



**THE GHANA CIVIL SERVICE
"2022 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 '2022' in the Ghana Civil Service. Please read criteria on the awards carefully and fill out this form. The information you provide will be used by the Evaluation and Awards Sub-Committee to determine the recipients of this 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 the ways in which the nominee meets the criteria for this award.)

B. Nominees Supervisor's Details:

Name of Nominee's immediate Supervisor: _____

Grade: _____

Telephone/Contact Number and email address: _____

Impression of Nominee's work conduct for the period: _____

Signature: _____

Date: _____

C. Endorsement of Nomination by Ministry/Head of 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.

Deadline for submission is 5:00 p.m. Friday March 24th, 2023.