



དངུལ་རྩིས་ལྷན་ཁག།

ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHO DZONG



MoF/HRD/CV/Correction/2014/ 1290

1st August 2014

Head of Departments/Regional Office/Division  
Thimphu/SJ/Mongar/Bumthang/Paro/Pling/Samtse/Gelephu/LTO office  
Ministry of Finance

**Subject: National wide Information Correction in the Civil Service Information System (CSIS)**

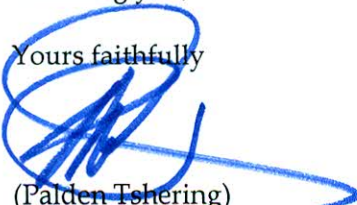
Sir (s),

The HRD, Ministry of Finance would like to inform that the Royal Civil Service Commission will be conducting **one time** National wide Information Correction in the Civil Service Information System (CSIS) across all civil service agencies. For Ministry of Finance officials, RCSC will be correcting CV in the HRD Division for the duration of two weeks for the departments/Division & for Regional Offices with effect from **1st September till 13th September 2014**.

In this regard, the HRD would like to request the concerned officials to kindly check your CV thoroughly, and compile the list at the earliest possible together with the supporting documents. This will be the final correction that the RCSC is going to undertake and future mistakes will not be entertained by them, and the liability will fall on the individual concerned officials. We are enclosing herewith the necessary documents received from RCSC & Format for necessary compilation to be submitted along with supporting documents (**Templates will be displayed in the Ministry's website**). Kindly note that the list should arrive at the HRD latest by **20th August 2014** and further delay will not be accepted by the HR Division, Ministry of Finance. HRD would like to request the department to kindly depute one focal person, probably admin staff, to compile the list and would appreciate if he or she could be sent to HRD with all records for necessary justification for correction if required by RCSC/HRD.

Thanking you,

Yours faithfully

  
(Palden Tshering)  
Chief HR Officer

Copy: Joint Secretary, AFD, MoF, Thimphu, for information



དཔལ་ལྷན་འབྲུག་གཞུང་།  
 རྒྱལ་ཞུང་གི་ལས་ཁུངས་ལྷན་ཚོགས།



ROYAL GOVERNMENT OF BHUTAN  
 ROYAL CIVIL SERVICE COMMISSION

MISD /RCSC/5/2014/ 499

August 4, 2014

The Hon'ble Secretary,

MoWHS / MoE / MoF / MoAF / Thim Thromde  
 Thimphu.

**Subject: Nationwide Information Correction in the Civil Service Information System (CSIS)**

Dasho,

Considering the importance to maintain accurate and complete information of civil servants in the CSIS, the Royal Civil Service Commission would be initiating a nationwide information correction exercises across all civil service agencies.

The RCSC team would be working with the Ministry's HR Division in correcting the information of the civil servants under respective Ministries for a duration of two weeks in each Ministries.

The information correction exercise at your Ministry is scheduled from 1<sup>st</sup> September 2014- 13<sup>th</sup> September 2014. As briefed to the Chief HR Officers on 1<sup>st</sup> August 2014, we request the following steps to be completed before the team's arrival to the Ministry on 1<sup>st</sup> September 2014:

1. Solicit information correction needs by notifying civil servants to check their CV on CSIS
2. Compile/segregate list of civil servants information correction that needs to be done in the CSIS with supporting documents as per templates and guidelines provided.

From our pilot in the Ministry of Health and Haa Dzongkhag, the role of Agency cannot be undermined and therefore, we request you to kindly ensure HR are dedicated to these tasks so that we can together achieve the objective of accuracy and completeness of information in the civil service.

We look forward to your continued cooperation.

Yours Sincerely,

(Karma Tshiteem)

for the Royal Civil Service Commission

## **Information Correction Guidelines**

### **1. Correction in Date of Birth**

The Service Book record is the basis for Date of Birth correction. Therefore, a front page copy of the Service Book duly attested by the HRO concerned should be submitted for verification. In case of more than one Volume of Service Book, the first Volume should be considered for correction.

In case, the Service Book is tampered, the correction should be forwarded to the MIS Committee Meeting (RCSC) for decision. The following documents (from RCSC personal file record) will be referred for Date of Birth correction when the Service Book record is tampered:

- a. Employment Application Form
- b. Bio Data Format
- c. Caderization Form
- d. Academic Transcripts
- e. CID

### **2. Correction in Name**

The Original Court Affidavit is required for complete Name change – eg. Name correction from Sonam Dorji to Sonam Tashi

In case of “name spelling correction”, CID should suffice – eg. Name correction from Sonam Dorji to Sonam Dorjee

A complete name change or name spelling may also be corrected based on the record in the Service Book copy duly attested by the HRO concerned when the information in the Service Book record is explicit. However, Court Affidavit is mandatory in case of tampered Service Book record.

**8. CV profile Photo**

A passport size photograph is required.

**9. Citizenship Identity Card (CID)**

A photocopy of CID is required to update your CID Number in CSIS

**10. Award**

Only National Awards and other awards specified by RCSC will be updated in the CSIS

**11. Continuation Education (CE) C1 X & XII**

The documents required to update CE:

- I. HR Committee approval letter
- II. Academic Certificate
- III. Marksheets