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THE UNITED REPUBLIC OF TANZANIA

**ACT SUPPLEMENT**

No. 9

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THE STATISTICS ACT, 2015

ARRANGEMENT OF SECTIONS

PART I  
PRELIMINARY PROVISIONS

<i>Section</i>	<i>Title</i>
1.	Short title and commencement.
2.	Application.
3.	Interpretation.

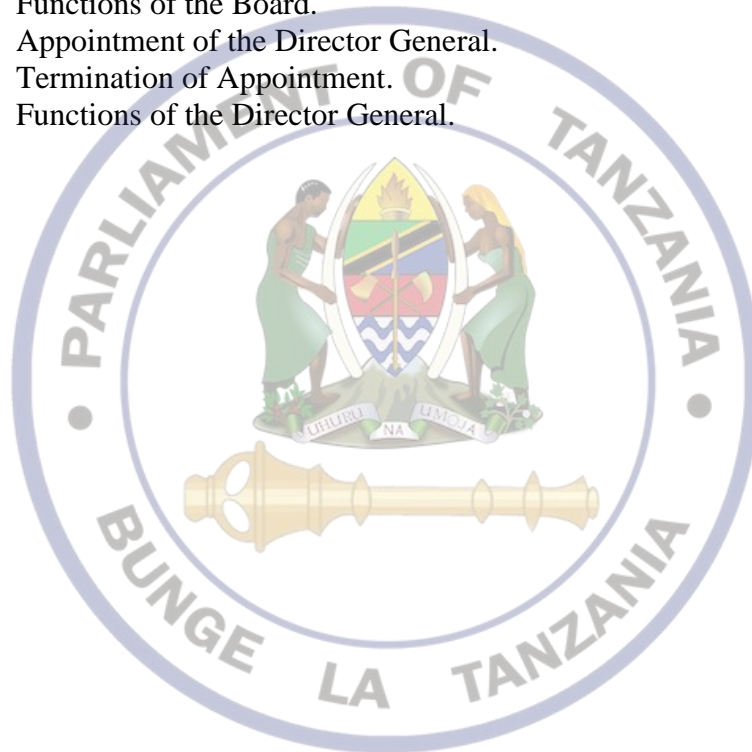
PART II  
THE NATIONAL BUREAU OF STATISTICS AND THE GOVERNING  
BOARD

*(a) The National Bureau of Statistics*

4.	Continuation of the Bureau.
5.	Integrity of the Bureau.
6.	Functions of the Bureau.

*(b) The Governing Board*

7. Establishment and composition of the Board.
8. Functions of the Board.
9. Appointment of the Director General.
10. Termination of Appointment.
11. Functions of the Director General.



12. Acting Director General.
13. Other staff.
14. Oath of secrecy.
15. Authorized officers.
16. Exemption from liability.
17. The National Statistical System and its coordination.
18. Relationship with other agencies.
19. Delegation of powers to collect statistical information.
20. Official statistics.

PART III

COLLECTION AND DISSEMINATION OF INFORMATION

21. The decennial Population Census.
22. Collection of other statistics.
23. Joint collections.
24. Sampling.
25. Restriction on disclosure of information.
26. Exemption on disclosure.
27. Disclosure of unidentified information.
28. Security of recorded information.
29. Destruction of individual forms and returns.
30. Power to obtain particulars.
31. Access to public and other records.

PART IV

FINANCIAL PROVISIONS

32. Funds of the Bureau.
33. Estimates.
34. Accounts.
35. Audit.
36. Annual Performance Report.

PART V  
OFFENCES AND PENALTIES

37. Offences and Penalties.

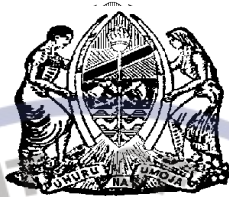
PART VI  
MISCELLANEOUS PROVISIONS

38. Regulations.  
39. Repeal and Savings.  
40. Inconsistency with other legislation.

SCHEDULES



THE UNITED REPUBLIC OF TANZANIA



NO.9 OF 2015



I ASSENT,  
JAKAYA MRISHO KIKWETE  
*President*  
25<sup>th</sup> April, 2015

**An Act to repeal the Statistics Act, to establish the National Bureau of Statistics, and the Statistics Governing Board, to provide for the coordination of the National Statistical System, and to make better provisions in relation to their functions and for other related matters.**

[.....]

**ENACTED** by Parliament of the United Republic of Tanzania.

PART I  
PRELIMINARY PROVISIONS

Short title and  
Commencement

1. This Act may be cited as the Statistics Act, 2015 and shall come into operation on such date as the Minister may, by notice published in the *Gazette*, appoint.

Application

2. This Act shall apply to Tanzania Mainland in all matters specified in the Third Schedule and shall apply to Tanzania *Zanzibar* in respect of Population and Housing Census.

Interpretation

3. In this Act unless the context otherwise requires -

“agency or agencies” include research institutions, non governmental organizations, development partners or any other user or producer of statistics;

“authorized officer” means a person appointed as such under section 15;

“Board” means the National Bureau of Statistics Board established under section 7;

“Bureau” means the National Bureau of Statistics referred to in this Act;

“Census” means a statistical operation in which all units of the population are enumerated;

“Director General” means the Chief executive of the Bureau appointed under section 9;

“Government institutions” includes Ministries, Government departments, Regional Administration and Local government authorities;

“Minister” means the Minister responsible for statistics;

“National Statistical System” means a system coordinated by the Bureau which involves data providers, producers or users of statistics, research and training institutions;

“staff” means any staff employed by the Bureau;

“official statistics” means statistics designated as official under section 20;

“population and housing census” means a census conducted by Bureau under section 9;

- “respondent” means any person who supplies or is required to supply statistical information;
- “return” means any book, document, form, card, tape, disc or storage media in which the information required is entered or recorded or is required to be entered or recorded for statistical purposes under this Act;
- “sampling” means a statistical procedure by which information relating to a whole field of inquiring is derived by applying statistical techniques to information obtained in respect of a proportion of the total number of persons or undertakings concerned in the field of inquiry;
- “statistics” means data required for the production of organized statistical information, obtained from census and statistical surveys or administrative records;
- “statistician” means a person who possess a degree in statistics;
- “statistical unit” means a section, division or department established in any Government institutions responsible for the execution of statistical functions;
- “survey” includes a survey of undertakings or persons whereby information is collected from all persons in a field of inquiry or from a sample thereof wholly or partly for statistical purposes;
- “undertaking” means any statistical activity by way of a trade or business whether or not the trade or business is carried out for profit, and includes a Ministry or Government Department, statutory body, local government body, or any other form of organization or body of persons or any part thereof.

**PART II**  
**THE NATIONAL BUREAU OF STATISTICS AND THE GOVERNING**  
**BODY**

*(a) The National Bureau of Statistics*

Continuation  
of the Bureau

**4.-(1)** There shall continue to exist the National Bureau of Statistics known in its acronym as “NBS”.

(2) The Bureau shall be an autonomous public office under the Ministry responsible for Statistics.

Integrity of the  
Bureau

**5.** In order to protect and enhance the integrity and impartiality of official statistics, the Bureau shall exercise professional independence in the way it collects, processes, analyses and disseminates official statistical information.

Functions of  
the Bureau

**6.-(1)** The Bureau shall be the national statistics Office responsible for the production, coordination, supervision, and dissemination of official statistics, and for the custodianship of official statistics in the country.

(2) Without prejudice to the generality of subsection (1), the Bureau shall-

- (a) in collaboration with the Office of the Chief Government Statistician of Zanzibar conduct population and housing census;
- (b) advise the Government and the public at large on all matters related to official statistics;
- (c) provide high quality, reliable and timely official statistical information to the public;
- (d) organize and maintain a central depository of official statistical reports, publications, documents and data from within and outside the United



Republic;

- (e) develop methods, standards, concepts and definitions for the production of official statistics;
- (f) regulate official statistical information;
- (g) coordinate and supervise the National Statistical System in the country; and
- (h) perform all functions necessary or incidental to the objectives of the Bureau under this Act.

(3) The Bureau may, in the performance of its functions, sub-contract other organizations or individuals under such terms and conditions as may be agreed upon by the contracting parties.

(4) The Bureau shall, for functions which extend to Tanzania Zanzibar, perform such functions in collaboration with the office of the Chief Government Statistician of the Revolutionary Government of Zanzibar.

*(b) The Governing Body*

Establishment and composition of the Board

7.-(1) There is established a governing board of the Bureau to be known as the National Bureau of Statistics Board.

- (2) The Board shall consist of-
  - (a) a Chairman to be appointed by the President from amongst persons with knowledge and experience in statistics, mathematics, economics or business oriented management; and
  - (b) eight members who are of, or above the rank of Principal officers, to be appointed by the Minister, upon nomination by their respective organizations or institution as follows:

- (i) a representative from the Bank of Tanzania;
- (ii) a representative from the Ministry responsible for statistics;
- (iii) a representative from the Attorney General's Chambers;
- (iv) a representative from the Prime Minister's Office;
- (v) a representative from the Planning Commission; and
- (vi) the Chairman of the Statistics Board of Zanzibar;
- (vii) a representative from Higher Learning Institutions; and
- (viii) one member to be appointed from amongst the users or producers of statistics from private sector.

(3) The Chief Government Statistician of Zanzibar shall be an ex-officio member of the Board.

(4) The Director General shall be a Secretary to the Board.

(5) The provisions of the First Schedule shall apply with respect to the tenure and termination of membership, proceedings of the Board and other matters relating to the Board.

Functions of the Board

**8.** Functions of the Board shall include to-

- (a) approve and monitor the implementation of policies pertaining to the Bureau;
- (b) approve the structure, career development plans, staffing levels and terms and conditions of service for the staff of Bureau;

- (c) approve the appointment of managerial staff;
- (d) approve disciplinary measures to be taken on the managerial staff of the Bureau;
- (e) approve the Bureau's corporate plan, annual work programme and annual budget;
- (f) inform the Minister on the progress of the business of the Bureau on a quarterly basis; and
- (g) perform any other functions as may be directed by the Minister in writing.

Appoint-  
ment of the  
Director  
General

**9.**-(1) The President shall appoint a Director General of the Bureau on the recommendation of the Minister.

(2) A person shall not qualify for recommendation for appointment as a Director General unless he possess a degree or above qualification in the field of Statistics or Economics or Mathematics with at least five years experience in the statistics field and with proven managerial ability.

(3) The Director General shall hold office for a period of five years and shall, subject to his satisfactory performance, be eligible for re-appointment.

(4) Subject to the provision of subsection (1), the Board shall make recommendation to the Minister on the appointment of the Director General.

Termination  
of  
appointment

**10.** The President may, upon the recommendation of the Minister, terminate the appointment of the Director General for-

- (a) misconduct;
- (b) failure or inability to perform the functions of his office arising from infirmity of body or mind; or

(c) incompetency.

Functions of  
the Director  
General

**11.** The Director General shall be the Chief Executive Officer of the Bureau and shall be responsible for the day-to-day activities of the Bureau including management of funds, property and business of the Bureau and for the administration of officers and staff of the Bureau.

Acting  
Director  
General

**12.-(1)** Where the office of the Director General is vacant or if the Director General is unable for any reason to perform the functions of his office, the Minister shall, appoint another person with appropriate knowledge or experience to act as a Director General during such vacancy or inability.

(2) A person acting in terms of subsection (1) shall act for a period of not more than six months:

Provided that, the Minister may for sufficient reason extend such appointment for a further period not exceeding six months.

(3) The provision of subsection (2) shall not apply if due to official duties the Director General is temporarily absent from his office, in which case the Director General shall delegate the functions of his office to one of the Management staff.

Other staff

**13.** Subject to laws relating to recruitment, the Director General shall cause to be employed such number of other staff as he may consider necessary or desirable for the efficient and effective exercise of powers and the discharge of functions of the Bureau.

