



# MANUAL FOR FEES & SERVICE CHARGES 2025



National Land Commission Secretariat

This manual serves as a comprehensive reference for fee structures and service charges related to land and surveying operations under NLCS. It provides clear guidelines for stakeholders to ensure transparency and uniformity in pricing.

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## **Foreword**

The National Land Commission Secretariat (NLCS) serves as the central agency of the Royal Government of Bhutan, entrusted with the vital tasks of land administration, cadastral surveys, topographical surveys, geodetic surveys, geophysical surveys, and the provision of reliable geospatial information and land services to a diverse array of stakeholders, including ministries, departments, autonomous bodies, private enterprises, and individuals. The 'Manual for Fees and Service Charges', 2025 stands as a fundamental reference document within the NLCS and land sectors, establishing the foundational framework for the planning, estimation, and execution of survey work. This new edition of the manual has become imperative due to the integration of surveying and data requirements by external agencies. It has been designed as a user-friendly resource, tailored to facilitate the cost estimation of survey work and associated data. The manual offers lucid instructions and fundamental concepts to streamline the cost estimation process and pricing modality.

The 'Manual for Fees and Service Charges', 2025 not only finds utility within the agency but also serves as invaluable directives for the NLCS's wider audience. This publication emerges as an indispensable tool with broad applications in formulating cost calculations, proving particularly valuable when navigating the intricacies of another agency manual.

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The present edition is the result of extensive survey work carried out for numerous organizations and individuals in the past, considering the ever-evolving landscape of surveying and mapping technologies and software employed in the country.

The primary objective of this manual is to establish standards and uniform for the cost estimation procedure and the pricing of data and services available through the NLCS. This manual is chiefly oriented toward refining earlier manual and providing systematic services to clients considering evolving technology and data. It seeks to serve the NLCS and its clients by furnishing a comprehensive overview of the costing procedure while addressing all pertinent issues up to the present day. It is with great enthusiasm that I present this guideline to our users, with the hope that it will enhance the efficiency of our services.



**(Tshering Gyaltshen Penjor)**

**Secretary**

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## **I. Introduction**

The National Land Commission functions as an autonomous agency under the Royal Government of Bhutan. Surveying and mapping, land administration and land management represent the agency's core activities. Despite its long-standing presence and the release of numerous products, the agency has never ventured into exploring a business model. However, it is now poised to diversify its product offerings, including the introduction of geospatial data, in response to the increasing demand driven by technological advancements. In the years to come, our goal is to align with the requirements of clients not only within Bhutan but also internationally. The sharing of spatial data offers several advantages, such as supporting informed decision-making, fostering innovation in emergency response, reducing redundancy in data collection efforts, and benefiting educational institutions in their teaching and research endeavors, thereby promoting academic growth.

Additionally, the agency plans to institute and implement corporate practices for services and spatial data, a move that will lead to revenue generation. This revenue can be directed toward achieving self-sustainability or contributed to the government's revenue pool. The agency levies nominal fees for the services provided to clients, thoughtfully designed to strike a balance between meeting the

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cost recovery needs of the organizations rendering these services and ensuring the affordability and accessibility of critical geospatial data for users.

These fees and service charges serve multiple purposes: they fund the expenses associated with data management, encompassing storage, quality control, and dissemination; they cover administrative costs related to compliance and documentation; they support the training, certification, and ongoing professional development of surveyors; and they contribute to the financing of technological services. Clients can request any services from the agency by completing the necessary service details in the designated *Application Form I*, as outlined in *Annexure I*.

## **II. Objectives**

This manual is developed with objectives:

- To provide clarity, transparency and uniformity regarding the fee and service charge structure.
- To establish a consistent framework for determining fees and service charges across all services or products offered, reducing ambiguity and variations in pricing.
- To assist in budgeting and financial planning by providing a predictable and well-documented framework for financial forecasting

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and revenue projection.

- To educate stakeholders and customers about the rationale behind fees and service charges, fostering better understanding and trust in the organization.

