



# PUBLIC SERVICE DELIVERY CHARTER NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY

(*Version 2.0*)

NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY ROYAL GOVERNMENT OF BHUTAN THIMPHU: BHUTAN MARCH 2024



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#### **Public Services Delivery Charter**

#### 1 Background

#### Mandate

Provide scientific and technological services in meteorology, hydrology, water resources, climatology, and cryosphere to ensure the safety and socio-economic well-being of society and to support national and international requirements.

Provide up-to-date, reliable and timely information and services on meteorology, hydrology, cryosphere science and climate-related phenomena by leveraging advancements in science and technology to support climate resilient development. Provide data and information to the government and the public to prepare for extreme hydro-met events such as heavy rainfall, snow, floods/GLOF, landslides, cyclones among others, to save lives and property.

Provide science and technology-driven assessments pertinent to decision- making in critical areas including disaster risk reduction, climate change adaptation and integrated water resources management. Ensure that the country fulfils its commitments and obligations to international agreements in climate change, aviation, meteorology and hydrology.

#### Mission

Monitoring and understanding of meteorology, hydrology, climate and cryosphere, for timely provision of information and services to protect lives, property and support national need for ecologically balanced sustainable development.

#### Vision

Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services to build a disaster and climate resilient nation.

#### **Functions**

- a. Planning and operation of national hydrological (surface and subsurface) and meteorological (surface and upper air) observation network and its communication systems required for monitoring and data collection;
- b. Study and monitor cryosphere (snow, glaciers, glacier lakes, permafrost) and its associated risks to implement appropriate mitigation and adaptation measures;
- c. Study and provide public weather services, severe weather warnings, meteorological data management, aviation meteorology, agro-meteorological services, and climate change information and services;
- d. Research and water resources assessment, hydrological forecasting, data management, dissemination of hydrological data and information and provide early warning services for flood and GLOF;
- e. Assessment and mapping of hydro-meteorological and GLOF hazards at the sub-basin and basin level;
- f. Capacity and human resources development through training and education;
- g. Research and application of science and technology in operational meteorology, hydrology and cryosphere for development of products and services;

h. Promote collaboration and institutional linkages with national, regional and international organisations related to weather, climate, hydrology, cryosphere, and water resources for exchange of data, research and technology transfer.

# 2 Summary of Hydro-met Products and Services

**Table 1: NCHM Products and Services** 

Sl. No.	Products and Services
A	Weather and Climate Services
	24-hour weather forecast
	3 days weather forecast
	Weekly Weather Outlook
	Special weather forecasts for specific areas based on request
	Aviation Meteorological Services for flight operations
	Cyclone advisories/warning
	Snowfall advisories/ warning
	Climate data
	Climate Change Projection Data for the Bhutan
	Basic Meteorological and climate change Training Course
	Technical backstopping for the installation and operation of Weather Station and Automatic Weather stations
	Medium range forecast (3-10 days)
	Seasonal outlook (summer and winter monsoon)
В	Hydrology, Water Resources and Flood Warning Services
	Hydrological data (daily month and mean year flow, Min and Max flow) and
	information of the stations operated by the Centre.
	Flood forecasting and issue advisories and warning
	Flow forecast for major river basin
	GLOF and Rainstorm Flood early warning services
	Hydrological modelling and hazard mapping
	Technical backstopping for setting up of hydrology station (manual and
	Automatic Water level Station)
	Bathymetric survey of river and lakes and reservoirs
	Aerial survey using UAV for hazard mapping
	River flow measurements
	Basic Operation Hydrology training course
C	Cryosphere Services
	Data and information on glaciers and glacial lakes in Bhutan; Glacier Inventory
	and Glacial lake inventory
	Data and information on mass balance measurement and terminus status for the
	bench marked glaciers in Bhutan
	Information on the potentially dangerous glacial lakes (PDGLs) in Bhutan.
	Bathymetry data and information (depth, bottom topography, surface area) on
	selected glacial lakes (potentially dangerous glacial lakes) in Bhutan
	Information on the dominant source (glacier melt, snow, rain, ground water)

	contribution to surface runoff for selected river system in the country				
	Aerial survey using UAS for generation of topography maps, DTM and DEM				
	Bathymetry survey for reservoirs (dam) to monitor siltation (bottom topography)				
D	Calibration of Basic Weather Instruments				
	Calibration of weather instruments				

#### 3 Weather and Climate Services

The Meteorological Services Division (MSD) is responsible for providing public weather services, aviation, climate services and the operation of the national meteorological observation network. Weather and climate information and services support climate resilient development and decision making. Climate data and services help society to adapt to climate variability and change.

