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Government of India
Ministry of Communications & Information Technology
Department of Information Technology
Electronics Niketan
6, CGO Complex

New Delhi – 110003
December 22, 2009

NOTIFICATION

**Metadata and Data Standards for Person Identification and Land
Region Codification**

No. 2(32)/2009-EG-II: Whereas Department of Information Technology (DIT), Ministry of Communications and Information Technology, Government of India (GoI) is driving the National e-Governance Plan (NeGP) which seeks to create the right Governance and institutional mechanism and implement a number of Mission Mode Projects at the Center & State Government and

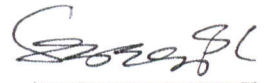
Whereas under NeGP, GoI is promoting the usage of Open Standards to avoid any technology lock-ins and

Whereas Standards in e-Governance are a high priority activity, which will help ensure sharing of information and seamless interoperability of data across e-Governance applications. DIT, GoI has setup an Institutional Mechanism under NeGP to evolve/adopt Standards for e-Governance and

Whereas there is an immediate need for having Data and Metadata Standards for Generic elements like Name, Address, etc which are common across e-Governance applications. Accordingly, Standardization of generic data elements and their formats to describe a Person's Identification and Land Codification was done and

Whereas the Competent Authority on Standards has approved Metadata & Data Standards for Person Identification and Land Codification and

Therefore DIT, GoI hereby notifies the use of Metadata & Data Standards for Person Identification and Land Region Codification published on <http://egovstandards.gov.in> for exchange of data between various e-Governance w.e.f. the date of notification.



(S.S.Rawat)
Joint Director

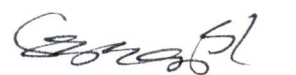
To

The Manager
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Joint Director

Document No: - MDDS: 01
Version: 1.0
December, 2009

Metadata and Data Standards for
Person Identification and Land Region Codification



Government of India
Department of Information Technology
Ministry of Communications and Information Technology
New Delhi – 110 003

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1. Scope

Identification of generic data elements and Standardization of their metadata (business formats, validation checks, values, declarations, version, and ownership etc...) .The e-Governance applications would adopt metadata of these generic data elements for designing the databases to ensure seamless interoperability while interchanging data.

2. Target Audience

- All stake holders in Central and State Govt., as well as Private, involved in implementation of e-governance applications.
- Administrative Governance providers
- All Government Departments.
- All Public Services Providers like Postal Department, Telecom, Passport, Income Tax Department, Food and Public Distribution, Rural Development, Urban Development etc.
- Development scheme Providers
- Welfare Scheme Providers
- Disaster Management Groups etc.

3. Type of Standard Document & Enforcement Category

Type of Standard : Specifications Standard

Enforcement Category: Mandatory

4. Definitions and Acronyms

Refer Annexure - I

5. Specifications of MDDS Standards

5.1 Allocation of reference number to identified Generic Data Elements

Purpose:

With the objective of linking the identified generic data elements with their metadata, each one of them has been allocated a unique reference number. Further, the reference numbers are codified to ensure logical grouping of relevant generic data elements, some of which may be identified in future.

The coding scheme of Universal Postal Union Standards S42a-5 and S42b-5 has been adopted for structuring of these reference numbers.

5.1.1 Rationale of grouping of generic data elements for their codification

The generic data elements identified for Standardization can be described as:

- Data elements having distinct identity with only one level of description
- Data elements having two levels of description, where 2nd level describes the subtypes. These subtypes can be "**Instances**" or "**Parts**", which also have distinct identity.

Here **Instance (a type representing the same data element in different way)** means representation of the same root data element at 1st level in different formats, which may or may not be mandatory to describe the root data element.

Part means physical sub division of the root data element at 1st level. The parts are mandatory to describe the root data element.

For the purpose of Standardization and interoperability, data elements / attributes of tables in databases of domain applications would be derived from the generic data elements, if applicable.

5.1.2 Data elements reference number codification scheme

The codification scheme has been adopted for grouping of data elements at two levels. The coding scheme has four parts to represent domain, data element within the domain, Instance of data element, and part of the data element.

An Illustration:

S.NO.	Data Element	Instance (a type representing the same data element in different way)	Parts	Codification scheme for its reference number
1	Data element having no parts and no instances	X	X	xx.yy
2	Data element having only Instances , and no parts	Y	X	xx.yy-1-0 xx.yy-2-0
3	Data element having only parts and no instances	X	Y	xx.yy-0-1 xx.yy-0-2 etc.
4	Data element having parts as well as instances	Y	Y	xx.yy-1-1 xx.yy-2-1

Here:

xx: Defines the Domain number

yy: Defines the Data Element number within the domain xx

xx.yy-1-0: Defines an Instance of Data element xx.yy

xx.yy-0-1: Defines a Part of Data element xx.yy

xx.yy-1-1: Defines the Instance of the Data element part xx.yy-0-1

Codification scheme illustrations**a. Data element Date has three parts like:**

- Day
- Month
- Year

Hence, the data element coding would be as follows:

Domain name (xx): Common	00
Data Element: Date	00.01
1 st Part of Date : Day	00.01-0-1
2 nd Part of Date : Month	00.01-0-2
3 rd Part of Date : Year	01.01-0-3

b. Data element Measurement has instances (different ways of a measurement) like:

- Measurement of **Distance in meters / Kilometers**
- Measurement of Area in **Square Meter / Hectares**
- Measurement of Volume in **Cubic Meter / Cubic Centimeter**

Hence the data element “measurement” will have many sub data elements, which would be codified as follows

Domain name (xx): Common	00
Data element: Measurement	00.02
1 st Instance – Measurement- Distance in Meters	00.02-11-0
Measurement- Distance in Kilometers	00.02-12-0
2 nd Instance – Measurement- Area in Square Km	00.02-21-0
Measurement- Area in Square Meter	00.02-22-0
Measurement- Area in Hectares	00.02-23-0
3 rd Instance – Measurement – Volume Cubic Meter	00.02-31-0
Measurement – Volume Cubic Centimeter	00.02-32-0

5.2 List of Identified Generic Data Elements

Three types of generic data elements have been identified as listed below:

- Domain No. 00 – Generic data elements common across all domain applications
- Domain No. 01 - Generic data elements specific to Person Identification
- Domain No. 02 - Generic data elements specific to Land Region codification

Note: 1. Storage format for all the generic data elements would be UTF-8, as recommended by Expert Committee on Indian Languages

5.2.1 Generic data elements common across all the domain applications

Generic data element reference no.	Name	Description	Data format	Based On
G00.01 G00.01-0-1 G00.01-0-2 G00.01-0-3	Date - Day of the month - Month as part - Year as part	Calendar date having three sub divisions like day, month and year	Date format (dd/mm/yyyy)	ISO 8601 has been adopted by India as Indian Standard IS 7900:2001
*G00.02	Measurement *	The process of ascertaining dimensions, quantity or capacity in Metric system		SI units, ISO 1000:1992
G00.02-11-0	Distance in Meter		Number(12,3)	
G00.02-12-0	Distance in Kilometers		Number(12,3)	
G00.02-21-0	Area in Square Km		Number(12,3)	
G00.02-22-0	Area in Square Meter		Number(12,3)	
G00.02-23-0	Area in Hectares		Number(12,3)	
G00.02-31-0	Volume in Cubic Meter		Number(12,3)	
G00.02-32-0	Volume in Cubic Centimeter		Number(12,3)	
G00.03	Financial year	Financial year	Varchar(7) yyyy-(yy+1)	
G00.04	Amount	Amount in Rupees	Number(15,2)	
G00.05-1-0	Language Code	Language codes for 22 recognized official languages and a code for English language Refer to code directory ref. no. CD00.02	Varchar(2)	Indian Census 2001, which have been mapped with ISO 639-3 Standard codes for Indian languages by adding an additional attribute in the code directory

Generic data element reference no.	Name	Description	Data format	Based On
G00.06 G00.06-0-1 G00.06-0-2 G00.06-1-3 G00.06-2-3	Telephone no: -Country code : 3 - STD code : 5 - Land line : 8 - Mobile : 10	Telephone no Having sub division: Country Code, STD Code, Land line, Mobile number, and provision for trunk codes	Varchar(18) - Varchar(3) - Varchar(5) - Varchar(8) - Varchar(10)	Present practice of telephone numbers BSNL codification is as follows: - Country code 3 digits - Area code 2-4 digits - Subscriber no. 6-8 digits (Total length of Area code + Subscriber code has to be 10 - Trunk pre-fix is "0", which is to be added to Area code / Mobile no. at National Level - International prefix is "00", which is to be added to Area code / Mobile no. at International Level
G00.07	Calendar Year	Calendar year	Varchar(4) YYYY	
G00.08	Version no	Versioning of data element	Varchar(5)	
G00.09	Email	Email of a Person/ Organization	Varchar(254)	

*** Note: Measurement is represented as numeric data type up to three decimal places. It is recommended to have Distance, Area and Volume in Metric system. The codes along with the names of measurement units in practice will be stored in a separate table. A conversion table with conversion factor has been provided at Annexure –IV (Code directory ref. no CD00.01)**

5.2.2 Generic data elements specific to Person Identification

Objective of Person Identification Codification

To describe / identify each and every person **uniquely** at the National level to ensure interoperability of information related to individuals collected by various Government /non Government organizations. Also to ensure data integrity and smooth horizontal and vertical data exchange related to the individuals across the domain applications. Usually, following attributes are required to uniquely describe characteristics of a person.

- Unique number for Identification of a Person
- Name of the person including titles to be suffixed/ prefixed, in different ways
- Details about Father, Mother and Spouse
- Gender
- Marital Status
- Educational qualification & Occupation
- Religion
- Date of Birth & Place of Birth, Age
- Present Residential Address
- Permanent Residential Address
- Facial image details
- Visual identification marks
- Finger print details
- Specimen Signature / Thumb impression
- Relationship with the head of house hold
- Telephone No etc.

The following generic data elements have been identified to meet the requirements of the above objective:

Generic data element Ref. No.	Name of data element	Description of data element	Data format	Based on
G01.01	Unique Identification (UID)	Unique Person identification number at National level as per algorithm of UID Out of 12 digits, one would be checksum digit	Numeric(12)	Unique identification authority of INDIA(UIDAI)
G01.02 Name of the Person having different ways of representation				
G01.02-1-0	Short Name in English	Short Name in English as desired to be displayed in the documents / forms. (It is a set of character strings / Initials each separated by a "blank space", representing surname / given name/ middle name/....etc. The sequencing of the strings / initials has to be in the order, in which the person desires the short name to be displayed in the documents / forms)	Varchar(30)	As decided by MDDS Expert Committee
G01.02-2-0	Full Name in English	Full Name in English as expanded and captured in natural order, for the purpose of searching records and data sharing by name strings (It is a set of expanded character strings, each separated by a "blank space", representing surname / given name/ middle name/....etc in any order as per cultural practices. In the full name, it is mandatory to include all character strings and the expanded strings of initials reflected in the short name.	Varchar(99)	Length as per ICAO 9303 Capturing of full name in free format / natural order, as per OASIS- CIQ- XNL version 2.0

		<p>However, the full name can have additional character strings also, which might not have been included in the short name. The full name string should not include Appellation / title)</p>		
G01.02-3-0	Short Name in Recognized Official Language	<p>Short Name in recognized official language as desired to be displayed in the documents / forms.</p> <p>(It is a set of character strings / Initials each separated by a "blank space", representing surname / given name/ middle name/....etc.</p> <p>The sequencing of the strings / initials has to be in the order, in which the person desires the short name to be displayed in the documents / forms)</p>	<p>Varchar (30)</p> <p>Storage in UNICODE Standard UTF-8</p>	<p>Storage format as decided by Expert Committee on Indian Languages</p>
G01.02-4-0	Full Name in Recognized Official Language	<p>Full Name in recognized official language as expanded and captured in the natural order, for the purpose of searching records by name strings</p> <p>(It is a set of expanded character strings, each separated by a "blank space", representing surname / given name/ middle name/....etc in any order as per cultural practices.</p> <p>In the full name, it is mandatory to include all character strings and the expanded strings of initials reflected in the short name.</p> <p>However, the full name can have additional character strings also, which might not have been included in the short name. The full name string should not include</p>	<p>Varchar (99)</p> <p>Storage in UNICODE Standard UTF-8</p>	<p>Capturing of full name in free format, as per OASIS- CIQ- XNL version 2.0</p> <p>Storage format as decided by Expert Committee on Indian Languages</p>

		Appellation / title)		
G01.03	Gender Identification Code	M - Male F - Female T – Transgender	Char(1)	New Zealand- e Gov Standard, http://www.e.govt.nz/Standards/e-gif/authentication/data-formats-v1.1/chapter11.html
G01.04	Marital Status	1- Never married 2- Currently married 3- Widow / Widower 4- Divorced 5- Separated	Char (1)	- Australian Gov institute health and welfare http://meteor.aihw.gov.au/content/index.phtml/itemId/291045 - Census of INDIA
G01.05-1-0	Appellation Code	An Appellation is a name or title for a person like Mr., Dr. etc to be prefixed with the name Values as per code directory (CD01.04) Note: Multiple Appellation allowed	Varchar(2)	-UK government data Standard catalog http://www.cabinetoffice.gov.uk/govtalk/schemasStandards/e-gif/dataStandards/person_information/person_name/person_title.aspx -Census of INDIA
G01.06-1-0	Suffix Code	Suffix to the name of the Person like IAS etc Values as per code directory (CD01.05)	Varchar(2)	
G01.07-1-0	Relation Type	H- Head of house hold N- Not head of household (Default value "N")	Char(1)	Indian Census 2001
G01.08-1-0	Relationship Code	Relationship of the Person, with head of the family like self, sister, brother etc.	Varchar(2)	- Australian government (Australian

		Values as per code directory (CD01.06)		institute of health & welfare), http://meteor.aihw.gov.au/content/index.php/itemId/351361?&addItem=1&items[]=351361&meteorItemView=long -Census of INDIA
G01.09 Facial Image of a Person				
G01.09-0-1	Facial record header	Information about -Format identifier -Version number -Length of record -Number of facial images	Bytes(14)	-ISO/IEC 19794-5 -CBEFF header as ISO 19785-1
G01.09-0-2	Facial record data	Information about: -Facial information -Image information	Bytes (32)	-ISO/IEC 19794-5 -CBEFF header as ISO 19785-1
G01.09-0-3	Facial Image data	Information about: -Facial image data - Resolution - Aspect ratio(W:H) - Dimension of image	Data capturing in PNG /JPEG; Data Storage for day to day usage in JPEG or PNG; for Archival in PNG -300 ppi (pixels per inch) 1:1.25 & 1:1.34. 420 pixels (W) x 525 pixels (H) i.e. 1.4" /3.5cm (W) x 1.75"/4.37cm (H)	-ISO/IEC 19794-5 & Expert Committee on Biometrics -ISO 19785-1 & Expert Committee on Biometrics

G01.10 Finger Print				
G01.10-0-1	General Finger Record header	Information about : <ul style="list-style-type: none"> - Format identifier - Version no - Record length - Capture device ID - Image acquisition level -Number of fingers - Scale units - Scan resolution - Scan resolution (vertical) - Image resolution - Image resolution(vertical) - Pixel depth - Image compression algorithm -Rotation angle estimation flag -Rotation uncertainty angle 	Bytes(32)	ISO/IEC 19794-4 & Expert Committee on Biometrics CBEFF header as ISO 19785-1& Expert Committee on Biometrics
G01.10-0-2	Finger print image header record	Information about: <ul style="list-style-type: none"> -Length of finger data block: <ul style="list-style-type: none"> - Finger position - Count of views - View number - Finger/palm image quality: <ul style="list-style-type: none"> - Impression type - Horizontal line length - Vertical line length - Rotation angle 	Bytes(14)	ISO/IEC 19794-4 & Expert Committee on Biometrics CBEFF header as ISO 19785-1 & Expert Committee on Biometrics
G01.10-0-3	Finger Print Image data	Finger print image format Resolution & storage size	WSQ (wavelet scalar quantization) 500 ppi (pixels per inch) &	ISO 19794-4 & Expert Committee on Biometrics

			<=12KB	
G01.11	Visible identification marks	Description of IRIS or any other physical identification marks on body	Varchar (50)	MDDS Expert Committee
G01.12	Specimen Signature/ Thumb impression	Scanned Image of Person's own hand written Signature /Thumb impression -Storage format -Resolution -Aspect Ratio -Dimension of Image	PNG for Archival storage and JPEG or PNG format for current storage and presentation layer. 300 ppi 4:1 (W:H) 256 pixels (W) x 64 pixels (H) i.e. 1.4"/3.5cm (W) x 0.44"/ 1.06 cm (H)	MDDS Expert Committee, based on specifications for storing facial image
G01.13-1-0	Education attained code	Code of education attained by the person Values as per code directory (CD01.03)	Varchar(3)	ORGI
G01.14-1-0	Religion code	Religion code of the person Values as per code directory (CD01.01)	Varchar(2)	ORGI
G01.15-1-0	Occupation type code	Current Occupations code of the person. Values as per code directory (CD01.02)	Varchar (2)	ORGI

G01.16	Date of birth type	Date of birth capturing status - Verified (Date verified with document evidence) - Declared (Date as declared & not verified with documentary evidence) - Approximate (calculated from the values mentioned in no. of years as on current date by taking month as 07 and day as 01, and backward calculation of the year)	Char (1)	MDDS Expert Committee
G01.17	Live Status It represent, a person is Alive or dead.	- Alive - Dead (A -Default)	Char(1)	MDDS Expert Committee

Note: The other characteristics like Date of Birth, Permanent Residential Address, and Present Residential Address would be derived from the list of Common Generic data elements & Land Region codification generic data elements list.

