

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

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No.PLR.33/2022/Pt – II/321

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

To,

The Commissioner & Secretary to the Government of Meghalaya,  
Transport 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 “**Bus Terminals and Bus Shelters**” Mandatory layer in Google Earth (.KML or .KMZ) / AutoCAD Drawing (.CADD) / ESRI GIS Shapefile (.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/321-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 Commissioner of Transport, 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.

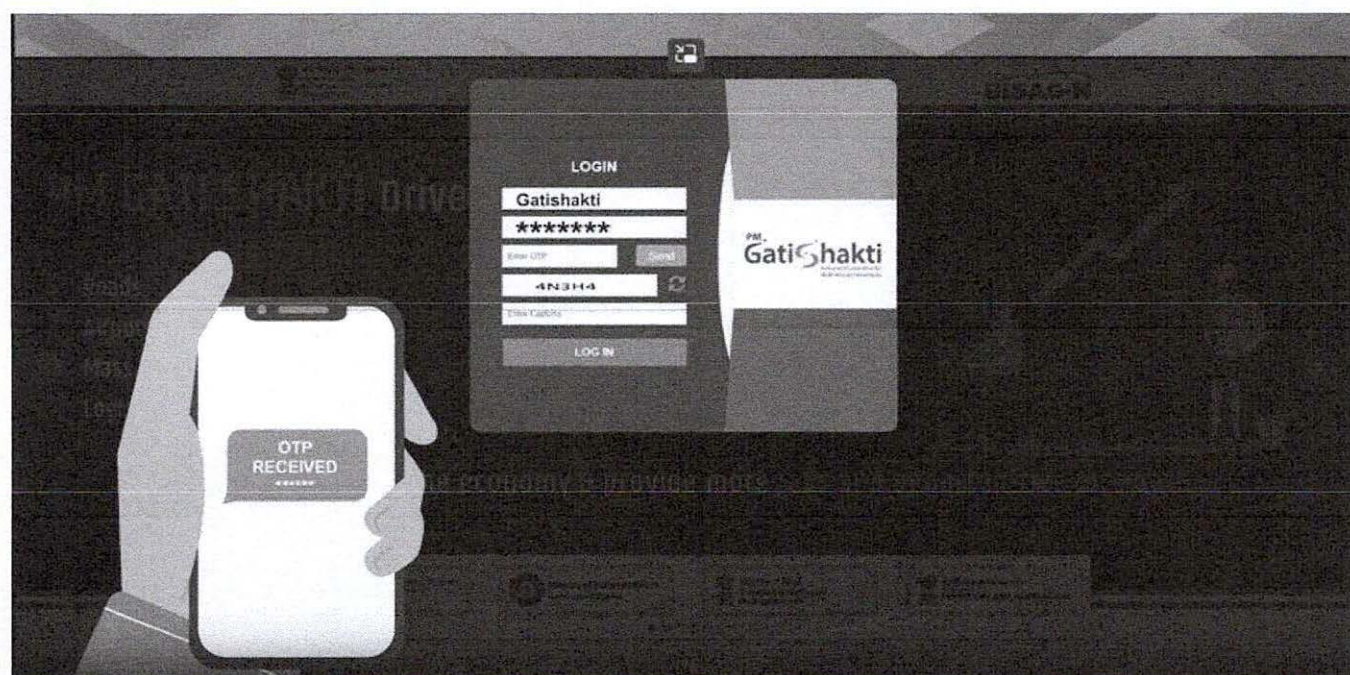


1. Meghalaya instance of PM GatiShakti - National Master Plan can be accessed at <https://meghalaya.pmgatishakti.gov.in/stategatishakti/login>