### **III. Rationale**

This manual is developed in accordance with **the section 315** of the Land Act of Bhutan 2007, which pertains to **Charging of service fees**. The section states *"Where relevant, service fees and fines shall be levied by implementing agencies for administering the provisions of this Act. The Commission Secretariat shall periodically revise and publish the service fee"*

Additionally, it is further supplemented by section 289 of the Land Rules and Regulations, 2007 which specified that "the modality for charging fees and cost shall be prescribed by the Secretariat and subject to approval of the Land Commission".



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## Chapter 1. General Provision on Fees and Service Charges

### 1.1. Definition

Fees and service charges are financial amounts that an individual or organization is required to pay to NLCS or relevant (LG) land sectors for land/spatial services and products.

- **Fee:** A fee is a fixed or regular payment that is charged for a specific service. It is typically a set amount that is charged for the use of a particular service or for gaining access to a specific resource.
- **Service Charges:** Service charges are additional costs or fees that are imposed for specific services rendered. These charges are often applied to cover the costs associated with delivering a service or for providing convenience to customers.

### 1.2. Scope

This manual encompasses a comprehensive range of manual and information pertaining to the costs associated with various land and surveying/spatial services. It defines the scope of fees and charges for services offered by the NLCS and the Dzongkhag/Thromde/Dungkhag land sector, ensuring uniformity, transparency and consistency in pricing. This manual will serve as a valuable resource to NLCS/

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Land sectors and land/surveying professionals, providing clarity on the pricing structure and facilitating fair and efficient financial transactions of land/survey-related services.

### **1.3. List of chargeable Services and Products**

The services and products offered by the NLCS and the land sectors are broadly categorized as follows:

- Land conveyances
- Cadastral Surveying
- Topographical surveying and mapping
- Geodetic control survey
- CORS facility
- Geophysical survey
- EDM baseline calibration
- Hiring of surveying equipment or professional
- Spatial data and maps

### **1.4. Calculation of Fees and charges**

- **TA/DA Entitlement:** In accordance with the prevailing financial rules and regulations, any eligible TA/DA claims shall be processed as part of the service charge or project expenses.
- **Overhead Charges:** To account for the utilization of organizational resources in support of

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this task, a standard overhead charge of 35% shall be applied.

- **Specific Task-Related Form:** Service charge calculation forms have been developed to suit an individual task, which are enclosed as *annexures* in this manual. They must be duly completed, providing detailed information on task-related expenses including the claimed TA/DA and overhead charges. The completion of this form is critical for the accurate calculation of charges/project expenses.

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## **Chapter 2. Land Conveyance**

Land conveyance encompasses the legal procedures and transactions involved in transferring ownership of land and associated structures on it. These transactions are formalized through legal documents, typically deeds, which define the transfer of property rights, describe the property and identify the parties involved. The primary objective is to transfer the title from one party to another. After the transaction, the ownership is usually recorded in Chhagzhag Thram at the NLCS, serving as the sole authoritative document.

### **2.1. Registration Fee:**

Currently, individuals are required to pay a certain amount of transaction fees while availing the services of the National Land Commission. The fee is applied to all types of transactions except for inheritance.

Land transaction fees can be imposed for a variety of reasons, including revenue generation, minimizing the risk of transaction withdrawal, and preventing unnecessary transactions.

However, the transaction fees are not uniformly applied in all Dzongkhags and Thromdes.

The current fees have remained static since 2007 (17 years), and this revision is crucial to align them with the current economic conditions, administra-

ative costs, and industry standards. The proposed fees aim to strike a balance between covering operational costs and ensuring affordability for the public.

