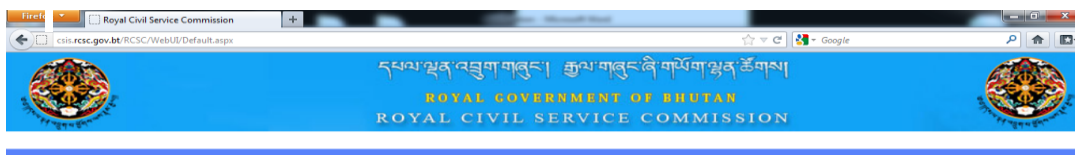


## Notification

This is to inform all the civil servants under the Ministry that, Royal Civil Service Commission will be carrying out a **Nationwide Information Correction Project**, as inaccurate information of civil servants in **Civil Service Information System(CSIS)** is a growing concern at all levels of civil service. In line with this, the Ministry would like to inform all the civil servants under the Ministry to kindly take note of the following:

1. All individual civil servants are asked to view your individual CV from RCSC website (<http://csis.rcsc.gov.bt/RCSC/WebUI/Default.aspx>)

### Step 1



**Civil Service Information System (CSIS)**

Enter your user ID and password to login.

User ID :

Password :

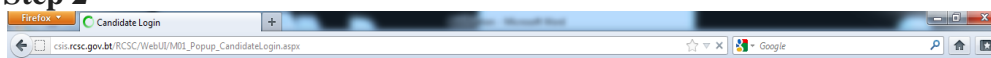
[Log In](#) [Forgot Password](#)

[View CV \(for individual employee\)](#)

Click here to view individual CV



### Step 2



**Candidate Login**

Employee ID: \*

Date of Birth: \*

[Submit](#) [Cancel](#)

Insert your Employee ID number and date of birth as per **login instruction** provided below

**Login Instructions**

- step 1: Enter your valid EmployeeId Number.
- step 2: Select year as in your date of birth.
- step 3: Select month as in your date of birth.
- step 4: Select date as in your date of birth.
- step 5: On the page displayed, click on the View CV found on left side of the page.

**Note: If your CV is incorrect, please submit relevant documents to your HRO concerned, who will verify and make necessary correction or forward to RCSC, if necessary.**



2. If there is mistake on your CV regarding any information that requires correction, please send the *change required (dully filled Annexure 21/1 at link.. [http://www.rcsc.gov.bt/BCSR2012\\_forms/49%20Change%20in%20Sensitive%20information%20in%20CSIS.pdf](http://www.rcsc.gov.bt/BCSR2012_forms/49%20Change%20in%20Sensitive%20information%20in%20CSIS.pdf))* with *supporting documents* as per the **information correction guidelines given below with forwarding letter from head of the office to Human Resource Division of the Ministry latest by 20 August, 2014.**

For further information and clarification contact your respective focal **HR Officer:**

- A. Secretariat (AFD, HRD, Internal Audit, PPD, MAGIP, RLP, RDTC) NBC, DAMC, ICS: **02-332500**
- B. Department of Agriculture, CoRRB & BAFRA: **02-323841/ 02-332510**
- C. Department of Forest and Park Services: **02-332527/02-332516**
- D. Department of Livestock: **02-335647**

## Information Correction Guidelines

### **I. Correction in Date of Birth**

The Service Book record is the basis for Date of Birth correction. Therefore, a front page copy of the Service Book duly attested by the HRO concerned should be submitted for verification. In case of more than one Volume of Service Book, the first Volume should be considered for correction.

In case, the Service Book is tampered, the correction should be forwarded to the MIS Committee Meeting (RCSC) for decision. The following documents (from RCSC personal file record) will be referred for Date of Birth correction when the Service Book record is tampered:

- a. Employment Application Form
- b. Bio Data Format
- c. Caderization Form
- d. Academic Transcripts
- e. CID

### **II. Correction in Name**

The Original Court Affidavit is required for complete Name change – eg. Name correction from Sonam Dorji to Sonam Tashi

In case of “name spelling correction”, CID should suffice – eg. Name correction from Sonam Dorji to Sonam Dorjee

A complete name change or name spelling may also be corrected based on the record in the Service Book copy duly attested by the HRO concerned when the information in the Service Book record is explicit. However, Court Affidavit is mandatory in case of tampered Service Book record.

### **III. Correction in Date of Appointment**

The Initial Appointment Order is the basis for Date of Appointment correction. Therefore, a duly attested Appointment Order/Office Order copy is required for correction.

### **IV. Correction in Transfer History**

The **Transfer Order** along with the **Joining Order** should be submitted for correction in transfer history and current place of posting.

### **V. Correction in Promotion details**

The **Promotion Order** issued by the agency along with the **Summary Sheet** will be referred while updating the past promotions.

### **VI. Correction in Academic Qualification**

In case of pre-service academic qualifications, the attested academic certificate along with the transcripts/mark sheets should be submitted.

The documents required to update In-service academic qualifications are as follows:

- a) Letter of Award
- b) Attested Certificate and Mark sheet
- c) Joining Report and
- d) Training Reports

## **VII. Correction in Family Details and Addresses**

Family details and permanent addresses will be corrected as per information provided by the individuals.

## **VIII. CV profile Photo**

A passport size photograph is required.

## **IX. Citizenship Identity Card (CID)**

A photocopy of CID is required to update your CID Number in CSIS

## **X. Award**

Only National Awards and other awards specified by RCSC will be updated in the CSIS

## **XI. Continuation Education (CE) CI X & XII**

The documents required to update CE:

- a) HR Committee approval letter
- b) Academic Certificate
- c) Mark sheets