



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྒྱལ་ཡོངས་ཕྱི་མ་དཔྱད་བཀོད་འཛིན།

**NATIONAL STATISTICS BUREAU**  
**ROYAL GOVERNMENT OF BHUTAN**



**AF/02-005/01**

## **INSTRUCTION TO FILL IN APPLICATION FORM FOR INITIAL REVIEW**

### **GENERAL INFORMATION**

1. Title of the statistical survey/census - give the title of the survey/census for which the questionnaires will be used.
2. Legal basis - specify Executive Order or Act if any which authorizes or supports (explicitly or implicitly) the conduct of the survey/census.
- 3.1 Proponent agency (Name and Address) - pertains to the agency or institution proposing the conduct of the survey. Usually, the funding agency is the proponent agency.
- 3.2 Conducting agency (Name and Address) - specify the agency or institution, including the address, that will perform all or the major stages of the survey operations. It may be the same as the proponent agency or it may be another agency contracted by the proponent for the purpose.
- 3.3 Other cooperating agencies - list down all other agencies that will assist, in one way or another, in the pursuit of the survey.
- 3.4 Funding source/s - check and specify the applicable funding source/s, i.e. (a) Royal Government of Bhutan (RGoB); (b) local private/corporations; and (c) foreign/development partners.
- 3.5 Consultants (Name of organization/person and nature of consultancy service) - give names of organizations/persons who render consultancy services on any aspect of the survey/census and specify the nature of corresponding services rendered.
4. Objectives and relevance of the survey - state the ultimate objectives (not merely “to collect data on certain items”) of the survey and its relevance to the agency function and/or government as a whole.
- 5.1 Status of survey - check whether the survey is (a) new (to be conducted for the first time), or (b) existing (has been conducted before or is being conducted regularly).



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5.2 Status of survey form/questionnaire - This shall be answered only if the survey is classified as “existing”.

Check whether the survey form is:

- a) An existing survey form with revision for renewal of clearance - refers to forms with prior clearance but proposed to be revised. Indicate clearance number previously granted by NSB-RC.
- b) An existing survey form without revision for renewal of clearance - refers to forms (no revision) whose prior clearance number is about to expire; hence due for renewal. If so, indicate clearance number previously granted by NSB-RC.

5.3 Is this survey a rider to another survey? - a survey is a rider to another survey if the data to be collected will be incorporated in the questionnaire of another survey, or if data collection will be done together with another survey using a separate questionnaire. If it is a rider, indicate the survey to which it shall ride with. As a rule, rider questionnaires shall be reported separately.

5.4 Is this survey a component of a national or international program? - It is important to identify whether a survey is part of a bigger program which deals with national or international concerns so that the survey can be reviewed within the wider perspective of the program.

Applicant - To be signed by the principal investigator or other individual who is most familiar with all the technical aspects of the survey. NSB-RC shall contact this person for all the inquiries, clarifications, etc.