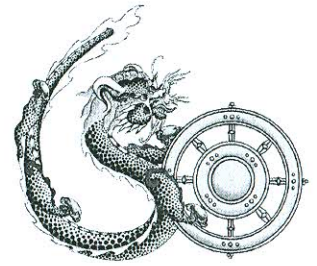




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHO DZONG



MoF/HRD/CV Correction/2016/3110

March 15, 2016

Head  
Departments/Regions/Divisions  
Ministry of Finance

**Subject: Notification on CV correction**

The HRD, Ministry of Finance would like to notify the employees under the Ministry that RCSC is conducting the 2<sup>nd</sup> phase of mass CV correction. The team RCSC is scheduled to visit our Ministry on 19<sup>th</sup> April 2016. For this, our division is expected to sort and compile the documents of those who need CV correction and make necessary corrections at our level before the team arrives.

In this regard, as per the decision of the 2<sup>nd</sup> HRDL meeting 29<sup>th</sup> February 2016 decided to visit all departments/regions. However, due to time constraint HRD will be covering larger regional offices. Therefore, HRD would like to request to kindly take note on the following:

1. For those employees who are based in Thimphu (DPA, DNP, DNB, DRC HQ, RRCO, Thimphu & SCCT), RRCO, Mongar, Bumthang and LTO, Kolkata to submit the required documents to respective dealing officers, HRD, MoF latest by **15<sup>th</sup> April 2016**.
2. The HRD team will be visiting RRCO, P/ling, Samtse, Gelephu, S/Jongkhar and Paro.

**Roles of HR focals in the department/region/division:**

- Notify and ensure that all the employees under your respective department/region/division to verify their CV and submit the relevant documents for correction if required.
- Compile the documents of those who require CV correction before the team arrives (only for visiting regions).
- Arrange a working space and reliable internet connection for the team (only for visiting regions).
- HR focals in the regions to assist the team fulltime during the CV correction period (only for visiting regions).

The schedule for the visit to those regional offices is attached herewith.

Thanking you for your continued support.

Yours faithfully,

(Tshering Lhamo)  
**Offtg. Chief HR Officer**