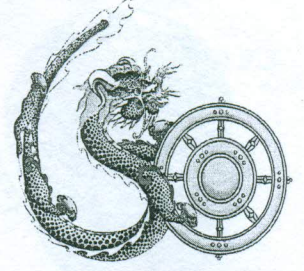




དཔལ་ལྷན་འབྲུག་གཞུང་།
 རྒྱལ་གཞུང་གི་གཞི་གཞི་ལྷན་ཚོགས།
 ROYAL GOVERNMENT OF BHUTAN
 ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/PPD/WU-3/2015/ 2504

9 March, 2015

All Heads of Agencies,

Dasho/Madam/Sir,

As you are aware, two welfare programmes, viz. i) Civil Service Support Desk, and ii) Exit Management have been launched on 17th December, 2014. However, with regard to Civil Servants' Welfare Scheme, we have some more tasks to be carried out, one of which is the data collection on the CSWS members and their direct dependents.

Therefore, we would like to request you to furnish information in the following format (*please use Microsoft excel*):

| Name of the Agency: | | | | | | |
|---------------------|-------|----------------|-------------------------|------------|-------|------------------------------|
| Member | | | | Dependents | | |
| Name | EID # | Position level | Contact #/ e-mail id | Name | CID # | Relationship with the member |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Add rows if required)

The individual civil servant is required to submit duly-filled **Nomination/Update Form (Form 3.3)** to the respective agencies. The form is attached here for your ready use; the same could be downloaded from www.rcsc.gov.bt/csw/ Based on the information provided in Form 3.3, the HR Officer will complete the above information.

Since the information is critical we would appreciate accuracy of the information. The same may be sent to us on or before 30th April, 2015 positively.

FRMS

Circulated to all HROs Dated 12/3/15
Received on 12/3/15
Resent

RCSC THIMPHU BHUTAN, Post Box No. 163. Telephone: PABX: 00975-2-322491, 322956, 322954, Fax No. 323086, 325980. Director: 332475, Chief HRMD: 332476, Chief HRDD: 336270, Chief PPD: 336131, Chief MISD: 332473, LS: 332471, HRAS: 329993, AFS: 332472. EMD: Exam Services: 339237 www.rcsc.gov.bt

All HROs
Pl ensure that forms are submitted to us for final action. Dated 12/3/15