The following fees, taxes, and charges shall be imposed while transacting the ownership and availing land-related services:

Sl. No	Location	Land Value	Documentation	Administrative Cost	Total
1	(Thimphu, Phuntsholing, Gelephu and S/Jongkhar)	700	100	200	<b>1000</b>
2	Dzongkhag Thromde	400	100	200	<b>700</b>
3	Rural Areas	100	100	200	<b>400</b>

**Note\*** In accordance to the Land Rules and Regulations 2007, Chapter 6, Section 124, "The fees may be revised by the NLCS from time to time on the advice of the PAVA"

The transaction fees should be applied to all types of transactions except for the **acquisition of private land, annulment, and change of administrative boundary.**

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## **2.2. Ownership Transfer Tax**

Ownership transfer tax shall be collected in accordance with the *Property Ownership Transfer Tax Act*.

## **2.3. Lagthram charges**

The current Lagthram fees indicate a substantial contrast between rural and urban areas, with Nu. 50 per plot for rural areas and Nu. 500 per plot or per flat for urban areas. The dissimilarity in Lagthram fees and transaction fees between urban and rural areas can give rise to distinct patterns. For instance, individuals residing in urban areas may encounter challenges in buying or selling land due to elevated costs, including transaction fees, land valuation, and Lagthram fees. Disparities in transaction and Lagthram fees between rural and urban areas might lead to a decline in urban transactions while fostering increased transactions in rural areas. It can also disrupt market dynamics, as comparatively lower fees in rural areas have the potential to boost market engagement, while conversely disrupting such activities in the urban areas.

The fee for issuing a provisional or ownership certificate for various purposes is Nu. 50 per thram for both urban and rural areas.

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### 2.3. (a). Rationalization of Lagthram Fees per PLOT or FLAT:

Sl. No	Location	Land Value	Printing and Administrative Cost	Total
1	(Thimphu, Phuntsholing, Gelephu and S/Jongkhar)	440	60	500
2	Dzongkhag Thromde	240	60	300
3	Rural Areas	40	60	100

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### **Chapter 3: Cadastral Surveying**

The purpose of cadastral surveying is to accurately determine the parcel boundaries and area to facilitate the process of land administration and management. Currently, most of the surveying works are carried out without levying any charges. The services that levy charges can be broadly categorized into one of the types defined below.

- Boundary Demarcation/Stakeout
- Surveying Pending Plots (Does Not include TP(Proposed for transformation))
- Dispute cases (*Including Court Cases*)
- Realignment
- Land Acquisition and Compensation (Payable by land acquiring agency)
- All activities related to Land Use Certificate (LUC)

The following formula shall be used to compute the boundary demarcation charges for all above-defined surveying works/activities in both Thromde and Rural areas. However, in Thromde areas where the travel allowances are ineligible, the boundary demarcation rates shall apply as specified in Table 1. The charges shall be borne by the applicants who received a service in a day.



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Similarly, the fees for demarcating lease land for industrial purposes will be as specified in Table 1. For staking out other activities on lease land, the fees will be determined using the specified formula as follows.

## **The calculation for Cadastral Surveying Charges**

### **Formula for Cadastral Surveying Charges**

- 1. Actual Amount = P\* DSA\* D**
- 2. Overhead charge = 35% of Total Actual Amount**
- 3. Transportation:** *Annual tender quoted rate shall be applied only If pool vehicles are used. (Clients may arrange their own vehicles)*

**Note:** *In the formula, 'P' represents the number of persons engaged in the fieldwork, 'DSA' means government approved daily subsidence allowance applicable to different officials, and 'D' is the number of days.*

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**Table 1.** Demarcation (Stakeout) charge in Thromde area

Particulars	Plot area (Sq. Ft)	Rates (Nu.)
Charge/plot	<=5,663	5,000
	>5663<=10890	7,000
	>10890	0.65 per Sq. Ft OR Max= 15,000

**Note:** if the demarcation entails less than or equal to 3 boundary points, a flat rate of Nu. 5000 shall be charged, irrespective of plot area.

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## **Chapter 4: Topographical Surveying and Mapping**

Topographical survey, also known as a 'Land Survey' measure, identifies the location of natural and man-made features of a land/area and its terrain. It provides detailed and accurate feature information represented on the surface of the earth. The purpose of a topographical survey is to create an accurate representation of the terrain, which can be used for various purposes such as urban planning, engineering design, construction projects, environmental assessments, and land development. Basically, three techniques are used to perform topographical surveys.

