Dr. Dvijendra Kumar Sharma
Joint Secretary
Tel : 011-23753818
E-mail : js-mopr@gov.in

D.O. No. N-19011(50)/3/2016-e-Panchayat   Dated: 15th September 2017

Dear Sir/Madam,

As you are aware, Ministry of Panchayati Raj maintains the Local Government Directory (LGD; http://lgdirectory.gov.in) application which is a standard location directory of all administrative units (District/ Block/ Gram Panchayat/ villages/ Panchayats/ Urban Local Bodies etc.) that also provides an online mechanism for updating the same.

2.   In accordance with directions of the Cabinet Secretariat, this Ministry has been mandated to issue the necessary instructions/ guidelines to Union Ministries/ Departments and States/ UTs to use LGD application. A series of meetings were held with Ministries and states while preparing the guidelines. In a National Workshop on LGD Application organized on 3rd August 2017, New Delhi these guidelines were finalized with the participation/inputs of officials of Union Ministries/ Departments and States/ UTs. The proceedings of the National Workshop and guidelines with the agreed timelines have been shared with the Union Ministries and States/ UTs vide letter of even number dated 14th August 2017. A copy of the detailed guidelines is attached for your ready reference.

3.   You are requested to instruct the concerned officials in your Ministry to complete the activities listed in the guidelines and to intimate the progress to this Ministry by 25th September 2017.

With regards,

                                                                        Yours Sincerely,

Encls: As Above

                                                                        15/9/17
                                                                        (Dr. Dvijendra Kumar Sharma)

To
The Secretary,
All Union Ministries/ Departments

Local Government Directory (LGD) Application

Background

Efforts for strengthening of PRIs gained momentum with the creation of Union Ministry of Panchayati Raj (MoPR) in 2004. The MoPR organized seven round table conferences on various issues relating to Panchayati Raj in different States between June 2004 and December 2004. The seventh round table conference held at Jaipur from December 17-19, 2004 recommended the use of information and communication technology (ICT) in PRIs for effective execution and monitoring of rural development programmes. One of the primary activity for implementation of ICT at GP level is to have list of Panchayats and their corresponding villages on the IT platform.

With the objective to maintain up-to-date list of the Panchayats and their mapping with the villages, the MoPR launched National Panchayat Directory (NPD) in September 2007. NPD was initially compliant with the Census 2001 and data was later updated at the State and District level by the officials of State Panchayati Raj Department. Subsequently, NPD complied with Census 2011, open source tools & technologies were adopted and local bodies concept (urban & rural) was added. MoPR re-launched the application as "Local Government Directory" on 24th April 2012 with the enhanced features such as versioning, converting Rural to Urban Local Bodies, generating/ uploading of Government Orders, etc.

Local Government Directory

Local Government Directory (LGD) is one of the 11 applications developed as part of Panchayat Enterprise Suite (PES) under e-Panchayat Mission Mode project (MMP) (http://epanchayat.gov.in). LGD aims to keep all information about the structure of Local Governments and revenue entities online. Main objective of LGD is to maintain up-to-date list of revenue

entities (districts/ sub-districts/ villages), Local Government Bodies (Panchayats, Municipalities and traditional bodies) and their wards, organizational structure of Central, State and Local Governments, reporting hierarchy within the government organizations and parliamentary and assembly constituencies and their relationship with one another.

Features of LGD Application:

- **Local Government/Panchayat Setup -** Each state can define the local government (panchayat, urban local bodies and traditional bodies) setup that is applicable in the State

- **Unique Codes** – Generates unique codes for each local government body (panchayat, urban body or traditional body), revenue entities, departments, designations, wards etc. The unique code for revenue entities are in compliance with e-Governance Standards under NeGP (Metadata and Data Standards for Person Identification and Land Region Codification). These codes will be adopted by all other modules of Panchayat Enterprise Suit (PES)

- **Government Orders/Notifications** – Facilitates user departments to generate Govt. Orders on formation/reorganization of local government bodies. Alternatively, the copy of the manually generated orders can also be uploaded

- **Versioning** – Whenever there is any change in a local body or revenue entity, either in the constitution or in name, a new version gets generated and previous version is archived. LGD Version management helps in recording and usage of history by user and applications

- **Conversion of Local Bodies** – Conversion of local bodies from one type to another can be managed through LGD

- **Download Directory** – Content can be downloaded in HTML, PDF, spread sheet, CSV and XML formats

- **Maps of Local Government Bodies/Panchayats** – Facilitates the user departments to upload GIS maps of each entity defined in LGD. Alternatively, it can be also be configured to point to the GIS server

- **Constituencies and Wards** – Local body wise wards list as well as Parliament and Assembly Constituencies and their mapping with local governments can be maintained through LGD

- **Departments and Organizations-** LGD captures both the organizational as well as reporting hierarchy of central, state and local governments and the organisations/departments associated with them.

Presently the LGD Application is being used by the Panchayati Raj Departments of the States/UTs as the core application for maintaining information on the administrative set-up of the revenue/land region for rural areas which also serves as a base application providing information on the rural administrative set-up for all the other PES applications.

