|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.:** | **Particulars** | **Evidence required for**  **correction** | **Mode To who** | **To whom** |
| 1 | Is your photo  displayed? | Passport size photograph | Email/ Send a passport size photo through post | RCSC |
| 2 | Is your name spelled  correctly? | Copy of Service Book Record  attested by HRO(If name is  changed, the original court  affidavit need to be  submitted to the RCSC ) | Postal service/  Hand delivery in  the Annexure 21/1  of the BCSR 2012 | RCSC |
| 3 | Is your designation/  Position title  correct? | Supporting office order | Fax/Email/Postal in  the Annexure 21/1  of 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 Birth  correct? | Copy of Service Book Record  attested by HRO and  supporting academic  transcripts | Postal service/  Hand delivery in  the Annexure 21/1  of 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 in  the Annexure 21/1  of 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](mailto:rcsc@rcsc.gov.bt)

Fax 332473

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