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NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN

"Center of Excellence in Hydrology, Meteorology and Cryosphere Science and Services"



Annexure 1

DATA REQUEST FORM

Sign and Return to National Center for Hydrology & Meteorology, Thimphu, Bhutan

Name of the Person
and Office:

Agency Govt/Private/Corporation/Institution/Individual/Others (please tick any)

Address

Phone number

Email

Sl. No.	Data Parameters	Site/Station/River/ Gewog/Dzongkhag	Data Period (eg:1992-1995)	Frequency (Daily/Monthl v/Annually)	Remarks
1					
2					
3					
4					
5					

Purpose:

Type of Study/Project: Research (), Project (), Thesis (), Others (Specify) -

.....

Name of Study/Project:

.....



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Summary of the Project/study:

(Attach official Request letter/documents)

Terms and Conditions:

1. Data Sharing shall be as per the Center’s “Guidelines on the Exchange and Dissemination of Hydro-meteorological Data and Information”.
2. The Center reserves the right to deny access to information if deemed inappropriate for sharing with other agencies or individuals.
3. The Center also reserves the right to prioritize requests for data based on purpose.
4. Request for data of nationwide coverage and/or observational time-scale shall be assessed on a case-by-case basis, subject to the clients agreeing to a separate instrument of partnership in the project/study of interest.
5. Data must only be used by the named person(s)/institution for the sole purpose of their work / on the named project/research; and should not be shared with any third party wholly or partially.
6. Any reports/findings/publications/articles or any information/knowledge thereof arising from the use of data will be shared with the department to understand the need and priorities of data users and improve data services.
7. Data will not be used for any commercial purposes or for profit other than the cost handling and delivery
8. Data source must be adequately referenced.
9. Forms submitted with incomplete information will not be processed; and subsequent requests will not be considered without feedback on earlier request.

I/we have read and understood above-mentioned terms and conditions, and hereby consent to abide by them.

Name (.....)

Signature

Official Seal



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Disclaimer:

The Center hereby disclaims all liabilities or responsibilities for any damage, injury, loss, claim, or lawsuit arising from any error, inaccuracy, or other problems with either data provided by the Center or results arising out of the use of the data either incidental, consequential or damages, including, without limitation, loss of profits or revenues, damage to property or injury or death to persons arising from any such error, inaccuracy or problems.

OFFICAL USE ONLY

Received by: Name/signature/date	
Approved by: Name/Signature/Date	
Remarks:	