

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

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No.PLR.33/2022/Pt – II/334

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

To,

All Principal Secretaries / Commissioner & Secretaries / Secretaries to the  
Government of Meghalaya.

**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 “**Government Buildings**” 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/334-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. All Heads of Departments, Government of Meghalaya, 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.

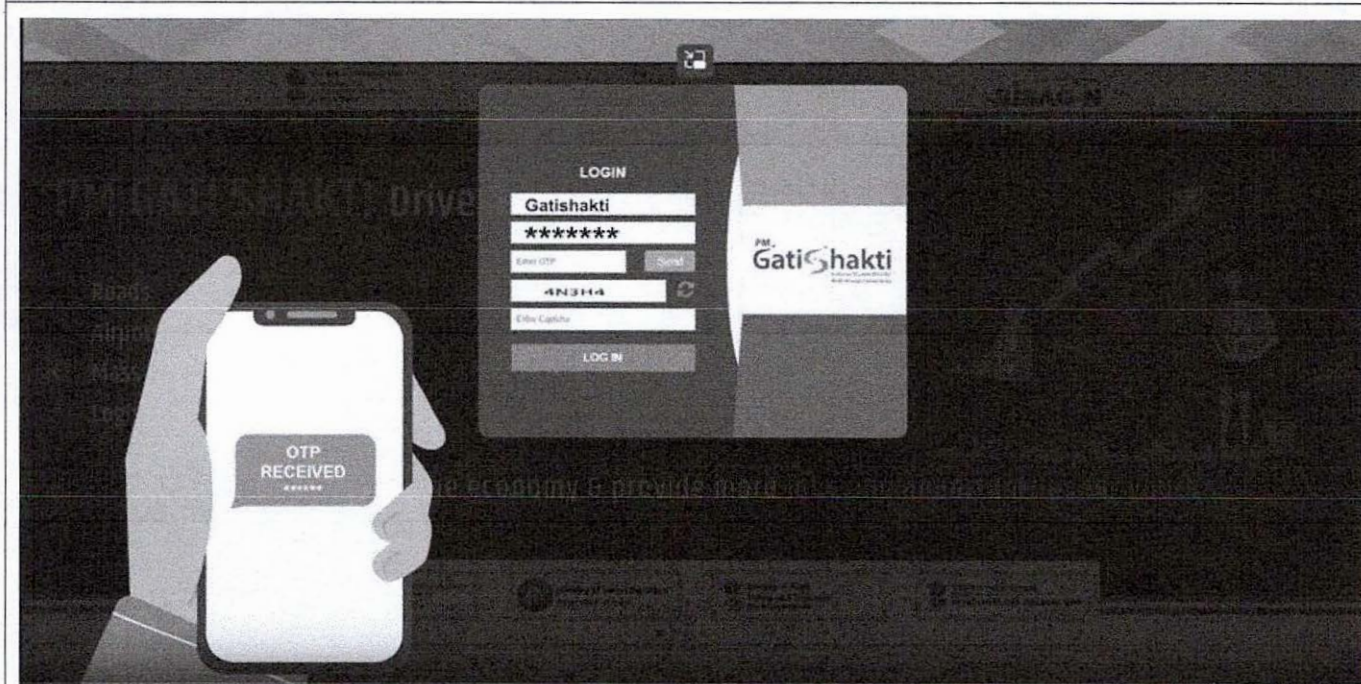


1. Meghalaya instance of PM GatiShakti - National Master Plan can be accessed at <https://meghalaya.pmgatishakti.gov.in/stategatishakti/login>