1. Ground/Field survey
2. Aerial/Photogrammetric survey
3. Drone Surveys

### **4.1 Ground/Field Survey**

This method involves physical measurements and observations taken directly on the site, as opposed to remote sensing techniques like LiDAR or Photogrammetry. It involves meticulous planning, precise measurements, and careful analysis to accurately capture the topography and features of the survey area. Table 3 shows the detailed cost breakdown for conducting the topographical survey and this calculation matrix will be used as the base for calculation for other surveys as well.

**Table 3.** Cost calculation for Topographical Survey (Base)

<i>Service form V</i>					
SI. No.	Details	Persons engaged	TA/DA Rate (Nu)	Duration	Amount (Nu)
i)	Specialist/Survey Engineer/LR officials/Surveyor/SFA	p	RGOB rate	d	$p * RGOB \text{ rate} * d$
SI. No.	Details	Quantity	Rate (Nu)		Amount (Nu)
ii)	Transportation (office vehicle)	Fuel (L)	Fuel rate		$Fuel (L) * Fuel \text{ rate}$
iii)	Printing and publication (Office)				Actual cost
<b>Sub-Total (A)</b>					<b>m</b>
<b>Sub-Total (B) = Overhead charges 35% of Sub-Total (A)</b>					<b>n</b>
SI. No	Details	Persons engaged	TA/DA Rate (Nu)	Duration	Amount (Nu)
i)	Camp Shifting	p	RGOB rate	d	$p * RGOB \text{ rate} * d$
SI. No	Details				Amount (Nu)
ii)	Processing of data				500/h
iii)	Contingency				Nu.2500/acre
vi)	Hire vehicle				Actual tender rate
v)	Salary recovery (Basic salary/month)				Actual
vi)	Outsourcing Printing & Publication of map				Actual cost
vii)	Field gears				Actual tender rate and eligible to all the officials involved for more than 30 days
<b>Sub-Total (C)</b>					<b>o</b>
<b>Grand Total (Nu) = [ Sub-Total (A)+(B)+ (C)]</b>					<b>m+n+o</b>

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Note: In the formula, 'p' represents the number of persons engaged in the fieldwork, 'd' is the number of days and 'm,' 'n,' and 'o' represent the respective totals.

## **4.2 Aerial/Photogrammetric survey**

This technique stands out as the most effective method employed for topographic surveying and mapping, offering the advantage of surveying extensive areas where on-site field surveying becomes impractical. The process of photogrammetry can vary, but in general it involves the image capture, image processing, data analysis and interpretation and generating reports including digital maps, ortho-photos, 3D models, contour lines and other visualization deliverables. Those processes involve very high-end computers and specific software for processing which is rigorous and time-consuming. Moreover, it requires highly trained personnel and invests extra effort and time to be able to deliver the products as demanded by the clients. Therefore, NLCS impose the charges basically for the instruments and software used which is associated with stereoscopic work in the process. Table 4 shall be the basis for calculation of the charges.

**Table 4.** Calculation for Digital Photogrammetry (In-house)

<i>Service Form IV</i>					
	<b>Details</b>	<b>No. of Person</b>	<b>Dura-tion</b>	<b>Rate (Nu.)</b>	<b>Amount (Nu.)</b>
1	Officials	p	d	Rate as per Table 9	$p * d * \text{Rate}$
2	Used of equip-ment and software	ES	d	$(0.15 * \text{Cost} * D) / (L * 365)$	$ES * d * \text{Rate}$
3	Stereoscopic charges	p	d	500/hour	$p * d * \text{Rate}$
<b>Total Nu. (A)</b>					<b>m</b>

Note: In the following formula, the variables are defined as follows: '**p**' represents the number of persons engaged in photogrammetry work, '**d**' represents the number of days, '**ES**' represents the number of equipment and software used, 'Rate' represents the daily rate, and '**m**' represents sums of totals. '**D**' stands for the number of days worked, '**L**' stands for the lifespan of the instrument and software used in a year, 'm' represents the months in a year, '**d**' signifies the number of days in a month, 15% accounts for overhead charges.

