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རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



RCSC/LS-57/2015/ 2684

26 March 2015

## NOTIFICATION

**Sub: Reminder to all civil servants to verify and complete the assurance on accuracy of their employment information in CSIS.**

In keeping with the provision of the Civil Service Act of Bhutan, 2010, the Royal Civil Service Commission as the central personnel agency of the Government is required to maintain up-to-date personnel information on all civil servants. Further, in keeping with the BCSR 2012 (Chapter 11: Civil Service Information and Records), every agency is required to maintain accurate civil service information system (CSIS). The responsibilities of the RCSC, Agencies and individual civil servants have been defined in the given Chapter. Similarly, the protocol (general rules) to effect changes in the CSIS have been laid down clearly in the BCSR 2012.

Towards this end, RCSC has been undertaking series of steps to update the CSIS since August 2014 including creating awareness on the need to update CSIS, directing HROs to disseminate the information to their respective employees, and undertaking of field visits by technical teams of the RCSC to almost all the agencies to update the CSIS. Adequate time was also given to every agency to complete the pending data correction at the agency level and submit to the RCSC, if any. Further, confirmation of accuracy and completeness of CV was sought from individual civil servants via media and short message service (SMS) broadcast. However, the Commission has noted that only 7030 civil servants have responded on the accuracy of their information as of 15 March 2015. All applications routed through the respective agencies to correct the CSIS are being updated in the RCSC in line with the provisions laid down in the BCSR 2012.

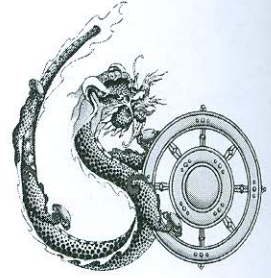
Therefore, the Royal Civil Service Commission would like to once again remind all individual civil servants to verify and complete the assurance on accuracy of their CSIS latest by **April 30, 2015**. (Refer <http://www.rcsc.gov.bt/nationwide-information-correction-in-csis/>). Currently, many agencies and individual civil servant have to repeatedly submit their employment information due to inaccuracy in the current CSIS. Therefore, an updated and accurate CSIS will assist in strengthening HR management, facilitating better decision making and reducing administrative burden.

The Commission shall consider the failure to complete the assurance as a serious lapse. Further, in keeping with the decision of the 23<sup>rd</sup> Commission Meeting held on 17 March 2015, the following





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personnel actions shall be initiated on non-respondent civil servants till effective compliance to the above notification:

1. Non-payment of Leave Travel Concession (LTC); and
2. Withholding of training (short-term and long-term)

While the LTC and training can be processed by the agencies in respect of those civil servants who have not responded to the accuracy of their CSIS, the payment of LTC and award of training shall not be entertained till the date of compliance.

The Heads of the Agencies and respective HROs are hereby directed to facilitate the CSIS correction, report to the Commission on the status of compliance and take necessary actions in case of non-compliance.

This is issued for strict compliance by all concerned.

(Karma Tshiteem)  
Royal Civil Service Commission

Copy to:

1. Hon. Secretaries, Ministries, Thimphu for kind information
2. Hon. Chairman, Anti Corruption Commission, Thimphu for kind information
3. Hon. Auditor General, RAA, Thimphu for kind information
4. Heads, Autonomous Agencies, for kind information
5. Dasho Dzungdag, 20 Dzongkhags for information
6. Chief HROs/HROs, All Agencies for necessary action