Oath of Secrecy

**14.**-(1) Any person other than staff of the Bureau who is employed in the execution of any duty relating to statistical production under this Act, shall, before assuming such duties, make and subscribe before a Commissioner for Oaths, an oath or affirmation in the manner set out in the Second Schedule.

(2) For the purposes of subsection (1), a person employed as an enumerator in a population and housing census, shall make a written declaration in Kiswahili or English languages and deliver or transmit the declaration to an authorized officer or staff of the Bureau in the manner set out in the Second Schedule to this Act.

Authorized officers

**15.** The Director General may, in writing, designate on temporary terms and conditions, such number of staff of the Bureau to be authorized officer for the purpose of carrying out statistical activities under this Act as he may determine.

Exemption from liability

**16.** No act done by any officer or employee of the Bureau if done or omitted to be done in good faith in the exercise or performance or purported exercise or performance of his duties or functions as an officer or employee of the Bureau shall subject such an employee or officer to any action, liability or demand of any kind.

The National Statistical System and its coordination

**17.**-(1) There shall be the National Statistical System also known by its acronym NSS, which shall be coordinated by the Bureau.

(2) Subject to section 6, the Bureau shall coordinate the National Statistical System with a view to having an integrated statistical system to ensure optimal utilization of available resources.

(3) In performing the coordination function under this section, the Bureau shall-

- (a) issue a code of practice for official statistics that sets out professional standard to be followed by all agencies producing official statistics;
- (b) develop and maintain a comprehensive National Databank by using sectoral Data Bank developed by agencies;
- (c) set standards for the collection, analysis and publication of statistics to ensure uniformity in quality, adequacy of coverage and reliability of statistical information;
- (d) provide guidance and other assistance as may be required to other users or providers of statistics; and
- (e) promote cooperation and rationalization among users or producers of statistics so as to avoid duplication of efforts and ensure optimal utilization of scarce resources.

Relation  
with other  
agencies

**18.**-(1) Subject to this Act, and without prejudice to section 20, only the Director General may commence an official statistical collection or vary or discontinue any official statistical collection.

(2) Notwithstanding the provisions of any other written law, no person or agency may authorize the commencement of an official statistical collection except with the approval of the Director General.

Delegation  
of powers to  
collect  
statistical  
information

**19.** Notwithstanding the generality of section 18(2), the Director General is deemed to have delegated powers to the head of agencies whose legislation provide for powers to

collect statistical information relating to their field of undertaking.

Official  
Statistics

**20.**-(1) The official statistics shall, be statistical information produced, validated, compiled and disseminated by-

- (a) the Bureau;
- (b) Government institutions; and
- (c) agencies.

(2) The statistics produced under subsection (1)(c) shall qualify to be official statistics if they meet the criteria and standards set by the Bureau and approved by the Director General.

(3) For the purposes of harmonization, the Bureau may establish statistical methods and standards to facilitate the integration and comparison of official statistics produced both nationally and internationally.

PART III

COLLECTION AND DISSEMINATION OF INFORMATION

The decennial  
Population and  
Housing  
Census

**21.**-(1) The President may, by Order published in the *Gazette* direct a Population and Housing Census to be taken in the United Republic or any part of the United Republic as may be specified in the Order.

(2) The Order under subsection (1), may specify the date on or between which such census is to be taken, the information to be obtained in the Census and the period within which the census is to be conducted.

Collection of  
other statistics

**22.**-(1) The Bureau may collect statistics relating to all or any of the matters specified in the Third Schedule to this Act.

(2) The Bureau may cause the statistics collected and any official statistical information made available, to be published.

Joint  
collections

**23.**-(1) The Bureau may make an agreement with any agency to collect jointly statistical information as the need arises.

(2) Any employee of any agency, shall, if engaged in the joint collection of information or the processing of information collected in joint collection, make a declaration of secrecy similar to the declaration of secrecy prescribed under section 14 despite of any declaration of secrecy made under any other written law.

Sampling

**24.**-(1) Statistics relating to all or any of the matters set out in the Third Schedule may be collected by sampling, in place of a complete enumeration, where the use of that method is considered appropriate.

(2) Statistics collected under subsection (1) may also be used to test a questionnaire and a statistical procedure before finalization.

(3) It shall not be a defence to a person who fails to fill in a return or to answer any inquiry by reason that only a portion or a particular group of persons is required to fill in the return or to answer the inquiry.

Restriction on  
disclosure of  
information

**25.**-(1) The following information shall not be published, admitted in evidence or shown to any person not employed in the execution of a duty under this Act unless the prior consent in writing thereto has been obtained from the person making such return or giving such answer, or in the case of a business or undertaking,



from the person having the control, management or superintendence of such business or undertaking:

- (a) individual return or part thereof;
- (b) answer given to any question made for the purpose of this Act; and
- (c) report, abstract or any other document containing particulars in any such return or answer to enable the identification of such particulars with any person, business or undertaking.

(2) Subsection (1) shall not apply where-

- (a) the person, business or undertaking has published the return, answer, report, abstract or document and opened up a computerized data set for general access; or
- (b) such return answer or report and such other documents required for the purpose of prosecution.

Exemption on disclosure

**26.** Notwithstanding section 25, the Bureau may disclose-

- (a) information available to the public under any enactment or public document;
- (b) information in the form of an index or list of the names and addresses of individual undertakings or businesses together with the telephone numbers at which they may be reached in relation to statistical matters, the industrial classifications allotted to them, the products they produce, manufacture, process, transport, store, purchase or sell, or the services they provide in the course of their business, and the number of persons engaged;

- (c) details of external trade, movement of ships and aircraft, and cargo handled at ports; or
- (d) information relating to a local authority or other statutory body.

Disclosure of  
unidentified  
information

**27.**-(1) Subject to subsection (2), the Bureau may disclose information in the form of individual statistical record solely for *bona fide* research or statistical purposes provided that-

- (a) all identifying information such as the name and address of a respondent has been removed; and
- (b) the information is disclosed in a manner that is not likely to enable the identification of the particular person, undertaking or business to which it relates.

(2) Every person to whom any statistical records are disclosed pursuant to this section shall-

- (a) not attempt to identify any particular person, undertaking or business;
- (b) use the information for research or statistical purposes only;
- (c) not disclose information to any other person or organization;
- (d) comply with any directions given by the Director General relating to the records.

Security of  
recorded  
information

**28.** The Bureau shall take all necessary steps to ensure the security and confidentiality of the statistical information collected by the Bureau or made available to the Bureau by other agencies are kept in accordance with the provisions of this Act.

Destruction of individual forms and returns

**29.**-(1) The Bureau or each agency shall account for and destroy all individual censuses and surveys forms and returns used for the purposes of this Act after the data have been processed, validated and published.

(2) Individual censuses forms and surveys forms under sub-section (1) shall be destroyed within five years since the data was processed, validated and published.

Power to obtain particulars

**30.**-(1) Where any census or a survey is being taken or any other statistics are being collected in accordance with the provisions of this Act, an authorized officer or staff of the Bureau may, in the manner specified in subsection (2), require any person to supply him with such particulars as may be prescribed or such particulars as the Director General may consider necessary or desirable in relation to the taking of such census or the collection of such statistics.

(2) A person who is required to supply any particulars pursuant to subsection (1) shall, to the best of his knowledge, information and belief, complete such forms, make such returns, answer such questions and give all such information, in such manner and within such time as may be specified by the authorized officer or staff of the Bureau.

(3) An authorized officer or staff of the Bureau may, at all reasonable times and upon production of his authorization-

- (a) in relation to census or a survey, enter and inspect any premises including house; and
- (b) in relation to the collection of other statistics, enter and inspect any premises where activity for profit or gain is carried on, and in either case may make such inquiries as may be

necessary for the taking of the census or the collection of the statistics as the case may be.

Access to  
public and  
other records

**31.**-(1) Where the Director General is of the opinion that, the collection of statistics relating to any matter may be obtained from any Government institution, agency, or user or producer of statistics, he shall grant access to any authorized officer or staff of Bureau for the purposes of getting the information required.

(2) Subject to subsection (1), the information obtained shall be in relation to the collection of statistics which have been approved or directed for completion or collection of statistics.

PART IV  
FINANCIAL PROVISIONS

Funds of the  
Bureau

**32.** The funds and resources of the Bureau shall consist of-

- (a) sums as may be appropriated by Parliament for the Bureau;
- (b) moneys received for products provided and services rendered by the Bureau;
- (c) sums borrowed, received by or made available to the Bureau for the purposes of the discharge of its functions;
- (d) donations, grants and bequests as the Bureau may receive from any person or body of persons.

## Estimates

**33.**-(1) The Director General shall, not later than three months before the end of each financial year, prepare and submit to the Board, the Business Plan and estimates of income and expenditure of the Bureau for the next ensuing financial year.

(2) The Board shall forward to the Minister the Business Plan and estimates prepared under subsection (1) for approval.

(3) No expenditure shall be made out of funds of the Bureau unless such expenditure is part of the estimate of expenditure approved by the Minister under subsection (2).

## Accounts

**34.**-(1) The Bureau shall keep proper books of accounts.

(2) Subject to any directions given by the Board, the Director General shall prepare in respect of each financial year, and not later than three months after the close of the financial year a statement which shall include a report on the performance of the Bureau during that financial year.

(3) The statement prepared under subsection (2) shall comprise of-

(a) a balance sheet and a statement of income and expenditure of the Bureau in respect of that financial year; and

(b) any other information in respect of the financial affairs of the Bureau as the Minister may, in writing, require.

## Audit

**35.**-(1) The accounts of the Bureau shall, in respect of each financial year, be audited by the Controller and Auditor-General or by an Auditor appointed by the

Controller and Auditor-General.

(2) The Director General shall, within three months after the close of each financial year, submit to the Controller and Auditor-General for auditing the statement of accounts described in section 34 of this Act.

(3) The Director General shall as soon as possible but not later than two months after receiving the audited report from the Controller and Auditor General, submit to the Minister the audited financial statements and a report of the auditor on these statements.

Annual  
Performance  
Report

**36.** The Board shall prepare and submit to the Minister within four months after the close of each financial year, the annual report on the performance of the Bureau during that financial year, and the Minister shall cause a copy of the report to be laid in the National Assembly.

#### PART V OFFENCES AND PENALTIES

Offences and  
penalties

- 37.**-(1) Any person who-
- (a) by virtue of his employment becomes possessed of any information which might influence or affect the market value of any share or other security, interest, product or article and who, before such information is made public, directly or indirectly uses such information for personal gain;
  - (b) without lawful authority publishes or communicates to any person otherwise than in the ordinary course of his employment any information acquired by him in the course of

such employment;

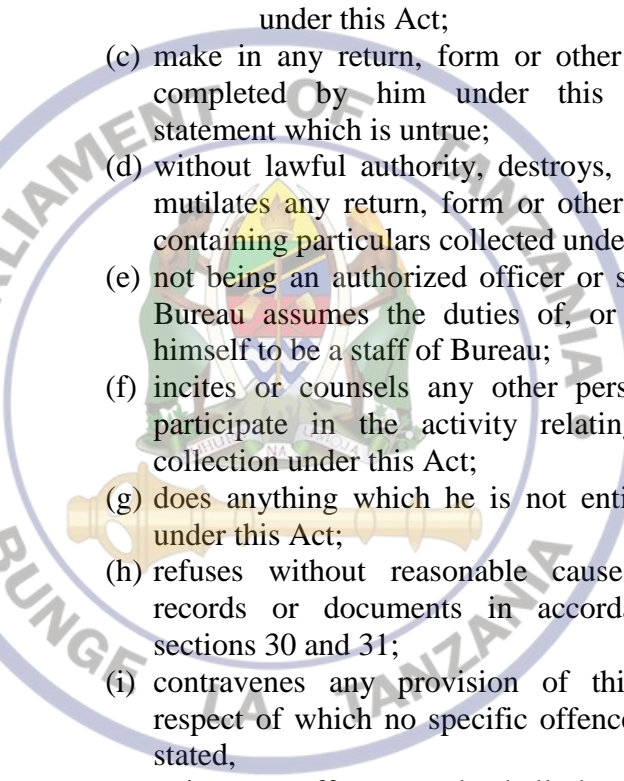
- (c) deserts from his duty, or wilfully makes any declaration, statement or return in the performance of his duties, or compiles for issue any false statistics or information;
- (d) in the performance of his duties, obtains or seeks to obtain information that the person is not duly authorized to obtain that information;
- (e) asks, receives or takes, in respect of or in connection to his employment under this Act from any person other than a public officer duly authorized thereto, any payment or reward,

commits an offence and shall be liable, upon conviction, to a fine of not less than two million shillings or to imprisonment for a term of not less than six months or to both.