### Login page for National Master Plan and State Master Plan

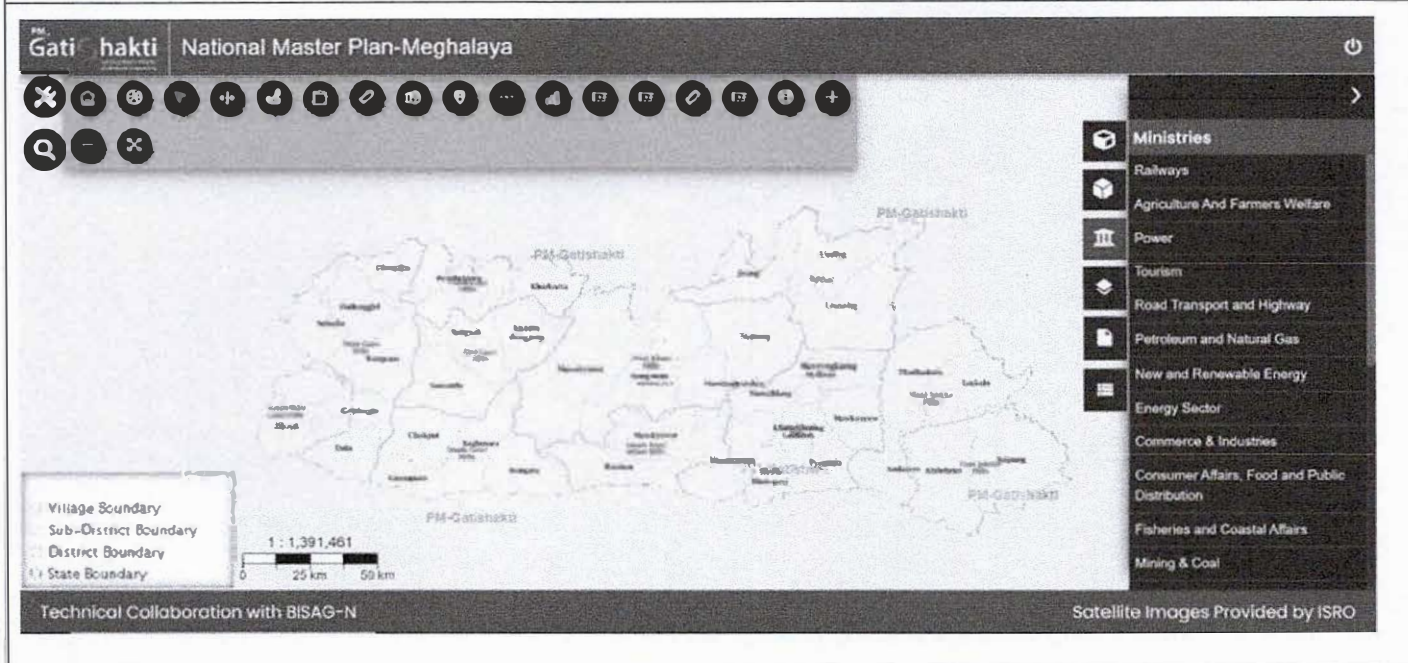


### One-Time Password (OTP) based sign-in for Government officials





## 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    | Please mention Department name                          |
| 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 “Government Buildings” Mandatory layer and Street Furniture layer (Point and Polygon geometry) for integration on PM GatiShakti National Master Plan:

Mapping of Layer Geometry: Point and Polygons (Government Buildings)

| Sl. No. | Government Building ID | City Name | District Name   | State     | Type  | Height [m] | Latitude (Y)                            | Longitude (X)                           | Street Furniture Type | Street Furniture Name                                 | Authority Name                  | Structure of Street Furniture | Street Furniture Class | Street Furniture Sub- Class |
|---------|------------------------|-----------|-----------------|-----------|-------|------------|---|---|-----------------------|---|---------------------------------|-------------------------------|------------------------|-----------------------------|
| (1)     | (2)                    | (3)       | (4)             | (5)       | (6)   | (7)        | (8)                                     | (9)                                     | (10)                  | (11)  | (12)                            | (13)                          | (14)                   | (15)                        |
| sample  | WGH_Rongram_0001       | Tura      | West Garo Hills | Meghalaya | Govt. | 4.000      | 25°34'00.7"N<br>or<br>25.56686289472471 | 91°53'25.1"E<br>or<br>91.89029616811044 | Government Building   | Tura Regional office, Meghalaya Transport Corporation | Meghalaya Transport Corporation | R.C.C.                        | State Government       | Transport Department        |
| 1       |                        |           |                 |           |       |            |   |   |                       |   |                                 |                               |                        |                             |
| 2       |                        |           |                 |           |       |            |   |   |                       |   |                                 |                               |                        |                             |
| 3       |                        |           |                 |           |       |            |   |   |                       |   |                                 |                               |                        |                             |
| .       |                        |           |                 |           |       |            |   |   |                       |   |                                 |                               |                        |                             |
| .       |                        |           |                 |           |       |            |   |   |                       |   |                                 |                               |                        |                             |

Note – Mapped layer and attribute information to be provided for each building in case of multiple establishments within a Government premises.



- v. While capturing, it is to be ensured that latitude and longitudinal values are accurately mentioned up to 5 decimal places and height of the asset to 2 decimal places.

G. 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 Government Building) 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 “Government Building”.
- 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 “Government Building” by clicking / placing the points on the outer boundary of the desired location.
- vi. Use the double left-click to complete marking the polygon shape. Rename the polygon to the name of the Government Building mapped.
- vii. Once the polygon shape for the Government Building 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.