.
- vii. Once the polygon shape for the village is mapped, right-click on the master folder created in step (iii) and click on “Save place as”.
- viii. On the prompt, save the file with appropriate name and date of mapping. The file will be saved in a “.KML” or a “.KMZ” format, which is compatible with PM GatiShakti National Master Plan.