(2) Any person who, being in possession of any statistical information which to his knowledge has been disclosed in contravention of the provisions of this Act, publishes or communicates to any other person such information, commits an offence and shall be liable on conviction to a fine of not less than five million shillings or to imprisonment for a term of not less than twelve months or to both.

(3) Any person who-

- (a) hinders or obstructs any authorized officer or staff of Bureau in the lawful performance of any duty or in the exercise of power conferred under this Act;
- (b) refuses or wilfully neglects to-

- 
- (i) complete and supply within the time specified the particulars required in any return, form or other document left with or sent to him; or
- (ii) answer any question directed to him under this Act;
- (c) make in any return, form or other document completed by him under this Act, any statement which is untrue;
- (d) without lawful authority, destroys, defaces or mutilates any return, form or other document containing particulars collected under this Act;
- (e) not being an authorized officer or staff of the Bureau assumes the duties of, or represents himself to be a staff of Bureau;
- (f) incites or counsels any other person not to participate in the activity relating to data collection under this Act;
- (g) does anything which he is not entitled to do under this Act;
- (h) refuses without reasonable cause to grant records or documents in accordance with sections 30 and 31;
- (i) contravenes any provision of this Act, in respect of which no specific offence has been stated,
- commits an offence and shall be liable on conviction to a fine of not less than one million shillings or to imprisonment for a term of not less than six months or to both.
- (4) A Director, Manager, Controller or any other person who is concerned with the management of any



Communication media, allows or causes to be published false official statistical information or broadcasts any programme about data collection activity that has been undertaken or is being undertaken by the Bureau and as a result of which causes any person or persons to abstain from participating in the data collection activity or cooperating with the officers of the Bureau, commits an offence and shall be liable on conviction to a fine of not less than ten million shillings or to imprisonment for a term of not less than three years or to both.

(5) An agency or person who publishes or communicates official statistical information which may result in the distortion of facts, commits an offence and shall be liable on conviction to a fine of not less than ten million shillings or to imprisonment for a term of not less than three years or to both.

(6) Any person who is authorized by the Bureau to process any official statistical information, shall before publishing or communicating such information to the public ensure that such person procures an authorisation from the Bureau.

(7) For the purposes of this section, “communication media” includes radio station, television station, newspaper or magazine, website or any other media.

#### PART VI MISCELLANEOUS PROVISIONS

Regulations

**38.** The Minister may, for the better carrying into effect of the provisions of this Act, make Regulations-

- (a) prescribing the manner in which the National Statistic System may be coordinated;
- (b) prescribing the fees and charges to be paid for any special information or report supplied, or any special statistical services rendered;
- (c) making addition to or deletion from or otherwise vary the matters specified in the Third Schedule; and
- (d) on all matters which are reasonably and in accordance with the laws regulating statistics in the country for the better performance of the provisions of this Act.

Repeal and  
savings  
Cap. 351

**39.**-(1) The Statistics Act is hereby repealed.

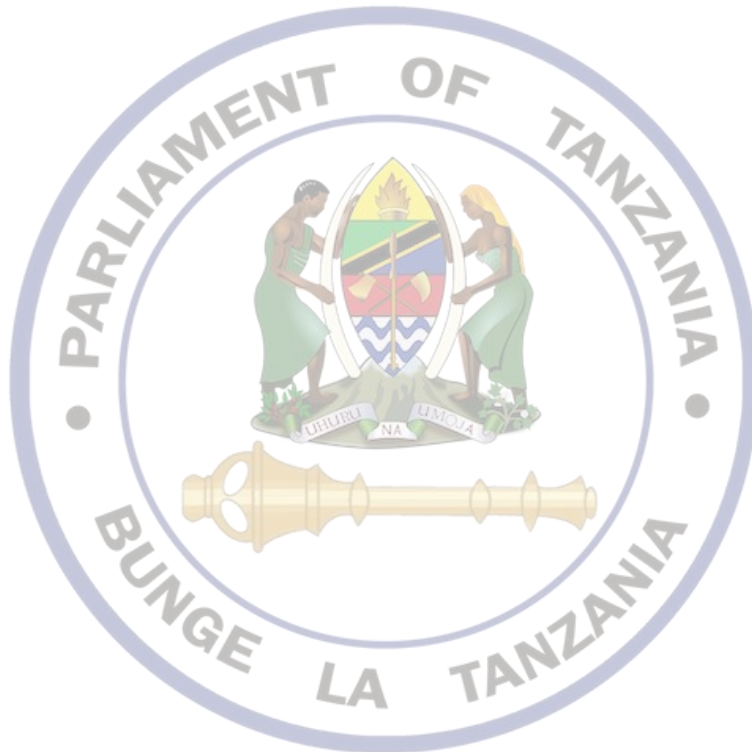
(2) Notwithstanding the provisions of subsection

(1)-

- (a) anything done or any action taken or purported to have been done or taken under the repealed Act shall be deemed to have been done or taken under this Act;
- (b) all appointments made under the repealed Act and which have not been revoked immediately before coming into operation of this Act shall be deemed to have been made under this Act and shall remain in force until they are revoked or fresh appointments are made under this Act; and
- (c) all legal proceedings instituted or Orders made under the repealed Act shall continue and be deemed to be proceedings or Orders made under the provisions of this Act.

Inconsistency  
with other  
legislation

**40.** Where any provision of this Act is in conflict or is otherwise inconsistent with the provisions of any other written laws relating to official statistics, the provisions of this Act shall prevail to the extent of such inconsistency.



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**FIRST SCHEDULE**

*(Made under section 7(5))*

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**PROVISIONS RELATING TO THE BOARD**

Tenure of appointment	<p><b>1.</b>-(1) Every member of the Board shall continue to hold the office for a term of three years from the date of appointment and shall be eligible for re-appointment.</p> <p>(2) Notwithstanding sub-paragraph (1) of this paragraph, a member may resign at anytime by giving notice in writing to the appointing authority and from the date specified in the notice or, if no date is so specified in the notice from the date of the receipt of the notice by the appointing authority; he shall cease to be a member.</p> <p>(3) A person who is a member by virtue of his holding some other office shall cease to be a member upon his ceasing to hold the office by virtue of which he is a member.</p>
Termination of appointment	<p><b>2.</b> Where any member of the Board absents himself from three consecutive meetings of the Board without reasonable excuse, the Board shall advise the appointing authority of the fact and the appointing authority may terminate the appointment of such a member and appoint a new member in his place.</p>
Cessation of membership	<p><b>3.</b> Where any member of the Board ceases to be such a member by resignation or death or is unable to perform his functions as such member by reason of his absence from the United Republic or by reason of any infirmity of body or mind or where the appointing authority terminates his appointment under paragraph 2, the appointing authority may appoint another member in his place and the member so appointed shall, subject to the provisions of this Schedule, hold office for the remaining of the term of his predecessor.</p>

Vice-Chairman	<p><b>4.</b> The Board shall elect one of its members to be a Vice-Chairman and any member elected as Vice-Chairman shall, subject to his continuing to be a member hold office of Vice-Chairman for a term to be fixed by the Board and shall be eligible for re-election after the end of that period.</p>
Power of Chairman and Vice-Chairman	<p><b>5.</b> -(1) The Chairman shall preside at all meetings of the Board.</p> <p>(2) Where at any meeting of the Board the Chairman is absent the Vice-Chairman shall preside.</p> <p>(3) In the absence of both the Chairman and Vice-Chairman at any meeting of the Board, the members presents may, from amongst their number elect a temporary Chairman who shall preside at that meeting.</p> <p>(4) The Chairman, Vice-Chairman or temporary Chairman presiding at any meeting of the Board shall have a right to vote and in the event of an equality of votes, shall have a casting vote in addition to his deliberative vote.</p>
Meeting and procedure of the Board	<p><b>6.</b>-(1) An ordinary meeting of the Board, shall be convened by the Chairman and the notice specifying the place, date and time of the meeting shall be sent to each member at his usual place of business or residence not less than fourteen days before the date of such meeting.</p> <p>(2) The Board shall ordinarily meet four times in a year, but the Chairman may convene an extraordinary meeting when the need to do so arise.</p> <p>(3) The Chairman of the Board may invite any person who is not a member to participate in the deliberations of the Board, and any such person shall not be entitled to vote.</p>
Quorum	<p><b>7.</b> The chairman and three other members shall form a quorum for a meeting of a Board.</p>

Decision by circulation of papers

**8.**-(1) Notwithstanding the provision of paragraph 7, where the Chairman so directs a decision may be made by the Board without a meeting by circulation of the relevant papers among all the members and the expression in writing of their views

(2) A member shall be entitled to require that any such decision be deferred and such matter be considered at a meeting of the Board.

Minutes of the Meeting

**9.** Minutes of each meeting of the Board shall be kept and shall be confirmed by the Board at the next meeting and signed by the Chairman at the meeting.

Authentication of the Seal

**10.** The Seal of the Board shall not be affixed to any deed, document and other instruments except in the presence of the Chairman and the Director General, or either the Chairman or the Director General and one other member of the Board as the Board may appoint in that behalf.

Execution of document

**11.** All documents to which the Board is a party other than documents required by law to be under seal and all decisions of the Board, may be signified under the hand of the Director General or other officer authorized by the Director General in that behalf.

Validity of proceedings

**12.** No act or proceedings of the Board shall be invalid by reason of the number of members not being complete at the time of such act or proceedings or of any defect in the appointment of any member or the fact that any member was at the time disqualified or disentitled to act as such.

The Board to regulate proceedings

**13.** Subject to the provisions of this Schedule the Board may regulate its proceedings.

**SECOND SCHEDULE**

*(Made under section 14(2))*

**EITHER:**

I, ..... do hereby make oath /solemnly affirm that I shall faithfully and honestly fulfill my duties as ..... in conformity with the requirements of the Statistics Act and that I shall not, without due authority in that behalf disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.

.....  
**DEPONENT**

Sworn/affirmed before me this ..... day of ..... 20.....

.....  
*Commissioner for Oaths*

**OR:**

I, ..... do solemnly and sincerely declare that I will faithfully and honestly fulfill my duties as an enumerator in a population and housing census in conformity with the requirements of the Statistics Act and that I shall not, without due authority in that behalf declare or make known or make use of any matter or thing which comes to my knowledge by reason of my employment as such.

.....  
**DEPONENT**

Declared at ..... this .....day of ..... 20.....

Before me:

Name .....

Qualification.....

Address.....

Signature.....

