

**NOMINATION FOR AWARD OF CORRECTIONAL SERVICES MEDALS & CASH INCENTIVES
FOR
EXECUTIVE OFFICERS AND GUARDING STAFF OF CORRECTIONAL HOMES**

Year : _____

- Name of the Correctional Home :
- Recommendation for award of (name of medal) :
- 01. Full name of the correctional personnel :
- 02. Date of birth :
- 03. Educational qualifications :
- 04. Present posting :
- 05. Date of joining at present posting :
- 06. Date of joining the WB Correctional Services :
- 07. Total period of service : as on 1st January _____
- 08. Is he physically and mentally fit? :
- 09. Details of previous postings :

	<u>Place of posting</u>	<u>From</u>	<u>To</u>
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
- 10. Service Record :
 - i. Has he been awarded any major punishment?
 - ii. Has he been awarded any minor punishment during the last five years?
 - iii. Has there been any unauthorized absence – if so period of absence.

iv. Is there any criminal case pending against the personnel?

v. Has he been awarded any punishment, including warning by any Judicial Court?

vi. Is any Departmental Proceedings pending against the personnel? If so Proceeding No and date.

vii. Is there any inquiry in progress against the personnel? If "yes", particulars to be provided separately.

11. Particulars of rewards / commendations / appreciations received by the personnel :

Date of Award	Awarded for	Awarded by	Pg No. of SB

12. Particulars of Training attended :

	<u>Name of training course</u>	<u>Dates</u>
i.		:
ii.		:
iii.		:
iv.		:
v.		:

13. Is he sincere and punctual?

If No, please give brief details :

