

**DATA REQUISITION FORM**

1. Name of the party : .....

2. Address of party : ..... Contact No. ....

.....

3. Particulars of Party :  
( Govt./ Private/ Educational Institute/ Research Scholar/ Defence/ Paramilitary Forces etc.)

4(a). Purpose of Requisition :  
[ Insurance / Research / Project Work (industry) / Court of inquiry(criminal case) / Departmental inquiry ]

(b). Whether funded :        Yes                 No

5. Name of station / place :

6. Period of data :

7. Certificate of undertaking :        Filled                 Not Filled

8. Particulars of data required : ( Please tick in appropriate box )

**I. Rainfall :**

Hourly         Daily         Monthly total         Yearly total         Extreme Values   
Normal         Number of rainy days

**II. Temperature :** ( Max  / Min  / Dry bulb  )

Daily         Daily Mean         Monthly Mean         Monthly extreme   
Yearly extreme         Normal

**III. Pressure :** ( Station level  / Mean Sea level  )        ( at 0830 hrs  & 1730 hrs  )

Daily         Monthly Mean         Monthly extreme

**IV. Wind :** ( at 0830  & 1730  )        Direction         Speed         Both

Daily         24 hrs average         Extreme Values

**V. Relative Humidity :** ( at 0830  & 1730  )

Daily         Monthly Mean

**VI. Vapour Pressure :** ( at 0830  & 1730  )

Daily         Monthly Mean

**VII. Thunderstorm , Lightening , Hailstorm , Squall , Fog , Duststorm**

( No. of days of occurrence         Time of occurrence         Time of cessation  )

**VIII. Cloud Coverage :**

Hourly         3 hourly

**IX. Sunshine Hours :**

Daily         Monthly total         Annual total

X. Sunrise  / Sunset  , Monrise  / Monset

XI. Others :

9. Signature with date :

Date :

*Signature*

10. Notes :

- a. For research scholar(s) the data requisition must be through the head of the department / guide.
- b. Specific requirement if any may be indicated separately .
- c. The cost of data and mode of payment may be intimated to the party within 7 days unless the volume of data is very large .
- d. After receiving the payment from the party and the undertaking , the data would be supplied ordinarily on first come first basis .
- e. In case of any inconvenience or undue delay , the party should report the matter to ,

The Deputy Director General of Meteorology  
Regional Meteorological Centre  
LGBI Airport , Guwahati - 15

for necessary action .

CERTIFICATE OF UNDERTAKING

( To be signed by the party receiving the meteorological data of the India Meteorological Department )

1. The data supplied by India Meteorological Department will be used only for the purpose for which it has been asked and supplied .
2. The data are meant exclusively for our own use and shall not be passed on to any other party or agency ( Indian or Foreign ) either in part or in full . If so needed , prior approval in writing will be taken from India Meteorological Department for the same.
3. The data shall not be used for commercial purpose or to earn consultancy fees or honoraria etc.
4. Due acknowledgement shall be given to India Meteorological Department for the source of data in all reports / publications etc. brought out by us.

Place :

*Signature*

Date :

( Head of the office / Department )