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भाग 6: व्यापार लाइसेंस –
अनुभाग 1: वर्गिकी

Indian Standard
Municipal Governance –
Part 6: Trade License –
Section 1: Taxonomy

ICS 33.020, 35.020

BUREAU OF INDIAN STANDARDS
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Smart Infrastructure Sectional Committee LITD 28

FOREWORD

This Indian Standard (Part 6/Sec 1) was adopted by the Bureau of Indian Standards, after the draft finalized by the Smart Infrastructure Sectional Committee, had been approved by the Electronics and Information Technology Division Council.

Over the past two decades, India has witnessed the role of technology as an enabler for development and progress. India is poised to lead the digital revolution and our cities can be the primary beneficiary. Our ability to seamlessly adopt emerging technologies into urban governance holds the key to a powerful story of transformation in India's journey towards becoming an economic powerhouse. Responding to this pressing necessity, National Institute of Urban Affairs is instituting the Centre for Digital Governance (CDG), an initiative to convene the digital efforts of the Ministry of Housing and Urban Affairs and also consolidate its existing efforts. National Urban Digital Mission (NUDM) launched in February 2021, aims to build a shared digital infrastructure that will strengthen the capacity of the urban ecosystem to solve complex problems at scale and speed. Thus improve the ease of living for citizens through accessible, inclusive, efficient and citizen centric governance across India's 4800 towns and cities. The NUDM inherits the guiding principles of the National Urban Innovation Stack (NUIS) - Strategy and Approach paper, released by MoHUA in 2019 as a vehicle to accelerate the ecosystem for urban transformation.

One of the key deliverables under NUDM is the creation/ adoption of standards which will enable improved information consistency, analytics, secure data access & transfer, smarter business processes; while also enabling diverse stakeholders to collaborate and their corresponding platforms and processes to interoperate seamlessly.

The other parts in this series of standards consist of the following individual parts of IS 18006.

Part 1: Reference Architecture
Part 3: Property Tax
Part 4: Fire NoC
Part 5: Municipal Grievance Redressal
Part 7: Water and Sewerage
Part 8: Building Plan Approval

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS 2: 2022 'Rules for rounding off numerical values (second revision)'. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

The composition of the LITD 28 Sectional Committee and Panel 13 responsible for the formulation of this standard is given at **Annex B.**

CONTENTS

0. INTRODUCTION

The terminology and vocabulary used for municipal governance differ among ULBs across India due to the federal structure of governance, state-specific laws, and varying eGovernance system implementations. Non-standardized interfaces and storage also result in challenges related to data interpretation and interoperability. As a consequence, measuring municipal performance can lead to significant inconsistencies not only from city to city but also from state to state. Therefore, without clear definitions, vocabulary, specifications, and benchmarks for municipal governance, it is challenging to enable 'Data-Driven Governance.'

The municipal governance standards are being designed to include minimum base data elements common across municipal services in ULBs/development authorities or parastatals to ensure interoperability, harmonization, and data-driven governance. ULBs with more complex processes can adopt and expand on these initiatives. The Knowledge Standards will help,

a) identifying and categorizing important data elements for a domain
b) resolving differences in terminology for Urban Governance
c) to analyse current city domain models, processes, reports & KPIs; thus, retrofitting existing data models with missing data.

The trade license taxonomy defined in this standard includes common trade license entities, channels, processes, stakeholders, reports and KPIs and their definitions. All definitions in this standard are notional definitions for conceptual purposes. The actual definition of entities for trade license purposes should be considered as per state and local legislations. The taxonomy structure in this document is scalable both vertically and horizontally to accommodate ULB specific complexities as well as change in people, process and technology over time.

Trade License Taxonomy will be used in developing Trade License Data Models and API Specifications as well as for creating metadata specifications. Few sample parameters and specifications are also given in the Annex-A for understanding purposes.

Together these standards will ensure semantic and syntactic interoperability among all e-Governance systems in India.

The audience for this standard includes but is not limited to government organisation, industry, academics, architects, customers, users, tool developers, regulators, auditors and standards development organizations. Trade License Taxonomy is developed as an open standard under National Urban Digital Mission by National Institute of Urban Affairs. No part(s) of the document can be sublicensed further by any other organisation. Any attempted sublicense, whether voluntarily or otherwise, shall be null and void, and will attract penal actions.

This document is also interrelated with other Indian standards for e-Governance such as SP7: 2016, IS 18000, IS 18006 (Part 1) and IS 18006 (Part 3/Sec 1): 2021.

0.1 Governing Principles in the Design of Knowledge Standard

To ensure this taxonomy fits the needs of interested stakeholders the following principles have been followed in designing it.

0.1.1 Minimalist

The standards are designed to have minimum base elements common across ULBs to ensure interoperability, harmonization and data driven governance. These can then be adopted and built upon by some ULBs with higher process complexities.

0.1.2 Evolvable

The standard is designed to evolve over a period of time thereby adapting to changing needs and emerging technologies thus making the system comprehensive progressively.

0.1.3 Modular

The classifications and categorizations in the knowledge standard are designed modularly, yet they function together as a whole. They are independent and self-contained and may be combined and configured with similar units to suit separate contexts. E.g., The Property "Use" element and its sub classifications can be easily reapplied in the context of any Building Plan Approval System or Trade License System.

0.1.4 Extendible

The standard is designed to be exhaustive and the elements of Urban Governance are positioned in a hierarchy which can accommodate both horizontal and vertical additions. This leaves room for wider adoption and innovation to suit contexts of any ecosystem. The end goal is to build a knowledge practice that supports Open Standards with the Data Element taxonomy as a base.

