



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City
Tel: 0227.3844966 Email: caodangytb@caodangytb.edu.vn
Fax: 0227.3844966 Web: www.caodangytb.edu.vn

PROCEDURES FOR EVALUATING COMPETITIONS AND REWARDS

Encryption : QT.02/ P.TCHCTH/01

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	Author	Inspector	Approver
Signature			
Full name	BUI VAN KIEN	NGUYEN THI THU DUNG	NGUYEN THI THU DUNG
Job Title:	HEAD OF DEPARTMENT	PRINCIPAL	PRINCIPAL

PROCEDURES FOR EVALUATING COMPETITIONS AND REWARDS

I. PURPOSE AND SCOPE OF APPLICATION

- This procedure establishes a unified system for evaluating and rewarding the performance of officials, civil servants, and employees of Thai Binh Medical College.
- Timely encouragement and rewards create a competitive spirit among cadres, civil servants, and public employees, contributing to the successful completion of assigned tasks.
- The streamlined process of procedures and documentation for emulation and reward programs facilitates inspection and task implementation.

This procedure applies to all units within the College of Health Sciences.

Peace.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

Emulation: Emulation is an organized activity with the voluntary participation of individuals and groups aimed at striving to achieve the best results in building and defending the nation.

Awards and commendations: This refers to recognizing, praising, honoring, and encouraging with material benefits the achievements of groups and individuals who have excelled in fulfilling their duties in building and protecting the organization.
country.

Awards and commendations: These are forms of recognition, praise, and honor for individuals and groups who have achieved success in emulation movements.

2. Abbreviations:

QT	Procedure
Board of Directors	Board of Directors
P.TCHCTH Department	Department of General Administration
Head of the General Administration	Head of the General Administration Department
Council for Emulation and Commendation	Council for Emulation and Commendation
TD, KT	Competition and Awards
Labor	Advanced workers
CSTýCS	Outstanding grassroots emulation soldier

TTLyTT	Outstanding team
TTLyXS	Advanced Labor Collective

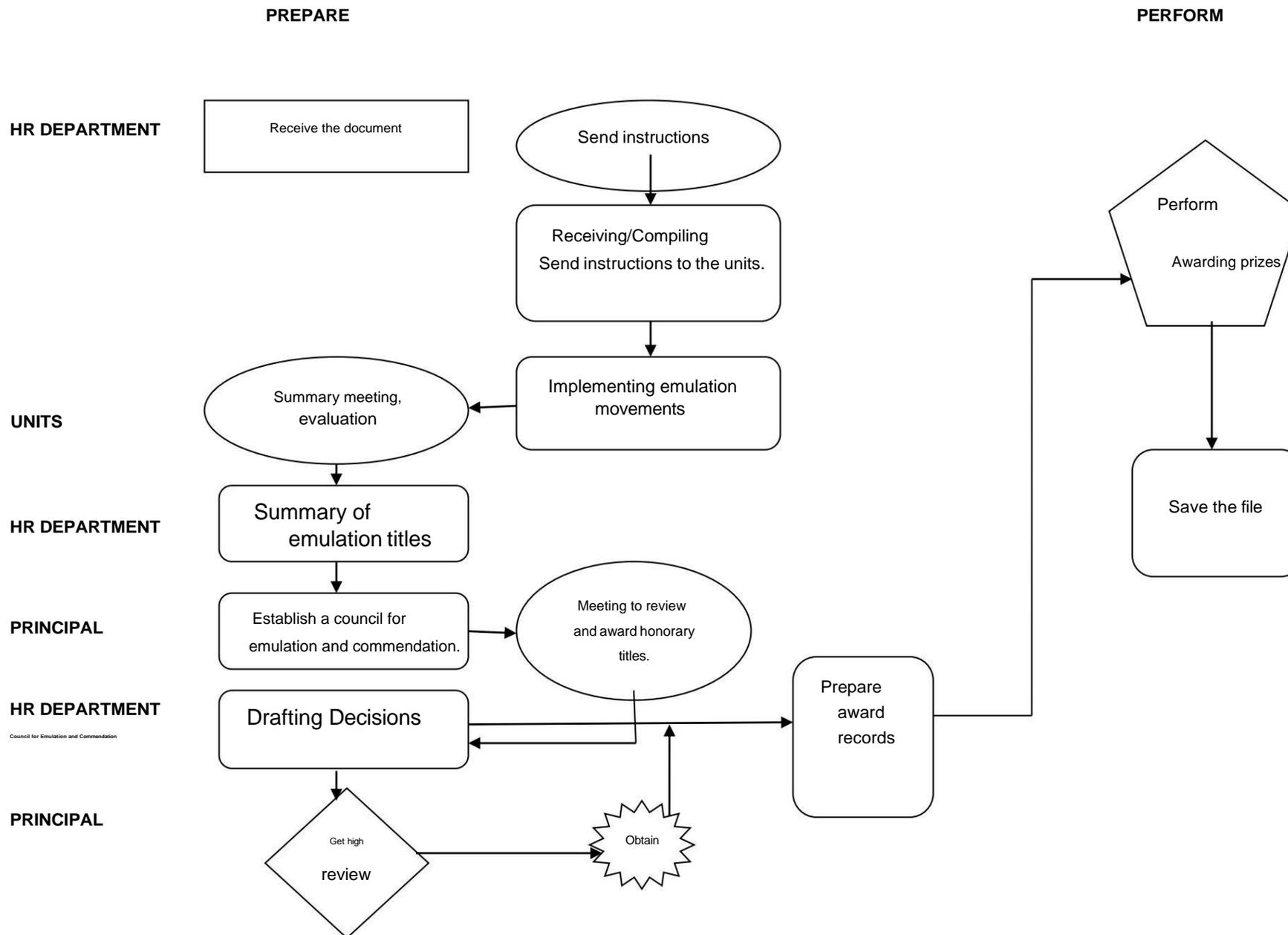
III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-7)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1	Based on regulations and guidelines from higher authorities.	PTCHC/BM02
2	Issue a plan for evaluating performance awards	PTCHC/BM03
3	Establish a grassroots-level emulation and reward council.	PTCHC/BM04
4	Units should submit lists of commendations to the Human Resources Department.	PTCHC/BM05
5	Meeting of the emulation and reward council	PTCHC/BM06
6	Award Records	PTCHC/BM07
7.	Issuing a Decision on Awarding Prizes	PTCHC/BM08