Refer Annexure- II for an illustration of recommended Person Identification data elements derived from the Generic Data elements

5.2.3 Generic data elements specific to Land Region Codification

A. Objective of Land Region codification

- To uniquely codify / describe geographically, a Land region and location of various Premises like Buildings, Establishments, Residential /Non-residential units, Commercial units, Institutes, Land marks etc.
- To identify generic data elements associated with Land regions, Standardization of their metadata (business formats, validation checks, values, declarations, version, and ownership etc.....), to meet requirements of interoperability for vertical / horizontal data exchange between various domain applications in e-Governance.
- To identify data elements / attributes associated with Address Location.
- To geographically represent the Address of a Premises to be taken up in (Phase - II)

B. Specification of Data Elements for Land Region Codification

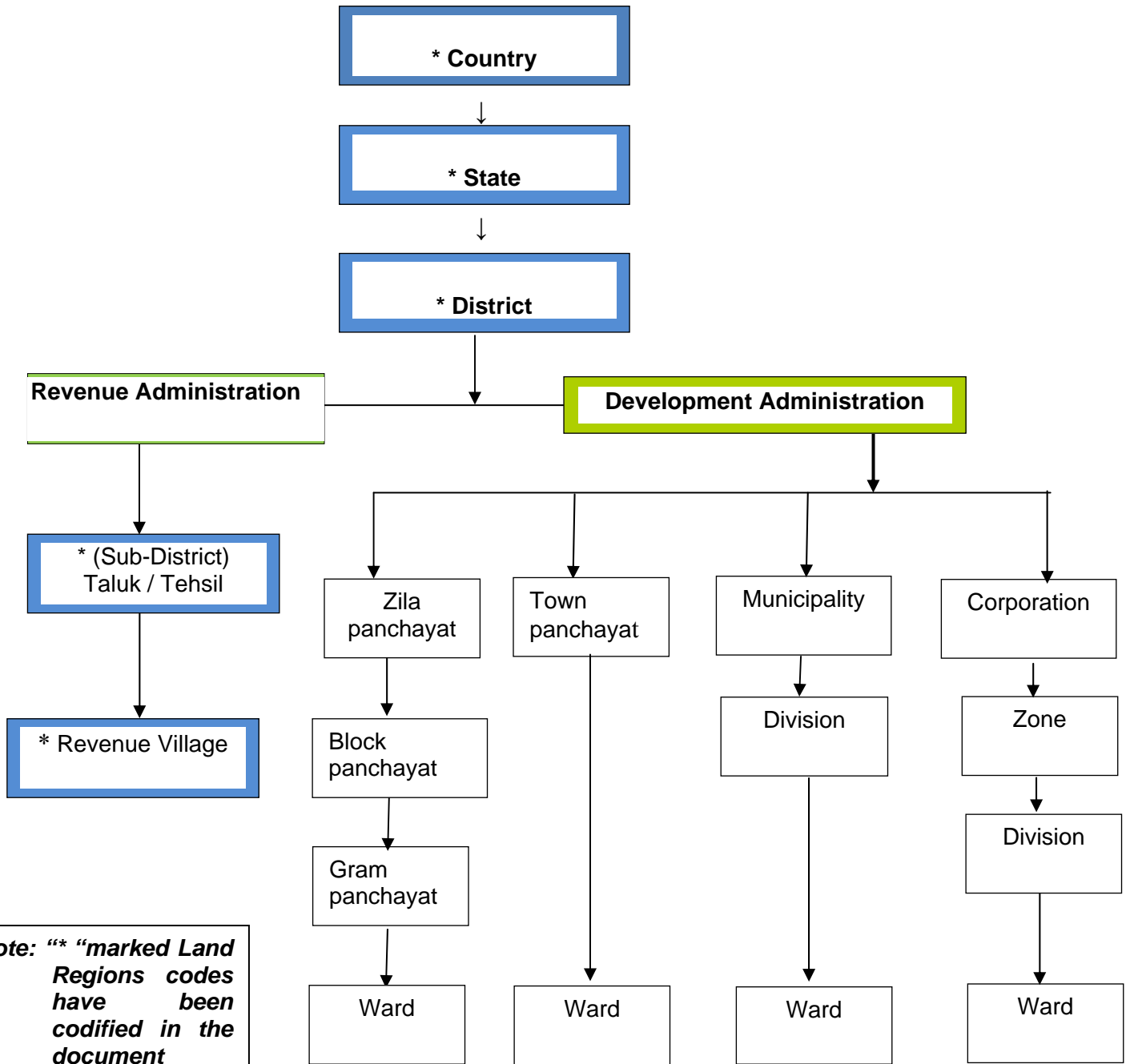
Two Types of Land Region models in India

- a. Based on **Revenue Land Region**, which is adopted by Office of Registrar General of India for the purpose of Census.
- b. Based on **Development Administration** like Village/ Block / District Panchayats, Town Panchayats, Municipality, Corporation etc, as depicted below:

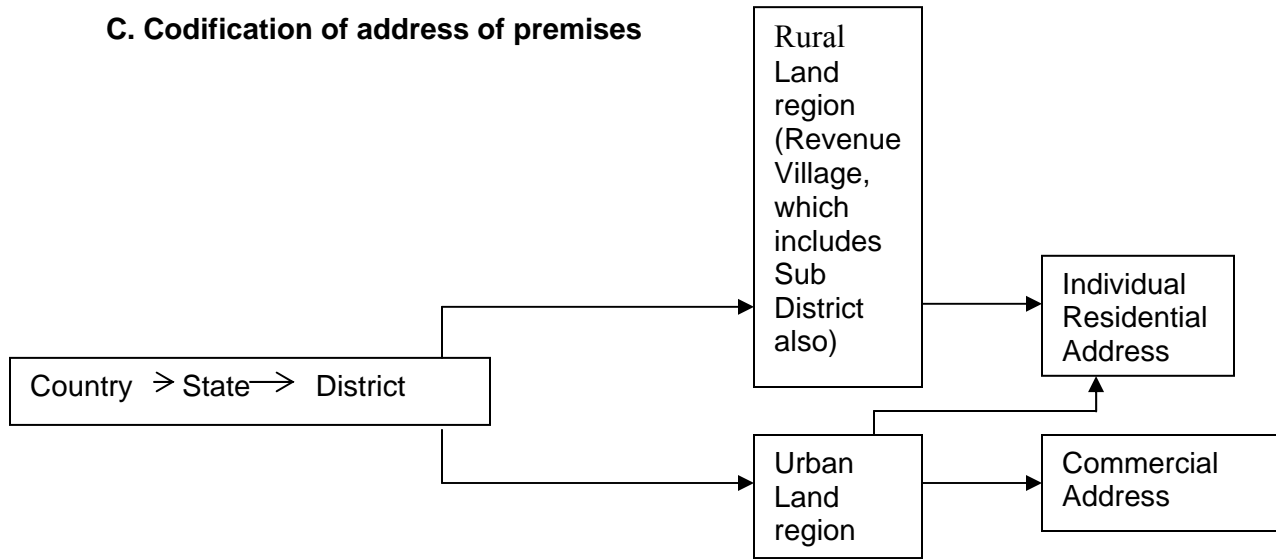
Note: Revenue Land Region model has been adopted for Land Region codification by the Expert Committee.

Revenue village has been taken as smallest unit of Land region, for the purpose of Standardization in the present version of the document.

Revenue Land Region vs. Development Administration Models



Note: “* “marked Land Regions codes have been codified in the document

C. Codification of address of premises

The Address of premises has mainly two components:

- House / Locality details (Coding not Standardized in this document)
- Land Region details (Coding Standardized in this document)

Note: There could be a requirement of storing the address of a Premises bilingually (English and Recognized Official language of the State) . In such cases, usually, the data is captured in local language, and stored in English also. Either the data is captured in both the languages or there is a mechanism to transliterate / translate accurately without losing its meaning. This issue is NOT addressed in this document.

D. Segmented Approach for Address of Premises would be as follows:

- Segment 1 - Premises Identifier
- Segment 2 - Sub-locality Identifier
- Segment 3 - Land Region Identifier (Revenue Village / Town / District / State)
- Segment 4 - Additional data elements / attributes for internal storage only, which may be required for different purposes and interoperability with other domain applications.

The above has been diagrammatically explained below:

Segment 1	Add. Line 1 for printing house identification		House No/ Door No/ Flat No if applicable Building Name/ Building No / Plot No, if Stair well/ Lift no / any other qualifier to identify a premises
Premises Identifier			
Segment 2	Add. Line 2 for printing Sub Localities	Sub Locality-1 Sub Locality-2	-Block name/no or any other qualifier -Street no/Name/ Mohalla/ sector no /any other qualifier
Sub Locality Identifier			
Locality	Add. Line 3 for printing Locality	Major / Minor Land mark Area no/ Area name / Suburb / Sub district in case of village / any other qualifier	
Segment 3	Add. Line 4 for printing Village / Town name		Rural Land Region (Revenue Village) / Urban Land Region (Town) Postal PIN Code
Regions as per Land region codification Standards for Town, Village, District, State, Country	Add. Line 5 for printing District, State name		District State
	Add. Line 6 for printing, if address not of India		Country
Segment 4	(For Internal reference)		Land Region codes of State, District, Village, Town / Police station code / Address Verification status etc.

5.2.3.1 Generic Data Elements to describe a Land Region

Generic data element reference no.	Name of data element	Description of data element	Data format	Based On
G02.01-1-0	National Land Region Code (NLRC)	A Land region code, which is unique at National level, for administrative units like State/ District / Sub District /Rural Region (Revenue Village) / Urban Region (Town) / any other Land identifier, to be used by other domain applications for the purpose of interoperability among e-Governance applications, while exchanging Land region data	Varchar(8) State – Varchar(2) District – Varchar(4) Sub-District – Varchar(6) Village – Varchar(8) Town- Varchar(8)	As per ORGI
G02.01-2-0	Location code	A unique code allocated by Office of RGI for every administrative unit in a State / UT like State / District / Sub District / Rural Region (Revenue Village) / Urban Region (Town) / any other Land identifier for the specific purpose of Census data collection	Varchar(6) State – Varchar(2) District – Varchar(2) Sub-District – Varchar(4) Village – Varchar(6) Town- Varchar(6)	Country code: As per ISO 3166-1 alpha-3 Standard - State/ District/ Sub district/ Village / Town location code :As per ORGI
G02.02-1-0	Name of a land region	Name of: Country / State / District / Sub District / Rural Land region (Revenue Village) / Urban Land region (Town) / any other Land identifier preferably in CAPITAL Letters	Varchar (50)	Country name as per ISO 3166 -1981 State/ District/ Sub district/ Village / Town name :As per ORGI
G02.02-2-0	Name of land region in Recognized Official language	Name of: Country / State / District / Sub District / Rural Land region (Revenue Village) / Urban Land region (Town) / any other Land identifier	Varchar (50) Storage in UNICODE Standard UTF-8	As suggested by Expert Committee for Tech. Standards in Indian Languages

5.2.3.2 Uniqueness of Location code / Land Region codes at National level

Sno	Name of Administrative unit	Location code unique at State level	Unique National Land Region Code (NLRC)
1.	Country		Varchar(3)
2.	State	Varchar(2)	Varchar(2)
3.	District	Varchar(2)	Varchar(4) Running Serial no. within a State, prefixed with State code –Varchar(2+2)
4.	Sub-District / Taluk/ Block....(Hereafter referred as Sub-District)	Varchar(4)	Varchar(6) Running Serial no. unique within a State, prefixed with State code - Varchar(2+4)
5.	Rural land region (Revenue Village)	Varchar(6)	Varchar(8) Running Serial no. unique within a State , prefixed with State code - Varchar (2+6) Allocation of Permanent Revenue village code unique at National level is being considered by ORGI
6.	Urban land region (Town) Here, Town can be a Town Panchayat/Census town/Municipality, Corporation or a Notified Areas	Varchar(6)	Varchar(8) Running Serial no. unique within a State prefixed with State code - Varchar (2+6) Allocation of Permanent Town code irrespective of State code is being considered by ORGI

Example:

Generic Name of land region	Name of land region	Location Code assigned	Land Region Code at National level after prefixing parent Location code(State)
Country	INDIA	IND	--
State	Jammu & Kashmir	01	--
District	Kupwara	01	01 01 (prefixed State code)
Sub District	Kupwara	0010	01 0010(prefixed State code)
Revenue Village	Bore	000100	01 000100 (prefixed State code)
Town	Kupwara(NAC)	700010	01 700010 (prefixed State code)

5.2.3.3 Generic Data Elements to describe Premises

The following structure is applicable for Address of Premises representing a Commercial unit or a Residence in an Urban Land Region (Town) as well as Rural Land Region (Revenue Village).

Generic data element Code no	Name of data element	Description of data element	Data format	Based On
G02.03-0-1	AT	Address type(Residential / Commercial)	Varchar(15)	Oasis xAL std, Version 2
G02.03-0-2	Premises Identifier	-House no / Door number / House Identifier /Flat No - Building no / Plot Number - Building name / Building Identifier - Stairwell / Lift number	Varchar (60)	Attributes derived from Universal Postal Union std., S42a-5 & S42b-5. Business formats, as decided by Expert Committee
G02.03-0-3 Sub Locality / Locality Identifier				
G02.03-1-3	Sub Locality-1	-Block name/no or any other qualifier -Street no/Name/ Mohalla/ Sector no /any other qualifier	Varchar (60)	-----do-----
G02.03-2-3	Sub Locality -2	Major / Minor Land mark In Urban Land region (Town) or Rural Land region (Revenue village) for easy location of Premises	Varchar (60)	-----do-----
G02.03-3-3	Locality	Area No / Area Name / Suburb / Sub district in case of village/ any other qualifier	Varchar (60)	-----do-----

G02.04 Generic data elements for Postal Services				
Generic data element reference no.	Name of data element	Description of data element	Data format	Based On
G02.04-1-0	PIN	Postal Index Number.	Number(6)	Nomenclature of PIN as per Indian Postal Dept. Internationally, it is named as ZIP code
G02.04-2-0	POST	Post Office Service Type: PO box / GPO box/Free Post / Post Bag / e-Post service	Varchar(20)	Attributes derived from Universal Postal Union std., S42a-5 & S42b-5. Business formats, as decided by Expert Committee
G02.04-3-0	POSNO	Post Office Service Number: PO box / GPO box/Free Post / Post Bag / e-Post number	Number(6)	-----do-----
G02.04-4-0	DPON	Delivery Post Office name	Varchar(30)	-----do-----
G02.04-5-0	BTNO	Beat Number	Number(2)	Used by Indian Postal Dept.
G02.05 Generic data elements for Geo referencing to be taken up in (Phase- II)				
G02.05-0-1	Geocode			
G02.05-1-1	Longitude			
G02.05-2-1	Latitude			
G02.05-3-1	Altitude			

Refer Annexure- III for an illustration of recommended data elements of Residential Address along with examples of printing sample addresses.