**THIRD SCHEDULE***(Made under sections 22(1) and 24(1))*

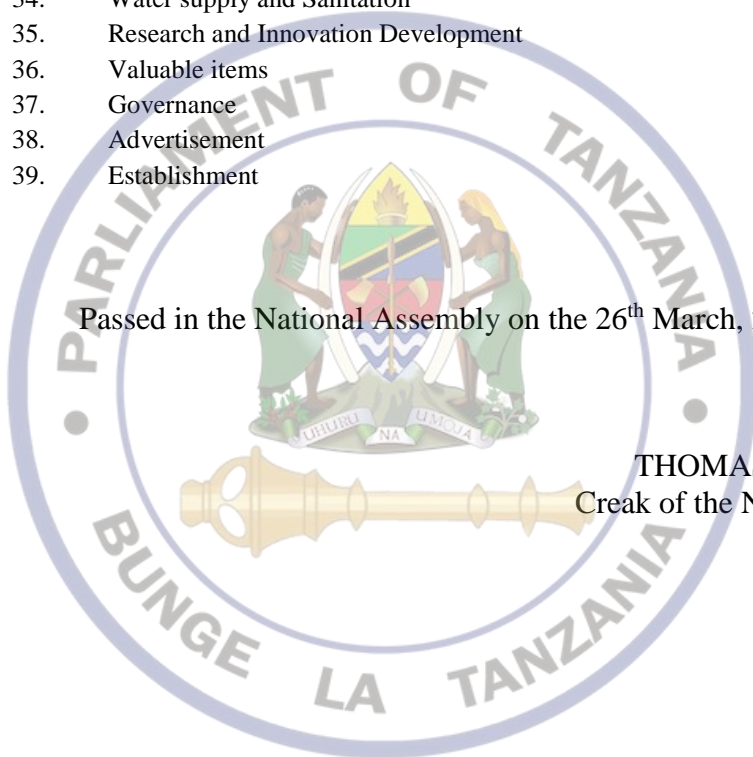
1. Civil Registration and Vital Statistics
2. Migration
3. External Trade, Balance of Payment and Tourism
4. National Accounts
5. Agriculture
6. Construction
7. Industry ( Mining, Manufacturing, Electricity and Water)
8. Labour Market
9. Government Finance, Fiscal and Public Sector
10. Poverty and Income Distribution
11. Social, Education, Labour and Industrial matters including associations of employers, employees and other persons generally
12. Banking ,Insurance and Finance generally
13. Commercial and Professional undertakings
14. Distributive Trade
15. Education and Health
16. Transport and Communication in all forms such as land, water or air
17. Injuries, Accidents and Compensation
18. Stock of manufactured goods
19. Sweepstakes, Lotteries, Charitable and other public collections of money
20. Land tenure, Occupation and use of land
21. Local Government Authorities
22. Crime and Justice
23. Environment
24. Household based surveys
25. Entrepreneurship
26. Information, Communication and Technology
27. Community, Social welfare and Personal services
28. Gender



- 29. Meteorology
- 30. Business
- 31. Price
- 32. Energy
- 33. Investment
- 34. Water supply and Sanitation
- 35. Research and Innovation Development
- 36. Valuable items
- 37. Governance
- 38. Advertisement
- 39. Establishment

Passed in the National Assembly on the 26<sup>th</sup> March, 2015.

THOMAS D. KASHILILA  
Creak of the National Assembly



SHERIA YA TAKWIMU YA MWAKA 2015

SEHEMU YA KWANZA  
MASHARTI UTANGULIZI

1. Jina la Sheria na tarehe ya kuanza kutumika.
2. Matumizi.
3. Tafsiri.

SEHEMU YA PILI  
OFISI YA TAIFA YA TAKWIMU NA BODI YA USIMAMIZI

*(a) Ofisi ya Taifa ya Takwimu*

4. Muendelezo wa Ofisi ya Taifa ya Takwimu.
5. Hadhi ya Ofisi.
6. Majukumu ya Ofisi.

*(b) Bodi ya Usimamizi*

7. Uanzishwaji na muundo wa Bodi.
8. Majukumu ya Bodi.
9. Uteuzi wa Mkurugenzi Mkuu.
10. Kusitishwa kwa Uteuzi.
11. Majukumu ya Mkurugenzi Mkuu.
12. Kaimu Mkurugenzi Mkuu.
13. Wafanyakazi wengine.
14. Kiapo cha usiri.
15. Maafisa Waidhiniwa.
16. Kinga dhidi ya uwajibikaji.

17. Mfumo wa Kitaifa wa Takwimu na uratibu wake.
18. Uhusiano na wakala nyingine.
19. Ugatuzi wa madaraka ya kukusanya takwimu.
20. Takwimu rasmi.

**SEHEMU YA TATU  
UKUSANYAJI NA USAMBAZAJI WA TAARIFA**

21. Sensa ya watu na makazi kila muongo mmoja.
22. Ukusanyaji wa takwimu nyingine.
23. Ukusanyaji wa pamoja.
24. Uchukuaji Sampuli.
25. Udhibiti wa utolewaji wa taarifa.
26. Msamaha kwa utoaji wa taarifa.
27. Utoaji wa taarifa zisizo na utambulisho.
28. Usalama wa taarifa zilizorekodiwa.
29. Kuharibu fomu ya marejesho ya taarifa binafsi.
30. Mamlaka ya kupata maelezo.
31. Upatikanaji wa kumbukumbu za umma na kumbukumbu nyingine.

**SEHEMU YA NNE  
MASHARTI KUHUSIANA NA FEDHA**

32. Vyanzo vya mapato vya Ofisi.
33. Makadirio.
34. Hesabu.
35. Ukaguzi.
36. Taarifa ya Mwaka ya utekelezaji.

**SEHEMU YA TANO  
MAKOSA NA ADHABU**

37. Makosa na adhabu.

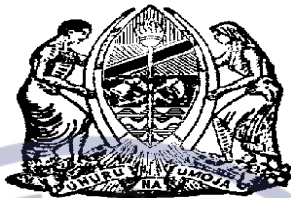
SEHEMU YA SITA  
MASHARTI MENGINEYO

38. Kanuni.
39. Kufutwa na masharti yanayoendelea.
40. Ukinzani na sheria nyingine.



**Na.9**      *Muswada wa Sheria ya Takwimu*      **2015**      **5**

JAMHURI YA MUUNGANO WA TANZANIA



NA.9 YA 2015

NAKUBALI,

JAKAYA MRISHO KIKWETE

*Rais*

11 Mei, 2015

**Sheria inayofuta Sheria ya Takwimu, kuanzisha Ofisi ya Taifa ya Takwimu, na Bodi ya Usimamizi wa Takwimu, kuweka masharti yanayohusu uratibu wa Mfumo wa Kitaifa wa Takwimu, na kuweka masharti bora kuhusiana na majukumu ya Ofisi na Bodi, na masharti mengine yanayohusiana na hayo.**

[.....]

**IMETUNGWA na Bunge la Jamhuri ya Muungano wa Tanzania.**

**SEHEMU YA KWANZA  
MASHARTI YA UTANGULIZI**

Jina la Sheria na tarehe ya kuanza kutumika

**1.** Sheria hii itaitwa Sheria ya Takwimu, ya mwaka 2015 na itanza kutumika katika tarehe ambayo Waziri anaweza, kwa tangazo itakayochapishwa kwenye Gazeti la Serikali, kuiteua.

Matumizi

**2.** Sheria hii itatumika Tanzania Bara kuhusu masuala yote yaliyoainishwa kwenye Jedwali la Tatu na itatumika Tanzania Zanzibar kuhusiana na masuala ya Sensa ya Watu na Makazi.

Tafsiri

**3.** Katika Sheria hii isipokuwa kama muktadha utahitaji vinginevyo-

“wakala au mawakala” inajumuisha taasisi za utafiti, mashirika yasiyo ya kiserikali, washirika wa maendeleo au mtumiaji mwingine au wazalishaji wengine wowote wa takwimu;

“afisa muidhiniwa” maana yake ni mtu aliyeteuliwa kwa maana hiyo chini ya kifungu cha 15;

“Bodi” maana yake ni Bodi ya Taifa ya Takwimu iliyoanzishwa chini ya kifungu cha 7;

“ofisi” maana yake ni Ofisi ya Taifa ya Takwimu kama ilivyoelezewa kwenye Sheria hii;

“Sensa” maana yake ni shughuli ya uchukuaji wa taarifa za watu au vitu vyote vinavyokusudiwa katika maeneo yote husika;

“Mkurugenzi Mkuu” maana yake ni Mtendaji Mkuu wa Ofisi ya Takwimu aliyeteuliwa chini ya kifungu cha 9;

“taasisi za Serikali” inajumuisha Wizara, idara za Serikali Tawala za Mikoa na Mamlaka za Serikali za Mitaa;

“Waziri” maana yake ni Waziri mwenye dhamana na masuala ya takwimu;

“Mfumo wa Kitaifa wa Takwimu” maana yake ni mfumo unaoratibiwa na Ofisi ambao unajumuisha watoa taarifa, wazalishaji au watumiaji wa takwimu, na taasisi za utafiti na mafunzo;

“mtumishi” maana yake ni mtumishi yeyote aliyeajiriwa na Ofisi ya Taifa ya Takwimu;

- “takwimu rasmi” maana yake ni takwimu zinazotambuliwa na kutambulika kuwa rasmi chini ya kifungu cha 20;
- “sensa ya watu na makazi” maana yake ni sensa inayoendeshwa na Ofisi ya Takwimu chini ya kifungu cha 9;
- “mlalamikiwa” maana yake ni mtu yeyote anayetoa au kutakiwa kutoa taarifa za kitakwimu;
- “marejesho” maana yake ni kitabu chochote, nyaraka, fomu, kadi, kinasa sauti, santuri au kitu chochote ambacho kinahifadhi taarifa inayotakiwa kuingizwa au kurekodiwa au inatakiwa kuingizwa au kurekodiwa kwa madhumuni ya kitakwimu chini ya Sheria hii;
- “uchukuaji wa sampuli” maana yake ni utaratibu wa kitakwimu ambao vyao taarifa kuhusiana na eneo zima la utafiti zinapatikana kwa kutumia mbinu za kitakwimu zinazohusu taarifa zilizopatikana kuhusu uwiano wa idadi nzima ya watu au shughuli inayohusu eneo zima la utafiti;
- “takwimu” maana yake ni taarifa zinazohitajika kwa ajili ya kukusanya taarifa za kitakwimu, zinazopatikana kutokana na sensa na utafiti wa kitakwimu au kumbukumbu za kiutawala;
- “mtafiti/mtakwimu” maana yake ni mtu aliye na sifa za kielimu na stahhada ya takwimu;
- “kitengo cha takwimu” maana yake ni kitengo, divisheni au idara iliyoanzishwa katika taasisi yoyote ya Serikali kwa madhumuni ya kutekeleza makujumu yake ya kitakwimu;
- “utafiti” inajumuisha utafiti wa shughuli au watu ambapo taarifa inakusanywa kutoka kwenye sampuli yake kwa ujumla au kwa sehemu kwa madhumuni ya kitakwimu;

“shughuli” maana yake ni shughuli yoyote ya kitakwimu inayofanywa kwa njia ya biashara iwapo biashara hiyo inaendeshwa kwa madhumuni ya kuingiza faida au la na inajumuisha Wizara au Idara ya Serikali, chombo kilichopo kisheria, mamlaka ya serikali za mitaa au aina nyingine ya jumuiya au kundi la watu au sehemu yake yoyote ile.

## SEHEMU YA PILI

## OFISI YA TAIFA YA TAKWIMU NA BODI YA USIMAMIZI

*(a) Ofisi ya Taifa ya Takwimu*

Muendelezo wa Ofisi ya Taifa ya Takwimu

**4.-**(1) Itaendelea kuwepo Ofisi ya Taifa ya Takwimu ambayo itajulikana kwa jina lake la ufupisho kama “NBS”.

(2) Ofisi itakuwa ni taasisi huru ya umma chini ya Wizara iliyo na dhamana na masuala ya Takwimu.

