



**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 REVIEWING SALARY
PROMOTIONS FOR OFFICIALS AND CONTRACT WORKERS**

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	Author	Inspector	Approver
Signature			 HIỆU TRƯỞNG TRƯỜNG CAO ĐẲNG Y TẾ Nguyễn Thị Thu Dung
Full name	BUI VAN KIEN	NGUYEN THANH PAINT	NGUYEN THI THU DUNG
Job title	Head of Human Resources Department TH	VICE PRINCIPAL HEAD	PRINCIPAL

SALARY PROMOTION REVIEW PROCESS FOR EMPLOYEES AND CONTRACT WORKERS

I. PURPOSE AND SCOPE OF APPLICATION 1.

Purpose

- Standardize the method for considering salary increases for civil servants and contract workers.
- Ensuring objectivity and fairness in the process of reviewing salary increases for civil servants and contract workers.

2. Scope of application:

- Department of Administration and General Affairs.
- Financial Planning Department.
- All officials, employees, and contract workers.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

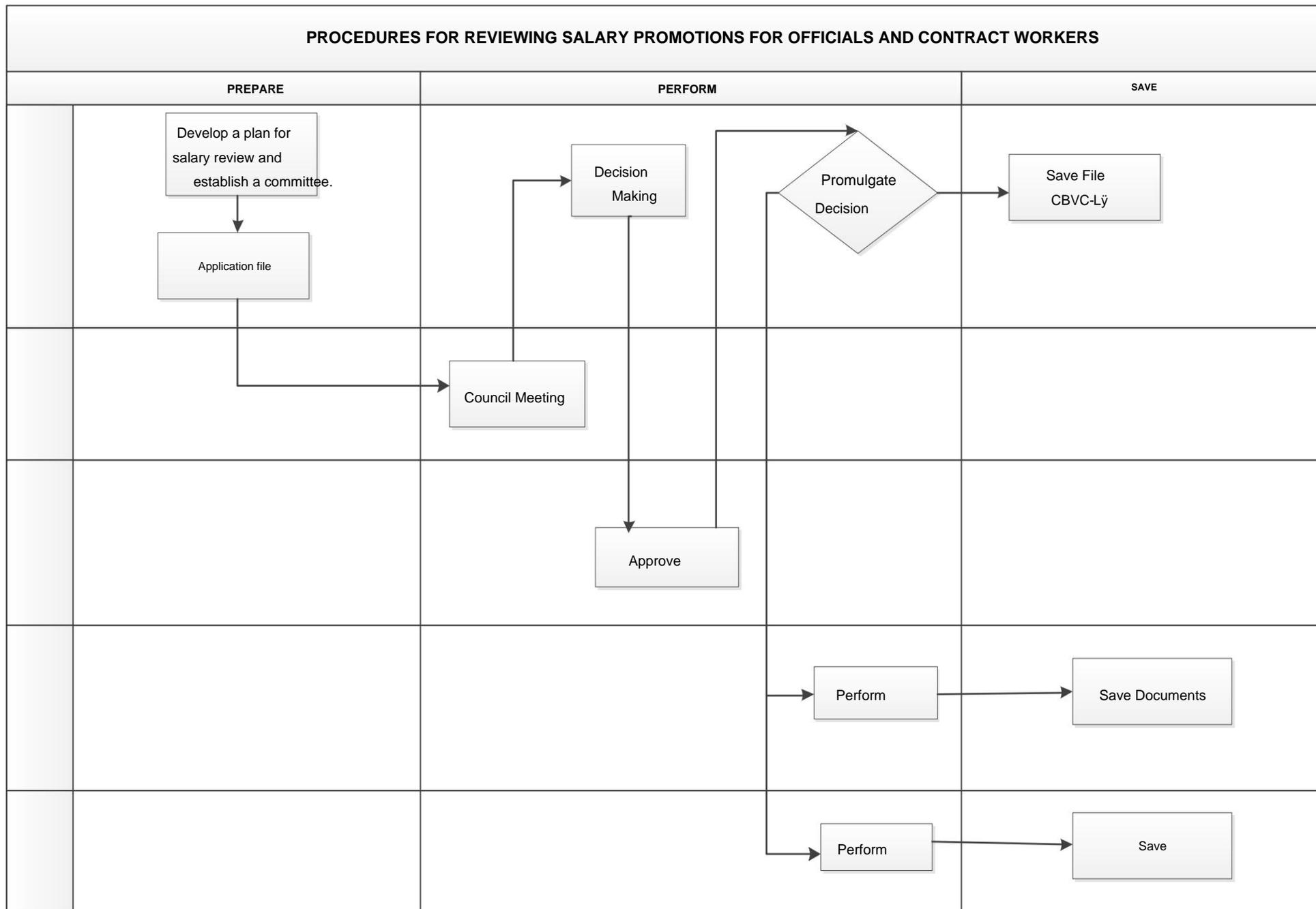
CBVC-Lÿ	Officials and employees – contract workers
KHTC	Planning and Finance Department
TCHC-TH	Administrative and General Affairs Department

III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-5)

V. ATTACHED DOCUMENTS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1	Based on Circular No. 08/2013/TT-BNV dated July 31, 2013 of the Ministry of Interior	PTCHC/BM02
2.	Salary review plan	PTCHC/BM03
3	Decision to establish a salary council	PTCHC/BM04
4.	List of suggestions	PTCHC/BM05
5	Minutes of the Salary Review Board Meeting	PTCHC/BM06
6.	Based on the most recent salary increase decision.	PTCHC/BM07
7.	Issuing Salary Decisions	PTCHC/BM08



SPECIFICATION OF THE SALARY PROMOTION REVIEW PROCESS

No.	Job step name	Specification	Department/Unit perform	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Develop a plan, form a committee, and prepare documentation for salary increase reviews.	<ul style="list-style-type: none"> - Develop a plan for regular salary grade reviews for Labor Union of the Year. - Establish a Salary Review Board. - Prepare the salary increase application dossier, including: List of employees recommended for salary increase and the most recent salary increase decision. 	Administrative and Organizational Department – Synthetic	Accounting Department financial plan	Issue the Plan plan, Decision to establish Council and Salary increase application	Before 15 days since first day of the term wage	BM03
2.	Council Meeting	Organize a meeting of the Council for reviewing salary grade promotions according to Circular No. Circular No. 08/2013/TT-BNV dated July 31, 2013, of the Ministry of Interior.	Administrative and Organizational Department – Synthetic	Members of the Council	Minutes of the salary increase review	After 15 days from the date of planning.	BM06
3	Promulgate salary decision	Principal's Decision on Salary Grade Promotion	Principal	Team Leader executive Main – Summary	Promulgate Decision to review salary increase	Seven days after the council meeting.	BM08