5.3 Code Directories

Refer to Annexure IV for suggestive values of the Code Directories

5.3.1 Code Directories specific to Common Generic data elements

SNO	Directory name	Proposed Ownership (Owner of code directory having update rights)	Reference no. for code directories values
CD00.01	Measurement units code directory	Department of Land records	Annexure IV of the document
CD00.02	State recognized Language codes directory	ORGI	Annexure IV of the document

5.3.1.1 State Recognized Official Language Code Directory Data elements (CD00.02)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Language code	Unique code for language	Varchar(2)	G00.05-1-0
Name of State language	Name of State Recognized Official language	Varchar (20)	G00.05-2-0
ISO Language code	Language code As per ISO 639-3	Varchar(3)	G00.05-3-0

5.3.2 Code Directories specific to Person Identification

Sno	Code Directory name	Proposed Owner of the code directory
CD01.01	Religion	Office of RGI
CD01.02	Occupation	National Classification of Occupation , Ministry of Statistics & Programming implementation
CD01.03	Education	Department of Higher Education
CD01.04	Appellation	Ministry of Home Affairs
CD01.05	Suffix	Ministry of Home Affairs
CD01.06	Relationship	ICSSR or Anthropological Survey of India
CD00.02	State Recognized Official Language	Office of RGI

5.3.2.1 Data elements of Code Directories specific to Person Identification

5.3.2.2 Religion Code Directory (CD01.01)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Religion code	Unique code for Religion	Varchar(2)	G01.14-1-0
Name of Religion in English	Name of the Religion like: Hinduism	Varchar (15)	G01.14-2-0

5.4.1.2 Occupation Type Code Directory (CD01.02)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Occupation type code	Unique code for Occupation	Varchar(2)	G01.15-1-0
Name of Occupation type in English	Name of the Occupation like: Corporate Manager, Teaching professional	Varchar (50)	G01.15-2-0

5.4.1.3 Education Attained Code Directory (CD01.03)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Education attained code	Unique code for Education	Varchar(3)	G01.13-1-0
Name of Education attained in English	Name of the Education like: Engineering and Technology, Medicine	Varchar (30)	G01.13-2-0

5.4.1.4 Appellation Code Directory (CD01.04)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Appellation code	Unique code for Appellation	Varchar (2)	G01.05-1-0
Name of Appellation in English	Appellation to be prefixed with name of the person like: Mr., Mrs., ...	Varchar (15)	G01.05-2-0

5.4.1.5 Suffix Code Directory (CD01.05)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Suffix code	Unique code for Suffix	Varchar(2)	G01.06-1-0
Name of Suffix in English	Name of the Suffix with Person's Name like: IAS, IFS, MD etc.	Varchar (15)	G01.06-2-0

5.4.1.6 Relationship Code Directory (CD01.06)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
Relationship code	Unique code for Relationship	Varchar(2)	G01.08-1-0
Name of Relationship in English	Name of blood Relationship with the head of family like sister, husband, wife, self , spouse etc.	Varchar (20)	G01.08-2-0

5.3.3 Code Directories specific to Land Region Codification

Code Directory Ref. No.	Directory name	Ownership (Owner of Code directory having update rights on the basis of notifications issued by Competent Authorities	External reference for Code Directories values
CD02.01	Country	ISO 3166-1 alpha-3 Standard	http://en.wikipedia.org/wiki/ISO_3166-1_alpha-3
CD02.02	State	ORGI	http://www.censusindia.gov.in/
CD02.03	District	ORGI	http://www.censusindia.gov.in/
CD02.04	Sub-District	ORGI	http://www.censusindia.gov.in/
CD02.05	Rural Land region (Revenue Village)	ORGI	http://www.censusindia.gov.in/
CD02.06	Urban Land region (Town)	ORGI	http://www.censusindia.gov.in/
CD02.07	Police Station	NCRB (National Crime Record Bureau)	
CD02.08	Geo-code	To be addressed in Phase- II	
CD00.01	Measurement units Code Directory	Department of Land Records	
CD00.02	Official Recognized Language Code	ORGI	

Note:

- a) **Responsibility of maintenance of Centralized Repository Code Directory including allocation of new Land Region codes would be with Office of Registrar General of India (ORGI) and the notification of changes for the same will be issued by Competent State Authorities.**
- b) **At present code Directories of Land regions with status of Census 2001 are available at the web site <http://www.censusindia.gov.in/> for the purpose of downloading the codes or may be taken from Data Decapitation Center, ORGI.**
- c) **The Land region codes are being updated by Office of RGI with data up to 2008, which would be uploaded for use by Domain applications in the year 2010. Thereafter the Code Directories would be maintained by ORGI.**

5.3.3.1 Data elements of Code Directories specific to Land Region Codification

5.3.3.2 Country Code Directory (CD02.01)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
CC (primary key)	Unique Country code at International level	Varchar(3) (ISO 3166 std) E.g.: IND for INDIA	G02.01
CNE	Name of the Country in English (Capital letters)	Varchar (50)	G02.02-0-1
CAreaSKM	Area of the Country in Sq.km	Number(12,3)	G00.02-22-0
GC	Geocode within a Land region (to be taken up in Phase-II)		G02.05-0-1
CVCC	Defines Version no. associated with record	Varchar(5)	G00.08

Examples:

Country Name	Code	CAreaSKM in sq. KM	Geo code (GC)
AFGHANISTAN	AFG	652,090	In Phase-II
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	SGS	3,903	---do---
INDIA	IND	3,287,590	----do----

5.3.3.2 State Code Directory (CD02.02)

Name of Data elements	Description of Data Element	Data format	Generic data element reference no.
NLRC –State	Unique code for a State at National level for the purpose of interoperability among e-Governance applications, while exchanging the Land region related data	Varchar(2)	G02.01-1-0
SLC	A unique code allocated by Office of RGI for administrative unit, State for the specific purpose of Census data collection	Varchar(2)	G02.01-2-0
SNE	State Name in English	Varchar (50)	G02.02-1-0
SNL	State name in Recognized Official Language	Varchar (50) Storage in UNICODE Standard UTF-8	G02.02-2-0
SOLC	State Recognized Official Language Code	Varchar(2)	G00.05-1-0
NSD	Nomenclature of Sub-District in the State (Sub district, Tehsil, Taluk, Revenue circle etc)...	Varchar (15)	
SAreaSKM	Area of the State in Sq.km	Number(12,3)	G00.02-22-0
GS	Geocode within a Land region (to be taken up in Phase-II)		G02.05-0-1
CVSC	Defines Version no. of the record	Varchar(5)	G00.08
DOUS	Date of last Update of the record	Date (dd/mm/yyyy)	G00.01

Example:

NLRC- State	State Location Code	-----Data elements -----					
		State Name In English	SNL	SOLC	NSD	SAreaSKM In Sq. KM	GS
01	01	JAMMU AND KASHMIR		22		2,22,236	In Phase- II
02	02	HIMACHAL PRADESH		06		55673	----do----

5.3.3.3 District Code Directory (CD02.03)

Name of Attribute	Description of Data Element	Data format	Generic data element reference no.
NLRC –District	Unique code for a District at National level for the purpose of interoperability among e-Governance applications, while exchanging the Land region related data	Varchar(4)	G02.01-1-0
DC	A unique code allocated by Office of RGI for administrative unit District for the specific purpose of Census data collection	Varchar(2)	G02.01-2-0
SLC	Parent State Location code for District	Varchar(2)	G02.01-2-0
DNE	District Name in English	Varchar (50)	G02.02-1-0
DNL	District Name in Recognized Official Language	Varchar (50) Storage in UNICODE Standard UTF-8	G02.02-2-0
DAreaSKM	Area of the District in Sq.km	Number(12,3)	G00.02-22-0
GD	Geocode within a Land region (to be taken up in Phase-II)		G02.05-0-1
CVDC	Defines Version no. of the record	Varchar(5)	G00.08
DOUD	Date of last Update for record	Date (dd/mm/yyyy)	G00.01

Example:

NLRC-District	State Location Code	District Location Code	----- Data elements -----			
			Name of state, district	DNL	DAreaSKM in Sq. KM	GD
			JAMMU & KASHMIR (State)		2,22,236	In Phase-II
0101	01	10	KUPWARA (District)		2379	----do----
0102	01	20	BARAMULA (District)		9,319	----do----

5.3.3.4 Sub-District Code Directory (CD02.04)

Name of Data element	Description of Data element	Data format	Generic data element reference no.
NLRC –Sub District	Unique code for a Sub-District at National level for the purpose of interoperability among e-Governance applications, while exchanging the Land region related data	Varchar(6)	G02.01-1-0
SLDC	A unique code allocated by Office of RGI for administrative unit Sub-District for the specific purpose of Census data collection	Varchar(4)	G02.01-2-0
SLC	Parent State Location code for Sub District	Varchar(2)	G02.01-2-0
SDNE	Sub- District name in English	Varchar (50)	G02.02-1-0
SDNL	Sub- District name in Recognized Official Language	Varchar (50) Storage in UNICODE Standard UTF-8	G02.02-2-0
NSDT	Nomenclature of Sub-District type: -Tehsil -Taluk -C.D. Blocks -Sub Division -Circle -R.D Blocks -Mandal -Police Station	Varchar (15)	
SDAreaSKM	Area of the Sub District in Sq.km	Number(12,3)	G00.02-22-0
GCSDC	Geocode within a Land region (to be taken up in Phase-II)		G02.05-0-1
CVSDC	Defines Version no. associated with record	Varchar(5)	G00.08
DOUSD	Date of last Update for record	Date (dd/mm/yyyy)	G00.01

Example:

NLRC-Sub-District	State Location Code	Sub-District Location Code	Name of state/ sub-district	SDN L	NSDT	SDArea SKM (In Sq. KM)	GCSDC
			JAMMU & KASHMIR			2,22,236	In Phase-II
010010	01	0010	KUPWARA			2379	----do----
010020	01	0020	HANDWARA				----do----

5.3.3.5 Rural Land Region (Revenue Village- Code Directory (CD02.05))

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
NLRC – Revenue Village	Unique code for a Revenue Village at National level for the purpose of interoperability among e-Governance applications, while exchanging the Land region related data	Varchar(8)	G02.01-1-0
RVLC	A unique code allocated by Office of RGI for Revenue Village for the specific purpose of Census data collection	Varchar(6)	G02.01-2-0
SLC	State Location code	Varchar(2)	G02.01-2-0
DLC	District Location code	Varchar(2)	G02.01-2-0
SDLC	Sub District Location code	Varchar(4)	G02.01-2-0
RVNE	Rural Land region (Revenue Village) name in English	Varchar (50)	G02.02-1-0
RVNL	Rural Land Region (Revenue Village) Name in Recognized Official Language	Varchar (50) Storage in UNICODE Standard UTF-8	G02.02-2-0
RVStatus	Current Status of Rural Land Region (Revenue Village) R- Reserve Forest U- Un-inhabitant I- Inhabitant	Char(1)	
RVAreaSKM	Area of the Rural Land region (Revenue village) in Sq.km	Number(12,3)	G00.02-22-0
GRV	Geocode within Rural Land region (Revenue village) (to be taken up in Phase-II)		G02.05-0-1
CVRV	Defines Version no. associated with record	Varchar(5)	G00.08
DOURV	Date of last Update for record	Date (dd/mm/yyyy)	G00.01

Example:

NLRC- Revenue Village	State Locati on Code	Rural Land Region (Reven ue Village) Locatio n Code	----- Data elements -----						
			Name of State, District, Sub- district and Village	Distri ct Locati on Code	Sub- Distri ct Locati on Code	RVN L	RV Stat us	RV Area in SKM	GRV
			JAMMU & KASHMIR						In Phase -II
			KUPWARA						-do-
			KUPWARA						-do-
01100100	01	000100	BORE	010	0010				-do-
01 100200	01	000200	KERAN	010	0010				-do-
01 000300	01	000300	BUGNA	010	0010				-do-
01 000400	01	000400	BICHWAL	010	0010				-do-
01 000500	01	000500	MINDIYAN	010	0010				-do-
01 000600	01	000600	PATRIN	010	0010				-do-
01 000700	01	000700	JUMA GUND	010	0010				-do-
01 000800	01	000800	KHANTHA WALI(SHALU N BHATTA)	010	0010				-do-

Note: Allocation of Permanent Location Codes to Revenue Village is under consideration by ORGI, which would be unique at National level, independent of the State Location Code.

5.3.3.6 Urban Land Region (Town) - Code Directory (CD02.05)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no
NLRC – Town	Unique code for a Town at National level for the purpose of interoperability among e-Governance applications, while exchanging the Land region related data Here, Town can be a Town Panchayat/Census town/Municipality, Corporation or a Notified Areas	Varchar(8)	G02.01-1-0
TLC	A unique code allocated by Office of RGI for Town for the specific purpose of Census data collection	Varchar(6)	G02.01-2-0
SLC	State Location code	Varchar(2)	G02.01-2-0
DLC	District Location code	Varchar(2)	G02.01-2-0
SDLC	Sub District Location code	Varchar(4)	G02.01-2-0
TNE	Urban Land Region (Town) Name in English	Varchar (50)	G02.02-1-0
TNL	Urban Land Region (Town) Name in Recognized Official Language	Varchar (50) Storage in UNICODE Standard UTF-8	G02.02-2-0
Town Status	Status of Urban Land Region (Town) C- Census town T.P- Town Panchayat M - Municipality M.Corp- MunicipalCorporation etc.	Varchar(6)	
TAreaSKM	Area of the Urban Land region (Town)in Sq.km	Number(12,3)	G00.02-22-0
GT	Geocode within a Urban Land region (Town)(to be taken up in Phase-II)		G02.05-0-1
CVT	Defines Version no. of record	Varchar(5)	G00.08
DOUT	Date of last Update for record	Date (dd/mm/yyyy)	G00.01

Note: Allocation of permanent location codes to Towns is under consideration by ORGI, which would be unique at National level, independent of the State Location Code

Example:

NLRC-Town	State Location Code	Urban Land Region (Town) Location Code	----- Data elements -----						
			Name of State, Towns	District Location Code	Sub-District Location Code	TNL	Town Status	TArea SKM (in Sq. KM)	GRV
			JAMMU AND KASHMIR (State)					2,22,236	In Phase-II
			KUPWARA (District)					2,379	-do-
01700010	01	700010	KUPWARA (NAC)	01	0010		Statutory Town		-do-
01700020	01	700020	HANDWARA (NAC)	01	0020		Statutory Town		-do-
01700030	01	700030	BANDIPORE (NAC)	02	0020		Statutory Town		-do-

5.3.3.7 Police Station Code Directory (CD02.07)

Name of Data elements	Description of Data elements	Data format	Generic data element reference no.
PSC (primary key)	Code of Police Station	Varchar(8)	G02.01-2-0
SC(State code of Police station)	State code where Police Station is located.	Varchar(2)	G02.01-2-0
DC(Region Code)	District code unique at National level.	Varchar(2)	G02.01-1-0
PSNE	Police Station name in English	Varchar (50)	G02.02-1-0
PSNL	Police Station name in Recognized official language	Varchar (50) Storage in UNICODE Standard UTF-8	G02.02-2-0
GPS	Geocode within a Land region (to be taken up in Phase-II)		G02.05-0-1
CVPS	Defines Version no. associated with Police Station location Code	Varchar(5)	G00.08
DOUPS	Date of Last Update for Police Station	Date (dd/mm/yyyy)	G00.01

Example:

PSC (Police Station code)	----- Data elements -----				
	State location code / Name	District location code / Name	PSNE	PSNL	GPS
	08 / Delhi				In Phase-II
		08162 / Central District			----do----
0816208			Chandni Mahal		----do----
0816210			Darya Ganj		----do----
0816240			Pahar Ganj		----do----

Note: The Police Station Code Directory values, shown in the example, are taken as per the present data given by NCRB (National Crime Record Bureau), which does not match with Location Codes allocated by ORGI. However, these need to be changed, once the Standard is notified.