Hadhi ya Ofisi

**5.** Ili kulinda na kuendeleza uadilifu katika kushughulikia takwimu rasmi, Ofisi itakuwa na uhuru wa kitaaluma kuhusiana na namna ya ukusanyaji, uchambuzi, kutathmini na kusambaza taarifa za kitakwimu.

Majukumu ya Ofisi ya Takwimu

**6.-**(1) Ofisi ya Takwimu itakuwa ni Ofisi ya Taifa ya Takwimu itakayo wajibika kwa uzalishaji, uratibu, usimamizi na usambazaji wa takwimu rasmi nchini.

(2) Bila kuathiri ujumla wa masharti ya kifungu kidogo cha (1), Ofisi -

(a) kwa kushirikiana na Ofisi ya Mtakwimu Mkuu wa Serikali wa Zanzibar itaendesha sensa ya watu na makazi;



- (b) itaishauri Serikali na umma kwa jumla, kuhusu masuala yote ya takwimu rasmi;
  - (c) itatoa taarifa za kitakwimu kwa umma zenye ubora wa hali ya juu, za uhakika na kwa wakati;
  - (d) itaandaa na kutunza sehemu moja ya utunzaji wa taarifa rasmi za kitakwimu, machapisho, nyaraka na taarifa zote za ndani na nje ya Jamhuri ya Muungano;
  - (e) itaandaa mbinu, viwango, maneno na tafsiri kwa ajili ya kutengeneza takwimu rasmi;
  - (f) itasimamia taarifa rasmi za kitakwimu; na
  - (g) itaratibu na kusimamia Mfumo wa Taifa wa Takwimu Nchini;
  - (h) itatekeleza majukumu yote muhimu au yanayohitajika kwa madhumuni ya Ofisi chini ya Sheria hii.
- (3) Ofisi, Katika kutekeleza majukumu yake, inaweza kuingia kwenye mkataba na taasisi au watu binafsi kwa yeyo vigezo na masharti kwa kadri iatakvyo kubalika na wahusika wa mkataba.
- (4) Ofisi, kuhusiana na majukumu yanaohusiana na Tanzania Zanzibar, itatekeleza majukumu yake kwa kushirikiana na Ofisi ya Mtakwimu Mkuu wa Serikali ya Mapinduzi Zanzibar.

*(b) Chombo cha Usimamizi*

Uanzishwaji na Muundo wa Bodi

7.-(1) Kinaanzishwa chombo cha usimamizi wa Ofisi itakayojulikana kama ya Bodi ya Ofisi ya Takwimu ya Taifa.

(2) Bodi itaundwa na-

- (a) Mwenyekiti atakayeteuliwa na Rais kutoka miongoni mwa watu wenye ujuzi na uzoefu katika masuala ya takwimu, hisabati, uchumi au uelewa katika masuala ya usimamizi wa biashara; na

(b) wajumbe wa nane, wenye vyeo vya Afisa Mkuu watakaoteliwa na Waziri baada ya kuteuliwa na taasisi zao husika kama ifuatavyo:

- (i) mwakilishi wa Benki kuu ya Tanzania;
- (ii) mwakilishi kutoka katika Wizara yenye dhamana ya masuala ya takwimu;
- (iii) mwakilishi kutoka katika Ofisi ya Mwanasheria Mkuu wa Serikali;
- (iv) mwakilishi kutoka katika Ofisi ya Waziri Mkuu;
- (v) mwakilishi kutoka katika Tume ya Mipango;
- (vi) Mwenyekiti wa Bodi ya Takwimu ya Zanzibar;
- (vii) mwakilishi kutoka katika Taasisi za Elimu ya Juu;
- (viii) mjumbe mmoja atakayeteuliwa kutoka miongoni mwa watumiaji au wazalishaji wa takwimu kutoka katika sekta binafsi.

Majukumu ya bodi

8. Majukumu ya Bodi yatajumuisha-

- (a) kuidhinisha na kufuatilia utekelezaji wa sera kuhusiana na Ofisi;
- (b) kuidhinisha muundo, mipango ya uendelezaji wa taaluma, ngazi za ajira za watumishi na vigezo na masharti kuhusiana na utumishi wa watumishi wa Ofisi;

- (c) kuhidhinisha uteuzi wa watumishi wa ngazi za utawala;
- (d) kuidhinisha hatua za kinidhamu zitakazochukuliwa dhidi ya watumishi wa wa ngazi za utawala katika Ofisi;
- (e) kuidhinisha mpango wa shughuli za Ofisi ofisi, mpango-kazi wa mwaka na bajeti ya mwaka;
- (f) kumfahamisha Waziri maendeleo ya shughuli za Ofisi kila baada robo ya mwaka; na
- (g) kutekeleza majukumu mengine yoyote kwa kadri itakavyoelekezwa na Waziri kwa maandishi.

Uteuzi wa  
Mkurugenzi  
Mkuu

**9.**-(1) Rais atamteua Mkurugenzi Mkuu wa Ofisi ya Takwimu kufuatia mapendekezo ya Waziri.

(2) Mtu hatakuwa na sifa za kupendekezwa na kuteuliwa kuwa Mkurugenzi Mkuu isipokuwa kama ana na shahada au elimu nyingine ya juu tasnia ya takwimu au Uchumi au Hisabati na awe angalau na uzoefu wa anagalau miaka mitano katika tasnia ya takwimu na pia awe na uwezo wa uongozi uliothibitika.

(3) Mkurugenzi Mkuu atakuwa madarakani kwa kipindi cha miaka mitano na kwa kiwango cha kuridhisha cha utendaji kazi wake, anaweza kuteuliwa tena.

Kutenguliwa  
kwa uteuzi

**10.** Rais anaweza, kufuatia mapendekezo ya Waziri, kusitisha uteuzi wa Mkurugenzi Mkuu kutokana na-

- (a) utovu wa nidhamu;
- (b) kushindwa au kutokuwa na uwezo wa kutekeleza majukumu ya ofisi yake kutokana na udhaifu wa mwili au akili; au

(c) kutokuwa na uwezo kiutendaji.

**Majukumu**  
ya  
Mkurugenzi  
Mkuu

**11.** Mkurugenzi Mkuu atakuwa Mtendaji Mkuu wa Ofisi na atawajibika kwa shughuli za kila siku za Ofisi, ikijumuisha kusimamia fedha, mali na shughuli za Ofisi na usimamizi wa maofisa na watumishi wa Ofisi.

Kaimu  
Mkurugenzi  
Mkuu

**12.**-(1) Endapo nafasi ya Mkurugenzi Mkuu inakuwa wazi au iwapo Mkurugenzi Mkuu anashindwa kutekeleza majukumu ya ofisi yake, Waziri atamteua mtu mwingine mwenye ujuzi stahiki au uzoefu, kuwa kaimu Mkurugenzi Mkuu kwa kipindi ambacho nafasi hiyo itakuwa wazi au kwa kipindi ambacho Mkurugenzi Mkuu ameshindwa kutekeleza majukumu yake.

(2) Mtu anayekaimu kwa mujibu wa masharti ya kifungu kidogo cha (1) hatakaimu kwa kipindi kinachozidi miezi sita:

Isipokuwa kwamba, Waziri anaweza kwa sababu za msingi, kuongeza kipindi cha kukaimu kisichozidi miezi sita.

(3) Masharti ya kifungu kidogo (2) hayatatumika iwapo Mkurugenzi Mkuu atakuwa nje ya ofisini kwa muda mfupi kutokana na sababu ya utekelezaji wa majukumu ya kiofisi, ambapo katika hali hiyo, Mkurugenzi Mkuu atakasimisha majukumu ya ofisi yake kwa mmoja wa watumishi walio katika ngazi ya utawala.

Wafanyakazi  
wengine

**13.** Kwa kuzingatia sheria kuhusiana na masuala ya ajira, Mkurugenzi Mkuu atasababisha kuajiriwa kwa idadi ya watumishi kwa kadri atakavy atakapona inafaa au inahitajika kwa ajili ya utekelezaji wenye tija wa mamlaka na majukumu ya ofisi.

**Na.9** *Muswada wa Sheria ya Takwimu* **2015** 13

Kiapo cha  
kutunza  
siri/**kiapo cha**  
**usiri**

**14.**-(1) Mtu yeyote, mbali na mtumishi wa Ofisi aliyeajiriwa kutekeleza jukumu lolote linalohusu uzalishaji wa takwimu chini ya Sheria hii, kabla ya kuanza kutekeleza majukumu yake, atakula kiapo cha kutunza siri au atathibitisha kuwa atakutunza siri mbele ya Kamishna wa viapo kwa namna iliyoainishwa kwenye Jedwali la Pili.

(2) Kwa madhumuni ya Kifungu kidogo cha (1), mtu aliyeajiriwa kama karani kwenye sensa ya watu na makazi, atatoa tamko la maandishi kwa lugha ya Kiswahili au Kiingereza na kuliwasilisha tamko hilo kwa Afisa aliyeidhinishwa au mtumishi wa Ofisi kwa namna iliyoainishwa kwenye Jedwali la Pili.

Maofisa  
walioidhinishwa/w  
**aidhinishwa**

**15.** Mkurugenzi Mkuu anaweza kuteua watumishi wa Ofisi kuwa maafisa walioidhinishwa/waidhinishwa kwa masharti ya muda na vigezo, kwa madhumuni ya kutekeleza shughuli za kitakwimu chini ya Sheria hii, kwa kadri atakavyoamua.

**Kinga dhidi ya**  
**uwajibikaji**

**16.** Hakuna kitendo kiichofanywa na afisa au mwajiriwa wa Ofisi, iwapo kimefanywa kwa nia njema katika utekelezaji au katika utekelezaji unaodhaniwa kuwa umetekelezwa au katika utekelezaji wa wajibu wake au majukumu yake kama afisa au mwajiriwa wa Ofisi kitakacho mwajibisha mwajiriwa huyo au afisa, kufanya kitendo chochote, kuwajibika au kushitakiwa kwa njia yoyote ile.

Mfumo wa Kitaifa  
wa Takwimu na  
uratibu wake

**17.**-(1) Kutakuwa na Mfumo wa Kitaifa wa Takwimu utakaojulikana kwa jina lake la ufupisho “NSS” ambao utasimamiwa na **Ofisi**.

(2) Kwa kuzingatia kifungu cha 6, Ofisi itaratibu Mfumo wa Kitaifa wa Takwimu kwa lengo la kuwa na mfumo wa mmoja wakitakwimu ili kuhakikisha utumiaji unaofaa wa rasilimali zilizopo.

(3) Katika utekelezaji jukumu yake ya kiuratibu chini ya kifungu hiki, Ofisi ita-

- (a) toa kanuni za utendaji kwa jili ya takwimu rasmi ambazo zitaonesha viwango vya weledi wa kufuatwa na wakala wote wa uzalishaji wa takwimu rasmi;
- (b) anzisha na kuendeleza kikamilifu benki ya data ya kitaifa kwa kutumia benki za data za kisekta zilizoanzishwa na wakala mbalimbali;
- (c) weka viwango kwa ajili ya ukusanyaji, uchambuzi na uchapishaji wa takwimu ili kuhakikisha ulinganifu wa ujumla na usahihi wa taarifa za kitakwimu;
- (d) toa mwongozo na msaada mwingine kwa kadri itakavyohitajika na watumiaji au watoa takwimu; na
- (e) kuza ushirikiano na usawa kati ya watumiaji au watoaji wa takwimu kwa lengo la kudurufu jitihada na kuhakikisha matumizi kamili ya rasilimali chache zilizopo.

Uhusiano na wakala nyingine

**18.-(1)** Kwa kuzingatia sheria hii na bila kuathiri masharti ya kifungu cha 20, Mkurugenzi Mkuu pekee ndiye anayeweza kuanzisha/kuidhinisha ukusanyaji wa takwimu rasmi au kubadilisha au kusitisha zoezi la ukusanyaji wa takwimu rasmi.