#### 3.1 Public Weather Services

Refers to the state of the atmosphere for a 24-hr period over specified area/Dzongkhags in Bhutan. This also includes a 3-day weather outlook for 20 Dzongkhags.

Class	sification:	Public				
Type of Services:  Contact point:		G2C – Govern	G2G – Government to Government G2C – Government to Citizen/ G2B – Government to Business  Weather and Climate Services Division (WCSD), NCHM, Email: hod@nchm.gov.bt			
SN	Services	TAT (Processing time)	Unit	Access/Source		
1	Daily (24-hr) Public Weather Forecasts	Updated 16:00 (daily)	hour	NCHM website: <a href="www.nchm.gov.bt">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWeather/">https://www.facebook.com/BhutanWeather/</a> BBS TV/Radio (after 18:00)		
2	3 days Weather Outlook	Update at 12:00 noon (daily)	Hour	NCHM website: <a href="www.nchm.gov.bt">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWeather/">https://www.facebook.com/BhutanWeather/</a> BBS TV/Radio (after 18:00)		
3	Snowfall advisories and warning	Based on event		NCHM website: <a href="www.nchm.gov.bt">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWeather/">https://www.facebook.com/BhutanWeather/</a> BBS TV/Radio (after 18:00)		
4	Cyclone Advisories and Warnings	Based on event		NCHM website: <a href="https://www.facebook.com/BhutanWe">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWe">https://www.facebook.com/BhutanWe</a> <a href="https://www.facebook.com/BhutanWe">ather/</a>		

				BBS TV/Radio (after news)
5	Special Weather Forecasts for specific areas based on request	30	Minutes	Weather Forecasting Control Room, National Weather and Flood Warning Centre (NWFWC) Email: wfcr@nchm.gov.bt Telephone: 02335578/02339673/77452632 Hot line: 1030
7	Aviation Weather Forecasts Services	30		Aviation Meteorological Section, WCSD, Paro International Airport, Paro
8	Agro- meteorological services	Updated daily	Daily	NCHM website: <a href="www.nchm.gov.bt">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWe">https://www.facebook.com/BhutanWe</a> <a href="mailto:ather/">ather/</a> WhatsApp group_Agromet Advisory Group
9	10 days weather forecast	Update weekly	Weekly	NCHM website: <a href="www.nchm.gov.bt">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWeather/">https://www.facebook.com/BhutanWeather/</a>
10	Extended forecast (month)	Updated every Thursday		NCHM website: <a href="www.nchm.gov.bt">www.nchm.gov.bt</a> Facebook page: <a href="https://www.facebook.com/BhutanWeather/">https://www.facebook.com/BhutanWeather/</a>
11	Seasonal Outlook (summer and winter monsoon)	6 months		NCHM website: www.nchm.gov.bt

#### 3.2 National Climate Outlook Forum

The Centre organises National Climate Forum (NCOF) before the monsoon primarily to inform on the expected Monsoon (Below, Normal or Above) and climate variability (El Niño/La Niña, Indian ocean dipole, westerlies) for planning of agriculture and other sectors. It also aims at communicating climate and forecast information to diverse users for better use and interpretation of climate information in decision-making for agriculture, water resource management, public health and disaster management. The target audience of the forum includes line agencies and local government officials, agricultural officers, disaster management offices, lecturers and other interested weather/climate information users i.e., farmers, etc.

The forum is being implemented by the Centre in collaboration with line agencies and Local Governments (LGs).