5.3.3.8 Geo-code Referencing Directory (to be taken up in Phase-II) (CD02.08)

Name of Data elements	Description of Data elements	Data format at Interface level	Finalization Status	Generic data element reference no.
Geocode	Code of Land region (Country/ State/District/ Sub District/ Town / Village)			G02.05-0-1
Longitude		As per UTM coordinates		G02.05-1-1
Latitude		As per UTM coordinates		G02.05-2-1
Altitude	It defines Mean sea level			G02.05-3-1

5.4 Metadata of Generic Data Elements

Template for Meta Data Elements:

Based on eGIF (e-Governance Interoperability Framework) Standard of UK

#	Item	Description
1	Name	Name / Number of the Generic or Custom Data Element
2	Description	A simple and ambiguous definition of Generic or Custom Data Element.
3	Type	Generic or Custom
4	Is Part of	
5	Parts if any	
6	Format & Size	Character/Numeric/Date etc & Maximum Size
7	Validations	Generic Validations for Generic Data and Specific Validations for Custom Data to be applied for acceptance of data.
8	Values	List of Acceptable Values (e.g. Male, Female)
9	Default Value	For any list of values, the default value to be used unless otherwise stated.
10	Owner	Names(s) of the departments who owns the Standard.
11	Based on	Origin of Standard
12	Version	The version number of this Standard
13	Status	Current status of Standard (Draft or Accepted)
14	Date Agreed	The date on which this version was accepted as Data Standard for Government.
15	Verification	Steps taken to establish the correctness of Generic or Custom Data Elements. Such steps taken for different level of verifications by departments will be detailed here.
16	Comments	Additional Notes
17	Date of Publishing	The date on which HTML or PDF version will be created, which form the XML source document.

5.4.1 Metadata of Common Generic Data Elements

Name of Data Element	Date (G00.01)
Description of Data Element	Date as per Indian Date Conventions
Data Element Type (Generic / Custom)	Generic
Sub parts of the data element	- Day → G00.01-0-1 - Month → G00.01-0-2 - Year → G00.01-0-3
Data Format & Size	Date format (dd/mm/yyyy)
Validation	- Days not to be greater than 30 in April , June ,Sept & Nov - Days not to be greater than 31 in of Jan, Mar, May, July, Aug, Oct, Dec - Days not to be greater than 28 in Feb, except leap year, when value 29 is allowed
Values	yyyy should be a valid year number. mm in Range 01-12. - Day not to be greater than 30 in April , June ,sep & Nov - Day not to be greater than 31 in month of Jan, Mar, May, July, Aug, Oct, Dec - Day not to be greater than 28 in Feb, except in leap year, which is 29
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert Committee
Version	1.0
status	Accepted
Date agreed	
Verification	
Comments	"/" used as a delimiters
Date of Publication	Date of Notification

Example: - 08/12/2008
08 -represents day
12 -represents month
2008-represents year

Name of Data Element	Measurement (G00.02)
Description of Data Element	<p>The process of ascertaining dimensions, quantity or capacity in Metric system, Instances of measurement can be as follows:</p> <ul style="list-style-type: none"> - Measurement of Distance <ul style="list-style-type: none"> (in meter) G00.02-11-0 (in kilometers) G00.02-12-0 - Measurement of surface Area: <ul style="list-style-type: none"> (in square meters) G00.02-21-0 (in square kilometers) G00.02-22-0 (in hectares) G00.02-23-0 - Measurement of capacity of container volume <ul style="list-style-type: none"> (in cubic meter) G00.02-31-0 (in cubic centimeter) G00.02-32-0
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format & Size	Number (12,3)
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	SI units, ISO 1000:1992
Version	1.0
Status	
Date agreed	Accepted
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Financial year (G00.03)
Description of Data Element	Financial Year yyyy-(yy+1)
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part of any	
Data Format & Size	Varchar (7)
Validation	yyyy should be a valid Year number
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert Committee
Version	1.0
Status	Accepted
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example: - Financial year 2008-09

Name of Data Element	Amount (G00.04)
Description of Data Element	<p>Amount</p> <ul style="list-style-type: none"> - Amount must be stored in rupees. -Amount must be stored in the database as numeric value -For printing purpose there is a function to convert numeric value into the character (Crore, lakh, Thousand, Hundred) & (paise). -The amount should be printed in Indian Standard (Rs. -----,--,--,--)
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Numeric
Size	(15,2)
Validation	It must be a positive number (Amount value >=0)
Values	
Default value	0.00
Owner	Government of India, Department of Information Technology
Based on	MDDS , Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	The number before the decimal point in RUPEES and the number after the decimal point in PAISE.
Date of Publication	Date of Notification

Example for printing amount:

Rs. 2, 34, 55, 255.50

- Two Crore, Thirty Four Lakh, Fifty Five Thousand, Two Hundred Fifty Five Rupees & Fifty Paise only

One Hundred Rupees = Rs. 100
 One Thousand Rupees = Rs. 1,000
 One Lakh Rupees = Rs. 100,000
 One Crore Rupees = Rs. 10,000,000 etc...

Name of Data Element/ Number	Language code (G00.05-1-0)
Description of Data Element	Defines Recognized Official language code & a code for English Language / other languages.
Data Element Type (Generic/Custom)	Generic
Is part of any	
Part if any	
Owner	
Data Format	Varchar
Size	2
Validations	
Values	Values taken from Language Code Directory provided by RGI
Default Value	Government of India, Department of Information Technology
Based on	Indian Census 2001, ORGI Note: In ISO 369-3 Varchar (3) is used for Language Code Eg: HIN for Hindi). Codes for Bodo and Santhali are presently not available
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Example: language code 06 for Hindi

Name of Data Element	Telephone No (G00.06)
Description of Data Element	Land line or mobile number with Country code and STD Codes as prefixed
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	-Country Code G00.06-0-1 -STD Code G00.06-0-2 -Phone Number G00.06-0-3 Mobile number G00.06-1-3 Land line number G00.06-2-3 Mobile no, and Land line number are instances of phone number
Data Format	Varchar
Size	18(3+5+10)
Validation	Country code - 3 digits STD code - 5 digits Mobile no - 10 digits Land line - 8 digits
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	ITU-TE.164 for Country code & Telecom Department for others
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>The Country code is normally indicated with help of '+'symbol for example +91 indicate India code. The international access code of India is 00.</p> <p>For calls to India from abroad, the appropriate International access code should be dialed, followed by 91, followed by the area code (without the 0) followed by the phone number. For example, to call 011-23456789 in India, from Europe, a subscriber would dial: 00 91 11 23456789</p> <p>For example, to call a cell phone number (94-23-456789) in</p>

Name of Data Element	Calendar year (G00.07)
Description of Data Element	Calendar Year -yyyy
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part of any	
Data Format	Varchar
Size	4
Validation	yyyy should be a valid Year number.
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS, Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example: - 2008 calendar year

Name of Data Element	Version no (G00.08)
Description of Data Element	Version no, represents the changes associated with data elements
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	5
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS, Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Email (G00.09)
Description of Data Element	Defines Email address/user Id of a Person/ Organization
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	254
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS, Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

5.4.2 Metadata of Generic data elements for Person Identification

Name of Data Element	Unique Identification Number / G01.01
Description of Data Element	<p>Unique Identification (UID) Number to be allocated by UIDAI to every Indian Citizen, which would enable interoperability of data related to a person in various domain applications</p> <p>Out of 12 digits, one would be checksum digit</p>
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Numeric
Size	12
Validation	
Values	
Default value	
Owner	Unique Identification Authority of INDIA (UIDAI)
Based on	UID structure decided by UIDAI
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Name of the Person / G01.02
Description of Data Element	<p>Name of a Person can be represented in different type of ways like:</p> <ul style="list-style-type: none"> - Short name in English (Refer metadata of G01.02-1-0) - Full name in English (Refer metadata of G01.02-2-0) - Short name in Recognized Official Language (Refer metadata of G01.02-3-0) - Full name in Recognized Official Language (Refer metadata of G01.02-4-0)
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Refer to the formats of corresponding Generic data elements instances
Size	
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Short Name In English / G01.02-1-0
Description of Data Element	<p>Short Name in English as desired to be displayed in the documents / forms.</p> <p>(It is a set of character strings / Initials each separated by a "blank space", representing surname / given name/ middle name/...etc.</p> <p>The sequencing of the strings / initials has to be in the order, in which the person desires the short name to be displayed in the documents / forms)</p> <p>It is one of the Generic data element types through which Name of the Person can be represented</p>
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	30
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>Preferably, the Name may be verified on the basis of some documentary evidence like Birth certificate, School leaving certificate, Ration card etc.</p>
Date of Publication	Date of Notification

Example:-Short name in English as desired by the person to be displayed in the documents like:

- **K.B.T.NAIR**
- **K.B.Timmappa Nair**
- **Nair Timmappa K.B.**

Name of Data Element	Full Name in English / G01.02-2-0
Description of Data Element	<p>Full Name in English expanded and captured in natural order, for the purpose of searching records and data sharing by name strings</p> <p>(It is a set of expanded character strings, each separated by a "blank space", representing surname / given name/ middle name/...etc in any order as per cultural practices.</p> <p>In the full name, it is mandatory to include all character strings and the expanded strings of initials reflected in the short name.</p> <p>However, the full name can have additional character strings also, which might not have been included in the short name.)</p> <p>The full name should not include Appellation / title</p> <p>It is one of the Generic data element types through which name of the person can be represented</p>
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	99
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	Length according to (ICAO 9303), Free format as per OASIS- CIQ-XNL version 2.0
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>Preferably, at the time of capturing the data, the Name may be verified on the basis of some documentary evidence like Birth certificate, School leaving certificate, Ration card etc.</p> <p>The sub-strings (in any order) in the full name may represent:</p> <ol style="list-style-type: none"> 1. Given name/First name (>=1) 2. Surname/Family name/Last name (>=0) 3. Middle name (>=0) <ol style="list-style-type: none"> a. Patronymic-name (>=0)

	<ul style="list-style-type: none"> b. Metronymic-name (>=0) c. Generational-Identifier (>=0) d. Village Name >=0 e. Any other name type (>=0) etc. <p>The additional requirement of capturing information like Surname / Given name(s) is domain specific, hence NOT covered in this Standard.</p> <p>However, this specific information regarding Given Name(s), Surname can be derived from Full name string, by tagging / identifying the corresponding sub-strings positions, as specified in OASIS- CIQ-XNL version 2.0.</p>
Date of Publication	Date of Notification

Example: 1 -**Full name in English** (As per a culture in Tamilnadu)

→ Kagodu Bairappa Timmappa Nair

Where Kagodu: Village name
 Bairappa: Father's name
 Timmappa: Given name
 Nair: Last / Surname

Example: 2 -Full name in English (As per a culture in North India)

→ Ram Prasad Sharma

Where
 Ram is 1st Given name
 Prasad is 2nd given name
 Sharma is Surname

Name of Data Element	Short Name in Recognized Official language / G01.02-3-0
Description of Data Element	<p>Short Name in Recognized Official language as desired to be displayed in the documents / forms.</p> <p>(It is a set of character strings / Initials each separated by a "blank space", representing surname / given name/ middle name/...etc.</p> <p>The sequencing of the strings / initials has to be in the order, in which the person desires the short name to be displayed in the documents / forms)</p> <p>It is one of the Generic data element types through which name of the person can be represented(G01.02)</p>
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	30 , Storage in UNICODE Standard UTF-8
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert Committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	If possible, the Name may be verified on the basis of some documentary evidence like Birth certificate, School leaving certificate, Ration card, etc.
Date of Publication	Date of Notification

Example: ए.के.शर्मा

Name of Data Element	Full Name in Recognized Official language / G01.02-4-0
Description of Data Element	<p>Full Name in recognized official language expanded and captured in natural order, for the purpose of searching records by name strings</p> <p>(It is a set of expanded character strings, each separated by a “blank space”, representing surname / given name/ middle name/....etc in any order as per cultural practices.</p> <p>In the full name, it is mandatory to include all character strings and the expanded strings of initials reflected in the short name.</p> <p>However, the full name can have additional character strings also, which might not have been included in the short name.)</p> <p>It is one of the Generic data element types through which name of the person can be represented</p>
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	99, Storage in UNICODE Standard UTF-8
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	Free format as per OASIS- CIQ-XNL version 2.0
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>Preferably, at the time of capturing the data, the Name may be verified on the basis of some documentary evidence like Birth certificate, School leaving certificate, Ration card etc.</p> <p>The sub-strings (in any order) in the full name may represent:</p> <ol style="list-style-type: none"> 4. Given name/First name (>=1) 5. Surname/family name/Last name (>=0) 6. Middle name (>=0) <ol style="list-style-type: none"> a. Patronymic / father's -name (>=0) b. Metronymic / mother's -name (>=0)

	<p>c. Generational-Identifier (≥ 0)</p> <p>d. Village Name ≥ 0</p> <p>e. Any other name type (≥ 0) etc.</p> <p>The additional requirement of capturing information like Surname / Given name(s) is domain specific, hence NOT covered in this Standard.</p> <p>However, this specific information regarding Given Name(s), Surname can be derived from Full name string, by tagging / identifying the corresponding sub-strings positions, as specified in OASIS- CIQ-XNL version 2.0.</p>
Date of Publication	Date of Notification

Example1 -Full name in Hindi (As per a culture in Tamil Nadu)

→ कागोडु बैरअप्पा तिमप्पा नायर

Where कागोडु Village name

बैरअप्पा - Father's name

तिमप्पा - 1st Given name1

नायर - Surname / last name

Example: 2 -Full name in Hindi (As per a culture in North INDIA)

→ राम प्रसाद शर्मा

Where राम - 1st Given Name

प्रसाद - 2nd Given name

शर्मा - Surname

Name of Data Element	Gender Identification Code / G01.03
Description of Data Element	Gender identification code of a person
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Char
Size	1
Validation	
Values	M - Male F - Female T - Transgender
Default value	
Owner	Office of RGI
Based on	-New Zealand- e Gov Standard, http://www.e.govt.nz/Standards/e-gif/authentication/data-formats-v1.1/chapter11.html -Census of INDIA
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Marital Status / G01.04
Description of Data Element	Code for Marital Status of the person
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Char
Size	1
Validation	
Values	1 - Never Married 2 - Currently Married 3- Widow / Widower 4- Divorced 5- Separated
Default value	1- Never Married
Owner	Office of RGI
Based on	-Australian Gov institute health & welfare http://meteor.aihw.gov.au/content/index.phtml/itemId/291045 -Census of INDIA,
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Appellation Code / G01.05-1-0
Description of Data Element	<p>An Appellation is title for a Person to be prefixed with His / her name. It represents:</p> <ol style="list-style-type: none"> a. Gender & Marital status like Mr. , Mrs. Ms. b. Attained professional educational qualification like Dr., CA, Engineer etc. <p>A Person can have multiple Appellations. Refer comments section for multiple Appellation concatenation at interface level.</p>
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	2
Validation	
Values	For Appellation codes & Values refer to Code Directory (CD01.04)
Default value	
Owner	Ministry of Home Affairs
Based on	<p>-UK government data Standard catalog, http://www.cabinetoffice.gov.uk/govtalk/schemasStandards/e-gif/dataStandards/personinformation/person_name/person_title.aspx -Census of INDIA</p>
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>Two Appellations are allowed. The sequence of display / printing of multiple applications would be as follows:</p> <ul style="list-style-type: none"> - Gender Appellation - Attained professional Appellation - Order of printing / display of application would be: Attained Professional Appellation, followed by the "Gender" appellation with in brackets.
Date of Publication	Date of Notification

Example: - 02 code represent **Mr. (A Male)**

Example of multiple Appellations:

