



**ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN**

**INFORMATION CORRECTION FORM**

Date:.....

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 of supporting documents:

- a. For correction in date of birth: service book copy attested with sign and seal of HRO of concerned Agency, academic transcript, citizenship ID Card copy.

*Note 1: Employment form maintained at RCSC shall be used as the primary reference document for the correction of date of birth.*

*Note 2: For correction in name spelling: documents that reflect name such as academic transcripts, citizenship ID card shall be used for minor spelling correction. Original court affidavit in cases where the evidences do not support the name change or there is a complete change in name*

- b. For correction in appointment/promotion/position levels or titles/ MOG: appointment/promotion/ or relevant office orders.
- c. For correction of long term training and qualification:
  - i. In-Service : RCSC award letter and relevant training certificates.
  - ii. Pre Service: 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**

Verified and Updated by:

**(Name and Signature)**