(2) Bila kujali ya sheria nyingine yoyote, hakuna mtu au wakala atakaye idhinisha kuanza kwa zoezi la ukusanyaji wa takwimu rasmi isipokuwa kwa ridhaa ya Mkurugenzi Mkuu.

Ugatuaji wa madaraka ya ukusanyaji wa takwimu

**19.** Bila ya kujali ujumla wa masharti yaliyomo katika kifungu kidogo cha 18(2), Mkurugenzi Mkuu itachukuliwa kuwa amekasimu mamlaka yake kwa wakuu wa wakala ambao sheria zao zinawapa mamlaka ya kukusanya taarifa za kitakwimu kuhusiana na maeneo yao ya utendaji.

Takwimu rasmi

**20.**-(1) Takwimu Rasmi zitakuwa ni takwimu zinazotengenezwa na:

- (a) Ofisi;
- (b) taasisi za Serikali; na
- (c) wakala.

(2) Takwimu zinazozalishwa chini ya kifungu kidogo cha 1(c) zitakuwa na sifa za kuwa takwimu rasmi iwapo zinakidhi vigezo na viwango vilivyowekwa na Ofisi, na zimeidhinishwa na Mkurugenzi Mkuu.

(3) Kwa madhumuni ya uhuwishaji, Ofisi inaweza kuweka mbinu na viwango vya kitakwimu ili kusaidia ukusanywaji na ulinganishaji wa takwimu rasmi zilizotolewa kitaifa na kimataifa.

SEHEMU YA TATU  
UKUSANYAJI NA USAMBAZAJI WA TAARIFA

Sensa ya watu na makazi **muongo mmoja**

**21.**-(1) Rais anaweza, kwa Amri itakayochapishwa katika *Gazeti la Serikali* kuagiza kufanyika kwa Sensa ya Watu na Makazi katika Jamhuri ya Muungano au sehemu yoyote ya Jamhuri ya Muungano kama itakavyoainishwa na Amri hiyo.

(2) Amri iliyotolewa chini kifungu kidogo (1), inaweza kutaja tarehe ambayo au kipindi ambacho sensa hiyo itafanyika, taarifa zitakazokusanywa katika Sensa na kipindi ambacho sensa hiyo itafanyika.

Ukusanyaji wa takwimu nyingine

**22.**-(1) Ofisi inaweza kukusanya takwimu kuhisiana na mambo yote au yoyote kati ya mambo yaliyoainishwa katika Jedwali la Tatu la Sheria hii.

(2) Ofisi inaweza kusababisha takwimu zilizokusanywa, na taarifa yoyote rasmi za kitakwimu, iliyowekwa wazi kuchapishwa.

Ukusanyaji wa pamoja

**23.**-(1) Ofisi inaweza kuingia katika makubaliano na wakala yoyote juu ya ukusanyaji wa pamoja wa taarifa za kitakwimu kwa kadiri itakavyohitajika.

(2) Mfanyakazi wa wakala yeyote, iwapo atahusishwa kwenye zoezi la ukusanyaji wa taarifa kwa pamoja au uchambuzi wa taarifa zilizokusanywa ktika zoezi la ukusanyaji wa pamoja, atatoa tamko la kutunza siri ambalo ni sawa na tamko la kutunza siri lililoainishwa kwenye kifungu cha 14, bila kujali tamko la kutunza siri lililotolewa chini ya Sheria nyingine yeyote.



**Uchukuaji  
Sampuli**

**24.**-(1) Takwimu kuhusiana na mambo yote au baadhi ya mambo yaliyoainishwa katika Jedwali la Tatu, zinaweza kukusanywa kwa njia ya sampuli katika mahali penye rekodi zilizokamilika, pale ambapo matumizi ya utaratibu huo utaonekana kuwa haufai.

(2) Sampuli zilizokusanywa katika kifungu kidogo cha (1) zinaweza pia kutumika katika madodoso ya majaribio pamoja na mchakato wa kitakwimu kabla ya kukamilika.

(3) Haitakuwa kinga kwa mtu yeyote atakayeshindwa kujaza dodoso na kurudisha au kujibu maswali lolote kwa sababu sehemu tu au kundi fulani la watu linatakiwa kujaza dodoso au kujibu maswali hayo.

**Udhibiti wa utoaji  
wa taarifa**

**25.**-(1) Taarifa zifuatazo hazitachapishwa, kukubalika katika ushahidi au kuonyeshwa kwa mtu yeyote ambaye si mwajiriwa katika kutekeleza jukumu lililotolewa chini ya Sheria hii, isipokuwa tu kwa kibali cha awali cha maandishi kutolewa na mtu aliyetoa taarifa au kujibu swali hilo, au kama ni masuala ya kazi au shughuli, kutoka kwa mtu mwenye madaraka, usimamizi au uangalizi wa kazi au shughuli hiyo:

- (a) taarifa binafsi au sehemu ya taarifa hiyo;
  - (b) jibu lolote lililotolewa kwa swali lolote lililoulizwa kwa madhumuni ya Sheria hii;
  - (c) taarifa, sehemu ya taarifa au nyaraka nyingine yoyote iliyo na maelezo kuhusiana na taarifa hiyo au jibu litakalo wezesah utambuzi wa maelezo ya mtu yeyote, biashara au shughuli.
- (2) Kifungu kidogo cha (1) hakitatumika iwapo-

- (a) mtu, biashara au shughuli imechapisha marejesho, majibu, taarifa, wazo au nyaraka na kuweka data kwenye kompyuta kwa ajili ya matumizi ya umma; au
- (b) marejezo hayo, majibu au taarifa na nyaraka hizo zinahitajika kwa madhumuni ya kuendesha mashitaka.

Msamaha kwa  
utoaji wa taarifa

26. Bila kujali masharti ya kifungu cha 25, Ofisi inaweza kutoa:

- (a) taarifa za umma chini ya sheria yoyote au nyaraka ya umma;
- (b) taarifa iliyoko katika hali ya fahirisi au orodha ya majina na anuani za shughuli za mtu binafsi au biashara pamoja na namba za simu ambazo anaweza kupatikana maelezo ya kitasnia yaliyotolewa kwake, bidhaa anazozalisha, anazotengeneza, anazosafirisha, anazotunza, anazonunua, au anazouza au huduma anazotoa wakati wa utekelezaji wa shughuli zao na idadi ya watu waliohusishwa;
- (c) maelezo ya kina ya biashara ya nje, safari za meli na ndege na mizigo inayoshughulikiwa bandarini; au
- (d) taarifa kuhusiana na mamlaka za serikali za mitaa au chombo kingine kilichopo kisheria.

**Na.9** *Muswada wa Sheria ya Takwimu* **2015** **19**

Uwekaji wazi wa taarifa zisizotambuliwa

**27.**-(1) Kwa kuzingatia kifungu kidogo cha (2) Ofisi inaweza kuweka wazi taarifa zilizo kwenye kumbukumbu za kitakwimu za mtu binafsi kwa madhumuni pekee ya utafiti au ya kitakwimu, isipokuwa kwamba:

(a) taarifa zote za utambulisho kama vile jina na anuani ya mlalamikiwa zimeondolewa;

(b) taarifa zinatolewa kwa namna ambayo si rahisi kuwezesha utambulisho wa mtu huyo au biashara inayohusika kufahamika.

(2) Kila mtu ambaye kwake taarifa za kitakwimu zimetolewa kwake kwa mujibu wa kifungu hiki -

(a) hatajaribu kumtambulisha mtu yeyote au au biashara;

(b) atatumia taarifa kwa ajili ya utafiti na madhumuni ya kitakwimu tu;

(c) hatatoa taarifa hizo kwa mtu mwingine au asasi;

(d) atatekeleza maelekezo yoyote yaliyotolewa na Mkurugenzi Mkuu kuhusiana na kumbukumbu hizo.

Usalama wa taarifa zilizorekodiwa

**28.** Ofisi itachukua hatua zote muhimu kuhakikisha usalama na usiri wa taarifa za kitakwimu zilizokusanywa au kutolewa na ofisini na mawakala wengine zinawekwa kwa mujibu wa sheria hii.

Kuharibiwa kwa fomu na marejesho ya mtu binafsi

**29.**-(1) Ofisi au kila wakala, watatoa taarifa kuharibu sensa zote za mtu binafsi na fomu za tafiti na marejesho zilizotumika kwa madhumuni ya Sheria hii baada ya taarifa hizo kufanyiwa kazi, kuhalalishwa na kutangazwa.

(2) Fomu za sensa za mtu binafsi na fomu za utafiti zilizo rejewa chini ya kifungu kidogo cha (1) zitaharibiwa ndani ya kipindi cha miaka mitano tangu taarifa hizo zilipotumika, kuhakikiwa na kuchapishwa.

Mamlaka ya kupata maelezo

**30.**-(1) Endapo sense yoyote au utafiti unafanywa au takwimu nyingine zinakusanywa kwa mujibu wa Sheria hii, afisa aliyeidhinishwa/ muidhinishwa au mtumishi wa Ofisi anaweza, kwa namna iliyoelezewa katika kifungu kidogo cha (2), kumtaka mtu yeyote kumpatia maelezo kama ilivyo ainishwa au maelezo kwa kadri ambavyo Mkurugenzi Mkuu atakavyoona inafaa kuhusiana na kufanyika kwa sensa au ukusanyaji wa takwimu hizo.

(2) Mtu atakaye takiwa kutoa maelezo kwa mujibu wa kifungu kidogo cha (1), kwa kadiri ya uelewa wake, taarifa na uamini wake, ata jaza fomu, kufanya marejesho hayo, kujibu maswali hayo na kutoa taarifa zote kwa namna na ndani ya muda kama utakao ainishwa na afisa aliyeidhinishwa/muidhinishwa au mtumishi wa Ofisi.

(3) Afisa aliyeidhinishwa au mtumishi wa Ofisi wanaweza, katika muda wowote wa kawaida na baada ya kuonesha kuidhinishwa kwake anaweza-

(a) kuhusiana na sensa au tafiti, kuingia na kukagua jengo lolote ikijumuisha nyumba; na

- (b) kuhusiana na ukusanyaji wa takwimu nyingine, na kukagua jengo lolote ambamo shughuli zinazotoa faida zinaendeshwa, na katika hali nyingine nyingine anaweza kuhoji kwa kadri itakavyoonekana kuwa ni muhimu kwa ajili ya ukusanyaji wa sense au takwimu, kama itakavyo kuwa.

Upatikanaji wa kumbukumbu

**31.**-(1) Endapo Mkurugenzi Mkuu anaona kuwa ukusanyaji wa takwimu kuhusiana na jambo lolote zinaweza kupatikana kutoka kwenye taasisi yoyote ya Serikali, wakala au mtumiaji au mzalishaji wa takwimu, atatoa idhini kwa afisa aliyeidhinishwa au mtumishi wa Ofisi kwa madhumuni ya kupata taarifa inayohitajika.

(2) Kwa kuzingatia kifungu kidogo cha (1), taarifa zilizopatikana zitahusu masuala ya ukusanyaji wa takwimu ambayo yameidhinishwa au kuelekezwa au kwa ajili ya ukamilishaji au ukusanyaji wa takwimu.

SEHEMU YA NNE  
MASHARTI KUHUSIANA NA FEDHA

Vyanzo vya mapato vya Ofisi

- 32.** Fedha na raslimali za Ofisi zitatokana na-
- (a) fedha inayotengwa na Bunge kwa ajili ya Ofisi;
  - (b) fedha zilizopelekewa kutokana na bidhaa na huduma zinazotolewa na Ofisi;
  - (c) kiasi cha fedha kilichokopwa, kilichopokelewa na au kilichotolewa kwa Ofisi kwa madhumuni ya utekelezaji wa majukumu yake; na

- (d) michango, misaada na zawadi kwa kadri ambavyo Ofisi itapokea kutoka kwa mtu au kundi la watu.

