



**F.1-107/2008 (Academics) FDE**  
Government of Pakistan  
Federal Directorate of Education  
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Academics Wing

Islamabad the 7<sup>th</sup> February, 2023.

Subject: **DEPARTMENTAL PERMISSION POLICY FOR RESEARCHERS FOR DATA COLLECTION IN FEDERAL DIRECTORATE OF EDUCATION (FDE) AND ITS EDUCATIONAL INSTITUTIONS.**

I am advised to circulate the Departmental Permission Policy for all researchers who aim to approach this office for getting departmental permission for data collection in Federal Directorate of Education (HQ), Area Education Offices or educational institutions working under the ambit of FDE. Academics wing receives applications on frequent basis from the student researchers desirous of data collection in FDE and its educational institutions. The process of granting departmental permission often gets delayed due to incomplete applications and/or insufficient information provided in/with the application. Therefore the need was felt to disseminate the information and requirements to process the application in optimal time. In this regard the Departmental Permission Policy is enclosed for the circulation to all concerned and to upload on the official website of Federal Directorate of Education. All Area Education Officers are requested to circulate the same to Heads of the Institutions of their respective sector.

3. This is issued with the approval of Director (Academics & Quality Assurance).

**(DR. TABASSUM NAZ)**  
Deputy Director (Academics)  
Phone #. 051-9262743

**Copy for information:**

- All Directors (FDE)
- All Area Education Officers
- APS to DG (FDE)
- APS to DDG (FDE)
- ✓ OIC IT (with request to upload the policy on FDE's official website)
- Office file.



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**DEPARTMENTAL PERMISSION POLICY FOR RESEARCHERS FOR DATA COLLECTION IN FEDERAL DIRECTORATE OF EDUCATION (FDE) AND ALL EDUCATIONAL INSTITUTIONS WORKING UNDER THE AMBIT OF FDE**

Every student researcher needs to get a Departmental Permission Letter from the office of Director Academics, Federal Directorate of Education for data collection prior to approaching any officials or educational institutions working under the ambit of FDE. To process every application received from the student researchers, Academics Wing of Federal Directorate of Education needs following information for optimal outcome. It is the responsibility of every student researcher to provide this information in their application through relevant annexures, failing which may lead to unnecessary delay in processing their application.

**Title of the Study:** Application must contain the title of the study in full.

**Aims and Objectives:** Applicants must provide aims and objective of the study.

**Population of the Study:** Applicants must explain why it is necessary for them to select population from public education sector.

**Sample:** Applicants must clearly state their proposed sample size, gender, age range, location (Urban/Rural/specific sectors), level of educational institutions (primary/middle/high/higher secondary/graduate).

**Instruments for data collection:** Applicants must annex the instrument designed for data collection (Survey/interview questionnaire, Checklists, Observatory tools etc). Moreover, applicants must certify that the proposed data collection instrument is not in conflict with social and cultural norms. In case of social/culturally sensitive topic and instrument, the procedure of granting departmental permission may get delayed and the applicant may be asked to present his/her case stating that why it is necessary and how he/she has planned to mitigate the conflicts which may arise in result of conducting this research in FDE's office or educational institutions.

**Privacy:** Applicants will have to certify in their application that privacy of all participants must be maintained and any data breach if ever happens must be reported to this office.

**Recommendation letter:** Applicants must provide with the departmental or ethics committee approval from their University /organization, either as copy of the original approval letter or through letter from their supervisor/authorised officer.

**Note:** FDE has right to regret the request for data collection after evaluation of the documents.