Division	Meteorological Services Division (MSD)		
Classification:	Public		
Type of Services:	G2G – Government to Government		
	G2C – Government to Citizen		
	G2B – Government to Business,		
Contact point:	MSD, NCHM, Email: <a href="mailto:hod@nchm.gov.bt">hod@nchm.gov.bt</a>		

Sl. No.	Services	TAT	Unit	Access Source
		(Processing time)		
1	Seasonal outlook	Bi- annually	months	NCHM website:
	(Summer and winter			www.nchm.gov.bt
	monsoon)			

# 3.3 Meteorological Data and Climate Services

Class	ification:	Public			
Type	of Services:	G2G – Government to Government /			
		G2C – Government to Citizen/			
		G2B – Government to Business,			
Conta	act point:	MSD, NCHM, Email: hod@nchm.gov.bt			
Sl.	Services	TAT	Unit	Access Source	
No.		(Processing time)			
1	Supply of	3	Day	MSD NCHM	
	meteorological/		-	Email: hod@nchm.gov.bt	
	climatological				
	data/information				
	based on request				
2	Process of the	5	Day	MSD, NCHM	
	Climate Change			Email: <u>hod@nchm.gov.bt</u>	
	Projection Data				
	for the Bhutan				
	(2022)				

# 3.4 Climate Change Projection Data for Bhutan

To understand the likely impacts of climate change on agriculture, human health, water resources, and forestry resources as well as to plan adaptation in each sector. NCHM carried out the climate projection of Bhutan in 2019 and information are shared with line agencies based on the requests.

Division		MSD			
Classific	cation:	Public			
Type of	Services:	G2G – Government	to Governi	ment	
		G2C – Government t	o Citizen		
		G2B – Government t	o Busines	s,	
Contrac	t point:	Meteorological Services Division (MSD), NCHM,			
		Email: hod@nchm.gov.bt			
Sl. No.	Services	TAT	Unit	Access/Source	
		(Processing time)			
			_		
1 Climate Projection		5	Days	Shared based on the request.	
	data and information			Submit request to the Head of	
				Agency.	

#### 3.5 Aeronautical Meteorological Services

Classification:		Public			
Type	of Services:	G2G – Government to Government / G2C – Government to Citizen/ G2B – Government to Business,			
Conta	act point:	Meteorological Services Division (MSD), NCHM Email: hod@nchm.gov.bt			
Sl. Services No.		TAT (Processing time)	Unit	Access Source	
1	METAR/SPECI	30	minutes	Aviation Meteorological Services, Meteorological Services Division (MSD), NCHM Email: <u>aviationmet@nchm.gov.bt</u>	
2	TAF	1	daily	Aviation Meteorological Services, Meteorological Services Division (MSD), NCHM Email: aviationmet@nchm.gov.bt	
3	Aeronautical Climatological Summary		Monthly	Aviation Meteorological Services, Meteorological Services Division (MSD), NCHM Email: aviationmet@nchm.gov.bt	
4	Pilot Briefing	a la carte	_	Aviation Meteorological Services, Meteorological Services Division (MSD), NCHM Email: aviationmet@nchm.gov.bt	
5	Aerodrome/ Wind shear Warnings	a la carte	_	Aviation Meteorological Services, Meteorological Services Division (MSD), NCHM Email: aviationmet@nchm.gov.bt	

## 4 Hydrology and Water Resources Information Services

Hydrology and Water Resources Services Division (HWRSD) of the Centre operates a national hydrological/flood/GLOF warning network of telemetering stations composed of rainfall and river water level monitoring equipment. Data are observed manually as well in real-time for archiving and quality control. The Division is responsible for delivery of services and products related to hydrology and water resources including flood early warning services.

#### 4.1 Provision of Hydrological Data

Classification:	Public	
Type of Services:	G2G – Government to Government/	
	G2C – Government to Citizen/	
	G2B – Government to Business,	

Contact point:		Hydrology and Water Resources Services Division (HWRSD), NCHM Email: hod@nchm.gov.bt			
SN Services		TAT (Processing Time)	Unit	Access Source	
1	Hydrological data (daily/monthly/annu al/Min and Max flow) of the stations operated by the Centre.	1-3	days	Download Data Request Form from NCHM website and submit by email to: <a href="mailto:hod@nchm.gov.bt">hod@nchm.gov.bt</a> Data will be sent back by email.	

