***ANNEXURE 21/1***

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Royal Civil Service Commission

Thimphu

**Subject: Change in Sensitive Information in CSIS**

I, ………………………………….(Name), holding Employee Id………………….presently working in ………………………………….(Working Agency) request change in the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.:** | **Change Requested in:** | **Currently reflected in CSIS as:** | **Request Change to:** | **Supporting documents/Evidences\*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

\*Checklist

1. **Mandatory:** Copy of Service Book Record and Employment Application Form (attested with Sign and Seal of HR Officer)

2. Other Supporting Documents:

a. for Correction in Date of Birth: Documents that reflect Date of Birth such as Academic transcripts, Birth Certificate and Citizenship ID Card.

b. For Correction in Name Spelling: Documents that reflect Name such as Academic transcripts, Citizenship ID Card and Original Court Affidavit in cases where the evidences do not support the Name change.

c. For Correction in Appointment/ Promotion/Position Levels or Titles/ Major Occupational Groups: Appointment/Promotion/ or Relevant Office Orders.

d.For Correction in Training and Qualification details: RCSC Award Letter and relevant Training Certificates.

(Signature of Applicant/HR Officer on behalf of the civil servant)

|  |
| --- |
| **To be filled by the Employer**  I certify that the information hereby furnished in respect of……………………… is correct, verified and attested from the original copies of his/her record maintained in this office.  Signature and seal  HR Officer |

**To be filled by RCSC**

MIS Committee Meeting No. and Date:……………………………………………………………………………………………..

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**Decision:** Approved Not Approved

Remarks:………………………………………………………………………………………….