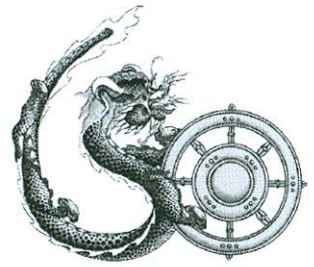




དངུལ་རྩིས་ལྷན་ཁག།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD/CV/5/2015/ 682

Date: 15th January 2015

The Head of Departments/Regional Offices/ Divisions/ LTO Offices
Ministry of Finance

Subject: Assurance on Accuracy of CV on CSIS

Dear Sir/ Madam

This is in reference to the recent notification notified by Royal Civil Service Commission (RCSC) vide their office website regarding Accuracy and Completeness of Information on Civil Service Information System (CSIS). The RCSC has strict policy to use CSIS for any HR related actions in the civil service and therefore, incorrect CV may hamper important HR actions. In view of its importance, it is mandatory for individual civil servants to maintain accurate and up-to-date information.

Therefore, to validate accuracy and completeness of information in CSIS, HRD would like to request all individual civil servants working under various departments/regional offices/divisions/LTO offices under this ministry to view their recent CV and respond online through CSIS candidate login website http://csis.rcsc.gov.bt/RCSC/WebUI/M01_Popup_CandidateLogin.aspx. The online confirmation of assurance and accuracy of CV should be submitted latest by 25th January 2015 and if CV is incorrect, the CV with supporting documents must be sent to RCSC within the given deadline.

For further information and correction guidelines please contact MISD, RCSC at [02] 332473 or contact HRD, Ministry of Finance at [02]322268 or individuals can also visit RCSC website at <http://www.rcsc.gov.bt/nationwide-information-correction-in-csis/>.

Yours faithfully

Ugyen Tshomo
HR Division, MoF

Copy:

1. Hon'ble Secretary, Ministry of Finance for kind information.
2. Joint Secretary, Ministry of Finance for kind information.
3. Office Copy