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### 4.3. Drone Survey

A drone survey, also known as UAV (Unmanned Aerial Vehicle) survey or aerial survey, is a method of collecting data about the earth's surface using unmanned aerial vehicles equipped with cameras, sensors, and other imaging devices.

The fees for drone surveys are depending upon the specific products that the client requires. Since the completion timeline for drone surveys can exhibit significant variability, it is impractical to charge clients based on time. Therefore, fees are calculated based on factors such as the area to be covered and the type of product needed as indicated in table 5 below. However, the cost matrix for the topographical survey (Table 3) would apply to the computation of the actual field expenses.

**Table 5.** Drone Survey and Product Cost

Sl. No.	Products	Formats	Rate (Nu.)	Remarks
1	Topographical data	NA	1000/Acre	Drone charge
2	Digital Terrain Model (DTM)	tiff/img/png	500 / Acre	
3	Ortho-photo	tiff/img/png	500 / Acre	

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## **Chapter 5: Geodetic Survey**

A geodetic survey is a type of surveying that focuses on accurately measuring and representing the earth's surface and its features. Geodetic surveys play a crucial role in establishing reference frameworks for mapping, navigation, engineering, and scientific research. Geodetic surveys can be categorized into different types based on their objectives, methods, and areas of focus.

Control survey is one of the geodetic surveys that provide the foundation for accurate surveying and mapping. Control surveys are essential for creating accurate geodetic reference frameworks. Basically, NLCS has maintained three levels of control points based on the precision levels; Zero order, First order, and Secondary/Tertiary control points. The cost matrix for topographical survey (Table 3) shall be applicable for computing the overall charges to carry out the work.



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## Chapter 6: CORS Facility

CORS, an abbreviation for Continuously Operating Reference Stations, constitutes a network of GNSS (Global Navigation Satellite System) receivers and ground-based infrastructure meticulously established to furnish precise and uninterrupted positioning data. These reference stations are strategically positioned across a region or country, serving as sources of accurate GNSS data for a diverse array of users and their varying applications. Such networks have evolved into an integral component of modern positioning technology, bestowing precise and consistent location information that serves the needs of a wide user base. A CORS network is capable of delivering both static and Real-Time Kinematic (RTK) correction signals through NTRIP to end users. To gain access to these services, applicants are required to submit their applications via the prescribed Application Form II (*Annexure-II*).

To ensure the sustainability of the CORS network, the NLCS levies a nominal fee. This fee encompasses both the initial setup costs associated with infrastructure and equipment, as well as recurrent expenditures, including monthly rental expenses for internet and related utilities. Table 6 describes the fee structure for the CORS users for different subscribers.

**Table 6.** The subscription fee for CORS Network (RTK services)

Sl. No.	Subscribers	Scheme	Rate (Nu.) Annually	Remarks
1	Government agencies including Dzongkhags and Thromdes	(1) Basic Subscription	10,000	Unlimited users
2	Corporation and private firms or entities including government-owned corporations and SOE	(1) Basic Subscription	10,000	1 user
		(2) Standard subscription	17,500	2 users
		(3) Premium subscription	22,500	3 users

Users who request access for educational purposes will receive it at no cost. However, they should furnish an official document substantiating the use of the network for educational or research purposes.

