



SECL

FEMALE EMPLOYEE OF THE MONTH



||एस.ई.सी.एल.||

SELF-NOMINATION FORM

AREA: _____

1	Name of the employee	
2	Date of Birth	
3	Designation	
4	Educational Qualification	
5	Unit/Establishment currently posted at	
6	Since when posted at present unit/establishment	
7	Date of appointment	
8	Attendance in preceding 3 months	
9	Appointment Mode - Direct/Land-Oustee/Dependent	
10	Nature of jobs being performed currently	
11	Award/Recognition/Achievement (if any during last 5 years)	

ENCLOSURES:

- 1) Latest passport size photograph
- 2) Relevant documents to support your candidature (if any)
- 3) Recommendation letter from Immediate Reporting Manager/Supervisor (if any)

SPECIAL ACHIEVEMENT (DURING PREVIOUS 3 MONTHS)

(Why do you think you deserve the Female Employee of the Month Recognition)

Categories of Special Achievement (mention one or more in below write-up, as applicable):
1) Innovation/Creativity 2) Process/System Improvement 3) Stretching beyond normal duties/additional effort 4) Critical Incidents 5) Safety compliance/aversion of emergency events 6) Representation at State/ National/ International events 7) Situational Leadership initiatives 8) Unconventional jobs 9) Productivity/Quality Improvement

[Empty box for writing special achievements]

I, _____ hereby declare that all the details provided and statements *made in/along with* the nomination form are true, complete and correct to the best of my knowledge.

Place:

Date:

Signature