Makadirio

**33.**-(1) Mkurugenzi Mkuu, si zaidi miezi mitatu kabla ya kwisha kwa kila mwaka wa fedha, atandaa na kuwasilisha kwenye Bodi mpango kazi na makadirio ya mapato na matumizi ya Ofisi kwa mwaka wa fedha unaofuata.

(2) Bodi itawasilisha kwa Waziri, mpango kazi na makadirio yaliyoandaliwa chini ya kifungu kidogo cha (1), kwa ajili ya idhini yake.

(3) Hakuna matumizi yatakayofanywa kwa kutumia fedha za Ofisi isipokuwa kama matumizi hayo ni sehemu ya madirio ya matumizi yaliyoidhinishwa na Waziri chini ya kifungu kidogo cha (2).

Hesabu

**34.**-(1) Ofisi itatunza kumbukumbu sahihi ya vitabu vya hesabu.

(2) Kwa kuzingatia maelekezo yoyote yaliyotolewa na Bodi, Mkurugenzi Mkuu ataandaa maelezo kuhusiana na kila mwaka wa fedha, na na si zaidi ya miezi mitatu baada ya kufungwa kwa mwaka wa fedha, taarifa ambayo itajumuisha taarifa ya utekelezaji wa shughuli za Ofisi kwa kipindi hicho cha mwaka.

(3) Taarifa iliyoandaliwa chini ya kifungu kidogo cha (2) zitakuwa na-

- (a) mizania na taarifa ya mapato na matumizi ya Ofisi kwa ajili ya mwaka huo wa fedha; na
- (b) taarifa nyingine kuhusiana na masuala ya kifedha ya kwa kadri ambavyo Waziri anaweza kuhitaji kwa maandishi.

Ukaguzi

**35.**-(1) Hesabu za Ofisi kuhusiana na kila mwaka wa fedha zitakaguliwa na Mkaguzi na Mdhibiti Mkuu wa Hesabu za Serikali au Mkaguzi atakaeteuliwa na Mkaguzi na Mdhibiti Mkuu wa Hesabu za Serikali.

(2) Mkurugenzi Mkuu, ndani ya miezi mitatu baada ya kufunga mahesabu ya mwaka wa fedha, atawasilisha kwa Mkaguzi na Mdhibiti Mkuu wa Hesabu za Serikali taarifa ya hesabu kama ilivyoelezwa katika kifungu cha 34 cha Sheria hii, kwa ajili ya ukaguzi.

(3) Mkurugenzi Mkuu mapema iwezekanavyo, isipokuwa si zaidi ya miezi miwili baada ya kupokea taarifa ya ukaguzi kutoka kwa Mkaguzi na Mdhibiti Mkuu wa Hesabu za Serikali, atawasilisha kwa Waziri maelezo ya taarifa ya fedha yaliyokaguliwa pamoja na taarifa ya Mkaguzi wa Hesabu za Serikali kuhusiana na maelezo hayo.

Taarifa ya Mwaka  
ya Utekelezaji

**36.** Bodi itandaa na kuwasilisha kwa Waziri ndani ya miezi mitatu baada ya kufungwa kwa kila mwaka wa fedha, taarifa ya mwaka juu ya utendaji wa Ofisi kwa mwaka huo wa fedha na Waziri atasababisha nakala ya taarifa hiyo kuwasilishwa Bungeni.

#### SEHEMU YA TANO MAKOSA NA ADHABU

Makosa na  
Adhabu

**37.**-(1) Mtu yeyote ambaye-

- (a) kwa mujibu wa nafasi ya kazi yake anapata taarifa yeyote inayoweza kuathiri thamani ya soko la hisa yoyote au amana zingine, riba, bidhaa au kitu na ambaye kabla ya taarifa hizo hazijatolewa kwa umma, atatumia moja kwa moja taarifa hizo au kwa kificho kwa manufaa binafsi;

- (b) bila ya mamlaka halali, anachapisha au kutoa kwa mtu mwingine yeyote vinginevyo, mbali na kwa mujibu wa utendaji kazi wake, taarifa ambayo ameipata kwa mujibu wa nafasi yake;
- (c) anatelekeza jukumu lake au kwa makusudi anatoa tamko lolote, kauli au marejesho katika utekelezaji wa kazi yake au anaelekeza kwa ajili ya kutoa taarifa zozote za kitakwimu za uongo;
- (d) katika utekelezaji wa majukumu yake, anajipatia au anajaribu kujipatia taarifa ambazo hajaidhinishwa kuzipata;
- (e) anaitisha, anapokea au anachukua, kuhusiana na ajira yak echini ya Sheria, kutoka kwa mtu yeyote, mbali na afisa wa umma aliyeidhinishwa ipasavyo, malipo ya aina yoyote au zawadi,
- anatenda kosa iwapo atatiwa hatiani, atawajibika kulipa faini isiyopungua milioni mbili au kutumikia kwa kipindi kisichopungua miezi sita, au vyote kwa pamoja.
- (2) Mtu yeyote ambaye anamiliki taarifa yoyote ya kitakwimu, ambazo kwa ufahamu wake anajua kuwa zimetolewa kinyume na masharti ya Sheria hii, anachapisha au anasambaza kwa watu wengine taarifa hizo, anatenda kosa, na iwapo atatiwa hatiani, atawajibika kulipa faini isiyopungua shilingi milioni tano au kutumikia kwa kipindi kisichopungua miezi kumi na mbili, au vyote kwa pamoja.
- (3) Mtu yeyote ambaye-



- (a) anamzuia afisa yeyote aliyeidhinishwa au mtumishi wa Ofisi katika utekelezaji halali wa yeyote kati ya majukumu yake au katika utekelezaji wa mamlaka yaliyotolewa kwake chini ya Sheria hii;
- (b) Anakataa au kwa makusudi anaacha:
- (i) kukamilisha na kusambaza ndani ya muda uliopangwa taarifa zinazotakiwa katika marejesho, fomu au nyaraka yoyote iliyoachiwa au iliyotumwa kwake; au
  - (ii) kujibu swali lolote lililoelekezwa kwake chini Sheria hii;
- (c) anatoa katika marejesho, fomu au nyaraka yeyote aliyojaza kwa mujibu wa Sheria hii, maelezo yoyote ya uongo;
- (d) bila mamlaka halali, anaharibu, anachafua au anachana marejesho, fomu au nyaraka yoyote iliyo na taarifa zilizokusanywa chini ya Sheria hii;
- (e) akijua si afisa aliyeidhinishwa au mfanyakazi wa Ofisi, anajipa sifa au kujitambulisha kuwa ni mfanyakazi wa Ofisi-
- (f) anamhamasisha au anamshauri mtu mwingine yeyote kushiriki kwenye shughuli kuhusiana na ukusanyaji wa taarifa chini ya Sheria hii;
- (g) anafanya kitu chochote ambacho hana haki ya kukifanya chini ya Sheria hii;

(h) pasipo kuwa na sababu za msingi, anakataa kutoa kumbukumbu au nyaraka kwa mujibu wa vifungu vya 30 na 31;

(i) anakiuka masharti ya Sheria hii ambayo kuhusiana nayo hakuna kosa mahususi lililotajwa,

anatenda kosa atawajibika, iwapo atatiwa hatiani, kulipa faini isiyopungua shilingi milioni tano au kutumikia kifungo kwa kipindi kisichopungua miezi kumi na mbili au vyote kwa pamoja.

(4) Mkurugenzi Mkuu, mdhibiti au mtu mwingine yeyote anayehusika na masuala ya usimamizi wa chombo chochote cha mawasiliano ambaye anasababisha kuchapishwa kwa taarifa rasmi za kitakwimu za uongo au anatangaza program yoyote kuhusiana na shughuli ya ukusanyaji wa data ambayo imefanywa au inafanywa na Ofisi ambayo inamsababisha mtu yeyote au watu kushindwa kushiriki kwenye zoezi la ukusanyaji wa data au kushirikiana na maafisa wa Ofisi, anatenda kosa atawajibika, iwapo atatiwa hatiani, kulipa faini isiyopungua shilingi milioni kumi au kutumikia kifungo kwa kipindi kisichopungua miaka mitatu au vyote kwa pamoja.

(5) Wakala au mtu anachapisha au anasambaza taarifa rasmi za kitakwimu ambazo zinaweza kupelekea upotoshwaji wa maelezo husika, anatenda kosa atawajibika, iwapo atatiwa hatiani, kulipa faini isiyopungua shilingi milioni kumi au kutumikia kifungo kwa kipindi kisichopungua miezi ishirini na nne au vyote kwa pamoja.

(6) Mtu yeyote aliyeidhinishwa na Ofisi kushughulikia taarifa yoyote rasmi ya kitakwimu, kabla ya kuichapisha au kuitangaza taarifa hiyo kwa umma, atahakikisha kuwa anapata idhini ya Ofisi.

(7) Kwa madhumuni ya kifungu hiki, “chombo cha mawasiliano” kinajumuisha kituo cha radio, kituo cha televisheni, gazeti au jarida, tovuti au chombo kingine chochote cha habari.

SEHEMU YA SITA  
MASHARTI MENGINEYO

Kanuni

**38.** Waziri anaweza, kwa madhumuni ya utekelezaji bora wa masharti ya Sheria hii, kutunga Kanuni zitakazo-

- (a) kuelezea namna ambayo Mfumo wa Kitaifa wa Takwimu utakavyoratibiwa;
- (b) ainisha kiwango cha ada na tozo vitakavyo lipwa kuhusiana na taarifa maalum au ripoti iliyotolewa au huduma maalumu za kitakwimu zilizotolewa ;
- (c) ongeza au kufuta, kutoa au vinginevyo kubadili mambo yaliyo ainishwa kwenye Jedwali la Tatu; na
- (d) kuhusiana na masuala yote ambayo kikawaida ni muhimu kwa mujibu wa sheria zinazo simamia masuala ya takwimu nchini kwa ajili ya utekelezaji bora wa masharti ya Sheria hii.

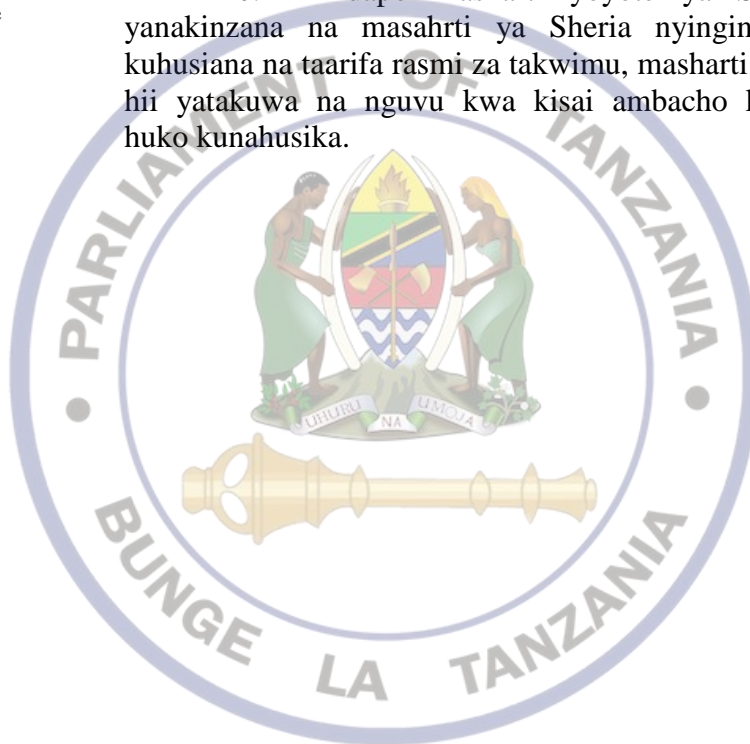
Kufutwa na masharti yanayoendelea sura ya 351

- 39.**-(1) Sheria ya Takwimu imefutwa.
- (2) Bila ya kujali masharti ya kifungu kidogo cha (1)-
- (a) jambo lolote lililofanywa au hatua yoyote iliyochukuliwa kuwa limeganywa chini ya Sheria iliyofutwa, itachukuliwa kuwa imefanywa chini ya Sheria hii;
  - (b) uteuzi wowote uliofanywa chini ya Sheria iliyofutwa na ambao haujatenguliwa mara kabla ya kuanza kutumika kwa Sheria hii utachukuliwa kuwa umefanywa chini ya Sheria hii na utaendelea kuwa na nguvu kisheria hadi pale utakapotenguliwa au uteuzi mpya utakapofanyika chini ya Sheria hii; na

(c) mwenendo wowote halali uliofanywa au Amri zilizotolewa chini ya Sheria iliyofutwa, zitaendelea na zitachukuliwa kuwa ni mwenendo au Amri vilivyotolewa chini ya masharti ya Sheria hii.

