



No.F.3(1)/QA/NHM/SDMO/BLN/16/1396-98
Government of Tripura
Office of the Sub-Divisional Medical Officer
Belonia: South Tripura.

Date: 04/03/2017

MEMO

For encourage our staff to give better quality service in our hospital, a Judge Team is formed for selecting "Best Employees Award- 2017"- 'Session-2' of different category at Belonia SDH. The judges are requested to submit five staff name per category for nomination of entry of the competition within 04/04/2017 to the undersigned Authority. The following members of this team are:

Sl. No.	Name of the Judge	Category	Staff distribution
1	Dr. Tapas Majumder	Staff Nurse	Permanent = 3 nos, Fixed = 2 no.
2	Dr. J. C. Nama	Office staff	Gr.- C Permanent = 2 no, fixed =1 no, NHM = 2 no
3	Smt. Atashi Majumder	GDA	All Permanent/ fixed Gr.- D = 2 no, DRB/ DRW =1 no, Peon = 1no, RKS = 1no
4	Smt. Kanchan Kar	SCA	Permanent = 1 no, Fixed = 1 no, RKS = 3 no
5	Dr. Anjan Bhowmik	Paramedical Staff	Lab. Tech. = 2 no, MPW/MPS = 1no, Pharmacist (AYUSH, Allo.)=1 no, (ECG Tech./X-ray Tech./Ophthalmic Asstt.)= 1 no

Rules & Regulation:

Art.-1: If any staff of any category awarded the 'Best Employees Award' consecutively 3 times, then this 'Best Employees Award' will permanently give to him/her. And next year the award title will be change into "Employee of the Year".

Art.-2: Selection criteria for staff from last one year:

- 1) Behaviour
- 2) Attitude
- 3) Promptness
- 4) Punctuality
- 5) Overall Performance on duty.

Art. - 3: In the history of Belonia SDH we conduct 1st time 'Award Giving Ceremony' in the name of 'Best Employees Award-2016' in the year 2016. And it was a grand success to us. We gave 5 nos. of 'Best Employees Award' in 5 category & 20 nos. "Special Award" to the SCA staffs for their excellent performance at Belonia SDH. So we decide, every year in the month of December the 'Award Giving Ceremony' of Belonia SDH will be held.

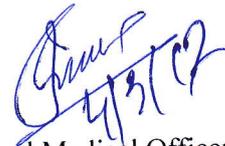
Art.- 4. The "Best Employees Award" will give in five categories in the name of Staff Nurse, Office Staff, GDA, SCA & Paramedical Staff.

Art-5: The selection process will be organized in 3 steps:

- a) **First-** Nomination for entry in the competition: 5 staffs from 5 categories will select by our judges.
- b) **Second-** Voting by the staffs of Belonia SDH. Total no. of vote will be calculated.

c) **Third-** Marking by another judge team. Maximum mark is 100 followed by Art-2.

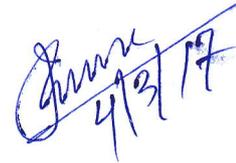
The final result will be declared on the basis of highest point scorer (i.e., b + c).



Sub-Divisional Medical Officer
Belonia: South Tripura.

Copy to:

1. The Mission Director, NHM, Tripura for your kind information please.
2. The CMO(S) for your kind information please.
3. All concerned.



SUB-DIVISIONAL MEDICAL OFFICER