|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.:** | **Particulars** | **Evidence required for****correction** | **Mode To who** | **To whom** |
| 1 | Is your photodisplayed? | Passport size photograph | Email/ Send a passport size photo through post | RCSC |
| 2 | Is your name spelledcorrectly? | Copy of Service Book Recordattested by HRO(If name ischanged, the original courtaffidavit need to besubmitted to the RCSC ) | Postal service/Hand delivery inthe Annexure 21/1of the BCSR 2012 | RCSC |
| 3 | Is your designation/Position titlecorrect? | Supporting office order | Fax/Email/Postal inthe Annexure 21/1of the BCSR 2012 | RCSC |
| 4 | Is your new CID reflected? | Email EID and New CID no. | Email | RCSC |
| 5 | Parent Agency and Working Agency correct? | Supporting Office Order | Fax/Email/Postal | HR Officer concerned |
| 6 | Is your Date of Birthcorrect? | Copy of Service Book Recordattested by HRO andsupporting academictranscripts | Postal service/Hand delivery inthe Annexure 21/1of the BCSR 2012 | RCSC |
| 7 | Check Date of Appointment | Copy of Service Book Record attested by HRO and supporting academic transcripts | Postal service/Hand delivery inthe Annexure 21/1of the BCSR | RCSC |
| 8 | Permanent Address | Change by individual Civil Servant | In CSIS after logging in | Individual Civil Servant |
| 9 | Qualification | RCSC Award Letter, Certificate and academic transcripts | Email/Fax/Postal Service in the Annexure 21/1/ of the BCSR 2012 | RCSC |
| 10 | Transfer Details | Supporting office order both transfer and joining order | Fax/email/postal | HR Officer concerned  |

**Checklist:**

Contact for clarification: rcsc@rcsc.gov.bt

Fax 332473

***Please quote EIDs in all correspondences***