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SPECIFICATION OF THE COMPETITION AND REWARD PROCESS

No.	Job step name	Specification	Department/ Unit responsible	Results achieved	Deadline	Form
1	Receiving documents	- Based on the State's documents and regulations guiding the work of emulation and commendation.	Room TCHCTH	Instructional document	July and October	BM 02
2	Issue plan planning for awarding commendations and prizes.	The Department of General Administration and Personnel sent a document outlining guidelines for emulation and reward to the units.	Room TCHCTH	Issuing Guidance Documents	After 7 days from the date of receipt of the issued document above	BM 03
3	Establish a Council for Emulation and Commendation.	The Chairman of the Emulation and Commendation Council issues a decision to establish the School's Emulation and Commendation Council.	Room TCHCTH	Issuing the Council's Decision TD, KT	Five days after the plan was issued.	BM 04
4	Units evaluating performance and Send the results back room TCHCTH	Units held meetings and implemented guidelines based on current documents on emulation and reward work. They registered for emulation and submitted lists of individuals and groups to the Human Resources Department.	Units	List of participants registered for the competition	Ten days after receiving the plan.	BM 05
5	Meeting to review and award honorary titles based on established criteria.	The General Administration and Organization Department compiles the list of nominees. The commendation proposals, along with performance reports of collectives and individuals, are submitted to the Emulation Council.	Chairman of the Emulation and Commendation Council	Minutes of the examination for awarding prizes	After 5 days from the date of receiving the review results from the unit	BM 06

6	Prepare the award nomination documents.	The Administrative and Organizational Department guides collectives and individuals in preparing commendation dossiers in accordance with current regulations.	Room TCHCTH	Complete the Award/ Recognition Document.	Seven days after the council meeting.	BM 07
7	Promulgate Decision on awarding bonuses	Issue decisions to commend collectives and individuals in accordance with current regulations.	Principal	Decision on awarding commendations	After 7 days from the date of receiving the award application.	BM 08
8	Awarding prizes	The Administrative and Organizational Department prepares the procedures to Awards include: Certificates, badges, medals, and cash prizes.	Room TCHCTH, <small>Council for Emulation and Commendation</small>	Awarding prizes	After 7 days from the date of receiving the award application.	
9.	Save the file	The Administrative and Personnel Department arranges the forms for emulation and reward purposes for filing in the records.	Room TCHCTH	Archived records	After 3 days from the date of awarding the prize.	