

OFFICE OF THE DIVISIONAL COMMISSIONER, DELHI
REVENUE DEPARTMENT
5, SHAM NATH MARG, DELHI - 110054

No. RD-G/57/2025-IT Rev Deptt /733

Dated : 09/01/2026

CIRCULAR

Subject: Verification of Locality Data for Locality Mapping on e-District Portal for Disposal of Applications as per Revised Administrative Structure

Vide SOP No. **F.1(346)/IT/DCO/2025/722 dated 30.12.2025**, the Revenue Department has Issued a Standard Operating Procedure (SOP) for disposal of applications received through the e-District Portal in accordance with the revised administrative structure of 13 Revenue Districts and 39 Sub-Divisions.

In order to make the e-District Portal compliant with the revised administrative arrangement, it is essential that all localities are correctly mapped as per the **13 Districts and 39 Sub-Divisions** in the e-District system. This mapping is necessary to enable citizens to apply under the new administrative structure and to facilitate the transfer of applications received under the erstwhile administrative arrangement.

In this regard, the **NIC (e-District Team)** has uploaded the locality data as per the new administrative arrangement (i.e. 13 Districts and 39 Sub Divisions) in the login IDs of District Magistrates (DMs), Sub-Divisional Magistrates (SDMs), and Tehsildars. A module for verification of localities has been provided under the respective **District, SDM, and Tehsildar e district logins**.

All Districts are required to **verify the mapped locality data** with due diligence so that the locality mapping can be made live on the e-District Portal:

- In case locality found proper mapped, mark it verified; Only after verification and confirmation by the concerned DM/SDM, the localities shall be made live for access by the general public.
- In case any locality is found to be **wrongly mapped**, the same may be left **unverified** and the issue should be reported to IT Branch, **Revenue HQ**;
- If any new locality is required to be added, the provision for adding a new locality is available in the module.

Any locality not found, wrongly mapped, or having any discrepancy must be immediately flagged to the IT Branch, Revenue Department [Officer: Ms. Karundeeep Kaur, Assistant Director-IT, email: sadivcomm.delhi@nic.in, with complete details, to enable prompt rectification.

After verification of localities, all applications shall be transferred to the concerned SDM/District as per the correct locality mapping. In case any application is found to be wrongly transferred, necessary correction in locality mapping shall be carried out, after which the application will be visible to the appropriate authority.

This is issued with the approval of the Competent Authority.

DC-V (HQ/IT)

Copy of necessary action to:

1. All the Dy. Commissioner(Revenue), ADMs, SDMs, Tehsildars
2. State Informatics Officer, NIC, GNCT of Delhi
3. PA to Divisional Commissioner, GNCT of Delhi
4. System Analyst to upload with the SoP on the Revenue Department website

Copy for Information to:

1. The Secretary to Hon'ble LG, GNCT of Delhi
2. The Secretary to Hon'ble Chief Minister, GNCT of Delhi
3. SO to the Chief Secretary, GNCT of Delhi
4. Guard File.

Digitally signed by
KUMAR ABHISHEK
Date: 09-01-2026
12:23:32

DC-V (HQ/IT)