Dr. (Mrs.) S.K Karla → A Female Doctor

Name of Data Element	Suffix Code / G01.06
Description of Data Element	Suffix is a title to be suffixed with the Name of a Person (This is usually related to the Professional title attained , like IAS, IFS and MD etc.)
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	2
Validation	
Values	For Suffix code & Values refer to Code Directory (CD01.05)
Default value	
Owner	Ministry of Home Affairs
Based on	
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example:-06 code represents MD

Name of Data Element	Relation Type / G01.07
Description of Data Element	It represents, if a Person is head or not, of a house hold , to whom other persons in the house hold are related
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Char
Size	1
Validation	
Values	H -head of household N -not head of household
Default value	N
Owner	Office of RGI
Based on	Census of India
Version	1.0
Status	
Date agreed	
Verification	
Comments	Relationship of other persons with the Head of the family will have to be revised, in case the head of the family in a house hold changes, due to any reason. Note: The business intelligence may have to be built in by domain application, if required so.
Date of Publication	Date of Notification

Example:

Mr. R. Ramanujam is head of a house hold, and Ms. Ayappa Ramanujam is related to him as **daughter**

When Mr. Ramanujam's son becomes the head, then Ms. Ayappa Ramanujam is related to him as **sister**

Name of Data Element	Relationship Code / G01.08-1-0
Description of Data Element	Blood relationship / Marriage relationship with head of the family like Husband, Wife, Daughter, Son, Self etc.
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	2
Validation	
Values	For Relationship codes & values refer to Code Directory (CD01.06)
Default value	
Owner	ICSSR or Anthropological Survey of India
Based on	-Australian government (Australian institute of health & welfare) http://meteor.aihw.gov.au/content/index.phtml/itemId/351361?&addItem=1&items[]=351361&meteorItemView=long -Census of INDIA,
Version	1.0
Status	
Date agreed	
Verification	
Comments	The UID number of the head of the family to be stored as attribute in person identification. The link will help in changing relationships, if the head of family changes due to any reason.
Date of Publication	Date of Notification

Example:-**01** code represents **Self**

04 code represent **Mother**

Name of Data Element	Facial Image / G01.09
Description of Data Element	Photograph or face image required for human/manual verification of a Person
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	Facial Image data element has the following parts: <ul style="list-style-type: none"> - Facial record header G01.09-0-1 - Facial record data G01.09-0-2 - Facial Image data G01.09-0-3
Data Format	For the data format, refer to the metadata of the parts
Size	
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	Draft Facial Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF) , ISO/IEC 19794-5
Version	1.0
Status	
Date agreed	
Verification	
Comments	This metadata is used for human verification, so features of the face are not included here.
Date of Publication	Date of Notification

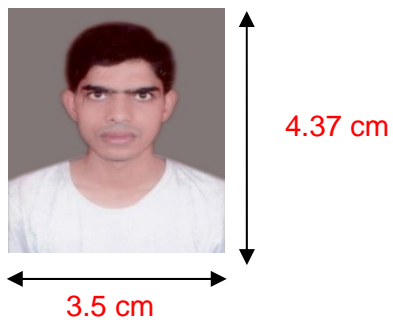
Name of Data Element	Facial Record Header / G01.09-0-1
Description of Data Element	It provide information about Face information format identifier, Version no, Length of records, Number of facial image.
Data Element Type (Generic / Custom)	Generic
Is part of any	G01.09 (Facial Image)
Part if any	-Format identifier -Version number -Length of record -Number of facial images
Data Format	Byte
Size	(4+4+4+2)
Validation	
Values	For values refer Facial Image Standard prepared by Expert Committee on Biometrics
Default value	
Owner	Government of India, Department of Information Technology
Based on	Draft Facial Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF) , ISO/IEC 19794-5
Version	1.0
Status	
Date agreed	
Verification	
Comments	This metadata is used for human verification, so features of the face are not included here
Date of Publication	Date of Notification

Name of Data Element	Facial Record Data / G01.09-0-2
Description of Data Element	It provide information about Facial information, Image information, Image data
Data Element Type (Generic / Custom)	Generic
Is part of any	G01.09 (Facial Image)
Part if any	-Facial information block -Image information
Data Format	Byte
Size	(20+12)
Validation	
Values	For values, refer Facial Image Standard prepared by Expert Committee on Biometrics
Default value	
Owner	Government of India, Department of Information Technology
Based on	Draft Facial Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF) , ISO/IEC 19794-5
Version	1.0
Status	
Date agreed	
Verification	
Comments	This metadata is used for human verification, so features of the face are not included here
Date of Publication	Date of Notification

Name of Data Element	Facial Image Data / G01.09-0-3
Description of Data Element	It give information about Image data type
Data Element Type (Generic / Custom)	Generic
Is part of any	G01.09 (Facial Image)
Part if any	
Data Format	Data capturing in PNG /JPEG; Data Storage for day to day usage in JPEG or PNG; For Archival in PNG.
Size	Resolution - 300 ppi (pixel per inch) Aspect ratio - between 1 : 1.25 and 1: 1.34, and preferably 1:1.28 Dimension of Facial Image: 420 pixel x 525 pixel (width x height) i.e. 1.4" / 3.5cm (W) x 1.75"/ 4.37 cm (H)
Validation	
Values	For values refer Facial Image Standard prepared by Expert Committee on Biometrics
Default value	Size of image 420 pixel x 525 pixel(width x height) i.e. 1.4" / 3.5cm x 1.75"/ 4.37 cm (width x height)
Owner	Government of India, Department of Information Technology
Based on	Draft Facial Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF) , ISO/IEC 19794-5
Version	1.0
Status	
Date agreed	
Verification	
Comments	<ol style="list-style-type: none"> 1. This metadata is used for human verification, so features of the face are not included here. 2. If required, the picture in PNG in original can be converted into JPEG for storage for day to day use through the converter S/W for PNG to JPEG conversion algorithm 3. For the purpose of archival for long term storage, already stored picture in JPEG to be converted to PNG using S/W for JPEG to PNG Conversion algorithm. This would ensure technology independence for later retrieval of images

	4. For Guidelines for capturing / printing the facial image, like specifications of camera, cropping instructions, background ,distance between camera and object, compression algorithm, quality etc. refer Draft Facial Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics
Date of Publication	Date of Notification

Example:



(Aspect ratio 1:1.28)

Name of Data Element	Finger Print Image / G01.10
Description of Data Element	Finger print image required for Identification of a Person
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	Finger Image data element has the following parts: -General finger record header G01.10-0-1 -Finger print image header record G01.10-0-2 -Finger print image data G01.10-0-3
Data Format	For format, refer to metadata of the parts
Size	
Validation	
Values	For values refer Finger Print Image Standard prepared by Expert Committee on Biometrics
Default value	
Owner	Government of India, Department of Information Technology
Based on	- Draft Finger Image Standard for e-Governance prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF), ISO 19794-4
Version	1.0
Status	
Date agreed	
Verification	
Comments	It is recommended to capture images of all the ten figures, but store four finger print images of four fingers (index and fore finger of each hand) for person identification
Date of Publication	Date of Notification

Name of Data Element	General Finger Record Header / G01.10-0-1
Description of Data Element	It provides information about Format identifier, Version number, Record length, Capture device ID, Image acquisition level, Number of fingers/palms, Scale unit, Scan resolution, Scan resolution(vertical) Image resolution, Image resolution (vertical), Pixel depth, Image compression algorithm, Pixel depth, Image compression algorithm, Rotation angle estimation flag, Rotation uncertainty.
Data Element Type (Generic / Custom)	Generic
Is part of any	G01.10 (Finger Print Image)
Part if any	As mentioned in the description
Data Format	Byte
Size	(32)
Validation	
Values	For values refer Finger Print Image Standard prepared by Expert Committee on Biometrics
Default value	Not mentioned in the Standard
Owner	Government of India, Department of Information Technology
Based on	Draft Finger Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF), ISO 19794-4
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>Image Resolution is quality of image dependent.</p> <p>For e-Governance Standard in India acceptable image quality value would be 50 or more. If it is less than 50 (fair or poor quality) the image should be discarded and it should be captured again until the desired quality is met.</p>
Date of Publication	Date of Notification

Name of Data Element	Finger Image Header Record / G01.10-0-2
Description of Data Element	It provide information about length of Finger data block, Finger position , Count of views, View number, Finger/palm image quality, Impression type, Horizontal line length, Vertical line Length, Rotational angle, Finer/palm image data.
Data Element Type (Generic / Custom)	Generic
Is part of any	G01.10 (Finger Print Image)
Part if any	As mentioned in the description
Data Format	Byte
Size	(14)
Validation	
Values	For values refer Finger Print Image Standard prepared by Expert Committee on Biometrics
Default value	
Owner	Government of India, Department of Information Technology
Based on	Draft Finger Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics & ISO 19785-1 (Common Biometric Exchange Formats Framework – CBEFF), ISO 19794-4
Version	1.0
Status	
Date agreed	
Verification	
Comments	For e-Governance Standard in India acceptable image quality value would be 50 or more. If it is less than 50 (fair or poor quality) the image should be discarded and it should be captured again until the desired quality is met.
Date of Publication	Date of Notification

Name of Data Element	Finger Print Image Data / G01.10-0-3
Description of Data Element	It stores image of Finger print for the purpose of Storage and Extraction of Minutia for the purpose of verification
Data Element Type (Generic / Custom)	Generic
Is part of any	G01.10
Part if any	
Data Format	WSQ(Wavelet Scalar Quantization) for storage Resolution - 500 ppi
Size	<= 12 KB
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	Draft Finger Image Standard for e-Governance Applications prepared by Expert Committee on Biometrics , ISO 19794-4 also suggests as of the options, U.S. Federal Bureau of Investigation
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Visible Identification Mark / G01.11
Description of Data Element	An alphanumeric text string to describe Visible physical identification marks on the body of the Person/ IRIS description.
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part of any	
Data Format	Varchar
Size	50
Validation	
Values	
Default value	
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert Committee, UK government data Standard catalog
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Name of Data Element	Specimen Signature/Thumb Impression Image G01.12
Description of Data Element	Scanned Image of person's own hand written Signature /Thumb impression
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Data scanning in JPEG <ul style="list-style-type: none"> - Storage for day to day usage in JPEG or PNG - For Archival storage in PNG
Size	The size of image would be 256 pixels in width & 64 pixels in Height i.e. 1.4" / 3.5cm (W) x 0.44" / 1.06 cm (H) Suggested Aspect ration is 4:1(W:H)
Validation	
Values	
Default value	The size of image would be 256 pixels in width & 64 pixels in height
Owner	Government of India, Department of Information Technology
Based on	Aspect ratio (Biometrics solution for authentication in An E-world written by David D. Zhang published by Springer), Expert committee of MDDS
Version	1.0
Status	
Date agreed	
Verification	
Comments	It is not Mandatory to store the image of the Specimen Signature and the data format also are suggestive.
Date of Publication	Date of Notification

Name of Data Element	Education Attained Code / G01.13-1-0
Description of Data Element	Code for Educational Qualification attained by the person
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	3
Validation	
Values	For Education attained codes & values refer to Code Directory (CD01.03)
Default value	
Owner	Department of Higher Education
Based on	Office of RGI
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example: - **01** code represents **Illiterate**

Name of Data Element	Religion Code / G01.14-1-0
Description of Data Element	Religion Code
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part of any	
Data Format	Varchar
Size	2
Validation	
Values	For Religion codes & values to be taken from Code Directory (CD01.01)
Default value	
Owner	Office of RGI
Based on	Office of RGI, Australian government (Australian Institute of Health & Welfare)
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example:-**01** code represents **Hinduism**

Name of Data Element	Occupation Type Code / G01.15-1-0
Description of Data Element	Current Occupation code for the person
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Varchar
Size	2
Validation	
Values	For Occupation type codes & values refer to Code Directory (CD01.02)
Default value	
Owner	National Classification of Occupation , Ministry of Statistics & Programming Implementation
Based on	Office of RGI
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example:-**01** code represents **Legislators**

Name of Data Element	Date of Birth Type / G01.16
	<p>This would be mainly used to flag , if the Date of Birth is actual or declared, in case, the Person is not sure about his Date of Birth</p> <ul style="list-style-type: none"> - Verified (verified from document) - Declared (not verified with document) - Approximate (calculated from the values mentioned in no. of years as on current date by taking month as 07 and day as 01, and backward calculation of the year)
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Char
Size	1
Validation	
Values	<p>V- Verified (verified from document) D- Declared (not verified with document) A- Approximate (calculated from the values mentioned in no. of years as on current date by taking month as 07 and day as 01, and backward calculation of the year)</p>
Default value	V – Verified
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	
Date of Publication	Date of Notification

Example –

In year 2009 a Person may say that he is approximately 50 year old.

Then the approximate calculated Date of Birth of the Person would be : 01-07-1959

Name of Data Element	Live Status / G01.17
Description of Data Element	Status of Person as Alive or Dead
Data Element Type (Generic / Custom)	Generic
Is part of any	
Part if any	
Data Format	Char
Size	1
Validation	
Values	A- Alive D- Dead
Default value	A- Alive
Owner	Government of India, Department of Information Technology
Based on	MDDS Expert committee
Version	1.0
Status	
Date agreed	
Verification	
Comments	<p>In case of change of status to “D”</p> <ol style="list-style-type: none"> 1. The Person’s record may need to be moved to Archival database 2. If the Person’ relation type is “Head”, the relationship codes of other related persons also to be prompted for change (The link between them is through UID Number of the Head which is stored in the record of each related person) <p>Business intelligence would need to be built in the respective systems.</p>
Date of Publication	Date of Notification

5.4.3 Metadata of Generic data elements for Land Region Codification

5.4.3.1 Meta Data of Generic Data Elements of Land Region Codification

Name of Data Element/ Number	Code for Identification of a land region / G02.01
Description of Data Element	<p>It defines Unique Code of Land Region.</p> <p>It has instances (Different ways of representing land region code) like:</p> <ul style="list-style-type: none"> - National Land Region code (NLRC unique at National level - G02.01-1-0 allocated by owner of the code directory - Location code unique at State level allocated by Office of RGI for domain specific requirements for Census - G02.01-2-0 <p>Applicable for Country, State, District, Sub District, Rural Land region (Revenue Village), and Urban Land region (Town)</p>
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Refer to format of instances
Size	
Validations	
Values	
Default Value	
Owner	Office of RGI
Based on	ORGI coding scheme for Land regions
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	National Land Region Code(NLRC) / G02.01-1-0
Description of Data Element	Defines Land Region Code Unique at National level for Country and for other Land regions like District, Sub- District, Rural Land region (Revenue Village), and Urban Land region (Town/ administrative land region) allocated by owner of the Code Directory.
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Varchar
Size	8 (State – Varchar(2), District – Varchar(4), Sub-District – Varchar(6), Village – Varchar(8), Town- Varchar(8))
Validations	
Values	-The data to be taken from ORGI (for State/ District/ Sub District/Village / Town) codes -For Country code , data to be taken as per ISO-3166-1 alpha-3 Standard
Default Value	
Owner	Office of RGI
Based on	-ISO-3166-1 alpha-3 Standard (for Country code) -ORGI coding scheme for other Land regions
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Location Code / G02.01-2- 0
Description of Data Element	Defines Location Code unique at State level for Land Region like, District , Sub District , Rural Land region (Revenue Village) , and Urban Land region (Town), allocated by ORGI for domain specific requirement of Census.
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Varchar
Size	6 (State – Varchar(2), District – Varchar(2), Sub-District – Varchar(4), Village – Varchar(6), Town- Varchar(6))
Validations	
Values	-The data to be taken from ORGI (for State/ District/ Sub District/ Village / Town) codes
Default Value	
Owner	Office of RGI
Based on	ORGI coding scheme for Land regions
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Name of Place in English / G02.02-1-0
Description of Data Element	Defines Name of Land Region like Country name , State name, District name, Sub District name, Rural Land region (Revenue Village), and Urban Land region (Town / Administrative land region) in English
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Varchar
Size	50
Validations	
Values	<ul style="list-style-type: none"> - Country Name data to be taken as per ISO-3166-1981 Standard -The data to be taken from ORGI(for State/ District/ Sub District/ Village / Town names)
Default Value	
Owner	Office of RGI
Based on	<ul style="list-style-type: none"> - ISO-3166-1981 Standard (for Country name) -ORGI naming scheme for other Land regions
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Name of Place in Recognized Official Language / G02.02-2-0
Description of Data Element	Defines Name of Land Region like Country name , State name, District name, Sub District name, Rural Land region (Revenue Village) name, and Urban Land region (Town) name in Recognized Official Language(First Official language of the State)
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Varchar
Size	50 Storage in UNICODE Standard UTF-8
Validations	Should be from 22 recognized Official Languages
Values	- Country Name data to be taken as per ISO-3166-1981 Standard -The data to be taken from ORGI(for State/ District/ Sub District/ Village / Town names)
Default Value	
Owner	Office of RGI
Based on	-ISO-3166-1981 Standard (for Country name) -ORGI naming scheme for other Land regions
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

