

N-11025/1/2013-UCD  
Government of India  
Ministry of Urban Development  
UCD/LSG Section

208, C-Wing Nirman Bhawan,  
New Delhi - 110108

Dated: 1<sup>st</sup> April, 2013

OFFICE MEMORANDUM

**Subject: Constitution of Expert Committee for Metadata and Data Standards (MDDS) under e-governance in Urban Local Bodies.**

It has been decided to constitute an Expert Committee for Metadata and Data Standards (MDDS) under e-governance in Urban Local Bodies. The composition of the Expert Committee is as under:-

- (i) Secretary, Ministry of Urban Development (MOUD) - Chairperson
- (ii) Economic Adviser, MOUD - Vice Chairperson
- (iii) Joint Secretary (Mission), MOUD - Member
- (iv) Joint Secretary (UD), MOUD - Member
- (v) Adviser (HUD), Planning Commission - Member
- (vi) Director General (Local Bodies), O/o Comptroller & Auditor General of India - Member
- (vii) Director General, Central Statistics Office - Member
- (viii) Controller General of Accounts, Ministry of Finance - Member
- (ix) Chief Planner, Town & Country Planning Organisation - Member
- (x) Nominee of Secretary, Ministry of Statistics and Programme Implementation - Member
- (xi) Nominee of Secretary, Ministry of Panchayati Raj (MOPR) - Member
- (xii) Nominee of Secretary, Department of Electronics and Information Technology - Member
- (xiii) Senior Technical Director, National Informatics Centre, MOPR - Member
- (xiv) Senior Technical Director, National Informatics Centre, MOUD - Member
- (xv) Director (LSG), MOUD - Member Convenor

2. The terms of reference of the Expert Committee are as under:-

- (i) To identify data elements and suggest standard data format in the domain of Urban Local Governance for which metadata needs to be defined and suggest metadata for these identified data elements.



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- (ii) To identify global metadata standards for the identified data elements and ensure that these standards are adopted.
- (iii) To interact with other Expert Committees on e-Governance Standards to ensure synergy between the standards related to Metadata and data elements from the perspective of interoperability requirement of e-governance and National Policy on open standards.
- (iv) To identify suitable test suites for conformance testing of the implementations.
- (v) To recommend the best Open Standards formats for the data elements which meet the requirement in e-Governance in consonance with guidelines laid out by Department of Electronics and Information Technology

3. The Expert Committee may co-opt / invite domain experts and conduct workshops etc. for eliciting expert opinion.

4. The Expert Committee if deemed necessary may extend the scope of the Terms of Reference to ensure that the overall objectives of the Committee are fulfilled.

5. The Expert Committee will present the interim recommendation within three months from the date of its constitution and will submit the final recommendations within six months



(S.T.Venkatachalapathy)

Under Secretary to the Govt. of India

Tele: 23061072

To

All the members of Expert Committee on MDDS.