## **Chapter 7: Geophysical Survey**

A geophysical survey is a scientific method employed to investigate the physical characteristics of the Earth's subsurface. It encompasses the measurement and analysis of a range of physical parameters, including magnetic fields, electrical re-

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sistivity, seismic waves, and gravity, with the goal of acquiring insights into the composition, structure, and subterranean features. These surveys have diverse applications, serving the needs of projects such as site assessments for construction endeavors like buildings, bridges, and dams, in addition to aiding archaeologists in the discovery and mapping of buried artifacts, structures, and archaeological sites. Geophysical surveys can be divided into two primary categories as detailed below:

### **7.1 Gravity Survey**

Gravity surveys are essential for modeling the geoid, which serves as the fundamental reference surface for measuring elevations on Earth. The geoid is defined as the equipotential surface of the Earth's gravity field that best matches the global mean sea level. To create a precise geoid model, accurate gravity data is paramount. In satellite-based geodesy, such as GPS, precise geoid models play a crucial role in converting GPS-derived ellipsoidal heights into orthometric heights, which are closely related to the geoid. These surveys play a pivotal role in making well-informed decisions, practicing sustainable resource management, and ensuring the safety and stability of infrastructure and communities. Furthermore, gravity surveys are indispensable for gaining insights into subsurface geology, natural resources, and geological hazards within a country. The NLCS imposes a fee for gravity services, with the specif-

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ic details outlined in the cost matrix for the topographical survey (Table 3) for computing the overall charges to carry out the work.

## **7.2 Magnetic Survey**

Magnetic surveys are indispensable for comprehending the Earth's magnetic field, including its connection with magnetic north, true north, and inclination. These surveys monitor changes over time, contributing to our understanding of Earth's dynamic qualities and magnetic characteristics. Their significance extends to navigation, addressing magnetic declination, and ensuring precise orientation. Magnetic surveys provide valuable insights into geological structures and aid in the identification of mineral deposits. Moreover, they are instrumental in the detection of buried metallic objects and find application in the study of space weather's impact, including the prediction of geomagnetic storms and their repercussions on technology and communication systems. The NLCS levies a fee for magnetic services, with the specific details outlined in the cost matrix for topographical survey (Table 3) for computing the overall charges to carry out the work.

## **Chapter 8: EDM Baseline Calibration**

Calibration is a fundamental process aimed at refining the precision of instruments, and it plays a pivotal role in surveying practice, directly influencing the quality of survey data. Surveyors heavily rely on

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instruments like total stations, which may undergo drift or experience reduced accuracy over time due to wear and tear. Therefore, it is imperative to ensure that each surveying instrument undergoes thorough calibration before embarking on a survey. In accordance with Section 233 of the Land Rules and Regulations of 2007, it is mandated that all surveying instruments must undergo calibration at least once a year.

The primary objective of the EDM baseline calibration check is to validate the accuracy and consistency of distance measurements. The calibration procedure follows a stringent set of steps, often outlined by NLCS calibration facilities. The quarterly calibration schedule will be communicated by NLCS through social media channels one month in advance. Instruments should be submitted to the Instruments Section of NLCS a week prior to the scheduled calibration date. Requests for calibration should be routed through the Director of DoSAM at NLCS. Table 7 shows the details of the EDM baseline calibration rates of the instruments.

**Table 7.** The fee for EDM baseline calibration (Check only)

Sl. No.	Details		Rate (Nu.)
1	Calibration based on schedule of NLCS (Quarterly)		12,000
2	Calibration based on request (other than schedule time)	1) >3 instruments	13,500
		2) 3 or 2 instruments	19,000
		3) 1 instrument	30,267

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## **Chapter 9: Hire of Survey Instruments and Human Resource**

### **9.1 Hire of Survey Instruments**

The hire of costly survey equipment available within the Secretariat is strongly discouraged whenever possible. However, should there be a need, such equipment may be leased, subject to obtaining the requisite permission from the Secretary of NLCS. The client will incur charges based on the approved daily rate until the equipment is returned to NLCS. In the unfortunate event of damage to the instrument, the client shall bear the responsibility for repair expenses, and in the case of loss, recovery shall be assessed based on the depreciation value, in accordance with the manual stipulated in the Property Management Manual of the Ministry of Finance.

The client is entrusted with the responsibility of ensuring that the equipment is returned to NLCS in functional and operational condition. Any alterations or modifications to the equipment by the client are strictly prohibited. Furthermore, the client is not authorized to transport the equipment for use in other countries. The initial projected lifespan of instruments and equipment was set at five years. The duration will be considered as the actual lifespan for the purpose of calculating the associated costs. NLCS enforces a service fee for hiring survey instruments as outlined in Table 8 below.