0.1.5 Open

The standard is designed to be 'open' to enable wider ecosystem participation and use. The standard is intended to be used by State Governments, Urban Local Bodies, industry and technology providers, academia and civil society organizations who are either working in the domain or are providing services to the ULBs in any manner.

0.1.6 Accessible & Inclusive

The standard is designed to be inclusive and accessible in nature for all types of stakeholders. The standard will enable the technology to reach every section of society. For e.g.: Interactive Voice Responses and non- digital channels as included in the section 2 will enable the marginalized and differently abled citizen to use the service in a more efficient manner. Also, stakeholders such as intermediators can also help in building capacities or creating awareness.

0.2 Sample Use Cases

Samples of Trade License Taxonomy use cases are mentioned below for reference.

0.2.1 Direct application

By storing, generating and using these important data elements (entities, stakeholders, processes & reports) in day-to-day operations.

a) Designated ULB officials can use this to add channels and ULB type (such as Nagar Panchayat, Municipal Corporation or Municipal Council) in the TL system. This will help the ULBs to assess the application while acknowledging and processing the Application/ Assessment request.
b) While submitting the application form for the license, the property Id is also captured. This PID can be used to fetch property details like use, location, ownership, payment details which will help in eliminating redundant or bulky forms. This will also result in re-use and harmonization of data across departments
c) Monitoring of applications by their status, SLB adherence and channels by which the transaction happens, empowers ULB Officials to take corrective and preventive steps as needed.
d) Timely updating and monitoring of DCB register also enable ULBs to better plan and revenue management.

0.2.2 Indirect Application

By using these data elements in evidence-based governance and long-term planning

a) Analysing trade applications by purpose for which the application was made may help the ULBs in regulation of land use, planning revenue management models etc. It can also help in planning the inspection schedules better with respect to the types of regulations needed.

0.2.3 Information Consistency

By using these data elements while using and sharing data (via Metadata tags in reports and dashboard)

a) Consistent use of Data elements, processes, KPIs and their definitions from this Knowledge Standard helps in implementing Information consistency across ULBs. To ensure information consistency, ULBs may use new or existing platforms for delivering TL services. They should use Metadata tags from the data elements defined in this knowledge standard.

0.3 How to read this Document

a) Section 5.1 captures key data elements associated with the Trade License data entity.
b) Section 5.2 captures key channels of transactions i.e., new application/ grievance registration/ payment etc.
c) Section 5.3 captures key stakeholders involved in Trade License service delivery.
d) Section 5.4 captures key processes within the Trade License domain with clearly defined input & output data elements.
e) Section 5.5 captures key Reports and KPIs that ULBs and states/UTs are encouraged to use.

1. SCOPE

This Indian standard provides a unified view of the Trade License Taxonomy, data and processes in urban local bodies and introduces common and widely accepted terminologies and semantics that can be used across multiple systems.

2. REFERENCE

The standards given below contain provisions which, through reference in this text, constitute provisions of this standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of these standards.

SP 7:2016 National building code of India (Third Revision)

IS 18006 (Part 1) Municipal Governance - Reference Architecture

IS 18006 (Part 3/Sec 1): 2021 Municipal Governance - Part 3 Property Tax - Section 1 Taxonomy

3. TERMINOLOGY AND ABBREVIATIONS

3.1 Terminology

For the purpose of this standard, the definitions given in IS 18006 and IS 18006 (Part 3/Sec 1): 2021 shall apply, in addition to the following:

i. Aadhaar

Aadhaar is a verifiable 12-digit identification number issued by Unique Identification Authority of India (UIDAI) to the resident of India.

ii. Application Programming Interface (API)

The term Application Programming Interface (API) means any mechanism that allows a system or service to access data or functionality provided by another system or service. The API is generally used to interact (like query, list, search, sometimes submit & update) directly with the specific information on a system, to trigger some action on other systems, or to perform some other action on other systems.

iii. Data Elements

The basic principle of data modelling is the combination of an Object class and an Attribute to form a more specific 'data element concept'. For E.g.: Application ID, building details that are associated with a Data Entity (Such as Building Plan Approval)

iv. Data Entities

Entities were created to help users to locate their data elements from the entire list. However, this grouping should not be confused with data sets. Data sets are list of data elements required for a certain program or application to function and should be created choosing relevant data elements from various entities e.g. BPA, Trade License, Property Tax etc.

v. DigiLocker

DigiLocker is a secure cloud-based platform for storage, sharing and verification of documents & certificates

vi. *Domain*

A sub-category under an Information Technology field is a Domain; specific purpose within a "Domain" is known as "Area". For example, "Document type for Web publishing content" is one Area under the "Presentation" domain.

vii. E-governance

A procedural approach in which the Government and the citizens, businesses, and other stakeholders are able to transact all or part of their activities using Information and Communication Technology tools.

viii. Interoperability

The ability of different information technology systems and software applications to communicate, exchange data, and use the information that has been exchanged.

ix. Metadata

Metadata is data about data. Metadata describes how and when and by whom a particular set of data was collected. Metadata is essential for understanding the information stored.

3.2 Depicted Symbols

Domain is depicted as  for e.g. Trade License

Data Entities are depicted as  for e.g. Building Details

Channels are depicted as for e.g. Trade License Channels

Stakeholders are depicted as for e.g. Stakeholder Matrix

Processes are depicted as for e.g. Application Creation, Acknowledgement

Reports & KPIs are depicted as for e.g. Demand Balance Collection Register