



**THE GHANA CIVIL SERVICE
"2023 CIVIL SERVICE AWARDS"
(NOMINATION FORM)**



The purpose of these nominations is to evaluate and award deserving employees in the Professional and Sub-professional category for the year '2023' in the Ghana Civil Service. Please read the guidelines on the awards carefully and complete this form. The information you provide will be used by the Evaluation Sub-Committee to determine the eligibility of the nominee to receive the award.

A. Nominees Details:

Name of Nominee: _____

Ministry/Department: _____

Grade/Job Title: _____

Contact Number and Email Address: _____

Length of Employment with the Civil Service: _____

Length of Employment with the Ministry/Department: _____

Reasons for nominating this person: (Please refer to the nomination criteria and indicate in the Letter of Support, specific examples of ways in which you believe the nominee meets the criteria for the award)

B. Nominees Supervisor's Details:

Name of Nominee's immediate Supervisor: _____

Grade: _____

Telephone/Contact Number and email address: _____

Signature: _____

Date: _____

C. Endorsement of Nomination by Ministry/ Department:

Name of Chief Director/Head of Department: _____

Ministry/Department: _____

Email Address: _____

Signature: _____

Date: _____

(Note - Unendorsed forms will not be considered)

Please submit this form together with the letter of support and all relevant documentation to: rcu@ohcs.gov.gh on or before the stated deadline below. Kindly use 'Name of Institution plus 2023 Civil Service Awards Nomination' e.g. 'OHCS 2023 Civil Service Awards Nominations' as the subject of the email.

Deadline for submission is 5:00 p.m. Friday 23RD February, 2024.