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**Table 8.** Fee for hiring survey instruments

Type of instrument	Rate (Nu.)/ day
Total station	500
GNSS RTK	1000

## 9.2 Hire of Human Resource

NLCS is equipped with an experienced and dedicated team of professionals. Should the client wish to engage specialists, survey engineers, or surveyors, the necessary approval must be secured from the Secretary of NLCS. The hiring of personnel for roles associated with surveying, mapping, GIS work, photogrammetric work, geodesy survey, geophysical survey, and similar areas should be overseen by the NLCS management.

When clients seek individuals for short-term contract work, it becomes crucial to identify the right candidate for the job. Ultimately, the client should select the most suitable employee for the specific role they are offering. For the services of specialists, survey engineers, and surveyors, NLCS enforces a service fee as specified in Table 9 below. Moreover, To incentivize skill development and task completion over time, allocate 50% of the total amount to the responsible official and 50% to the agency.



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**Table 9.** Fees for professional services

Sl.No	Profession	Rate (Nu.)/day	Rate (Nu.)/hour
1	Specialist	8000	2000
2	Survey Engineer	6000	1500
3	Land Registrar/Experts	5000	1500
4	GIS officer	6000	1500
5	Photogrammetrist	5000	1000
6	Drone Pilot	6000	1000
7	Surveyor	5000	1000
8	GIS Technician	5000	1000
9	Survey Field Assistant	2000	400

Note: Excluding travel expenses and DSA during travel days. In addition, rate/hour is charged if professional service is rendered for a day.

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## **Chapter 10: Maps & Data**

To recoup production expenses while ensuring accessibility to a wide clientele, NLCS offers maps and data to the public at a minimal cost. By highlighting the affordability and value of these analogue products, NLCS effectively encourages both sales and cost recovery in a financially prudent manner.

It is worth noting that the National Land Commission stands as the sole agency in possession of cadastral and topographic data in various scales. Moreover, many other thematic maps are produced by the agency.

NLCS has been sharing the geospatial data to the end users both in hard copy and in soft copy based on the user's requirement by the Geo-informatics Division except for the cadastral data which the Cadastral Information Division is responsible for sharing the data. Nominal cost shall be levied for the various geospatial data for both hard copy data and soft copy data. Tables 10 and 11 show the cost for hard copy data and soft copy data respectively.

**Table 10.** The cost for hard copy data

Sl. No.	Hard copy Products	Paper size	Existing rate (Nu.)	Proposed rate (Nu.)	Remarks
1	1:25,000 scale map	A1	Nu.85/sheet	Nu. 500/ sheet	Normal paper quality
			Not applicable	Nu. 1100/ sheet	Glossy paper
2	1:50,000 scale	A1	Nu.85/sheet (New)	Nu. 450/ sheet	Normal paper quality
			Nu.60/sheet (Old)		
			Not applicable	Nu. 1000/ sheet	Glossy paper
3	1:5000 scale	A1	Not applicable	Nu. 600/ sheet	Normal paper quality
			Not applicable	Nu. 1200/ sheet	Glossy paper
4	Topo map (For Education)	A4	Nu.10/sheet	Same	
5	Atlas of Bhutan (Land cover & institutional facilities in 2016)	A3	Nu. 840/ booklet	Same	Soft cover
			Nu. 900/ booklet	Same	Hard cover
6	Nye Atlas of Bhutan (Religious, cultural and historical 2018)	A3	Nu. 2400/ booklet	Same	Soft cover
			Nu. 3000/ booklet	Same	Hard cover
7	Guide Map	A2	300/sheet	500/sheet	Normal Paper
			Not applicable	1000/sheet	Glossy Paper