# 4.2 Provision of Flood/GLOF Warning Services

Class	ification:	Public			
Type of Services:		G2G – Government to Government / G2C – Government to Citizen/ G2B – Government to Business,			
Conta	act point:	Hydrology and Water Resources Services Division (HWRSD), NCHM Email: hod@nchm.gov.bt			
Sl. No.	Services	TAT (Processing Time)	Unit	Access Source	
1	Flood Advisories and Warning	Updated based on the events	Events	NCHM website:  www.nchm.gov.bt Facebook page: https://www.facebook.com/Bhu tanWeather/  BBS TV/Radio Social Media groups (WhatsApp)	
2	GLOF EWS Warning	Updated based on the events	Events	NCHM website:  www.nchm.gov.bt Facebook page: https://www.facebook.com/Bhu tanWeather/  BBS TV/Radio Social Media groups (WhatsApp)	

3	Inflow forecasting for	Daily	On request
	Hydropower Plants		Or Shared credential for direct
			access to the NCHM Flood
			Decision Support System
			(FDSS) based on
			MoU/Agreement

## 5 Cryosphere Services

The Cryosphere Services Division (CSD) is mandated to monitor, carryout research and inventory on cryosphere (snow, glaciers, glacial lakes) and hazard assessment to generate science-based information for understanding of climate change, mitigation and adaptation planning. The update of glaciers and glacial lakes inventory and cryosphere observations and the monitoring can improve flood/GLOF forecasts and warnings. Past and present cryosphere information is necessary to enable better understanding of water resources management and associated hazard and risk in the downstream. Cryosphere data and information are also important for understanding the health of glaciers and hazards associated with glacial lakes for disaster preparedness. Information on the cryosphere are also crucial for understanding the impact of climate change on water resources in the country.

Classifi	cation:	Public				
Type of	f Services:	G2G – Government to Government /G2C – Government to				
		Citizen/				
		G2B – Governi		,		
Contac	t point:			n (CSD), NCHM		
		Email: hod@no	<u>chm.gov.bt</u>			
Sl. No.	Services	TAT	Unit	Access Source		
		(Processing time)				
1	Data and information on glaciers and glacial lakes in Bhutan; Glacier Inventory and Glacial lake inventory	1 to 2 depending on the type of information requested	days	Report available on website Submit request for data to: hod@nchm.gov.bt		
2	Data and information on mass balance measurement and terminus status for the bench marked glaciers in Bhutan	1 to 2 depending on the type of information requested	days	Report available on website Submit request for data to: hod@nchm.gov.bt		
3	Physical information on the list of potentially dangerous glacial lakes (PDGL) in Bhutan.	1	days	Report available on website Submit request for data to: hod@nchm.gov.bt		
4	Time series bathymetry data and	2 - 3	days	Report available on website Submit request for data to:		

	information (depth,	(Depends on		<u>hod@nchm.gov.bt</u>
	bottom topography,	the type of		
	surface area) of major	data and		
	glacial lakes	information		
	(potentially dangerous	requested)		
	glacial lakes) in	_		
	Bhutan			
5	Information on the	1-2	day	Report available on website
	dominant source			Submit request for data to:
	(glacier melt, snow,			hod@nchm.gov.bt
	rain, ground water) to			_
	surface runoff for			
	selected river system			
	in the country			

## **6** Calibration of Basic Meteorological Instruments

Calibration of Meteorological Instruments is very important to ensure accuracy and uniformity of their measurements. Standardisation including its traceability in the comparisons will be observed and followed. Centre currently carries out basic calibration for temperature and pressure sensors.

Division	n	TSRD				
Classifi	ication:	Public				
Type of	f Services:	G2G – Government t	to Governi	ment /G2C – Government to		
		Citizen/				
		G2B – Government t	o Busines	S,		
Contac	t point:	TSRD, NCHM				
		Email: <u>hod@nchm.g</u>	ov.bt			
Sl. No.	Services	TAT Unit Access Source				
		(Processing time)				
1	Calibration of	1 per instrument	day	Submit request to the		
	Instruments at the	(depends on fixed		Head/Director NCHM by email at		
	calibration lab	calibration		hod@nchm.gov.bt		
		schedule)				
2	Field review of the	1-3	day	Submit request to the		
	installed instrument	(depends on diurnal		Head/Director NCHM by email at		
	using travelling	cycle. for instance,		hod@nchm.gov.bt		
standard for		for air temperature)				
	possible calibration					
	at lab					

# 7 Technical Backstopping and Training Services

Classification:	Public
Type of Services:	G2G – Government to Government/
	G2C – Government to Citizen/
	G2B – Government to Business,

