

**AGREEMENT FORM FOR RELEASING OF MICRO DATA FILES  
DEPARTMENT OF CENSUS AND STATISTICS (DCS) SRI LANKA**

(To be filled in triplicate)

**1 Personal Information**

<p>1.1 Full name of the person or persons requesting data (in block letters)</p>	<p>1 .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>2 .....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>1.2 NIC/Passport No.</p>	<table border="1" style="width: 100%; height: 15px; margin-bottom: 5px;"></table> <p>Country .....</p> <table border="1" style="width: 100%; height: 15px; margin-bottom: 5px;"></table> <p>office use only</p>	<table border="1" style="width: 100%; height: 15px; margin-bottom: 5px;"></table> <p>Country .....</p> <table border="1" style="width: 100%; height: 15px; margin-bottom: 5px;"></table> <p>office use only</p>
<p>1.3 Designation</p>	<p>.....</p>	
<p>1.4 Name of the Institution</p>	<p>.....</p> <p>.....</p>	
<p>1.4.1 Address</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
<p>1.4.2 Telephone</p>	<table border="1" style="width: 100%; height: 15px;"></table>	<table border="1" style="width: 100%; height: 15px;"></table>
<p>1.4.3 Fax</p>	<table border="1" style="width: 100%; height: 15px;"></table>	<table border="1" style="width: 100%; height: 15px;"></table>
<p>1.4.4 e-mail</p>	<p>.....</p>	
<p>1.5 Personal Address</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
<p>1.5.1 Telephone No.</p>	<table border="1" style="width: 100%; height: 15px;"></table>	<table border="1" style="width: 100%; height: 15px;"></table>
<p>1.5.2 Fax</p>	<table border="1" style="width: 100%; height: 15px;"></table>	<table border="1" style="width: 100%; height: 15px;"></table>
<p>1.5.3 e-mail</p>	<p>.....</p>	

**2. Description of the data file requested**

(A separate agreement form for each data file is necessary. One form can be used for requesting data for several years of the same survey.)

Serial No.	Name of the Survey	Year	Quarter	Office use only

**3. Details of the Study. (Please attach a copy of the project proposal )**

**Please continue on supplementary pages if necessary**

3.1 Purpose of the study. (Objective)

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3.2 Analysis to be undertaken

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3.3 Expected final out put (circle the appropriate cage.)

Thesis	1
Academic Journal	2
Research Paper	3
Publication	4
Other (Specify).....	5
.....	

3.4 Level of disaggregation (National / Provincial / District)

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3.5 Sponsoring Agency/ Name of the Project (If any)

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**4 Details of the micro data files received before**

4.1 Did you receive any micro data files from DCS before?      Yes      

1
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(Circle the appropriate code)      No      

2
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4.2 If Yes, details of micro-data so received

Date of receipt	Description of the data file & Survey Period.	(Office use only)			Whether Submitted the relevant report to the DCS	
					Yes/No	
I.					Yes/No	
II					Yes/No	
II					Yes/No	
II					Yes/No	

**5. Conditions**

5.1 Information on individuals or individual households/establishments, should not be divulged or be published in such a form (disaggregated) to facilitate the identification of any particular person or establishment as the data have been collected under the Census/Statistics Ordinance of Sri Lanka. Under this ordinance, information at individual level with identification cannot be divulged & such information is strictly confidential.

5.2 The data files should only be used for the specific study/analysis described in this agreement and should not be used for any other purpose without the prior approval of the Director General of the Department of Census & Statistics (DCS), Sri Lanka.

5.3 Copies of the data files should not be given to any other individual or agency.

5.4 Any report based on the data contained in the data files should not be published without the consent of the DCS, Sri Lanka. At the initial stage, only a sample of the data file will be released by DCS, Sri Lanka. An abstract of the draft report based on sample data should be sent to the DCS. After evaluation the consent will be given within two weeks & the full data file will be released after one week.

5.5 A copy of the final report based on the data set released should be sent to the Director General DCS, Sri Lanka

5.6 DCS, Sri Lanka reserve the right to refuse or accept any request for data depending on the confidential nature of the data set & on the intended purpose of the study/analysis.

6 I/We undertake to abide by these conditions in using the above data files, I/We am/are also aware that violation of any of the above conditions, stipulated in the agreement will result in the cancellation of permission given to use the statistical information contained in the data file.

Name	Signature	Date
1 .....	.....	.....
2 .....	.....	.....

**For office use only**

**Release of 25% Data file**

**7 Recommendation & remarks of respective Head of the Division:**

Recommended   
Not Recommended

Remarks

.....  
.....

Name ..... Signature ..... Date..... Designation.....

**8 Observations of the Data Dissemination Unit (regarding item No.4.2)**

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Name ..... Signature ..... Date..... Designation.....

**9 Approval of the Director General & Instructions to the ICT Division.**

Approved   
Not approved

**Remarks**

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.....  
Date ..... Director General of Census & Statistics, Sri Lanka.

**10 Issuing of the data file/ files.**

Date	Description of the data file	Issued/ Not Issued	Head of Systems Unit (ICT)	Director (ICT)

**11 I received the above mentioned sample data file and agreed not to violate any rules and regulation stated in the section 5 of this agreement form.**

Name ..... Signature ..... Date .....

User 1 .....  
User 2 .....

**For office use only**

**Release of Full data file**

**12** Whether the draft report based on 25% sample data file(.....)has been submitted  Yes  No

Name ..... Signature ..... Date..... Designation.....

**13 Recommendation & remarks of respective Head of the Division:**

Recommended   
Not Recommended

Remarks

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.....

Name ..... Signature ..... Date..... Designation.....

**14 Approval of the Director General & Instructions to the ICT Division.**

Approved   
Not approved

Remarks

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.....  
Date

.....  
Director General of Census & Statistics, Sri Lanka.

**15 Issuing of the data file/ files.**

Date	Description of the data file	Issued/ Not Issued	Head of Systems Unit (ICT)	Director (ICT)

**16 I received the above mentioned full data file and agreed not to violate any rules and regulation stated in the section 5 of this agreement form.**

Name Signature Date  
User 1 .....

User 2 .....