དཔལ་ལྡན་འབྲུག་གཞུང་།
རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

MISD /RCSC/5/2014/ September 5, 2014

NOTIFICATION

The Royal Civil Service Commission is initiating a nationwide information correction exercises across all civil service agencies to ensure accurate information in the Civil Service Information System (CSIS).

All individual civil servants are urged to check their CSIS records and report discrepancies, if any, to the respective HROs with supporting documents. HR Officers are requested to facilitate access to individual CV and personnel files for supporting documents. Further, respective HROs are required to disseminate this information to the employees of the respective agencies immediately through appropriate channel of communication including the websites of the agencies.

HROs are reminded to update the CSIS records of the civil servants periodically as per the delegated power to them by the RCSC. They are required to forward to the RCSC only the correction of sensitive information as per BCSR 2012 provided such proposed corrections are supported by documents.

Inaccurate and incomplete information in the CSIS is impeding important personnel matters including promotion, awards, training, transfer, separation, and other related matters. HROs of the respective agencies shall be held fully accountable hereafter for not updating the CSIS records of the civil servants whose personal files are maintained under them. Individual civil servants shall also be held accountable if they do not report discrepancies, if any, in their CSIS records. Such lapses shall be recorded as negative critical incidents against the individual civil servant or the HRO or both depending on the analysis of the case. This will have implications on personnel rewards and incentives including promotion. On the other hand, Management Information System Division, RCSC will take immediate actions to correct the sensitive information if these are forwarded to the RCSC in time and supported by valid documents.

The RCSC teams will be visiting the Dzongkhags as per the schedule given in the RCSC website starting from 22nd September 2014. The Dungkhag Administration is advised to compile information correction requirements and forward to the Dzongkhag Administration before the team reaches in the respective Dzongkhag. HROs are required to communicate this information in their respective agencies, report on the compilation & correction of information during the visit of the RCSC team and sustain this process on a continuous basis in the future.

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for the Royal Civil Service Commission

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