Ukinzani na sheria nyingine

**40.** Endapo masharti yoyote ya Sheria hii yanakinzana na masahiti ya Sheria nyingine yoyote kuhusiana na taarifa rasmi za takwimu, masharti ya Sheria hii yatakuwa na nguvu kwa kisai ambacho kulinzana huko kunahusika.



**JEDWALI LA KWANZA***(Limetengenezwa chini ya kifungu 7(5))*Muda wa  
uteuzi

**1.-(1)** Kila mjumbe wa Bodi ataendelea kuwa madarakani kwa kipindi cha miaka mitatu kuanzia tarehe ya uteuzi wake na anaweza kuteuliwa tena.

(2) Bila kujali aya ndogo ya (1) ya aya hii, mjumbe anaweza kujiuzulu wakati wowote kwa kutoa notisi ya maandishi kwa mamlaka ya uteuzi na tangu tarehe hiyo iliyoainishwa kwenye notisi, au iwapo hakuna tarehe iliyotajwa kwenye notisi, kuanzia tarehe ambayo notisi ilipopelekwa na mamlaka ya uteuzi, mjumbe atakoma kuwa mjumbe.

(3) Mtu ambaye ni mjumbe kutokana na kushika madaraka katika ofisi nyingine yoyote atakoma kuwa mjumbe baada ya kuacha kushika madaraka katika ofisi ambayo kwa wadhifa huo amekuwa mjumbe.

Kufuta uteuzi

**2.** Pale ambapo mjumbe wa Bodi anashindwa kuhudhuria vikao vitatu vya Bodi mfululizo bila sababu za msingi, Bodi itaishauri mamlaka ya uteuzi kuhusu suala hili na mamlaka ya uteuzi inaweza kufuta uteuzi wa mjumbe huyo na kuteua mjumbe mpya badala yake.

Ukomo wa  
ujumbe

**3.** Iwapo mjumbe yeyote wa Bodi anakoma kuwa mjumbe kwa sababu ya kujiuzulu au kifo au kwa ya kushindwa kutekeleza majukumu yake kama mjumbe kwa sababu ya kutokuwepo ndani ya Jamhuri ya Muungano au kwa sababu ya udhaifu wa mwili au akili au iwapo mamlaka ya uteuzi inafuta uteuzi wake chini ya aya ya 2, mamlaka ya uteuzi inaweza kuteua mjumbe mwingine badala yake na mjumbe atakaye teuliwa kwa mujibu wa Jedwali hili atakuwepo madarakani kwa muda uliobakia wa mjumbe aliyemtangulia.

- Makamu Mwenyekiti
- 4.** Bodi itamchagua mmoja wa wajumbe wake kuwa Makamu-Mwenyekiti na mjumbe yeyote atakayechaguliwa kuwa Makamu-Mwenyekiti, na ataendelea kushika madaraka ya Makamu-Mwenyekiti kwa muda utakaopangwa na Bodi anaweza kuchaguliwa tena baada ya muda huo kuisha, kwa kuzingatia kigezo kuwa mjumbe huyo anaendelea kuwa mjumbe.
- Mamlaka ya Mwenyekiti na Makamu Mwenyekiti
- 5.**-(1) Mwenyekiti ataongoza mikutano yote ya Bodi.  
 (2) Iwapo katika mkutano wowote wa Bodi Mwenyekiti hata kuwepo, Makamu-Mwenyekiti ataongoza kikao hicho.  
 (3) Iwapo Mwenyekiti na Makamu-Mwenyekiti hawapo katika mkutano wowote wa Bodi, wajumbe waliopo, watumchagua Mwenyekiti wa muda kutoka miongoni mwao kuongoza kikao.  
 (4) Mwenyekiti, Makamu-Mwenyekiti au Mwenyekiti wa muda anayeongoza mkutano wowote wa Bodi, atakuwa na haki ya kupiga kura, na inapotokea mgongano wa kura, atakuwa na kura ya turufu mbali na kura yake ya kawaida.
- Mikutano na taratibu za Bodi
- 6.**-(1) Mkutano wa kawaida cha Bodi utaitishwa na Mwenyekiti na taarifa inayotaja sehemu, tarehe na muda wa kikao itatumwa kwa kila mjumbe mahala pake pa kawaida pa kazi au makazi kwa siku zisizopungua siku 14 kabla yatarehe ya kikao hicho.  
 (2) Bodi itafanya mkutano wa kawaida minne kwa mwaka, lakini Mwenyekiti anaweza akaitisha kikao cha dharura endapo hitaji la kufanya hivyo litajitokeza.  
 (3) Mwenyekiti wa Bodi anaweza kumwalika mtu yeyote ambaye si mjumbe kushiriki katika mjadala wa Bodi na mtu huyo hatakuwa na haki ya kupiga kura.
- Akidi
- 7.** Mwenyekiti na wajumbe wengine watatu wataunda akidi ya Mkutano wa Bodi.

**Na. 9** *Muswada wa Sheria ya Takwimu* **2015** **31**

Uamuzi kwa njia ya maandishi	<p><b>8.-(1)</b> Bila kujali aya ya 7, Mwenyekiti anaweza kuelekeza uamuzi kufanywa na Bodi bila kufanya mkutano kwa kugawa nakala ya suala lililo mezani kwa wajumbe wote ili watoe maoni yao kwa maandishi.</p> <p>(2) Mjumbe yeyote atakuwa na haki ya kutaka uamuzi wowote kuahirishwa na uamuzi huo kujadiliwa kwenye mkutano wa Bodi.</p>
Muhtasari wa mkutano	<p><b>9.</b> Muhtasari wa kila kikao cha Bodi utatunzwa na utathibitishwa na Bodi katika kikao kinachofuata na kusainiwa na Mwenyekiti wa kikao hicho.</p>
Uhalali wa matumizi ya lakiri	<p><b>10.</b> Lakiri ya Bodi haitawekwa kwenye hati, nyaraka na miongozo mingine isipokuwa mbele ya Mwenyekiti na Mkurugenzi Mkuu, au Mwenyekiti au Mkurugenzi Mkuu na mjumbe mwingine mmoja ambaye atateuliwa na Bodi kwa ajili hiyo.</p>
Uthibitishaji wa nyaraka	<p><b>11.</b> Nyaraka zozote za Bodi, mbali na nyaraka nyingine zinazohitajika kisheria kuwekwa lakiri na maamuzi yote ya Bodi, vinaweza kuthibitishwa kwa kusainiwa na Mkurugenzi Mkuu au ofisa mwingine aliyeidhinishwa na Mkurugenzi Mkuu kwa niaba yake.</p>
Uhalali wa vikao	<p><b>12.</b> Hakuna jambo au mwenendo wa Bodi utakao kuwa batili kwa sababu ya idadi ya wajumbe kutokamilika wakati wa kikao hicho kwa sababu ya idadi pungufu ya wajumbe wakati wa kufanya jambo hilo au mwenendo huo au kasoro zozote katika uteuzi wa mjumbe yeyote au kwamba mjumbe yeyote kwa wakati huo hakuwa na sifa au hastahili kuwa mjumbe.</p>
Bodi kusimamia shughuli zake	<p><b>13.</b> Kwa kuzingatia masharti ya Jedwali hili Bodi inaweza kujiwekea utaratibu wa kuendesha mwenendo wa shughuli zake.</p>

**JEDWALI LA PILI**

*(Limetengenezwa chini ya kifungu cha 14(2) )*

Aidha;

Mimi.....naapa/nathibitisha kwamba nitatekeleza majukumu yangu kwa uaminifu na uadilifu kama.....kwa kuzingatia matakwa ya Sheria ya Takwimu, na kwamba sitatoa taarifa yoyote ninayoipata kutokana na kazi yangu hii bila kibali halali.

**MTOA KIAPO**

Kiapo kimetolewa/uthibisho umetolewa mbele yangu leo hii, tarehe.....Mwezi.....Mwaka.....

**KAMISHNA WA VIAPO**

Au;

Mimi.....natamka kwamba nitakuwa mwaminifu na muadilifu katika kutekeleza majukumu yangu kama mdadisi katika sensa ya watu na makazi kwa kuzingatia matakwa ya Sheria ya Takwimu, 2010, na sitatoa taarifa yoyote bila idhini kwa niaba hiyo au kuweka wazi au kutumia suala lolote au kitu ambacho kinanifikia kutokana na kuajiriwa kwangu kwa madhumuni hayo.

**MTOA TAMKO**

Tamko limetolewa mbele yangu tarehe .....Mwezi.....Mwaka.....

Jina .....

Wadhifa.....

Anuani.....

Sahihi.....



**JEDWALI LA TATU**

*(Limetengenezwa chini ya vifungu vya 22(1) na 24(1))*

1. Usajili wa Vifo, Vizazi na Matukio ya Jamii
2. Uhamiaji
3. Biashara ya Nje, Urari wa Biashara na Utalii
4. Taarifa za Kiuchumi
5. Kilimo
6. Ujenzi
7. Viwanda (Madini, Bidhaa za Viwandani, Umeme na Maji)
8. Soko la Ajira
9. Fedha za Serikali, Sera za Kifedha na Sekta ya Umma
10. Umaskini na mgawanyo wa mapato
11. Masuala ya Jamii, Elimu, shughuli za Kazi na Viwanda pamoja na Vyama vya Waajiri, Waajiri wa na Watu Wengine kwa Ujumla
12. Benki, Bima na Masuala ya Fedha kwa Ujumla
13. Biashara na Shughuli za Kitaalam
14. Biashara ya Usambazaji wa Ndani wa jumla na Rejareja
15. Elimu na Afya
16. Usafiri na Mawasiliano katika sekta zote za Usafiri wa Nchi Kavu, Maji na angani
17. Madhara, ajali, na fidia
18. Akiba ya bidhaa za viwandani
19. Bahati Nasibu, misaada ya kujitolea na makusanyo mengine na umma
20. Umiliki wa ardhi, makazi na matumizi ya ardhi
21. Mamlaka ya Serikali za Mitaa
22. Uhalifu na haki
23. Mazingira
24. Utafiti katika ngazi ya kaya Binafsi
25. Ujasiliamali
26. Habari, Mawasiliano na Teknojia

34

**Na.9**

*Muswada wa Sheria ya Takwimu*

**2015**

27. Jamii,Ustawi wa Jamii, na huduma Binafsi
28. Jinsia/Jinsi
29. Hali ya Hewa
30. Biashara
31. Bei
32. Nishati
33. Uwekezaji
34. Maji Safi naMaji Taka
35. Utafiti na Kuendeleza Ugunduzi
36. Vito vya Thamani
37. Utawala
38. Matangazo
39. Sehemu zinazotoa huduma za uzalishaji

Imepitishwa na Bunge tarehe 26 Machi, 2015.

THOMAS KASHILILAH  
Katibu wa Bunge