Login page for National Master Plan and State Master Plan

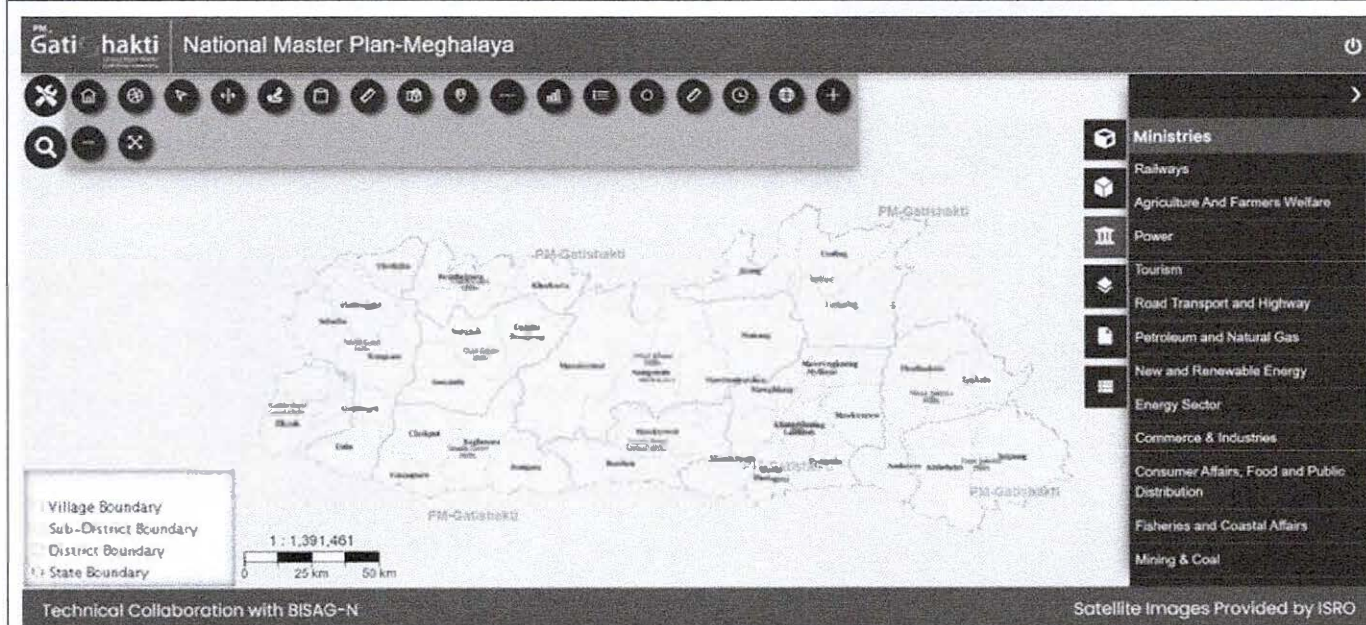


One-Time Password (OTP) based sign-in for Government officials





## 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	Transport 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

2. Sample Format for mapping of “Bus Terminals and Bus Shelters” Mandatory layer and Street Furniture layer (Point and Polygon geometry) for integration on PM GatiShakti National Master Plan:

Mapping of Layer Geometry: Point and Polygon (Bus Shelters / Bus Terminals)

Sl. No.	Bus Terminal or Bus Shelter 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.	3.500	25°34'00.7" N or 25.56686289472471	91°53'25.1"E or 91.89029616811044	Bus Terminal & Bus Shelter	Tura Inter-State Bus Terminal	Meghalaya Transport Corporation	R.C.C.	State Govt.	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.

Reference for filling the data requirement:

- A. Options for "Type (6)", please mention Authority:
  - i. Government
  - ii. Undertaking
  - iii. Urban Local Body
  - iv. Private
  - v. Others, please specify
- B. Options for "Latitude (8)" Y-coordinate and "Longitude (9)" X-coordinate, please provide either:
  - i. Accurate reading of coordinates in Degree Minute Seconds (DMS) format.
  - ii. Accurate reading of coordinates in Decimal Degree (DD) format.
- C. For "Structure of Street Furniture (13)", please mention make of Bus Terminal or Bus Shelter.
  - i. Assam-Type
  - ii. Reinforced Cement Concrete (R.C.C.)
  - iii. Steel Fabrication
  - iv. Others, please specify
- D. For "Street Furniture Class (14)", please mention the name of the Central Ministry / State Government.
- E. For "Street Furniture Sub-class (15)", please mention the Directorate and the Department.
- F. Procedure to manually capture geographic co-ordinates (Latitude and Longitude) is as follows:
  - i. Open an internet browser (Google Chrome/Microsoft Internet Explorer/Microsoft Edge/Mozilla Firefox) and go to Google Maps website- [www.maps.google.com/](http://www.maps.google.com/)
  - ii. Pan and Zoom to the location. Place the mouse cursor at the location of Bus terminal / Bus Shelter and click the right mouse button.
  - iii. As the side menu opens, use the left mouse button to click on the first option denoted with the co-ordinates. These co-ordinates are decimal numbers and will automatically be copied to the system.
  - iv. Use the right mouse button to paste the copied co-ordinates to the soft copy table within respective rows for Latitude and Longitude. Number format and range of co-ordinates is given below:

a) <b>Latitude</b>	from: 25.02253375416164 (25°01'21.12151")	to	26.12109622477314 (26°07'15.94641")
b) <b>Longitude</b>	from: 89.80590801378818 (89°48'21.26885")	to	92.80377633093802 (92°48'13.59479")
  - 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 Bus Shelter or Bus Terminal) 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 “Bus Terminals” or “Bus Shelters”.
- 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 “Bus Terminal” or “Bus Shelter” 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 Bus Terminal / Bus Shelter mapped.
- vii. Once the polygon shape for the Bus Shelter / Bus Terminal 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.