



Government of Nepal  
Department of Hydrology and Meteorology  
**Hydrological Data and Network Section**

**Data Procurement Process**

- 1) Please find the details of the Published Hydrological Data from the link:

<https://www.dhm.gov.np/downloads>

- 2) Please confirm your requirement and fill up the data request form with the required details from the link:

<https://www.dhm.gov.np/downloads>

- 3) Please be present at the Hydrological Data and Network Section, Department of Hydrology and Meteorology, Babarmahal, Kathmandu (2<sup>nd</sup> Floor) with the data request form and required documents as indicated in no. 5.

or

Send your data request to [datasection2018@gmail.com](mailto:datasection2018@gmail.com) along with the completed data request form and required documents, as indicated in no. 5.

- 4) You have to submit a copy of the required documents along with the data request form as
  - a. For Students: Recommendation letter from Studying institution
  - b. For Organization: Official request letter
- 5) The data process will not proceed in case of an incomplete data request form and missing required documents.
- 6) The data cost will be calculated and provided to users once completed application process. Users can now pay the data cost.
- 7) Users residing in Nepal can pay the data cost from the following two methods,
  - A) Offline: Users can pay data cost (Up to 5000/- only) directly from the Account Section of the Department of Hydrology and Meteorology, Babarmahal, Kathmandu (6th Floor)

Or

User can deposit data cost in the following bank account,

Bank Name: Rastriya Banijya Bank

Revenue A/C No: 1000100200010000

Office code No: 308023501

Revenue Head ID: 14213

Beneficiary Name: Government of Nepal, Department of Hydrology and Meteorology,  
Nepal

B) Online: Data cost can be paid by online using the Nepal government revenue portal (<https://rajaswa.fcgo.gov.np/#/auth/login>) through Connect IPS. (Please check the onlinepayment procedure for the details)

8) Users those resides outside Nepal can pay the data cost through bank transfer.

Bank Details:

Bank Name: Rastriya Banijya Bank

Revenue A/C No: 1000100200010000

SWIFT Code: RBBANPKA

Office code No: 308023501

Revenue Head ID: 14213

Beneficiary Name: Government of Nepal, Department of Hydrology and  
Meteorology, Nepal

Address: Babarmahal Kathmandu, Nepal

9) The data cost amount of more than 5000/- should be paid using the online payment system as mentioned above.

10) Data will be provided once received payment slip or voucher or after confirmation is received from the bank (in case of bank transfer)

11) Users can communicate through mail [datasection2018@gmail.com](mailto:datasection2018@gmail.com) in case of any confusion or support if required.