Contract Point:		Hydrology and Wate NCHM, Email: hod@		s Services Division (HWRSD), .bt
Sl. No.	Services	TAT (Processing Time)	Unit	Process
1	Hydrological modelling and hazard mapping	2-5	days	<ul> <li>a. Submit request to the Head/Director NCHM by email at hod@nchm.gov.bt</li> <li>b. All the expenses have to be borne by the requesting agency</li> <li>c. Duration will depend on the quality and amount of the field as well processing work.</li> </ul>
2	Installation and Setting up of hydrology station (manual and Automatic Water level Station, AWLS)	2-5	days	<ul> <li>a. Submit request to the Head/Director NCHM by email at hod@nchm.gov.bt</li> <li>b. All the expenses have to be borne by the requesting agency;</li> <li>c. Duration will depend on the quality and amount of the field and processing works.</li> </ul>
3	Installation and Setting up of weather station (manual and Automatic Weather (AWS)	2-5	Days	<ul> <li>a. Submit request to the Head/Director NCHM by email at hod@nchm.gov.bt</li> <li>b. All the expenses have to be borne by the requesting agency</li> <li>c. Duration will depend on the quality and amount of the field and processing works.</li> </ul>
4	River flow measurement	2-5	Days	<ul> <li>a. Submit request to the Head/Director NCHM by email at hod@nchm.gov.bt</li> <li>b. All the expenses have to be borne by the requesting agency</li> <li>c. Duration will depend on the quality and amount of the field work processing.</li> </ul>
5	Basic Operation Hydrology training course	2-5	Days	<ul> <li>a. Submit request to the Head/Director NCHM by email at hod@nchm.gov.bt</li> <li>b. All the expenses have to be borne by the requesting agency/Individual</li> <li>c. Duration will depend on the quality and amount of the field as well processing work.</li> </ul>
6	Aerial survey using	2-5	days	a. Submit request to the

	UAS for generation of topography maps, DTM and DEM			Head/Director NCHM by email at hod@nchm.gov.bt b. All the expenses have to be borne by the requesting agency/Individual c. Duration will depend on the quality of product requested and size/location of site and amount of data to be processed.
7	Bathymetry survey for reservoirs (dam) to monitor siltation (bottom topography)	2-5	days	<ul> <li>a. Submit request to the Head/Director NCHM by email at hod@nchm.gov.bt</li> <li>b. All the expenses have to be borne by the requesting agency/Individual</li> <li>c. Duration will depend on the quality of the product requested, size/location of site and amount of data to be processed.</li> </ul>

## 8 Internship and On-the-Job Trainings

Based on the request of Colleges (CNR, CST and Sherubtse, others) limited numbers of college students are provided internship in the Centre and other interested graduates with relevant field on-the-job training (OJT). Interns are exposed to various general office procedures, hydro-met data collection, processing and analysis, analytical tools, writing reports and articles, and presentation skills.

Division		All				
<b>Classification:</b>		Students/S	Students/Sectors			
Type of Transact	ion:	G2C, G2B	3, G2G			
Who may avail?		School/Un	School/University			
Process	T.	AT	Person	Remarks		
	(Process	sing time)	Responsible			
Submit request to	2-5 days					
the Head/Director			HRO, NCHM	a. Conduct orientation, and		
NCHM.				distribution of interns to		
			Review and put up in the	Divisions and identification of supervisor.		
			Management	b. Actual OJT		
			meeting for approval.	c. Presentation of works to NCHM Management d. Evaluation issue completion		
				Certificate		

## 9. Study Visit to Hydro-met Observation Station

The NCHM operates a national hydrological and meteorological observation network including flood/GLOF warning stations across the country. Station instrument and observations offers an ideal setting for educational and study for understating instruments, observation and data collection for the general public and to the students of all levels. NCHM facilitates study visits and provides basic operation lectures on hydrology and meteorology and related applications.

Division		All		
<b>Classification:</b>		Student/ S	ectors	
Type of Transact	ion:	G2C, G2B	s, G2G	
Who may avail?		School/Un	iversity	
Process	T	AT	Person Responsible	Remarks
	(Process	sing time)		
Submit request to	2-5 da	ys	Perspective Divisions	
the Head/Director			_	Take
NCHM.			a. Receive and review the	participants/students
			request for the availability	to the site with
			of the preferred date and	NCHM Experts
			time of educational and	
			study tour.	
			b. Put up at the	
			Management meeting for	
			approval.	