5.4.3.2 Meta Data of Data elements for Address of Premises

Name of Data Element/ Number	Address Type (AT) / G02.03-0-1
Description of Data Element	Address Type: It defines the category of address: Residential, Organizational
Data Element Type (Generic/Custom)	Generic
Is Part of	Address of Premises(G02.03)
Parts if any	
Data Format	Varchar
Size	15
Validations	
Values	
Default Value	
Owner	Postal Department Of India
Based on	As per xAL version 2 Standard of OASIS, and format by Expert Committee
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Premises / G02.03-0-2
Description of Data Element	<p>Premises Identifier</p> <ul style="list-style-type: none"> - House No/ Door No. / Flat No. / House Identifier - Building No / Plot Number - Building Name - Stairwell / Lift No. <p>One or more instances separated by “,” can be used to identify a Premises / House / Building in a Sub Locality.</p> <p>At least one instance is Mandatory in the Address of Premises</p>
Data Element Type (Generic/Custom)	Generic
Is Part of	Address of Premises (G02.03)
Parts if any	
Data Format	Varchar
Size	60
Validations	Should be unique for each house with in a Premises
Values	
Default Value	
Owner	Postal Department Of India
Based on	As per xAL version 2 Standard of OASIS, and format by Expert Committee
Version	1.0
Status	
Date Agreed	
Verification	
Comments	<p>If required, e-Governance applications can store various Premises identifiers as separate data element(s) to meet the domain specific requirements. Such storage would also help in Georeferencing of Address of the Premises, which is being taken up in Phase-II. However, size should be limited to Varchar(60)</p>
Date of Publishing	Date of Notification

Name of Data Element/ Number	Locality identifier / G02.03-0-3
Description of Data Element	<p>It has three instances like:</p> <ul style="list-style-type: none"> - Sub Locality- 1 : G02.03-1-3 - Sub Locality -2 : G02.03-2-3 - Locality : G02.03-3-3 <p>Sub Locality-1 : -Block name/No or any other qualifier -Street no/Name/ Mohalla/ sector no /any other qualifier</p> <p>Sub Locality -2 :- Major / Minor Land Mark</p> <p>Locality :- Area No / Area Name / Suburb / Sub District name in case of a village</p>
Data Element Type (Generic/Custom)	Generic
Is Part of	Address of Premises (G02.03)
Parts if any	
Data Format	Refer to metadata of instances
Size	
Validations	
Values	
Default Value	
Owner	Postal Department Of India
Based on	As per xAL version 2 Standard of OASIS, and format by Expert Committee
Version	1.0
Status	
Date Agreed	
Verification	
Comments	<p>If required, e-Governance applications can store various Sub-Locality / Locality identifiers as separate data element(s) to meet the domain specific requirements. Such storage would also help in Georeferencing of Address of the Premises, which is being taken up in Phase-II.</p>
Date of Publishing	Date of Notification

Name of Data Element/ Number	Sub Locality- 1 / G02.03-1-3
Description of Data Element	Sub Locality-1 defines - Block name/No or any other qualifier - Street no/Name/ Mohalla/ Sector no /any other qualifier It is an instance of Location Identifier G02.03-0-3
Data Element Type (Generic/Custom)	Generic
Is Part of	Address of Premises (G02.03)
Parts if any	
Data Format	Varchar
Size	60
Validations	
Values	
Default Value	
Owner	Postal Department Of India
Based on	As per xAL version 2 Standard of OASIS, and format by Expert Committee
Version	1.0
Status	
Date Agreed	
Verification	
Comments	If required, e-Governance applications can store various Sub- Locality - 1 identifiers as separate data element(s) to meet the domain specific requirements. Such storage would also help in Georeferencing of Address of the Premises, which is being taken up in Phase-II.
Date of Publishing	Date of Notification

Name of Data Element/ Number	Sub Locality -2 / G02.03-2-3
Description of Data Element	Sub Locality -2 defines - Major / Minor Land Mark It is an instance of Location Identifier G02.03-0-3
Data Element Type (Generic/Custom)	Generic
Is Part of	Address of Premises (G02.03)
Parts if any	
Data Format	Varchar
Size	60
Validations	
Values	
Default Value	
Owner	Postal Department Of India
Based on	As per xAL version 2 Standard of OASIS, and format by Expert Committee
Version	1.0
Status	
Date Agreed	
Verification	
Comments	If required, e-Governance applications can store various Sub-Locality - 2 identifiers as separate data element(s) to meet the domain specific requirements. Such storage would also help in Georeferencing of Address of the Premises, which is being taken up in Phase-II.
Date of Publishing	Date of Notification

Name of Data Element/ Number	Locality / G02.03-3-3
Description of Data Element	Locality defines - Area No / Area Name / Suburb / Sub district name in case of a village It is an instance of Location Identifier G02.03-0-3
Data Element Type (Generic/Custom)	Generic
Is Part of	Address of Premises (G02.03)
Parts if any	
Data Format	Varchar
Size	60
Validations	
Values	
Default Value	
Owner	Postal Department Of India
Based on	As per xAL version 2 Standard of OASIS, and format by Expert Committee
Version	1.0
Status	
Date Agreed	
Verification	
Comments	If required, e-Governance applications can store various Locality identifiers as separate data element(s) to meet the domain specific requirements. Such storage would also help in Georeferencing of Address of the Premises, which is being taken up in Phase-II.
Date of Publishing	Date of Notification

Name of Data Element/ Number	Address Verification Status (VAS) / G02.03-0-4
Description of Data Element	Defines the status of the Address, whether Verified or Self declared , required for internal storage
Data Element Type (Generic/Custom)	Custom
Is Part of	
Parts if any	
Data Format	Char
Size	1
Validations	
Values	V - Verified S - Self declared
Default Value	Self declared
Owner	Postal Department Of India
Based on	
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

5.4.3.3 Meta Data of Generic Data Elements for Postal Service

Name of Data Element/ Number	Postal Services G02.04
Description of Data Element	Instances to codify postal services like: <ul style="list-style-type: none"> - G02.04-1-0 Postal Index Number - G02.04-2-0 Post Office Service Type - G02.04-3-0 Post Office Service Number - G02.04-4-0 Delivery Post Office Name - G02.04-5-0 Beat Number
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Refer to format of instances
Size	
Validations	Unique for town/ revenue village
Values	Data to be taken as per Postal Department of India
Default Value	
Owner	Postal Department of India
Based on	S42a-5 & S42b-5 Universal Postal Union Standard & Indian Postal Department
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Postal Index Number (PIN) / G02.04-1-0
Description of Data Element	Postal Index Number (PIN) Postal address element designating the code used for sorting the mail. It is an instance of Postal Service G02.04
Data Element Type (Generic/Custom)	Generic
Is Part of	
Parts if any	
Data Format	Number
Size	6
Validations	
Values	Data to be taken as per Postal Department of India
Default Value	
Owner	Postal Department of India
Based on	S42a-5 & S42b-5 Universal Postal Union Standard & Indian Postal Department
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Post Office Service Type (POST) / G02.04-2-0
Description of Data Element	Post Office Service Type - PO box service - GPO box service - Free Post service - Post Bag service - e-Post service It is an instance of Postal Service G02.04
Data Element Type (Generic/Custom)	Generic
Is Part of	Postal Service (G02.04)
Parts if any	
Data Format	Varchar
Size	20
Validations	
Values	Data to be taken as per Postal Department of India
Default Value	
Owner	Postal Department of India
Based on	S42a-5 & S42b-5 Universal Postal Union Standard & Indian Postal Department
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Post Office Service Number / G02.04-3-0
Description of Data Element	Post Office Service Number - PO box number - GPO box number - Free Post number - Post Bag number - e-Post number It is an instance of Postal Service G02.04
Data Element Type (Generic/Custom)	Generic
Is Part of	Postal Service (G02.04)
Parts if any	
Data Format	Number
Size	6
Validations	
Values	Data to be taken as per Postal Department of India
Default Value	
Owner	Postal Department of India
Based on	S42a-5 & S42b-5 Universal Postal Union Standard & Indian Postal Department
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Delivery Post Office Name / G02.04-4-0
Description of Data Element	<p>Delivery Post Office Name is a secondary qualifier in case Locality doesn't have a Post Office -This element defines the address components that are specific to Postal Services. It can be used for the physical delivery of mail.</p> <p>It is an instance of Postal Service G02.04</p>
Data Element Type (Generic/Custom)	Generic
Is Part of	Postal Service (G02.04)
Parts if any	
Data Format	Varchar
Size	30
Validations	
Values	Data to be taken as per Postal Department of India
Default Value	
Owner	Postal Department of India
Based on	S42a-5 & S42b-5 Universal Postal Union Standard & Indian Postal Department
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

Name of Data Element/ Number	Beat Number / G02.04-5-0
Description of Data Element	Beat Number The two digit number additional to PIN to be used by Postal Dept. for sorting the mail It is an instance of Postal Service G02.04
Data Element Type (Generic/Custom)	Generic
Is Part of	Postal Service (G02.04)
Parts if any	
Data Format	Varchar
Size	2
Validations	
Values	Data to be taken as per Postal Department of India
Default Value	
Owner	Postal Department of India
Based on	Indian Postal Department
Version	1.0
Status	
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

5.4.3.4 Meta Data of Generic Data Element for Geo Referencing

(To be taken up in Phase-II)

Name of Data Element/ Number	Geocoding of a Land region / G02.05-0-1
Description of Data Element	Geocode of a land region / Address of a premises
Data Element Type (Generic/Custom)	Generic
Is Part of	Geo Referencing (G02.05)
Parts if any	-Longitude (G02.05-1-1) -Latitude (G02.05-2-1) -Altitude (G02.05-3-1)
Data Format	Degree min sec
Size	
Validations	
Values	
Default Value	
Owner of Data element Standard	
Based on	
Version	Date of Notification
Status	Draft
Date Agreed	
Verification	
Comments	
Date of Publishing	Date of Notification

6.0 Steps / Procedure for using Generic Data elements Repository

6.1 Referring to Generic Data Elements:

- a. Choose a generic data element from the list available in section 5.2
- b. Note the Generic data element reference no. to reach its metadata in section 5.4
- c. Follow the attributes of the metadata while designing Input / Output forms.
- d. Approach DIT for suggestions to revise the metadata, whenever required.
- e. Approach DIT for inclusion of new generic data elements, whenever required.

6.2 Referring to Code Directories

- a. Centralized repository of code directories would be with ORGI for access by domain applications
- b. Ownership of the code directories values would be with owners concerned.
- c. Notification of changes in code directories would be issued by **Competent Authorities**
- d. Copy of the notification would be marked to ORGI for periodic updation of Code Directories by ORGI

7.0 Annexure

Annexure I:

A. Definitions

SNO	Term	Definition
1.	Addressee	It is a party who is intended ultimate recipient of a postal item (www.upu.int/document)
2.	Administrative Area	A geographic area that serves administrative and governmental functions. They are usually defined and established by legal action. (http://www.ccrs.nrcan.gc.ca/)UN Glossary
3.	Altitude	A measure of distance above sea level.
4.	Appellation	An Appellation is prefixed with name title for a person (www.dictionary.reference.com)
5.	Area	Measure of the size of a square land region, usually expressed in units that are the square of linear units. (http://www.govtalk.gov.uk)
6.	Block/ Intermediate Panchayat	Elected bodies at the Block levels and include traditional institutions having statutory characters where the Panchayat Act is not applicable.
7.	Country code	Postal address element designating the ISO 3166-1, code for country, territory or area of geographical interest, in which delivery point is located via which the delivery point is accessed.(www.upu.int/document)
8.	Data Element :- Generic	A structure /data structure which can contain data items of an arbitrary type.
9.	Distance	The extent of space between two objects or places, an intervening space. (http://www.govtalk.gov.uk)
10.	Door	Postal address element indicating the apartment, room or office in, at or adjacent to which a delivery point which is situated within a building for location. (www.upu.int/document)
11.	Education	The process of training and developing the knowledge, skill, mind, character, etc., esp. by formal schooling; teaching; training www.yourdictionary.com/education
12.	Facial image	A picture of a Person or scene in the form of a print or transparent slide; recorded by a camera http://dictionary.die.net/photograph
13.	Finger print	The unique patterns created by skin ridges found on the palm sides of fingers and thumbs. psblogs.net/crimescene/file-s/2007/06/forensics-terms.doc
14.	Floor	Postal address element indicating the floor or level on which a delivery point is located in a multi-storey construction. (www.upu.int/document)

15.	Forward / Delivery address	Postal address , specified by addressee or mailee of a postal item, to which the postal operator is requested to deliver the postal item(www.upu.int/document)
16.	Free Post	The service by Postal Department, where mails can be mailed free of cost, and the payment is done by the Person/ Organization who delivers the mail.
17.	Full Name	Person full name used as a expanded name
18.	Geocode	- The process of assigning geographic codes to features in a digital database; - A GIS function that determines a point location based on a street address. www.gisdevelopment.net/ (http://www.ccrs.nrcan.gc.ca/)
19.	Georeferencing	Geo-referencing is the process of converting spatial (Globe's) coordinates into Geographic (Real World's) coordinates system. So that an object of 3-Dimensional surface could be represented on to the plane paper map exactly or with minimal distortion. (www.gisdevelopment.net)
20.	Gram Panchayat	Gram Panchayat is the primary unit of Panchayati Raj, a Gram Panchayat can be set up in villages with a population of more than five hundred. There is a common Gram Panchayat for two or more villages if the population of these villages is less than five hundred. It is called Group-Gram Panchayat. (http://www.hooghly.gov.in)
21.	Inhabitant	A Person or animal that lives in a particular place or area
22.	Instance	Term used for element type/ sub-type, which represents an occurrence of the Root element (www.upu.int/document).
23.	Land	A uniquely and physically defined parcel of land, same as a Cadastre. (www.censusindia.gov.in)
24.	Land Region code	It defines the code of a Land region unique at National level by prefixing state location code to the location code of a particular administrative unit
25.	Language	A systematic means of communicating by the use of sounds or conventional symbols (www.wordnet.princeton.edu/perl/webwn)
26.	Latitude	Latitudes are the horizontal circles on the globe showing the measurement of object's location horizontally on the earth's surface in terms of radians measured from the centre of the earth. The biggest parallel of latitude on the earth's surface is equator and the parallels of latitude dimension decreases gradually from the equator towards the North and South Pole. It is measured in terms of Degrees, Minutes and Seconds. (www.gisdevelopment.net)

27.	Locality	Postal address constructs identifying the geographical area in or adjacent to which delivery point is located. etc.(www.upu.int/document)
28.	Location code	The Location code is a simple, specific and unique number by which every administrative unit in a State / Union Territory can be identified. (www.censusindia.gov.in)
29.	Longitude	Longitudes are the vertical circles on the globe showing the measurement of object's location vertically on the earth's surface in terms of radians measured from the centre of the earth. The dimension of all meridians of longitudes is same and they converge with each other on the North and South Pole making a point of interaction on the earth's surface on the North and South Pole. It is also measured in terms of Degrees, Minutes and Seconds. Note: The dimension of equator and meridians of longitude is same. (www.gisdevelopment.net)
30.	Mailee	It is a party designated in a postal address as having responsibility for ensuring that postal items, delivered or handed over by the postal operator at the delivery address, reaches their addressee. (www.upu.int/document)
31.	Mandal	These are Revenue units below the district and are known as sub-district. The sub-district may represent the Tehsil, Taluk, Revenue Circle or Mandal as is relevant to each State (www.censusindia.gov.in)
32.	Mandatory	Null values not allowed (www.govtalk.gov.uk)
33.	Measurement	The act or process of ascertaining dimensions, quantity, or capacity.(www.govtalk.gov.uk)
34.	Meta data	Data about data. A collection of information that describes the content, quality, condition, format, lineage, and any other relevant characteristic of a data set. (http://www.ccrs.nrcan.gc.ca)
35.	Municipality	A Municipality is an administrative entity composed of a clearly defined territory and its population, and commonly refers to a city, town, or village, or a small grouping of them. A municipality is typically governed by a mayor and a city council or municipal council.(http://www.famweb.nwgc.gov)
36.	Occupation	The principal activity in your life which is done to earn money www.wordreference.com/definition/occupation
37.	Optional	Null values allowed (www.govtalk.gov.uk)
38.	Owner	Name of the entity (department organization etc) that owns the data element & is responsible for the updation of the elements.

