

Dated:.....

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Royal Civil Service  
Commission, Thimphu.

Subject: Change in Sensitive information in CSIS

I, ..... holding Employee ID..... presently working in ..... request change in the following information:

<b>Sn.</b>	<b>Change Requested in:</b>	<b>Currently reflected in CSIS as:</b>	<b>Request Change to:</b>	<b>Supporting documents/ Evidences*</b>
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 Occupation 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:  
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