#### 10 Study Visit to 24/7 NWFWC and GLOF EWS Control Rooms

NCHM operates 24/7 National Weather and Flood Warning Centre (NWFWC), Thimphu and GLOF EWS Control rooms along the river basins for delivery of services. NWFWC and Control Rooms offer an ideal place for educational and study visits for students for understating monitoring, data processing and dissemination users. NCHM facilitate study visits and provide lecture on hydro-met hazards and on early warning services

Division	All
Classification:	Student/ Sectors

Type of Transaction	nsaction: G2C, G2E		3, G2G		
Who may avail?	School/Un		niversity		
Process	TAT		Person Responsible	Remarks	
	(Processing time)				
Submit request to the Head/Director NCHM.	2-5 day	ys	Respective Divisions  a. Receive and review the request for the availability of the preferred date and time of educational and study tour.  b. Put up at the Management meeting for approval.	Take participants/students to the site with NCHM Experts	

#### 11 Information and Education Awareness

Information and Education Awareness (IEA) on weather, climate, hydrology, meteorology and cryosphere sciences and services are special services conducted by NCHM in general. Forecasters, hydrologists, meteorologists, glaciologists, and climatologists take time in explaining to different sectors of the community how hydro-met related hazards and disasters affect them and what could be done to adapt and mitigate from the climate related disasters.

IEA became a regular activity gaining support from line agencies, local government, and vulnerable communities.

Division		All			
Classification:		Complex			
<b>Type of Transaction:</b> G2C,		G2C, G2B	G2C, G2B, G2G		
Who may avail?		School/University			
Process	$\mathbf{T}$	AT	Person Responsible	Remarks	
	(Processing time)				
Submit request to the	2-5 days		Perspective Divisions		
Head/Director NCHM.	z 2-3 days		<ul> <li>a. Receive and review the request for the availability of the preferred date and time of educational and study tour.</li> <li>b. Put up at the Management meeting for approval.</li> </ul>	Depute team to conduct education and awareness based on the theme and subjects.	

# 12 Feedback and Complaints Mechanisms

How to send feedback?	Feedback can be accessed from our Centre's website  www.nchm.gov.bt and Facebook page.  Accomplish feedback form can be drop in designated drop boxes at the Centre or e-mail at hod@nchm.gov.bt	
How feedbacks are processed?	Once a week, feedback emails received are collated in a virtual folder while feedbacks dropped in drop boxes are opened every Friday by the Program/Information Officer.	
	The Program/Information Officer records all feedback submitted. Feedback requiring answers are forwarded to relevant Office/s. Office/s are required to answer within three-five (3-5) working days upon receipt of the notice.	
	The answer of the office is relayed to the citizen.	
How to file complaints?	Accomplish the client Complaint Form and drop in designated drop boxes or e-mail at <a href="https://documents.ncb/hod@nchm.gov.bt">hod@nchm.gov.bt</a> Complaints should provide information such as name of person	
	being complained, Incident and Evidence	
	For inquiries and follow-ups, clients may contact (02) 327202/328280	
How complaints are processed	Complaint emails received are collated in a virtual folder while complaints dropped in drop boxes are opened once a week by the Complaint Officer	
	Upon evaluation, the Complaint Officer in coordination with the Grievance Committee shall start the investigation and forward the complaint to the relevant office for their explanation.	
	The Complaint Officer together with the Grievance Committee will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.	
	The Complaint Officer will give the feedback to the client.	
	For inquiries and follow-ups, clients may contact (02) 3207202/328280	

# 13 List of Offices and Contact Information

Office	Address	Contact Information
For General Inquiries	National Centre for Hydrology and Meteorology Doeboom Lam, Thimthrom, Post Box: 207, Thimphu: Bhutan Website address: <a href="http://www.nchm.gov.bt">http://www.nchm.gov.bt</a>	Tel. No.: +975-2-327202 Fax No.: +975-2-327202 Email: dechenw@nchm.gov.bt
B. NCHM Secretariat	Director National Centre for Hydrology and Meteorology	Tel. No.: +975-2-328280 Fax No.: +975-2-327202 Email: kdupchu@nchm.gov.bt
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