

**Top-Priority**  
**Speed Post**

No.Z.22025/7/2005-CBHI  
Dated: 21<sup>st</sup> September 2007

To

1. Director of - Health Services/Health & Family Welfare Services/Public Health and Preventive Medicine of all States/UTs in India
2. Director of Medical Education, all States/UTs in India
3. Director/Principals/Dean of all Recognised Medical Colleges including AYUSH in India.
4. Director General, Armed Forces Medical Services, New Delhi – 110011
5. Director of Health & Medical Services, Union M/o Railways, Rail Bhavan, New Delhi – 110001
6. Commissioner (Medical), ESI, Union M/o Labour, Shram Shakti Bhavan, New Delhi – 110001
7. Jt. Secretary, D/o AYUSH, MOHFW/GOI, Red Cross Building, New Delhi – 110001

**Sub :- Schedule of CBHI Inservice Orientation Training Courses on (i) Health Statistics (one week); (ii) ICD 10 Coding (one week) and, (iii) Workshop of State/District Level Coordinators for Training on Morbidity and Mortality Coding using ICD 10 ( 3 days), during the year 2008-09 –reg.**

Sir/Madam,

Central Bureau of Health Intelligence (CBHI), the National Nodal Institution for National Health Profile in the country, will **conduct** (i) Orientation Course on Health Statistics for Medical Officers (one week), (ii) Orientation Course on Health Statistics for Non-medical Personnel (one week), (iii) Orientation Course on ICD-10 Coding for Non-medical Personnel (one week), and (iv) Workshop of State/District level Coordinators for Training on Morbidity and Mortality Coding using ICD 10 ( 3 days). The **schedule** of these inservice training courses during the year **2008-09** at various **training centres** of CBHI is enclosed, which also highlights the **eligibility criteria** for selection of the candidates to these courses, **dates** of training courses, **batch size**, the **last date** of the receipt of duly recommended application(s) in the **prescribed format** at the various training **centres** covering specific **States/UTs**. **The complete address, tel/fax, e-mail & GRAM of all the CBHI training centres are also indicated on page 5 of the enclosed training schedule for the year 2008-09.**

The selected candidates for these courses from government establishments will be paid entitled **TA and DA** as per provisions of Govt. of India **rules and honorarium** @ Rs.200/- for Group 'A' selected candidates (and equivalent) and @ Rs.125/- for Group 'B' & 'C' (and equivalent) selected participants, per working day on which training is attended by the selected candidate. The period of training will be treated as **"on duty"** for the selected candidates. **Local candidates will not be entitled** for any TA and DA but will be entitled only for honorarium as mentioned above. Any candidate if selected from non-government establishment(s) **will not be entitled** for any TA and DA & honorarium.

Contd..2/-

**You are requested** to widely circulate this training schedule to all the Government, Local Govt. Bodies, Public Sector Undertakings, Autonomous Govt. Establishment, District Health Officers, Municipal Corporation, Medical Superintendent of District Hospitals, Rural Health Establishments such as Primary Health Centre, Community Health Centre and to registered Non-Govt. Establishments involved in medical and health fields in your State/UT &/or organisations and kindly **sponsor only the eligible candidates for the above said training courses.**

A copy of the **prescribed application** form is enclosed which may be photocopied in requisite number(s). This application form can also be **downloaded from the CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in)**. The duly recommended application(s) of eligible candidate(s) complete in all respects, may **please be sent to the relevant/concerned training centre** covering your State/UT as per training schedule, **positively to reach** the training institution before/by the last date of receipt as indicated against each course in the enclosed schedule, and a copy of the same be sent for information to Director CBHI, Room No.401 A-Wing, Nirman Bhavan, New Delhi-110011. **The selected candidates & their sponsoring organisations for the said course will be informed accordingly** well before the commencement of the course(s) and selected candidate(s) will be required to report for the concerned training course on time. **Any candidate if does not report in the forenoon of the first day of concerned training course, he/she will not be permitted to join the course.**

Your **valuable cooperation** is extremely essential for ensuring full utilization of this inservice training facility in order to improve & strengthen the health information as well as medical record departments in various medical/public health institutions in your State/UT organization in the overall national interest.