		In Meta Data it is defined as -Owner of Data element Standard - Owner of Code directory having Update rights. - Owner of specific domain application data element
39.	Part	Term used for element type/ sub-type, which represents a physical sub division of the Root element. (www.upu.int/document)
40.	Panchayat	Panchayat means an institution (by whatever name called) of self-government constituted under article 243B, for the rural areas. (www.orissagov.nic.in)
41.	Postal address	Set of information, for a postal item, allowing unambiguous determination of an actual or potential delivery point, usually combined with the specification of an addressee/ or mailee. (www.upu.int/document)
42.	Post Bag	The method by which the mail is delivered with in a bag which is locked and has the keys, one with the Post master and other with the Person / Organization taking the facility
43.	Relationship	Connection between persons by blood or marriage. An emotional or other connection between people like teacher, student etc... www.dictionary.com
44.	Revenue Village	-The Revenue Village has a definite surveyed boundary and each village has a separate administrative unit with separate village accounts. It may have one or more hamlets. The entire revenue village is one unit. - A Village whose survey numbers (plots) details are mentioned in a register called Jamabandi having fixed geographical boundary. (www.censusindia.gov.in)
45.	Rural Area	Rural area means a geographical area or a place of less than 10,000 inhabitants. "Rural population" consists of all persons living in places of less than 10,000 inhabitants incorporated as cities, villages and towns, including those persons living in the rural portions of extended cities (www.censusindia.gov.in)
46.	Signature	A Signature is a handwritten depiction of someone's name, as a proof of identity or intent (www.en.wikipedia.org)
47.	Stairwell	Postal address element indicating access to floor or door within a building/construction. (www.upu.int/document)
48.	Statutory town	Local bodies declared as Towns by State government under Nagar Palika Act or any other Statute like the Cantonments Act, Cantonment Board Act etc are called Statutory Town. (www.censusindia.gov.in)
49.	Street number	Postal address element designating the area, or the object on an area, adjacent to thoroughfare , in which the delivery point or delivery point access is located. (www.upu.int/document)

50.	Sub Locality	It defines the sub element of administrative area i.e. sub element with in a locality (www.upu.int/document)
51.	Suburb	An area or town located at the edge of an Urban city. A suburb is contained either just within or just outside of the city boundaries. It is usually primarily a residential area, and is often dependent upon the nearby city for employment opportunities and other benefits. (www.businessdictionary.com)
52.	Taluks	These are Revenue units below the district and are known as sub-district. The sub-district may represent the Tehsil, Taluk, Revenue Circle or Mandal as is relevant to each State(www.censusindia.gov.in)
53.	Tehsil (Revenue circle)	These are Revenue units below the district and are known as sub-district. The sub-district may represent the Tehsil, Taluk, Revenue Circle or Mandal as is relevant to each State(www.censusindia.gov.in)
54.	Thoroughfare	Postal address element which identifies the road or part of a road or other access route along which a delivery point can be accessed, either directly or via a secondary or tertiary road or access route. For addressing purposes, a thoroughfare need not be on land, e.g. a canal or river might serve as a thoroughfare in the address of a houseboat or of a construction on the bank. (www.upu.int/document)
55.	Town / Administrative Town	The unit of classification in Census is 'town' for urban areas and 'village' for rural areas. In the Census of India 2001, the definition of urban area adopted is as follows: (a) All statutory places with a municipality, corporation, cantonment board or notified town area committee, etc. (b) A place satisfying the following three criteria simultaneously: i) a minimum population of 5,000; ii) at least 75 per cent of male working population engaged in non-agricultural pursuits; and iii) a density of population of at least 400 per sq. km. (1,000 per sq. mile). (www.censusindia.gov.in)
56.	Urban agglomeration	An Urban Agglomeration is a continuous urban spread constituting a town and its adjoining urban outgrowths (OGs) or two or more physically contiguous towns together and any adjoining urban outgrowths of such towns. Examples of OGs are railway colonies, university campuses, port areas, etc., that may come up near a city or statutory town outside its statutory limits but within the revenue limits of a village or villages contiguous to the town or city. Each such individual area by itself may not satisfy the minimum population limit to qualify it to be treated as

		<p>an independent urban unit but may deserve to be clubbed with the town as a continuous urban spread.</p> <p>For the purpose of delineation of Urban Agglomerations during Census of India 2001, following criteria are taken as pre-requisites: (a) The core town or at least one of the constituent towns of an urban agglomeration should necessarily be a statutory town; and (b) The total population of all the constituents (i.e. towns and outgrowths) of an Urban Agglomeration should not be less than 20,000 (as per the 1991 Census). With these two basic criteria having been met, the following are the possible different situations in which Urban Agglomerations would be constituted: (i) a city or town with one or more contiguous outgrowths; (ii) two or more adjoining towns with their outgrowths; and (iii) a city and one or more adjoining towns with their outgrowths all of which form a continuous spread</p> <p>www.censusindia.gov.in</p>
57.	Urban Area	<ol style="list-style-type: none"> 1. All places with a Municipal Corporation, Municipality, Cantonment Board or Notified Town Area Committee, etc. 2. All other places that satisfied the following criteria: <ol style="list-style-type: none"> a) A minimum population of 5000, b) At least 75% of the male working population should be engaged in non-agricultural pursuits; and c) A density of population of at least 400 per sq. km. (1000 per sq. mile).(www.censusindia.gov.in)
58.	Village	<p>The smallest unit of area. A village may not be mere cluster of houses with a local name. It may be made up of the chief area of habitation and the surrounding area falling within certain demarcated boundaries</p> <p>www.censusindia.gov.in</p>
59.	Wards	The Administrative unit of (Urban locality) Town.
60.	Zila Panchayat/ Parishad	<p>Zila Parishad. This body is an advisory body at the District level to advise the Government in all developmental matters relating to the District. Under three-tier system of democratic decentralization, Zila Parishad is the apex body at the district level followed by Panchayat Samitis at Block level and G.Ps as second-tier & third-tier. (http://www.trendswestbengal.org/gp_gis.htm)</p>

B. Acronyms

ANSI	American National Standards Institute
CBEFF	Common Biometric Exchange Format & Framework
CD	Code Directories
CIQ	Customer Information Quality Technical committee
DIT	Department of Information Technology
E-GIF	e Government Interoperability Framework
FIPS PUB	Federal Information Processing Standard Publication
GOV	Government
ICAO	International Civil Aviation Organization
ICSSR	Indian Council Social Science Research
IEC	International Electro technical Commission
IND	INDIA
ISO	International Organization for Standardization
JPEG	Joint Photographic Experts Group
LRC	Land Region Codification
MDDS	Metadata and Data Standard
MNIC	Multipurpose National Identity Card
NAC	Notified Area committee / Notification Area Council
NIST	National Institute of Standards and Technology
OASIS	Organization for the Advancement of Structured Information <i>Standards</i>
ORGI	Office of Registrar General of INDIA
PID	Person Identification
PNG	Portable Network Graphics
PPI	Pixels per Inch
RGI	Registrar General of INDIA
UID	Unique Identification Number for person
UIDAI	UID authority of INDIA
UK	United Kingdom
UPU	Universal Postal Union
US	United States
WSQ	Wavelet Scalar Quantization
xNL	extensible Name Language
XML	Extensible markup language

Annexure II: Illustrative Data elements to describe a Person

Note: The following is the sampling of using Standardized data elements in Domain specific applications, where characteristic Mandatory /Optional is as per Domain specific requirements of the application and this may vary from application to application

Date Element	Data format	Data element nature (Mandatory- NULL Values not allowed Optional – NULL values allowed)	Generic data element ref. No
Person details			
Unique Identification Number for a person (UID)	Numeric (12)	Mandatory	G01.01
Appellation- 1 of a person prefixed with name to describe Gender and Marital Status	Varchar(2)	Optional	G01.05-1-0
Appellation-2 of a person prefixed with name to describe attained Professional educational qualification	Varchar(2)	Optional	G01.05-1-0
Name of the person			
Person short name in English	Varchar (30)	Mandatory	G01.02-1-0
Person Full name in English	Varchar(99)	Mandatory	G01.02-2-0
Person short name in Recognized Official language	Varchar (30) Unicode –UTF 8 format	Mandatory	G01.02-3-0
Person full name in Recognized Official language	Varchar(99) Unicode –UTF 8 format	Mandatory	G01.02-4-0
Date of Birth as per Indian Date Conventions	Date (dd/mm/yyyy)	Mandatory	G00.01

Date of Birth type (Verified / Declared /Approximate)	Char (1)	Mandatory	G01.16
Gender Identification code	Char(1)	Mandatory	G01.03
Marital Status	Char(1)	Mandatory	G01.04
Education attained code	Varchar(3)	Mandatory	G01.13-1-0
Person Religion code	Varchar(2)	Optional	G01.14-1-0
Occupation Type code	Varchar(2)	Optional	G01.15-1-0
Suffix code	Varchar(2)	Optional	G01.06-1-0
Place of Birth			
Name of Rural Land region (Revenue Village) / Urban Land region (Town)	Varchar(50)	Mandatory	G02.01
Name of Sub District derived from Village / Town Code Directory	Varchar(50)	Optional	G02.01
Name of District derived from Village / Town Code Directory	Varchar(50)	Optional	G02.01
Name of State derived from Village / Town Code Directory	Varchar(50)	Optional	G02.01
Name of Country	Varchar(50)	Optional (if Premises address with in INDIA) Mandatory (if Premises address outside INDIA)	G02.01
Present Residential Address (Refer Annexure – III for data elements of Address of a Premises)			

Permanent Residential Address (Refer Annexure – III for data elements of Address of a Premises)			
Facial image of Person			
Facial record header	Bytes (14)	Mandatory	G01.09-0-1
Facial record data	Bytes(32)	Mandatory	G01.09-0-2
Facial Image Data	PNG or JPEG for internal storage for day to day usage PNG for archival storage	Mandatory	G01.09-0-3
Facial Image capture date	Date (dd/mm/yyyy)	Mandatory	G01.09-0-4
Finger Print image			
General finger record header	Bytes (32)	Mandatory	G01.10-0-1
Finger print image header record	Bytes (14)	Mandatory	G01.10-0-2
Image of Finger print	WSQ (wavelet scalar quantization)	Mandatory Image of all ten fingers to be captured, and four fingers to be stored(Index finger and middle finger of both the hands	G01.10-0-3
Other Details			
Visual identification marks	Varchar(50)	Optional	G01.11
Specimen Signature / Thumb impression image	JPEG or PNG for storage for day to day usage PNG for archival	Optional	G01.12

	storage		
Date of data collection	Date (dd/mm/yyyy)	Mandatory	G00.01
Telephone No1 (land line no)	Varchar(18) 3+5+10	Optional	G00.06-1-3
Telephone No 2 (mobile no)	Varchar(18) 3+5+10	Optional	G00.06-2-3
Code of Recognized Official Language , in which data is captured including code for capturing in English (required for transliteration of captured data in English and vice versa)	Varchar(2)	Mandatory	G00.05
Blood relationship code / Marriage relationship code with head of the family	Varchar(2)	Optional	G01.08-0-1
Live Status: It represents, if person is Alive or Dead default value is Alive	Char(1)	Mandatory	G01.17
Relationship Type: It describe a person is Head / not head of the family	Char(1)	Mandatory	G01.07
Code of Relationship with head of the house hold	Varchar(2)	Mandatory	G01.08-0-1
UID of head of the house hold, to whom Person is related	Numeric (12)	Optional	G01.08-0-2

Father's Details			
Father's UID Number	Numeric (12) or Null	Details of any of Father/ Mother/ Spouse is Mandatory	G01.01
Father's short name in English	Varchar (30)		G01.02-1-0
Father's full name in English	Varchar(99)		G01.02-2-0
Father's short name in Recognized Official Language	Varchar (30) Unicode –UTF 8 format		G01.02-3-0
Father's full name Recognized Official Language	Varchar(99) Unicode –UTF 8 format		G01.02-4-0
Mother's Details			
Mother's UID No.	Numeric (12)		G01.01
Mother's short name in English.	Varchar (30)		G01.02-1-0
Mother's full name in English	Varchar(99)		G01.02-2-0
Mother's short name in Recognized Official Language	Varchar (30) Unicode –UTF 8 format		G01.02-3-0
Mother's full name in Recognized Official Language	Varchar (99) Unicode –UTF 8 format		G01.02-4-0
Spouse's Information			
Spouse's Identification Number.	Numeric (12)		G01.01
Spouse's short name in English	Varchar (30)		G01.02-1-0
Spouse's full name in English	Varchar(99)		G01.02-2-0
Spouse's short name in Recognized Official Language	Varchar (30) Unicode –UTF 8 format		G01.02-3-0
Spouse's full name in Recognized Official Language	Varchar (99) Unicode –UTF 8 format		G01.02-4-0

Annexure III: Recommended Data elements to describe address of Premises

Note: The following is the sampling of using Standardized data elements in Domain specific applications, where characteristic Mandatory / Optional is as per Domain specific requirement of the application and this may vary from application to application

Premises Address				
Address line for printing at Interface level	Name of data element	Data format	Data element nature (Mandatory- NULL Values not allowed) (Optional – NULL values allowed)	Generic data element ref. No
Add line1 for printing House Identifiers Data elements separated by “,” while printing the address line , in case of more than one non-blank qualifiers Incase of Rural Land region, if non is filled, the “NA” to be printed	-House no /Door no / Flat no / House identifier -Building no /Plot no. -Building name / Building Identifier -Stair well/Lift no/any other qualifier	Varchar(60)	At least one house identifier Mandatory	G02.03-0-2
Add line2 for printing Sub Locality Data elements separated by “,” while printing the address line , in case of more than one non-blank qualifiers	Sub Locality - 1 -Block name/No or any other qualifier -Street no/Name/ Mohalla/ Sector no /any other qualifier	Varchar(60)	Optional	G02.03-1-3
	Sub locality – 2 Major /Minor Land Mark	Varchar(60)	Optional	G02.03-2-3

<p>Add line3 for printing Locality</p> <p>Data elements separated by “,” while printing the address line , in case of more than one non-blank qualifiers</p>	<p>Locality Area No / Area Name / Suburb / Any other qualifier</p>	Varchar (60)	Optional	G02.03-3-3
<p>Add line4 for printing Land region Town / Village</p> <p>Both separated by “ – “ while printing</p>	<p>-Rural Land region (Village name) / Urban Land region (Town name) Pin code</p>	<p>Varchar(50)</p> <p>Varchar(6)</p>	<p>Mandatory</p> <p>Mandatory</p>	<p>G02.02-1-0</p> <p>G02.04-1-0</p>
<p>Add line5 for printing District & State separated by “ , ”</p>	<p>-District name</p>	<p>Varchar(50)</p> <p>To be derived from Code directory of the Land region (Village / Town)</p>	Mandatory	G02.02-1-0
	<p>-State name</p>	<p>Varchar(50)</p> <p>To be derived from Code directory of the Land region (Village / Town)</p>	Mandatory	G02.02-1-0
<p>Add line6 for printing country</p>	Country name	Varchar(50)	Optional (if country name is India)Mandatory (other then India)	G02.02-1-0