8	Detail survey map	A0	Not applicable	Nu. 2400/ sheet	Normal Paper
		A1	Not applicable	Nu. 1200/ sheet	
		A2	Not applicable	Nu. 600/ sheet	
		A3	Not applicable	Nu. 300/ sheet	
		A4	Not applicable	Nu. 150/ sheet	
9	Cadastral Map (Individual Plot)	A4	Nu.50/plot (black and white printing)	Nu.75/sheet	Normal paper
			Nu.75 (Color printing)	Nu.100/ sheet	

***Note: If the task must be outsourced to private firms, the actual cost shall be applicable.***

**Table 11.** The price for soft copy data

Sl. No.	Digital Data	Paper size	Existing rate (Nu.)	Proposed rate (Nu.)	Remarks
1	1:25,000 scale topographic data	A1	Free	Free	Open data
2	1:50,000 scale topographic data	A1	Free	Free	Open data
3	Zero order control points	-	Nu. 2000/ stations	Same	
4	First order control points	-	Nu. 1500/ stations	Same	
5	Bench Marks	-	Nu. 1000/ stations	Same	
6	Static CORS data	-		Nu. 2000/ stations	For one-month
7	Cadastral plot data (dwg/see/ kml/shp)	-	Nu.405/ Acre (Shapefile)	Nu. 500/ Acre	
			Nu.20/Acre (KML/CAD)		
8	Plot boundary point coordinates	-	Not applica- ble	Nu. 5/ point	
9	Cadastral Map (JPEG/PDF)			Nu. 100/ page	
10	Parcel boundaries with thram infor- mation		Nu.506/ Acre	Nu.600/ Acre	

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## Annexure I: Application form for all services

### Application Form I

Date: \_\_\_\_\_

#### 1. Requester Details

- Name/Organization: \_\_\_\_\_  
\_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Location (Village/Gewog/Dzongkhag): \_\_\_\_\_  
\_\_\_\_\_
- Contact Information:
  - Mobile No.: \_\_\_\_\_
  - Phone No.: \_\_\_\_\_
  - Fax No.: \_\_\_\_\_
  - Email: \_\_\_\_\_

#### 2. Service Type

(Please select one)

- Static Data
    - a. Station(s) to access: \_\_\_\_\_  
\_\_\_\_\_
    - b. Duration of service: \_\_\_\_\_  
\_\_\_\_\_
  - RTK Correction Service
    - a. Mount Point: \_\_\_\_\_  
\_\_\_\_\_
    - b. Duration of service: \_\_\_\_\_  
\_\_\_\_\_
- (Choose scheme: Basic/Standard/Premium)*

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**3. Special Requirements (if any)/Other service (Specify)**

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***Terms and Conditions***

1. Once this form is accepted, it is binding for both the Service Provider and the User.
2. Payment must be made in advance by bank draft or cheque in favor of the Director, Department of Survey and Mapping, NLCS, Thimphu.
3. Services will only be provided after receiving payment in advance.
4. In case of disputes, the decision of the National Land Commission will be final and binding.

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## **Annexure II: Application form for CORS Facility**

### *Application Form II*

*Date: ...../..... /.....*

- 1. Organization/Department/Individual:*
- 2. Location/Village/Gewog/Dzongkhag:*
- 3. Service Type (Static Data/RTK correction):*

*In case of Static data*

- a. Station(s) to avail service:*
- b. Duration of services intended to avail:*

*In case of RTK services*

- a. Mount Point to avail*
  - b. Duration of services (Scheme: Basic/Standard/Premium) intended to avail (in days):*
- 4. Special requirement if any:*

*Note: -*

- 1. Once the indent form is accepted, it is binding to both the Service Provider and Users.*
  - 2. Payment for the Services should be advanced by Bank draft/cheque in favour of the Director, Department of Survey and Mapping, NLCS, Thimphu.*
  - 3. Services will be made available after receiving the payment in advance only.*
  - 4. In case of dispute, the decision of the National Land commission will be final and binding.*
- I accept the above conditions.*



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*Signature*  
*Indenter's Name* .....

.....

*Address:* .....

.....

*Mobile No*..... *Phone:* .....

..... *Fax No*.....

*Email:* .....

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