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Government of India

Ministry of Communications & Information Technology
Department of Information Technology

Electronics Niketan
6, CGO Complex, Lodhi Road
New Delhi-110003
Dated: 10.05.2011

Office Memorandum

Sub: Constitution of a Expert Committee for identifying Metadata and Data Standards (MDDS) under e-Panchayat MMP

An Expert Committee as under, is constituted for identifying Metadata Standards to ensure interoperability and seamless integration among all applications of Panchayat Enterprise Suite as well as State specific Applications :

- i) JS, MoPR in charge of e-Panchayat MMP- **Chairman**
- ii) A representative each of Ministry of Rural Development/Urban Development/
Agriculture/Planning Commission/DIT
- iii) A representative each of Election Commission/UIDAI/RGI
- iv) Representative from 3 State Govts. and 3 State Informatics Officers, to be
identified by the Committee
- v) A representative of PRIA and one from relevant academic field
- vi) Senior Technical Director, NIC **Member Secretary**

2. The committee may co-opt/invite domain experts and conduct workshops etc. for eliciting expert opinion.


3. The **Terms of Reference (ToR)** of the Committee are as follows:

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

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

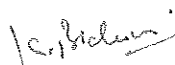
4. The Committee will present the interim recommendations within three months from the date of its constitution and will submit the final recommendations within six months.

5. The Committee would be steered by e-Governance Standards Division, NIC. The TA/DA of non-official members (and Special Invitees/Co-opted members) for attending the meetings will be paid as admissible to City I Officers of the Government of India as per SR 190(a). The expenditure on TA/DA of the Officials will be borne by the respective Central Ministries/Central Departments/State Governments to which they belong.
6. This issues with the approval of the competent authority.


(Krishna Bidani)
Deputy Director

To:

1. All members of the Group
2. AS(e-Gov), E-Governance Group, DIT
3. Smt. Renu Budhiraja, Scientist F, E-Governance Group, DIT
4. JD(SS)/SO(EG.II), DIT
5. Guard File


(Krishna Bidani)
Deputy Director