<p>(Not for the purpose of printing, but only for internal storage</p> <p>Land region code for Rural Land region (Village)/ Urban Land region (Town).</p>	<p>Land region code</p> <p>Land region code for Rural Land region (Village)/ Urban Land region (Town).</p> <p>To be picked automatically from Village / town code directory to derive information about Sub District, District , State for printing in the address</p>	Varchar (8)	Mandatory	G02.01
<p>To be stored internally, and not for printing / display at Interface level</p>	<p>Address verification status:</p> <p>-1-Verified</p> <p>-2-Self declared , not verified</p>	Char(1)	Mandatory	G02.03-0-4
<p>To be stored internally, and not for printing / display at Interface level</p>	<p>Police Station Code of the areas, in which the Premises is located to be automatically picked from Police Station Code directory</p>	Varchar(8)	Mandatory	G02.01

Example:

Print line No.	Data format	Data element type	Printable Address of a premises in Urban area	Printable Address for Rural area
Address line 1 (House No, Bldg no/ name, stair well/lift no, delimited by “;”)	Varchar(60)	Mandatory (any one of the House identifiers)	A-126, 5th Floor	Balu Illam’s house
Address Line 2 (Sub Locality-1 , Sub Locality -2 delimited by “ , “)	Varchar(60)	Optional	S- Block, Sector12	Attukkaaran Thottam, Karattoor
Address Line 3 (Locality)	Varchar(60)	Optional	R.K. Puram	Kuppandapalayam (P.O)
Address Line 4 Urban Land region (Town) / Rural Land region (Village) details - Name of Village /Town/City - Pin code	Varchar(56)	Mandatory separated by ‘-’ for printing	New Delhi -110066	Athani - 638012
Address Line 5 District / State Name	Varchar(50)	Mandatory Separated by “,” for printing	Delhi	Kovai District, Tamilnadu
Address Line 6 Name of the Country	Varchar(50)	Mandatory(if Country other than India)	India	India

The address in the printable form will look as given below:

Printable Address of a Residence in Urban area	Printable Address of a Residence for Rural area
A-126, 5 th Floor , S- Block, Sector12 R.K Puram New Delhi -110066 Delhi	Balu Illam’s House Attukkaaran, Thottam, Karattoor Kuppandapalayam(P.O), Athani – 638012 Kovai District, Tamilnadu

Annexure IV: Code directories along with their Ownership and Values

CD00.01- Measurement conversion Table

Conversion table for Common generic data element Measurement

1) Conversion table for Distance

Meter	Kilo meter
1	.001
1000	1

2) Conversion table for Area

Square meter	Square KM	Hectare
1000 000	1	100
1	.000001	.0001
10000	.01	1

3) Conversion table for Volume

Cubic meter	Cubic Centimeter
1	1000000
.000001	1

Standard Classification adopted for AREA UNIT/EXTENT with digital coding scheme

www.dolr.nic.in

Recommendation: In existing Land Record databases, attribute “area” is used to capture information about the area of a land parcel. Different traditional units like Karla, Marla, Cents, decimal is used for recording the area of a land parcel. At present, it is represented as a numeric data type upto three decimal place. ***It is now recommended to have the area only in Metric Units as depicted in Table 1.2*** The codes for various area units in practice in land records are shown in Table 1.2. Conversion factors are locally available from different unit to metric system and it is depicted in Table 1.3

Table 1.1-Area units in metric system

Code	Description
001	Hectares

Table 1.2-Area units in practice in Land Records are

Area unit Code	Area unit name
001	Hectares
002	Ares
003	Centi-are
004	Sq meters
005	Sq yards
006	Sq feet
007	Acres
008	Cents
009	Guntas
010	Bigha
011	Biswa
012	Biswansi
013	Kanal
014	Marla
015	Karam
016	Sarsaai
017	Kila
018	Bigha(Assam)
019	Katha (Assam)
020	Lessa
021	Shatak
022	Sq cm

Table 1.3- Conversion Factors

1 centi-are = 1 Sq metre
 1 centi-are = 10.76 Sq.feet
 100 Centi-are = 1 Are
 100 Are = 1 hectare
 100 Sq metre = 1 Are
 1 hectare = 100m x 100m = 10000 Sq metre
 1 hectare = 404.68458 Acre (Tripura)
 40 Are = 1 Acre
 1 Lessa = 144 Sq feet
 1 Katha = 5 Lessa or 720 Sq feet
 1 Bigha(Assam) = 4 Katha or 20 Lessa or 2880 Sq feet
 1 Sq metre = 10000 Sq cm (Gujarat)
 2.47105 Acres = 1 Hectare (Kerala)
 1 Are = 2.47105 cents (Kerala)
 1 Acre = 100 cents (Kerala,Tamil nadu)
 1 Cent = 40 Sq metres or 435 Sq feet
 1 Acre = 40 Guntas(Andhra Pradesh and Karnataka)
 1 Gunta = 100 Sq metres (around 1100 sq feet)
 1 Acre = 121 Sq yards
 1 Kuncham = 10 cents(Andhra Pradesh)
 1 Sq link = 0.0404687 Sq metre (Kerala)

Shahjahani Jarib(165 feet) (Rajasthan)

1 Bigha = 1 Jarib x 1 Jarib = 165' x 165' = 27225 Square Feet

1 Bigha(Shahjahani Jarib) = 0.253 Hectare

Gantari Jarib(132 feet) (Rajasthan)

1 Bigha = 1 Jarib x 1 Jarib = 132' x 132' = 17424 Square Feet

1 Bigha(Gantari Jarib) = 0.16 Hectare

1 Bigha = 20 Biswansi (Rajasthan)

1 Acre = 4046.94 Sq metre (Jharkhand)

1 Dismil = 40.46 Sq metre (Jharkhand)

1 Katha(Jharkhand) = 66.89 Sq metre (Jharkhand)

1 Dur = 10 Sq metre (Jharkhand)

Before Bandobust (Settlement)

1 Karam = 57.157" (Haryana)

1 Biswansi = 1 Karam x 1 Karam (Haryana)

20 Biswansi = 1 Biswa (Haryana)

1 Bigha = 20 Biswa (Haryana)

4 Bigha-16 Biswa = 1 Acre (Haryana)

2.47 acre = 1 hectare(CG)

Government Settlement

1 Karam = 57.157" (Haryana)

20 Biswansi = 1 Biswa (Haryana)

1 Bigha = 20 Biswa (Haryana)

4 Bigha = 1 Kila (Haryana)

NIC, DIT,MCIT,GOI

LRISD, NIC (Hqrs) Standard Classification for AREA UNIT/EXTENT

1 Kila = 40 Karam x 40 Karam (Haryana)

After Bandobust(Settlement)

1 Karam = 66" (Haryana)

1 Sarsaai = 1 Karam x 1 Karam (Haryana)

9 Sarsaai = 1 Marla (Haryana)

20 Marla = 1 Kanal (Haryana)

8 Kanal = 1 Acre (Ghuman) (Haryana)

1 Acre = 36 Karam x 40 Karam (North to South, East to West) (Haryana)

2.5 Acre = 1 Hectare (CG)

CD00.02- Recognized Official languages

Proposed owner- RGI office

Language Code	Values	As per ISO 639-3
01	Assamese	Asm
02	Bengali	Ben
03	Bodo	--
04	Dogri	Doi
05	Gujarati	Guj
06	Hindi	Hin
07	Kannada	Kan
08	Kashmiri	Kas
09	Konkani	Kok
10	Maithili	Mai
11	Malayalam	Mal
12	Manipuri	Mni
13	Marathi	Mar
14	Nepali	Nep
15	Oriya	Ori
16	Punjabi	Pan
17	Sanskrit	San
18	Santhali	--
19	Sindhi	Snd
20	Tamil	Tnd
21	Telegu	Tel
22	Urdu	Urd
23	Other language (English)	Eng

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD01.01- Religion Codes and Values

Proposed owner:-RGI office

Code	Values
01	Hinduism
02	Islam
03	Christianity
04	Sikhism
05	Buddhism
06	Jainism
07	Other

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD01.02- Occupation type Codes and values

Proposed Owner:-Ministry of Statistics and Programming Implementation

Code	Values
01	Legislators and Senior officials
02	Corporate Manager
03	General Manager
04	Physical , mathematical and engineering science professional
05	Life science and health professional
06	Teaching professional
07	Other professional

08	Physical and Engineering Science associate professional
09	Life sciences and health associate professional
10	Teaching associate professional
11	Other associate professional
12	Office Clerks
13	Customer services clerks
14	Personal protective services workers
15	Models, sales persons and demonstrators
16	Market oriented skilled agricultural and fishery workers
17	Subsistence agricultural and fishery workers
18	Extraction and building trades workers
19	Metal, machinery and related trades workers
20	Precision, handicraft, printing and related trade workers
21	Other craft and related trades workers
22	Stationary plant and related operators
23	Machine operators and assemblers
24	Drivers and mobile plant operator
25	Sales and services elementary occupations
26	Agricultural, fishery and related labor
27	Laborers in mining, construction, manufacturing and transport
28	New workers seeking employment
29	Workers reporting occupation unidentifiable or inadequately described
30	Workers not reporting any occupations

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD01.03- Education Codes and Values

Proposed owner: Department of Higher Education

Education Group	Education Sub Group	Code
Illiterate		01
Literate (Without Educational Level)		02
Below Primary		03
Primary		04
Middle/Lower Secondary		05
Matriculation/Junior School Certificate/Secondary		06
Higher Secondary/Intermediate/ Pre-University/Senior Secondary		07
Non- Technical Diploma/Certificate not equal to Degree		08
Non- Technical Diploma/Certificate not equal to Degree		
	Diploma/Certificate in ENGINEERING	09
	Diploma/Certificate in MEDICAL	10
	Diploma/Certificate in Technology	11

	Diploma/Certificate in Agriculture, Dairying, Forestry	12
	Diploma/Certificate in Veterinary	13
	Diploma/Certificate in Teaching of General Science	14
	Diploma/Certificate awarded by Industries deptt.	15
	Trade certificate in General Science	16
	Teaching Certificate	17
	Diploma in City and Guides of London Institute	18
	Certificate in Journalism	19
	P.L.	20
	Technical Diploma	21
	Photography / Photo Mechanic conversion course	22
	Diploma in Occupational Therapy /Physiotherapy	23
Graduate Degree other than Technical Degree		24
Post Graduate Degree other than Technical Degree		25
Technical Degree or Diploma Equal to Degree or Post-Graduate		
	Engineering and Technology	26
	Medicine	27
	Agriculture and Dairying	28

	Veterinary	29
	Teaching	30
	Others	31
Literate, but educational level Unclassified/not stated	Unclassified, Blank, NA, Not Stated	99

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD01.04- Appellation Codes and Values

Proposed owner:-Ministry of Home Affairs

Code	Values
01	Dr.
02	Mr.
03	Mrs.
04	Ms.
05	Shri
06	Smt.
07	Sushri
08	CA

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD01.05- Suffix Codes and values

Proposed owner:-Ministry of Home Affairs

Code	Values
01	IAS
02	IFS
03	M.B.B.S
04	MD

The above values are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD01.06- Relationship Codes and Values

Proposed owner:-ICSSR or Anthropological Survey of India

Code	values
01	Self
02	Spouse
03	Father
04	Mother
05	Son
06	Daughter
07	Brother
08	Sister
09	Father In Law
10	Mother In Law
11	Brother-In-Law
12	Sister-In-Law
13	Nephew

14	Niece
15	Grandson
16	Granddaughter
17	Grandfather
18	Grandmother
19	Other (Including any other blood relation and non-blood relations like visitor, guardians)

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

CD02.02 - State Codes & Recognized Official Languages Directory

Proposed owner:-RGI office

State Location Code	State Name	Recognized Official Language	
		Code	Name
01	Jammu and Kashmir	22	Urdu
02	Himachal Pradesh	06	Hindi
03	Punjab	16	Punjabi
04	Chandigarh	06	Hindi
05	Uttaranchal	06	Hindi
06	Haryana	06	Hindi
07	Delhi	06	Hindi
08	Rajasthan	06	Hindi
09	Uttar Pradesh	06	Hindi
10	Bihar	06	Hindi
11	Sikkim	14	Nepali
12	Arunachal Pradesh	06	Hindi
13	Nagaland	23	English
14	Manipur	12	Manipuri
15	Mizoram	23	English
16	Tripura	02	Bengali
17	Meghalaya	23	English
18	Assam	01	Assamese
19	West Bengal	02	Bengali
20	Jharkhand	06	Hindi
21	Orissa	15	Oriya
22	Chhatisgarh	06	Hindi
23	Madhya Pradesh	06	Hindi
24	Gujarat	05	Gujarati
25	Daman & Diu	05	Gujarati
26	Dadra & Nagar Haveli	05	Gujarati
27	Maharashtra	13	Marathi
28	Andhra Pradesh	21	Telugu

29	Karnataka	07	Kannada
30	Goa	09	Konkani
31	Lakshadweep	11	Malayalam
32	Kerala	11	Malayalam
33	Tamil Nadu	20	Tamil
34	Puducherry	20	Tamil
35	Andaman & Nicobar Islands	06	Hindi

The above values provided by ORGI are samples only. For comprehensive list of the values, the owner of the code directory may be contacted.

8.0 References

1. ISO Standard 1000:1992 for SI Units
2. MNIC Coding for Person Identification
3. ISO 693-3 for International language codes
4. RGI's coding schemes for Languages
5. Top level document provided by Working Group
6. EGIF (e- Government Interoperability Framework) Standard of U.K.

List of external link documents referred in the report

1. MDDS: Guide1 (Under preparation as on date)
2. [http:// www.dolr.nic.in](http://www.dolr.nic.in) for conversion table of units as used by Department of Land Records
3. <http://www.censusindia.gov.in> for Code Directories as per Census 2001 codes

9.0 List of Members/Co-opted Members of Expert Committee

9.1 List of Members of Expert Committee

S. No	Name & Designation
1.	Mr. D. K. Sikri , SS & RGI - Chairman
2.	Shri S. K. Chakraborty, Deputy Director General, Office of RGI
3.	Shri Ritvik Pandey, Secretary IT, Election Commission of India
4.	Mr. D.C. Mishra, Senior Technical Director, NIC
5.	Mr. P. B. Vinaya ,Senior Technical Director, NIC
6.	Dr. P. Balasubramanian , DDG & Head (OTC), NIC
7.	Ms. Aruna Chaba - Nodal Officer Senior Technical Director & Head, e-Governance Standards Division ,NIC

9.2 Members / Co-opted members in core group on Person Identification

S. No	Name & Designation
1.	Mr. S.K. Chakraborty - Convener Deputy Director General, Office of RGI
2.	Ms. Aruna Chaba - Nodal Officer Senior Technical Director & Head, e-Governance Standards Division ,NIC
3.	Dr. P. Balasubramanian, DDG & Head(OTC), NIC
4.	Ms. Rama Nagpal, Senior Technical Director , NIC
4.	Ms. Radha Chauhan, Principal Consultant, NeGP, PMU, DIT
5	Mr. S. Mendiratta, Joint Secretary, Atomic Energy Commission

9.3 Members / Co-opted members in Core Group on Land Region Codification

S. No	Name & Designation
1.	Mr. J. S Panda Managing Director (Marketing), - Convener Department of Post
2.	Ms. Aruna Chaba -Nodal Officer Senior Technical Director & Head, e-Governance Standards Division ,NIC
3.	Dr. P. Balasubramanian, DDG & Head(OTC), NIC
4.	Mr. C. Chakravorty, Joint Director, Office of RGI
5.	Ms. Radha Chauhan, Principal Consultant, NeGP, PMU, DIT
6.	Mr. Vinay Thakur Senior Technical Director, NIC
7.	Mr.Muralikrishna Kumar, Advisor(C&IT)
8.	Ms. Rama Hariharan ,Technical Director, NIC

9.4 List of Research Associates

S. No	Name & Designation
1.	Ms Sidhi Sehgal, Research Scientist ,NIC
2.	Mr. Sanjeev Pandey ,Junior Research Fellow, NIC