With the increased emphasis on Digital India Programme & Direct Benefit Transfer by the government, more and more Government schemes/programmes and processes are coming under the ambit of e-Governance. Despite such plethora of activities, the full benefits of these efforts are not being realized because of lack of standardization of codes and data across e-Governance applications. Because of the lack of standardization, many e-Governance applications are unable to exchange data; also, it is becoming increasingly difficult to collate information being collected by different systems/applications. Though Census 2011 codes are being used in many e-Governance applications, no consistent mechanism has been adopted by different systems for generating codes for the new locations that have been created after the release of Census 2011 codes.

To resolve the problem of interoperability and standardization of location codes, DBT Mission under Cabinet Secretariat after round of discussions with the various Union Ministries/Departments, RGI, SoI & other agencies has accepted Local Government Directory application (http://lgdirectory.gov.in) as the standard location code directory across all databases/applications of Ministries/Departments and States/UTs and instructed that the LGD application will be used as the single standard window to update and manage unique codes of various administrative units, urban as well as rural.

Guidelines for rollout/adoption of the LGD codes/LGD application by the Union Ministries/ Departments

Following actions may be taken for adoption/ rollout of LGD codes by the Union Ministries/ Departments:

i) Appoint a Nodal Officer in each Ministry/ Department who will act as single point of contact for all matters related to adoption of the LGD codes in their respective Ministries/ Departments and intimation to MoPR (email: amit.goyal@nic.in)

(Timeline: 15ᵗʰ August 2017)

ii) Identify the schemes/Ministry programmes, various entities/administrative units & software applications where location codes are available/used for both rural and urban areas and intimation to MoPR.

(Timeline: 15ᵗʰ August 2017)

iii)   Initiate action with the help of NIC unit attached to the Union Ministry/Department and the corresponding department in the State for mapping of the identified administrative units *(e.g. Health Districts, area of jurisdiction of anganwadi, PHCs, etc.)* with their respective LGD codes. The codes being used by the department concerned for each administrative unit have be incorporated in LGD corresponding to district/ZP/IP/sub-division/block/tehsil /GP/village/habitation, etc. To complete this activity on time, Ministry/ Department may conduct a series of video conferences with their corresponding State/ UT department and take help from NIC team attached with the Ministry/ Department.

(Timeline: 31ˢᵗ August 2017)

iv)   Issue directions for mandatory usage of LGD codes in all schemes and processes of the Ministry/Department by the States/UTs Departments concerned giving three months time to adopt the system in complete shape, after which no funds to flow to States/UTs which have not opted to use the LGD. Ministry/Department may request their corresponding State/UT Department to co-ordinate with the State/ UT Panchayati Raj Department & State NIC team for any support requirement. Also, request State/ UT Department to update the LGD application for their administrative set up/ hierarchy of their administrative units.

(Timeline: 30ᵗʰ September 2017)

v) Constitute a Co-ordination Committee in each Ministry/ Department (31st August 2017) for monitoring of:

a. Progress of making necessary provisions in the software application, if available for the scheme, for the modifications required to adopt the LGD codes. Ministry/ Department may utilize the services of the NIC units attached with them or NIC-Panchayat Informatics Division for making necessary integration with the LGD application (through web services).

b. Progress of mapping of the identified administrative units *(e.g. Health Districts, area of jurisdiction of anganwadi, PHCs, etc.)* with their corresponding LGD codes on monthly basis.

c. The progress of putting in place a mechanism by the concerned Department in the State for updation of the data (through web service as provided by NIC or manually) and time interval (regularly/quarterly/annually). For example, while creating a new district or sub-district, there has to be system of sending alert by the state to the LGD/concerned departments, Registrar General of India, Survey of India, etc.

d. Progress of capacity building of the manpower engaged, resource persons required.

e. Intimation of the progress made to the e-Committee in the Ministry of Panchayati Raj   **(5th of subsequent month)**

The Coordination Committee may meet once in a month till the system is fully adopted and later at least once in three months, to sort out any issues and ensuring updation of LGD as and when scheme entities are changed.

Responsibilities of the Ministry of Panchayati Raj and the attached NIC Unit:

- ➢ Maintenance of the LGD application and its constant up-dation based on the information/suggestions received from the states/UTs

- ➢ Coordination with all the Ministries/Departments concerned and the State/UT governments for ensuring usage and up-dation of the LGD application

- ➢ Sorting out any LGD software related issue

- ➢ Capacity building/training of the personnel using this application and the resource persons for effecting modifications in the database

- ➢ In consultation with the GIS Division of the NIC, ensure full incorporation of the latest GIS maps for all entities within six months. Make efforts for rationalisation of the administrative units being used by the various departments in consultation with the states and the Ministries/ Departments in the GOI over a period of next one year. Having uniform pattern of administrative units in all the states will help in proper planning, implementation, monitoring the progress and evaluation of the impact of the GOI programmes/schemes.