



# **GUIDELINES FOR DISTRIBUTION AND UTILIZATION OF TABLET FOR RNR FIELD DATA COLLECTION AND PROCESSING**



Renewable Natural Resources Statistics Division  
Ministry of Agriculture and Forests  
Thimphu

**February 2019**

# **Guidelines for Distribution and Utilization of Tablet for RNR Field Data Collection and Processing**

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## **Title and Commencement**

1. This guideline shall be called as Guidelines for Distribution and Utilization of Tablet for Renewable Natural Resources (RNR) Field Data Collection and Processing.
2. It shall come into force from February 2019.

## **Objective**

3. The main objective of this guideline is to streamline the procedures for tablet distribution and its utilization.

## **Scope**

4. This Guideline shall apply to all the Gewog Agriculture and Livestock Extension Officials in the Dzongkhags to whom tablets shall be distributed under the supervision of their respective Dzongkhag RNR Sector Head.

## **Distribution**

5. The RNR Statistics Division (RSD) and the Dzongkhag RNR Sector Heads shall distribute the tablets to the Gewog Extension Officials.
6. Only two tablets per Gewog (One for Gewog Agriculture Extension Official and one for Gewog Livestock Extension Official) shall be distributed.
7. In the event, where there is only one Gewog Extension official (either Agriculture or Livestock extension official) in the Gewog, the second tablet shall be issued to the substitute enumerator for the RNR census period as specified by RSD.
8. Upon completion of the RNR census enumeration, the substitute enumerator shall hand over the tablet in good condition and SIM to their respective Dzongkhag RNR Sector Head and the concerned Dzongkhag RNR Sector Head shall issue the same tablet along with SIM to the Gewog Extension Official, upon filling up that vacant post by regular staff.
9. In the event, the concerned Gewog Extension Official leaves the Gewog on transfer, long-term study leave, Extra-Ordinary Leave, resignation, superannuation or termination, the tablet shall be handed over to the respective Dzongkhag RNR Sector Head in good condition.

10. In the event, the Gewog Extension Official is on transfer to another Gewog within the same Dzongkhag, he/she shall retain the same tablets issued to him/her for RNR field data collection.
11. The SIM Card shall be distributed along with the tablet and it shall be registered in the name of concerned Gewog Extension Official to whom the tablet is handed over.
12. The concerned Gewog Extension Official shall be held accountable for the use of SIM Card and any misuse of the SIM Card shall be governed by the relevant laws of the country.

### **Utilization**

13. The distributed tablets shall only be used for RNR census, RNR surveys and other periodic data collection as per the statistical calendar prescribed in RNR Statistical Framework 2018.
14. The Gewog Extension Officials shall not lend the tablets to any other persons for any reasons.
15. The concerned Dzongkhag RNR Sector Head shall ensure that the tablets are taken due care by the Gewog Extension Officials through proper supervision and the tablets shall be used only for the intended purpose.
16. In the event, the tablet is damaged or broken within 5 years from the date of issuance, it shall be the responsibility of the users to repair at their own cost or replace the tablet with the exact specifications.
17. The concerned Gewog Extension Officials shall keep the tablet in safe custody when the tablet is not in use.
18. In the event, the tablet is lost due to burglary, the report on such loss along with Royal Bhutan Police report shall be submitted to RSD through concerned Dzongkhag RNR Sector Head.
19. There shall be an agreement executed between RSD, Dzongkhag RNR Sector Heads and Gewog Extension Officials during the official handing taking of the Tablet.
20. In Gewogs, where substitute enumerators are deployed for the conduct of RNR Census 2019, an agreement will be executed between RSD, the concerned Dzongkhag RNR Sector Head and the substitute enumerator.
21. The Dzongkhag RNR Sector shall take over the tablet from the Gewog Extension Officials after five years from the date of its distribution and the RSD shall take over the tablets from the Dzongkhag RNR Sector Heads.

**HANDING TAKING OF TABLET AND SIM CARD**

This handing taking note is executed between the RNR Statistics Division, Ministry of Agriculture and Forests and ..... Extension Officer, ..... Gewog ..... Dzongkhag on ..... at ..... for handing taking of tablet and SIM card as specified herein under:

***Specification of Tablet:***

- 1. Make: SAMSUNG
- 2. Model No: SM-T285 (Galaxy Tab A 7.0)
- 3. Colour: BLACK
- 4. IMEI Number: \_\_\_\_\_

***Specification of SIM Card***

- 1. Mobile Number: \_\_\_\_\_

The signing of this handing taking note affirms that the Tablet and the SIM Card have been legally handed over to the recipient all together with the onus of care and accountability as specified in the agreement.

Handed over by:

Received by:

*(Name, Designation and Signature)*

*(Name, Designation and Signature)*

**Witnesses:**

- 1.
- 2.

