

ANNEXURE 21/1

Dated:.....

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Royal Civil Service Commission,
Thimphu.

Subject: Change in Sensitive information in CSIS

I,(Name), holding Employee ID.....presently working in
.....(Working Agency) request change in the following information:

Sn.	Change Requested in:	Currently reflected in CSIS as:	Request Change to:	Supporting documents/ Evidences*
1				
2				
3				

*Checklist:

1. Mandatory: Copy of Service Book Record and Employment Application Form (attested with Sign and Seal of HR Officer)
2. Other Supporting Documents:
 - a. For Correction in Date of Birth: Documents that reflect Date of Birth such as Academic transcripts, Birth Certificate and Citizen ID Card
 - b. For Correction in Name Spelling: Documents that reflect Name such as Academic transcripts, Citizen ID Card and Original Court Affidavit in cases where the evidences do not support the Name change.
 - c. For Correction in Appointment/Promotion/Position Levels or Titles/ Major Occupation Groups – Appointment/ Promotion/ or Relevant Office Orders
 - d. For Correction in Training and Qualification details – RCSC Award letter and relevant Training Certificates

(Signature of Applicant/HR Officer on behalf of the civil servant)

To be filled by the Employer

I certify that the information hereby furnished in respect of is correct, verified and attested from the original copies of his/her record maintained in this office.

Signature and Seal
HR Officer

To be filled by RCSC

MIS Committee Meeting No. and Date:

Decision: Approved Not Approved

Remarks: