



## ABSTRACT

Health and Family Welfare Department – Announcement made by the Hon'ble Minister (Health) while moving the Demand No.19 on the floor of the Assembly on 23.9.2015 – Annual awards to best performing Nurses and Village Health Nurses - Orders Issued.

### Health and Family Welfare (AD1) Department

**G.O.(Ms)No.100**

Dated: 03.03.2016

Thiruvalluvar Aandu, 2047  
Manmatha, Maasi - 20.

#### Read:

1. Announcement No.13 made by Hon'ble Minister(Health) while moving the Demand No.19 on the floor of the Assembly on 23.9.2015.
2. From the Director of Medical and Rural Health Services, Chennai Letter No. 20278/N1/2/2015 dated 28.11.2015
3. From the Director of Public Health and Preventive Medicine, Chennai letter No. 10812,/MP3/S2/2015 dated 30.11.2015.

\* \* \* \* \*

#### ORDER:-

The Hon'ble Minister (Health) has made the following announcement while moving the Demand No.19 on the floor of the Assembly on 23.9.2015:-

“13. மக்கள் நல்வாழ்வு மற்றும் குடும்ப நலத் துறையின் சுகாதாரத் திட்டங்களை செயல்படுத்துவதில் செவிலியர்கள் மற்றும் கிராம சுகாதார செவிலியர்கள் முக்கிய பங்கு வகிக்கின்றனர். இவர்களின் சேவையினைப் பாராட்டி ஊக்குவிக்கும் வகையில், மாண்புமிகு தமிழ்நாடு முதலமைச்சர் இதயதெய்வம் புரட்சித் தலைவி அம்மா அவர்களின் ஆணையின்படி, தற்போது மருத்துவர்களுக்கு வழங்கப்படும் விருது போன்று, சிறப்பாக பணியாற்றும் செவிலியர்கள் மற்றும் கிராம சுகாதார செவிலியர்களுக்கு ஆண்டுதோறும் விருது வழங்கப்படும்.”

2. In the letter second and third read above, the Director of Medical and Rural Health Services, Chennai and the Director of Public

Health and Preventive Medicine, Chennai have sent necessary proposals to Government.

3. The Government have carefully examined the proposal of the Director of Medical and Rural Health Services, Chennai and the Director of Public Health and Preventive Medicine, Chennai and decided to accept it. Accordingly, the following orders are issued.

- (i) An award shall be constituted in the name of "TAMILNADU STATE NURSE EXCELLANCE AWARD".
- (ii) A certificate and a medal shall be framed for the award. A Committee consisting of the following officers shall recommend the certificate and medal to Government for approval

Sl. No	Designation	Name of the Post
1.	Director of Medical and Rural Health Services, Chennai	Chairman
2.	Additional Director of Medical Education(Nursing),Office of the Director of Medical Education.	Member Secretary
3.	Registrar, Tamil Nadu State Nursing Council	Member

- (iii) The award will carry a cash award of Rs.25,000/- , a Medal and a Certificate for 20 candidates as follows

Sl. No.	Category	Government and Local Bodies	Private and Others
1.	<u>Nurses:</u> Clinical Rural	03 02	02 01
2.	Village Health Nurses / Auxiliary Nursing Midwives / Multi Purpose Health Worker (Female)	03	01
3.	Lady Health Visitor	01	NIL
4.	Sector Health Nurse	01	NIL
5.	Nurse Educator	02	01
6.	Nurse Administrator: Service Education Community Health	02	01
	Total	14	06

- iv) A State Level Selection Committee and a District Level Selection Committee shall be constituted with the following composition.

**State Level Selection Committee :**

Sl. No.	Designation	Name of the Post
1.	Secretary to Government, Health and Family Welfare Department	Chairman
2.	Director of Medical and Rural Health Services	Member Secretary
3.	Director of Medical Education	Member
4.	Director of Public Health and Preventive Medicine	Member
5.	Additional Director of Medical Education (Nursing), Office of the Director of Medical Education	Member
6.	State Maternal and Child Health Officer	Member
7.	Registrar Tamil Nadu State Nursing Council	Member
8.	President / Secretary, Trained Nurses Association of India (TNAI), Tamil Nadu Branch	Member

**District Level Selection Committee :**

Sl. No.	Designation	Name of the Post
1.	District Collector	Chairman
2.	Dean of the Government Medical College	Member
3.	Joint Director of Health Services	Member Secretary
4.	Deputy Director of Health Services (Revenue District)	Member
5.	Deputy Director of Health Services (Health Unit District)	Member
6.	Deputy Director of Medical and Rural Health Service and Family Welfare	Member
7.	Principal, College of Nursing / School of Nursing in the District	Member

- v) Sanction is accorded for a sum of Rs.6.00 lakh (Rupees Six Lakh only) as recurring expenditure, towards distribution of awards and organising the function as detailed below :-

Sl. No.	Description	Amount (in Rupees)
1.	Cash Prize for Award (20 x Rs.25,000)	5,00,000.00
2.	Medals and Certificates	50,000.00
3.	To conduct the function for distribution of the awards and other sundry expenses.	50,000.00
	TOTAL	6,00,000.00

- vi) The guidelines relating to criteria for selection, application form, instructions for preparing a resume of a nominee, time schedule are annexed to this order.

4. The expenditure sanctioned in para 3 (v) above shall be debited to the following Head of account as detailed below :-

“2210 – Medical and Public Health – 06 Public Health  
001-Direction and Administration – I Non Plan – AA  
Headquarters Administration – 59 Prizes and Awards  
(DPC: 2210-06-001-AA-5901)”

5. The expenditure sanctioned in para 3(v) above shall constitute an item of “New Service”. The approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure may be initially met by drawl of an advance from the Contingency Fund. The Director of Public Health and Preventive Medicine is directed to apply for sanction of advance from the Contingency Fund to Finance (BG.I) Department directly in Form 'A' appended to the Tamil Nadu Contingency Fund Rules, 1963 along with a copy of this order. The Director of Public Health and Preventive Medicine is also requested to send a draft explanatory notes for including the above expenditure in the Revised Budget Estimates 2016-2017, Supplementary Estimate 2016-2017 to Finance (BG.I/Health-I) Department without fail.

6. This order issues with the concurrence of the Finance Department vide its U.O No.71/ADS (Dr Po) /2016, dated 03.03.2016 and ASL No 2517(Two Thousand Five Hundred and Seventeen)

(By Order of the Governor)

J. RADHAKRISHNAN,  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

All District Collectors.

The Director of Medical Education, Chennai -10.

The Director of Medical and Rural Health Services, Chennai-06.

The Director of Public Health and Preventive Medicine, Chennai-06.

The Additional Director of Medical Education (Nursing),

O/o the Director of Medical Education, Chennai-10.

All Deans of Government Medical Colleges.

All Joint Directors / Deputy Director of Health Services (Revenue/  
Health Unit District).

The Deputy Director of Medical and Rural Health Service and  
Family Welfare.

All Principal, Government College of Nursing / Schools of Nursing in the  
district.

The State Maternal and Child Health Officer.

The Registrar, Tamil Nadu State Nursing Council.

The President/ Secretary, Trained Nurses Association of India  
(TNAI)- Tamil Nadu Branch.

The Pay Accounts Officer (South), Chennai-35

The Accountant General, Chennai-18/35

Copy to:-

All Officers in Health and Family Welfare Department, Secretariat, Chennai-9.

The Office of Hon'ble Chief Minister, Secretariat, Chennai-9.

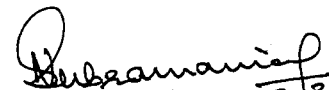
The Office of Hon'ble Minister(Health), Secretariat, Chennai-9.

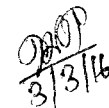
The Finance(Health1/ BG.I/BG.II) Department, Secretariat, Chennai-9.

The Health and Family Welfare(Data Cell) Department, Chennai-9.

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// Forwarded / By Order //

  
3/3/16  
Section Officer

  
3/3/16



## **ANNEXURE-I**

### **TAMIL NADU STATE NURSES EXCELLANCE AWARDS**

#### **CRITERIA FOR SELECTION FOR THE TAMIL NADU STATE NURSES EXCELLANCE AWARDS (STATE LEVEL / DISTRICT LEVEL)**

1. Nominations should be called for from the Institutions / Government Hospitals, Government Primary Health Centres, Private Institutions / Missionaries and Prominent Voluntary Organisations of the State.
2. All nominations should be handled by the Secretary to Government, Health and Family Welfare Department, Government of Tamil Nadu.
3. The applications of the recommended Awardees must invariably be sent after making selection by the District Selection Committee headed by the District Collector.
4. (a) No nomination in any case should be sent without considering and recommendation of the District Selection Committee. If the nomination is received without the recommendation that will not be considered by the State Level Committee.  
  
(b) Experience: Minimum 10 years of experience in any one of the avenue, in case of extra ordinary performance age may not be a constraint.
5. The Nurse selected for a State Meritorious award should furnish documents to the satisfaction of the Selection Committee that she / he has performed beyond the normal expectation of the job when compared to others with equivalent attributes according to one or more of the following criteria. The instructions for preparing resume of the nominee are at Annexure-III and should be strictly followed.
6. All applicants must have Tamil Nadu Nursing Council Registration.
7. Must have unblemished moral, ethical and professional conducts and no pending criminal cases against them.

## NURSING SERVICE, HOSPITAL AND COMMUNITY, VHN / SHN / LHV:

8. (i) The nurse in her / his regular job in the hospital or community contributes to improve patient / family community care by exceeding the limitations of the job functions as demonstrated by:
- (a) Development or organization of a unit of responsibility which provides extraordinary care to patients by increasing own skills and knowledge, developing staff, procuring supplies and equipment, streamlining techniques and maintaining esprit de corps sufficient to bring recognition to the employing organization in the medical community.
  - (b) Development of a community or section of a community in the betterment of their collective health status through increasing own skills and knowledge, developing staff, procuring supplies and resources, and maintaining esprit de corps sufficient to bring recognition to the employing organization in the medical community.
- (ii) The nurse who has a regular job but in times of emergency of crisis such as accident, fire, flood or famine, which may occur at any time, performs in a heroic manner without regard to her / his own time, safety and or possession as demonstrated by:
- a) Rescuing a person (s) under hazardous conditions:
  - b) Performing life saving techniques with a successful outcome
  - c) Prevention of a catastrophe by initiative taken or leadership assumed without official sanction (firefighting, evacuation, mob control).
  - d) Remaining at post over an extended period of time which aids in the recovery of a group community following a disaster such as organizing communication, nutrition, first aid, evacuation or other activities which become necessary in emergencies.
- (iii) The nurse who has regular job in the Hospital / Community is:
- a) Associated / contributed extra ordinary with activities or programmes such as Leprosy Control, Tuberculosis, HIV AIDS, Cancer care, Palliative care, Mental Health, other communicable and non-communicable illness, Psychiatric Mental Health, Old age management, Special children (Mental Retardation, physically challenged, under privileged) and Contribution in Health Programme either in National or in State Programme.
  - b) Working in difficult areas like Tribal and other interior remote area.



## NURSING EDUCATION

9. The nurse in her/ his regular job in an educational setting contributes to the quality or quantity of education excess of the job expectations as demonstrated by:
- Development or initiation of an innovative curriculum programme of study or teaching materials that brings recognition to the organization which pays her / his salary.
  - Preparation of text book, teaching manual or educational film that is accepted and used beyond her / his educational setting and brings recognition to the organization which pays her / his salary.
  - Contributing in the research activities / articles /workshops / conferences / publications towards the standard of education.
  - Minimum 10 years of teaching experience.
  - Published papers in indexed journals National and International / Delivered Lectures in Nursing Conferences.
  - Authored or Co-authored Nursing Text Books.
  - Awards from distinguished organizations, University and Government, State or Central.
  - Contribution to research activities.

## NURSING ADMINISTRATION

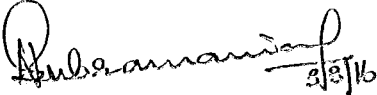
10. Nurse in her / his job in an administrative setting in terms of hospitals / community / educational institutions / any other agencies / heading any nursing sector.

Extraordinary:

- Contribution towards standard of patient care in the hospital  
or
- Improvement made in the status and welfare of the community.  
or
- Performance in excelling the educational standard in the teaching institution.  
or
- Innovative changes made in the administrative set up.

**J.RADHAKRISHNAN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

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3/3/16

Section Officer

  
3/3/16



**ANNEXURE – II**  
**APPLICATION FORM FOR TAMIL NADU STATE NURSES**  
**EXCELLANCE AWARD**

1.	Name	:	
2.	Father's / Husband's Name	:	
3.	Date of Birth and Age (In Christian Era.	:	
4.	Sex	:	
5.	Designation of the post	:	
6.	Complete Present Address for communication with Pincode.	:	
7.	Complete Permanent Address with Pin Code.	:	
8.	Name and Complete Address of Hospital / Institution where working	:	
9.	Tamil Nadu Nursing Council Registration No.	:	
10.	Contact No. Mobile Telephone (Office) Telephone(Residence)	:	
11.	E mail, if any Personal Office	:	
12.	Whether retired if so, the date of retirement.	:	
13.	Post held at the time of retirement.	:	
14.	Details of experience in Nursing services.	:	
15.	Academic qualifications	:	

16.	Professional qualifications	:	
17.	Membership with Professional organization	:	
18.	Any incidents of moral ethical, professional misconducts and / or criminal cases / convictions.	:	
19.	If yes, give details.	:	
20.	Any other information	:	
21.	Resume of the Applicant as per Annexure III	:	
22.	Category of Award for which applied:	:	(Please note: one candidate can apply in one category only)
23.	Credentials of applicant	:	

i. **Experience:**

Sl. No.	Details	No. of Years
1.	Total service after Diploma / Degree	
2.	Experience in the category applied	

ii. **Awards received:**

Sl. No.	Name of the Organisation issued the awards	Details of awards
1.		
2.		

iii. **Details of CNE attended / organized / Resource Person:**

<b>Sl. No.</b>	<b>Details of the CNE</b>	<b>Details of the Topics</b>
1.		
2.		

iv. **Details of active social work and in various health projects:**

<b>Sl. No.</b>	<b>Details of active social work</b>	<b>No. of Years</b>
1.		
2.		

v. **Details of Articles published in the journals:**

<b>Sl. No.</b>	<b>Details of Articles published in the journals</b>	<b>No. of Years</b>
1.		
2.		

vi. **Details of services rendered in Hills and Tribal areas:**

<b>Sl. No.</b>	<b>Place and Period</b>	<b>Details of service</b>
1.		
2.		

vii. Other credentials (Please add extra columns / rows/tables in this (abstract should be given here) Supportive documents to be furnished.

Sl. No.	Details	Descriptions
1.		
2.		

### DECLARATION

I hereby declare that the particulars furnished above are true to my knowledge and ability. I will abide by the decision of the Selection Committee in choosing the awardees.

Date

Signature of the applicant

(Recommended by Nursing Superintendent / Principal / District Medical Officer / District Public Health Nursing Officer, etc.)

### Categories of Awards:

Category	Details of award
Category – I	Nurse Excellence Award from Teaching Institutions
Category-II	Nurse Excellence Award from Nursing Service / Community / Education
Category III	Nurse Excellence Award from Clinical and Rural Areas
Category IV	Lady Health Visitor Excellence Award.
Category V	Nurse Excellence Award from ANM/MPHW(F)

J.RADHAKRISHNAN  
PRINCIPAL SECRETARY TO GOVERNMENT

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3/3/16  
Section Officer

## ANNEXURE III

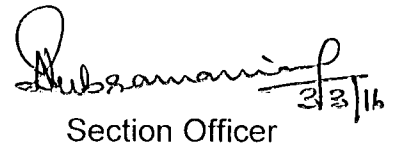
### MERITORIOUS AWARDS

#### INSTRUCTIONS FOR PREPARING A RESUME OF A NOMINEE

1. The narration should give the time, the place, the circumstances, the deed and the recognition of the event which qualified the individual for nomination. Newspaper articles, journal articles, letters of appreciation or other documentation which strengthen candidate's application could be sent.
2. The committee is looking for outstanding performance or that performance which is beyond the normal expectations held for every satisfactory employee. Normally one expects every employee to report on time for duty to report when assigned for duty, to be clean, neat, courteous and loyal to the employer. Normally one expects employees to be prepared for the position they hold and be responsible for their own continuing education through self-study or participation in service or formal through self-study or participation in service or formal continuing education programme. It's expected that the nurse will work as a member of the team to improve nursing care and nursing education.
3. Past education and experience of the individual may be documented but that in itself will not contribute to the selection of the nominee. The Committee is looking for outstanding performance which occurs as the result or in spite of education and experience
4. Mere listing of distinctions received in educational programme is not to be encouraged as many of the outstanding deeds in history have been performed by persons who were not outstanding academically.
5. Avoid use of sweeping statements and the use of subjective adjective, adjectives such as a devoted, enthusiastic, living example, good service record, very good work selfless worker, honest, efficient and meritorious record, etc. The facts only should be brought out.
6. The resume should not be more than two pages.

**J.RADHAKRISHNAN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

-/ True Copy /-

  
Subramanian  
3/3/16  
Section Officer

1/2/16  
3/3/16





## ANNEXURE-IV

### COMPOSITION OF THE STATE / DISTRICT LEVEL SELECTION COMMITTEE FOR TAMIL NADU STATE NURSES EXCELLENCE AWARD

The application of the candidates for the Tamil Nadu State Nurses Excellence Awards will be called for by the Joint Director of Health Services in the district. The District Committee who will screen the applications and recommend the candidates to the State Level Selection Committee for the above said award.

#### STATE LEVEL SELECTION COMMITTEE:

The State Level Selection Committee which will examine the applications of the candidates recommended by the District level Committee . The State Level Selection committee will be comprised of:

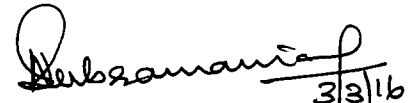
Sl. No.	Designation	Name of the Post
1.	Secretary to Government, Health and Family Welfare Department	Chairman
2.	Director of Medical and Rural Health Services	Member Secretary
3.	Director of Medical Education	Member
4.	Director of Public Health and Preventive Medicine.	Member
5.	Additional Director of Medical Education(Nursing), O/o the Director of Medical Education	Member
6.	State Maternal and Child Health Officer	Member
7.	Registrar, Tamil Nadu State Nursing Council	Member
8.	President / Secretary, Trained Nurses Association of India(TNAI). Tamil Nadu Branch	Member

**DISTRICT LEVEL SELECTION COMMITTEE:**

Sl. No.	Designation	Name of the Post
1.	District Collector	Chairman
2.	Dean of the Government Medical College	Member
3.	Joint Director of Health Services	Member-Secretary
4.	Deputy Director of Medical and Rural Health Service and Family Welfare	Member
5.	Deputy Director of Health Services (Revenue District)	Member
6.	Deputy Director of Health Services (Health Unit District)	Member
7.	Principal, College of Nursing / School of Nursing in the district	Member

**J.RADHAKRISHNAN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

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Section Officer 3/3/16

  
3/3/16

**ANNEXURE-V**

**TIME SCHEDULE**

Sl. No.	Description	Date
1.	Advertisement	15 <sup>th</sup> Feb. of every year
2.	On-line Application Form	15 <sup>th</sup> Feb. of every year
3.	Last date for receipt of application form at district level	15 <sup>th</sup> March of every year
4.	Selection process will be completed at District Level	10 <sup>th</sup> April of every year
5.	Selected List to be reached to State Level Committee	15 <sup>th</sup> April of every year
6.	To select the candidates for State as well District Level	On or before 30 <sup>th</sup> April of every year
7.	Intimation to selected candidates	05 <sup>th</sup> May of every year
8.	Award Function	12 <sup>th</sup> May of every year

**J.RADHAKRISHNAN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

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*Subramanian*  
3/3/16

Section Officer

*09/03/16*  
3/3/16



**ANNEXURE – VI**

**GUIDELINES FOR SELECTION OF CANDIDATES AT THE NOMINATION LEVEL**

**CRITERIA FOR SELECTION OF AWARDEES AT NOMINATION LEVEL IN THE  
CATEGORY OF NURSING ADMINISTRATOR:**

Sl. No.	Component	Total Marks
1.	General maintenance and overall management of the Institution / Department	10
2.	Planning / Delegation of activities follow up	10
3.	Setting up of goals / concurrent monitoring / Reviewing	10
4.	Attitude and behaviour towards higher officers and subordinates including team work	10
5.	Nursing skill development / Training / Staff management	20
6.	Upgradation / acquiring accreditation	10
7.	Implementation of New Programmes / Improved technology	10
8.	Material management / drugs / instrument	10
9.	Other innovative aspects in management	10
	<b>TOTAL</b>	<b>100</b>

Signature of the HOD / Principal  
Nursing Superintendent / MCHO

**CRITERIA FOR SELECTION OF AWARDEES AT NOMINATION LEVEL IN THE  
CATEGORY OF NURSE EDUCATOR**

Sl. No.	Component	Total Marks
1.	General maintenance of the Institution, students / faculty discipline	10
2.	Following best different teaching methodology	15
3.	Up gradation of Library and internet facility and Clinical Laboratories.	10
4.	Punctuality in supervision of students at the Clinical area / Community Health area	15
5.	Preparation of Education materials	10
6.	Preparation of lesson plan / maintenance of Records and Registers.	10
7.	Improving the students performance	10
8.	Coordination with co-workers, obedience to supervisors, general attitude towards teaching	10
9.	Other innovative programme if any, for students / faculty development.	10
	<b>TOTAL</b>	<b>100</b>

**Signature of the Principal**

**CRITERIA FOR SELECTION OF AWARDEES AT NOMINATION LEVEL IN THE  
CATEGORY OF NURSE:**

Sl. No.	Component	Total Marks
1.	General Cleanliness of the ward, arrangements in the duty room, cleanliness of the ward and toilets, utilization of color code bags for biomedical waste, etc.	15
2.	Timing punctuality and overall attitude towards work including attitude and capacity to deal the emergency situations	15
3.	Attitude and behaviour towards patients, bystanders, etc.	10
4.	Nursing skill, skill development trainings / other trainings attended at State and District levels and the effective utilization of the same in patient care	10
5.	Attitude and behaviour towards higher officers and subordinates including team work	15
6.	Register maintenance, reports, etc.	15
7.	Material management-drugs, reagents, equipments, etc.	10
8.	Other innovative aspects if any management in emergencies like attending mass causality, natural calamities, etc. with relevant documents.	10
	<b>TOTAL</b>	<b>100</b>

Signature of the Head of the Institution/HOD

**CRITERIA FOR SELECTION OF AWARDEES AT NOMINATION LEVEL IN THE  
CATEGORY OF LADY HEALTH VISITORS / SECTOR HEALTH NURSE:**

Sl. No.	Component	Total Marks
1.	Status of concurrent and consecutive supportive supervision in the field and SCs.	10
2.	Supervision and Monitoring of SC level activities – Clinics, Mother meetings	10
3.	Preparation of Annual action plans maintenance of register, Diary & Records and Sending of reports to high levels	10
4.	Supervision and Monitoring of field immunization clinics, Village Health and Nutrition day. JSY, Programme, School / Health Programme, Adolescent Health, HIV/AIDS, STI/RTI.	15
5.	Attitude towards, colleagues, higher officials and public	10
6.	Maintenance of the cold chain system, Vaccine Stock, F.W. items, etc.	10
7.	Panchayat level Training and IEC	05
8.	Coordination with Education, Nutrition, Local bodies in the implementation of programme	10
9.	Other innovative programme, if any, management in emergencies like attending mass casualty, Natural calamities, etc. with relevant documents.	10
10	Write up on her overall performance including IMR, MMR, HOB, etc.	10
	<b>TOTAL</b>	<b>100</b>

Signature of the HOD/Nursing Superintendent (Seal)



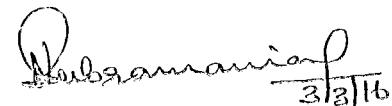
**CRITERIA FOR SELECTION OF AWARDEES AT NOMINATION LEVEL IN THE  
CATEGORY OF VHN / MPHW (F):**

Sl. No.	Component	Total Marks
1.	Professional etiquette and overall maintenance of SC including exhibition of IEC materials	10
2.	Attitude towards colleagues superior and public	10
3.	Conduction of SC level activities Clinics, Mothers meetings, awareness classes, etc.	15
4.	Maintenance of registers, diary and records	05
5.	Field Immunisation Clinics, Village Health and Nutrition Day, JSY VHV Programme.	10
6.	Other field level programme including HRM care, High Risk infant care, NCD, HIV/AIDS/RTI/STI, Adolescent Health, School health, etc.	20
7.	Achievement in FW and Immunisation Programme	10
8.	Other Innovation aspects if any management in emergencies like attending mass casualty, natural calamities, etc. with relevant documents	10
10	Write up on her overall performance including IMR, MMR, HOB, etc.	10
	<b>TOTAL</b>	<b>100</b>

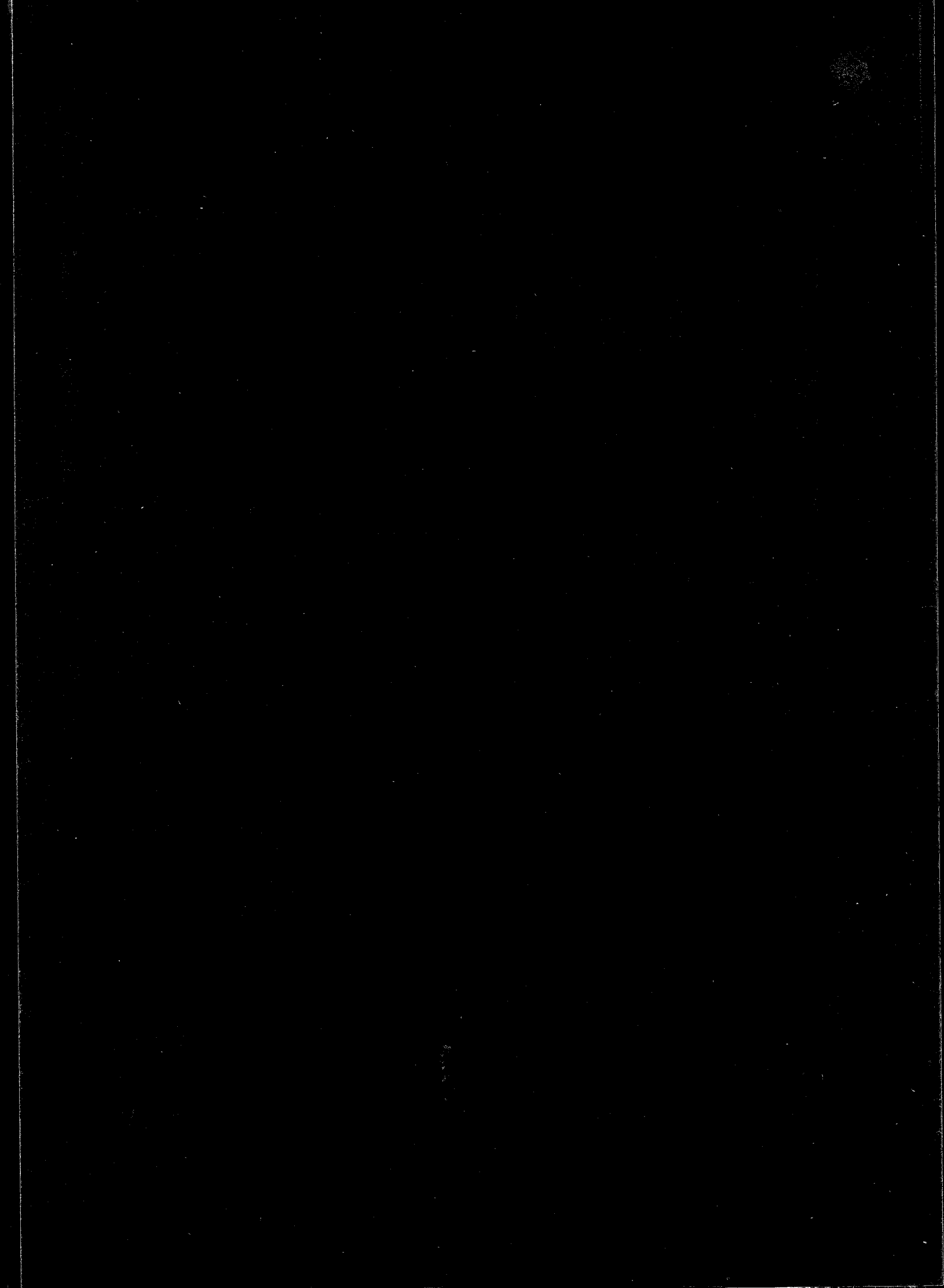
Signature of the HOD/MCHO

**J.RADHAKRISHNAN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

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Section Officer 3/2/16

  
3/3/16







**KEYS – NURSE ADMINISTRATOR (B.Sc.(N), M.Sc.(N), etc.)**

**NOTE:** A proof required for all the criteria mentioned below:

<b>S. No.</b>	<b>Proof</b>	<b>Particulars</b>	<b>Maximum Score</b>	<b>Score Awarded</b>
<b>1.</b>	<b>EDUCATIONAL QUALIFICATIONS (10)</b>			
	a.	Minimum requirement	05	
	b.	Additional qualification in Nursing	03	
	c.	Additional qualification in Allied Health	02	
<b>2.</b>	<b>YEARS OF EXPERIENCE (10)</b>			
	a.	10 Years	02	
	b.	10 to 20 years	03	
	c.	21 and above	05	
<b>3.</b>	<b>AREA OF WORK (10)</b>			
	a.	Nursing Service (Hospital)	03	
	b.	Outreach / Community	03	
	c.	School of Nursing	02	
	d.	College of Nursing	02	
<b>4.</b>	<b>CONTRIBUTION IN ADMINISTRATION (10)</b>			
	a.	Introduced innovative modules of administration	03	
	b.	Implemented innovative module of care	03	
	c.	Initiation of new techniques in patient care	04	
<b>5.</b>	<b>PUBLICATIONS (20)</b>			
	a.	<b>Text Book</b>		

		i. Single Author	04	
		ii. Written chapters	02	
	b.	<b>Indexed National Journal</b>		
		i. Research articles	03	
		ii. Nursing Articles	02	
		iii. Health related articles	02	
	c.	<b>Indexed International Journals</b>		
		i. Research articles	03	
		ii. Nursing Articles	02	
		iii. Health related articles	02	
6.	<b>PERFORMANCE PAR EXCELLENCE (10)</b>			
	a.	Education	02	
	b.	Service	02	
	c.	Administration	02	
	d.	Research	04	
7.	<b>RESOURCE FACULTY – Conference, Seminar, Workshop, CNE's (10)</b>			
	a.	Local level	01	
	b.	State Level	02	
	c.	National Level	03	
	d.	International Level	04	
8.	<b>PAPER PRESENTATION - Conference, Seminar, Workshop (05)</b>			
	a.	National	02	
	b.	International	03	
9.	<b>OUTSTANDING PERFORMANCE (05)</b>			
	a.	Contribution towards quality nursing education like writing articles in Newspapers, Taking initiatives in	05	

9.	<b>OUTSTANDING PERFORMANCE (05)</b>			
a.		Contribution towards quality nursing education like writing articles in Newspapers, Taking initiatives in issues related to Nursing Education.	05	
10	<b>RECOGNITION / AWARDS RECEIVED (10)</b>			
a.		Local Level	01	
b.		State Level	02	
c.		National Level	03	
d.		International Level	04	

**J.Radhakrishnan**  
Principal Secretary to Government.

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*Subramanian*  
23/16

Section Officer

DDP  
3/3/16





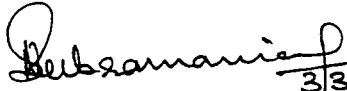
## EVALUATION FORM – NURSE EDUCATOR (STATE LEVEL)

**NOTE:** Enter the marks as in the criteria and tally for each individual separately, the individual scoring the highest ought to be shortlisted.

Sl. No.	Name	Educational Qualification.	Years of experience	Area of work	Contribution in Education.	Publication – Author		Performance par excellence	Resource faculty	Papers presentation National / International	Outstanding service	Recognition awards	Grand Total	Nominated	
						Text book	Journal								
							National								Inter national
(10)	(10)	(10)	(10)	(10)	(10)	(05)	(05)	(10)	(10)	(05)	(05)	(10)	(100)		

**J.Radhakrishnan**  
Principal Secretary to Government.

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 Section Officer 3/3/16  
3/3/16



**KEYS – NURSE EDUCATOR (B.Sc.(N), M.Sc.(N), etc.)**

**NOTE:** A proof required for all the criteria mentioned below:

S. No.	Proof	Particulars	Maximum Score	Score Awarded
<b>1.</b>	<b>EDUCATIONAL QUALIFICATIONS (10)</b>			
a.		Minimum requirement	05	
b.		Additional qualification in Nursing	03	
c.		Additional qualification in Allied Health	02	
<b>2.</b>	<b>YEARS OF EXPERIENCE (10)</b>			
a.		10 Years	02	
b.		10 to 20 years	03	
c.		21 and above	05	
<b>3.</b>	<b>AREA OF WORK (10)</b>			
a.		School of Nursing	04	
b.		College of Nursing	06	
<b>4.</b>	<b>CONTRIBUTION IN EDUCATION (10)</b>			
a.		Initiation to commence the new Nursing Programme	02	
b.		Innovative teaching tools (creativity with profession)	02	
c.		Preparation of educational film	06	
<b>5.</b>	<b>PUBLICATIONS (20)</b>			
a.		<b>Text Book</b>		
		i. Single Author	07	
		ii. Written chapters	03	
b.		<b>Indexed National Journal</b>		
		i. Research articles	03	
		ii. Review Articles	02	

	c.	<b>Indexed International Journals</b>		
		i. Research articles	03	
		ii. Review Articles	02	
6.	<b>CONTRIBUTION FOR STUDENT WELFARE (10)</b>			
	a.	Organised Seminars, Conferences, CNE, etc.	05	
	b.	Guide in Research Projects	03	
	c.	Organisation of Annual SNA activities	02	
7.	<b>RESOURCE FACULTY – Conference, Seminar, Workshop, CNE's (10)</b>			
	a.	Local level	01	
	b.	State Level	02	
	c.	National Level	03	
	d.	International Level	04	
8.	<b>PAPER PRESENTATION - Conference, Seminar, Workshop (05)</b>			
	a.	National	02	
	b.	International	03	
9.	<b>OUTSTANDING PERFORMANCE (05)</b>			
	a.	Contribution towards quality nursing education like writing articles in Newspapers, Taking initiatives in issues related to Nursing Education.	05	
10	<b>RECOGNITION / AWARDS RECEIVED (10)</b>			
	a.	Local Level	01	
	b.	State Level	02	
	c.	National Level	03	
	d.	International Level	04	

**J.Radhakrishnan**

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Section Officer 3/3/16

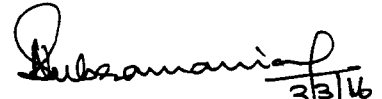
## EVALUATION FORM – LADY HEALTH VISITOR / SHN /VHN / ANM (STATE LEVEL)

**NOTE:** Enter the marks as in the criteria and tally for each individual separately, the individual scoring the highest ought to be shortlisted.

Sl. No.	Name	Educational. Qualification.	Years of experience	Area of work	Special services in the Community	Outstanding service	Recognition awards	Grand Total	Nominated
		<b>(10)</b>	<b>(10)</b>	<b>(10)</b>	<b>(20)</b>	<b>(25)</b>	<b>(25)</b>	<b>(100)</b>	

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Principal Secretary to Government.

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 Section Officer 3/3/16  
3/3/16

No.

**KEYS – LADY HEALTH VISITOR / SHN /VHN / ANM**

**NOTE:** A proof required for all the criteria mentioned below:

S. No.	Proof	Particulars	Maximum Score	Score Awarded
<b>1.</b>	<b>EDUCATIONAL QUALIFICATIONS (10)</b>			
a.		Additional qualification in Nursing	07	
b.		Additional qualification in Allied Health	03	
<b>2.</b>	<b>YEARS OF EXPERIENCE (10)</b>			
a.		10 Years	2.5	
b.		10 to 20 years	2.5	
c.		21 and above	5	
<b>3.</b>	<b>AREA OF WORK (10)</b>			
a.		Urban	02	
b.		Rural	03	
c.		Tribal	05	
<b>4.</b>	<b>SPECIAL SERVICES IN THE COMMUNITY / HOSPITAL (20)</b>			
a.		I. Special contribution / association towards the activities or programmes in:- a. Leprosy Control. b. Tuberculosis c. HIV & AIDS d. Cancer Care e. Palliative Care f. Mental Health g. Geriatric Management	15	

		h. Special children (Mental retarded, physically challenged, under privileged)		
	b.	Contribution in National Health Programme	05	
5.	<b>OUTSTANDING SERVICES (25)</b>			
	a.	Rescuing a person	05	
	b.	Performing life saving techniques with a successful outcome	05	
	c.	Prevention of a catastrophe by initiative taken or leadership assumed	05	
	d.	Remaining and doing service at the post disaster site and a follow up service	05	
	e.	Testimonies from Authorities / Agencies for exceptional services	05	
6.	<b>RECOGNITION / AWARDS RECEIVED (25)</b>			
	a.	Local level	05	
	b.	District Level	05	
	c.	State Level	05	
	d.	National Level	05	
	e.	International Level	05	

**J.Radhakrishnan**  
Principal Secretary to Government.

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Section Officer 3/3/16  
M.P.  
5/3/16