## **AGREEMENT**

This tripartite agreement is executed between the RNR Statistics Division, Ministry of Agriculture and Forests and .....Officer, ..... Dzongkhag and .....Extension Officer, .....Gewog on the use of the Samsung Tablet and SIM card for RNR field data collection and data processing. The parties to this agreement have therefore agreed to adhere to the following terms and conditions for the use of the Tablet and SIM card:

1. That the concerned Dzongkhag RNR Sector Heads shall under his supervision ensure that the tablets are taken due care by the Gewog Extension Officials;
2. That the distributed tablets shall only be used for RNR census, RNR surveys and other periodic data collection as per the statistical calendar prescribed in RNR Statistical Framework 2018;
3. That the SIM Card distributed along with the tablet shall be duly registered in the name of the concerned Gewog Extension Official and he/she shall be accountable for the use of the SIM card.
4. That the Gewog Extension Officials shall not lend the tablets to any other persons for any reasons;
5. That it shall be the responsibility of the concerned Gewog Extension official to repair or replace the tablet with exact specification, in the event tablet is being damaged or lost within five years from the date of distribution;
6. That in the event, the concerned Gewog Extension Official is leaving the Gewog on transfer, long-term study leave, Extra-Ordinary Leave, resignation, superannuation or termination, the tablet shall be handed over to the respective Dzongkhag RNR Sector Head;
7. That in the event, the Gewog Extension Official is on transfer to another Gewog within the same Dzongkhag, he/she shall retain the same tablets issued to him/her for data collection.
8. The Dzongkhag RNR Sector shall take over the tablet from the Gewog Extension Officials after five years from the date of its distribution and the RSD shall take over the tablets from the Dzongkhag RNR Sector Heads.

This agreement shall remain valid for five years from the date of signing unless it is being terminated by the parties in consensus and it shall be the legal contractual document between

the parties. Any violation of the terms and conditions of this agreement shall be governed by the relevant laws of the Kingdom of Bhutan.

In the witnesses thereof, the parties have signed this agreement on ..... at ..... in English language.

.....  
Name and Signature  
(..... Officer)  
RNR-Statistic Division, MoAF

.....  
Name and Signature  
(..... Officer)  
..... Dzongkhag

.....  
Name and Signature  
(..... Extension officer)  
..... Gewog

**In presence of:**

*Witness 1:*

*Witness 2:*

*Witness 3:*

\_\_\_\_\_  
Name and Signature  
CID No.:

\_\_\_\_\_  
Name and Signature  
CID No.:

\_\_\_\_\_  
Name and Signature  
CID No.:

## **AGREEMENT (For Substitute Enumerators)**

This tripartite agreement is executed between the RNR Statistics Division, Ministry of Agriculture and Forests and ..... Officer, ..... Dzongkhag and ..... (Name, Designation and working address of substitute enumerator for ..... Gewog on the use of the Samsung Tablet and SIM card for RNR field data collection and data processing. The parties to this agreement have therefore agreed to adhere to the following terms and conditions for the use of the Tablet and SIM card:

1. That the concerned Dzongkhag RNR Sector Heads shall under his supervision ensure that the tablets are taken due care by the substitute enumerator;
2. That the distributed tablets shall only be used for RNR census 2019;
3. That the substitute enumerator shall not lend the tablets to any other persons for any reasons;
4. That upon completion of the RNR census enumeration, the substitute enumerator shall hand over the tablet in good condition and SIM to their respective Dzongkhag RNR Sector Head;
5. That the concerned Dzongkhag RNR Sector Head shall issue the same tablet along with SIM to the Gewog Extension Official, upon filling up that vacant post by regular staff;
6. That the concerned Dzongkhag RNR Sector Head shall ensure that the Tablets and SIM card are returned to him/her by the substitute enumerator after the completion of RNR Census Enumeration.
7. That the concerned Dzongkhag RNR Sector Head shall keep the tablet and SIM in safe custody, until the same tablet and the SIM is issued to the Gewog Extension Official, upon filling up the vacant post by regular staff in that particular Gewog;
8. That it shall be the responsibility of the concerned substitute enumerator to repair or replace the tablet with exact specification, in the event tablet is being damaged or lost during the RNR Census enumeration period or before handing back the tablet to the concerned Dzongkhag RNR Sector Head;

This agreement shall remain valid for the two months from the date of signing, unless it is being terminated by the parties in consensus and it shall be the legal contractual document between the parties. Any violation of the terms and conditions of this agreement shall be governed by the relevant laws of the Kingdom of Bhutan.

In the witnesses thereof, the parties have signed this agreement on ..... at ..... in English language.

.....  
Name and Signature  
(..... Officer)  
RNR-Statistic Division, MoAF

.....  
Name and Signature  
(..... Officer)  
..... Dzongkhag

.....  
Name, Signature & Desig.  
(.....)  
.....

**In presence of:**

*Witness 1:*

*Witness 2:*

*Witness 3:*

\_\_\_\_\_  
Name and Signature  
CID No.:

\_\_\_\_\_  
Name and Signature  
CID No.:

\_\_\_\_\_  
Name and Signature  
CID No.: