



Standard Operating Procedure (SOP) Automatic Speech Recognition (ASR) Recording

1. Purpose

This SOP outlines the procedures, eligibility criteria, technical requirements, and compliance standards for individuals engaged in Dzongkha Automatic Speech Recognition (ASR) recording under the Department of Culture and Dzongkha Development.

2. Pre-Conditions for Aspiring Applicants

All interested applicants must fulfill the following requirements:

a. Letter of Expression of Interest (EOI):

Applicants must submit a formal Letter of Expression of Interest to the ASR Focal Person/Coordinator within the timeframe specified by the Department.

b. CID Copy:

A valid Citizenship Identity Card (CID) copy must be submitted via google form provided to verify Dzongkhag of origin.

c. Selection Criteria:

Selection shall be made on a *first-come, first-served basis*, subject to fulfillment of eligibility criteria and the required number of candidates as determined by the Department.

d. Announcement of Selection:

The final list of selected candidates will be announced through the Department's official communication channels and social media platforms.

3. Post-Selection Procedures for ASR Recorders

Upon selection, the following procedures shall apply:

a. Access to Source Text:

The approved Dzongkha source text will be shared via Google Drive in individual folders named after each recorder.

b. Recording Format:

- The Dzongkha text will be provided in sentence format.
- Each sentence must be recorded separately as an individual audio file.

c. Labeling Requirements:

- Each audio file must strictly follow the numbering format of the source text.



- File names must correspond exactly to the provided text file names (one-to-one mapping).

d. Deliverables:

Recordings must:

- Have clear pronunciation and natural intonation.
- Be free from mispronunciation or skipped words.
- Be properly labeled according to the source text numbering.

4. Service Requirements

a. Recording

The recorder shall:

- Record Dzongkha ASR audio strictly according to the approved source text.
- Ensure accurate reading without omissions, additions, or modifications.
- Perform necessary editing, including:
 - Noise reduction

5. Deliverables

The recorder shall submit:

- A total of **1,500 finalized audio files**.
- Each audio file must:
 - Correspond exactly to one sentence from the source text.
 - Have an individual identification number matching the source text.
 - Follow the exact file naming convention provided.
 - Contain no additional characters, spaces, or alterations.

6. Work Requirements and Technical Specifications

a. Recording Device

- For recording purposes, any type of **mobile phone** may be used, provided that the audio quality is clear and audible.

b. Audio Format

- Primary Format: **MP3**
- Bitrate: **320 kbps**

c. Recording Environment

- Recording must be conducted in a quiet, controlled environment.
- No background noise, echo or disturbances.



- No overlapping voices or external interruptions.

d. Audio Quality Standards

- Consistent volume levels across all recordings.
- No clipping, distortion, or compression artifacts.
- Clear articulation with standard Dzongkha pronunciation.
- Natural tone without exaggerated emphasis.

7. Delivery and Submission

- All finalized audio files must be submitted in a clearly organized folder structure.
- Files must be grouped logically and labeled properly.
- Submission shall be made via the designated Google Drive folder or as instructed by the ASR Focal Person.

8. Compliance

- All recordings must strictly adhere to this SOP and the contractual terms.
- Late submissions or incomplete deliverables will not be accepted.
- Failure to comply may result in:
 - Rejection of files
 - Requirement for re-recording
 - Other corrective measures as per contractual provisions

9. Recording Duration and Reporting

a. Overall Duration

The total duration for completion of the assignment shall be **one (1) month** from the date of contract signing or issuance of the work order.

b. Progress Updates

- Daily or weekly progress updates must be submitted to the ASR Focal Person.
- Updates shall be shared via WhatsApp or Google Sheets as instructed.
- The updates must include:
 - Number of sentences recorded
 - Number of files finalized
 - Any technical challenges encountered

10. Final Submission and Payment

- All finalized voice folders and audio files must be submitted within the one-month project period.
- Upon successful completion and review by the ASR Focal Person:
 - Deliverables will undergo quality verification.



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DEPARTMENT OF CULTURE & DZONGKHA DEVELOPMENT

ནང་མིན་ལྷན་ཁག།
MINISTRY OF HOME AFFAIRS

- Payment shall be processed in accordance with the Royal Government of Bhutan (RGoB) Financial Rules and relevant contractual terms.