

**ANNEXURE 21/1**

Dated:.....

.....  
.....

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:

Sn.	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 Citizen ID Card
  - b. For Correction in Name Spelling: Documents that reflect Name such as Academic transcripts, Citizen 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: .....

Decision: Approved  Not Approved

Remarks: .....