



THE GHANA CIVIL SERVICE
“2024 CIVIL SERVICE AWARDS”
**(NOMINATION FORM FOR PROFESSIONAL AND SUB-
PROFESSIONAL OFFICERS)**



The purpose of the nomination is to evaluate and award deserving employees in the Professional and Sub-professional category for the year ‘2024’ in the Ghana Civil Service. Please read the criteria/guidelines on the awards carefully before completing this form. The information you provide will be used by the Evaluation and Awards Sub-Committee to determine the eligibility of the nominee for 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: _____

Number of years spent in the Ministry/Department: _____

Reasons for nominating the Officer: (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 this 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/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.

The deadline for submission is 5:00 p.m. Thursday 15th May, 2025.