Thanking you,

Yours faithfully

(P.K. Mukhopadhyay)  
Joint Director

**This circular alongwith enclosures is also available on CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in) from where it can be downloaded.**

- Encls :** (1)**Annexure -I:** Schedule of CBHI Inservice Orientation Training Courses on Health Statistics, ICD-10 Coding & Workshop of State/District level Coordinators for Training on Morbidity and Mortality Coding using ICD 10 ( 3 days)  
(2) **Annexure -II:** Specimen Application Form.

**Copy alongwith enclosures forwarded for immediate & follow up necessary action to :**

1. Officer Incharge, RHSTC, PHC Annexe, Phase 3-B-1, SAS Nagar, Mohali, Punjab, Pin-160059.
2. Regional Director (HFW/GOI), 2<sup>nd</sup> floor, F-Wing, Kendriya Sadan, Koramangala, Bangalore-560034, Karnataka.
3. Regional Director (HFW/GOI), 32 Purjor House, 2<sup>nd</sup> floor, Indira Press Complex, Zone-I, Maharana Pratap Nagar, Bhopal-462011, Madhya Pradesh
4. Sr. Regional Director (HFW/GOI), BJ-25, BJB Nagar, Bhubaneswar-751014, Orissa
5. Sr. Regional Director (HFW/GOI), Regional office for Health and Family Welfare, Kendriya Sadan, Block – B, 2<sup>nd</sup> Floor, Sector-10, Vidyadhar Nagar, Jaipur-302001, Rajasthan
6. Regional Director (HFW/GOI), Danara House (Behind RBI), P.O. Kadamkuan, Salimpur Ahara, Patna-800003, Bihar.
7. Sr. Regional Director (HFW/GOI), Hall No.III, 9<sup>th</sup> floor, Kendriya Bhavan, Aliganj, Lucknow-226024
8. Regional Directors (HFW/GOI) at Kolkata, Chandigarh, Hyderabad, Ahmedabad, Chennai, Shimla, Srinagar, Pune, Thiruvanthapuram, Imphal, Shillong, Guwahati & Raipur.  
**All the Regional Directors (HFW/GOI) are requested to kindly circulate this training schedule to the Health Authorities of the States/UTs and Districts and Municipal Corporation under their coverage and ensure the timely sponsoring of eligible candidates for these training courses.**
9. Registrar General of India, 2A Mansingh Road, New Delhi - 110011
10. Nodal Officer/Incharge of Health Information System in all the States/UTs of India.

(P.K.Mukhopadhyay)  
Joint Director

**Annexure I****Schedule of CBHI Inservice Training courses on Health Statistics (One Week),  
ICD-10 Coding (One Week) and 3-Day Workshop**

Sl. No.	Training Course (Batch size)	Eligibility Criteria for Admission of Candidate(s) in the Training Course	Training Institution (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms at Training Institution (*)	States/UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Institutions
1.	<b>One Week Orientation Training Course on Health Statistics for Medical Officers</b>  (15 Candidates per course)	<b>Medical Officer</b> (Qualified doctors from the fields of <b>Allopathy, Ayurveda, Unani, Siddha, Homoeopathy &amp; Dental</b> ) employed on regular basis in the Central Govt./State Govt./ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. Establishments <b>and</b> engaged in preparation, handling & maintenance of medical & health data at PHC/dispensary/CHC/Hospitals/Municipal Corporation/District Medical Health Office/Dte. of Health, Medical & FW Services.  <b>Note :</b> Applications of candidates from registered <b>Non-Govt.</b> establishment involved in medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments, indicated above.	Regional Health Statistics Training Centre (RHSTC), Mohali, Punjab (near Chandigarh)	(1) 9 <sup>th</sup> –13 <sup>th</sup> June 08	11 <sup>th</sup> April 08	Whole India (All States/UTs)
				(2) 15 <sup>th</sup> –19 <sup>th</sup> Dec. 08	17 <sup>th</sup> Oct. 08	

(\*) Complete address, Contact Tel/Fax, E-mail & GRAM attached as Page 5.  
One week means Five working days, Monday to Friday, Daily 0930-1800 hrs.

Contd..2/-

S. No.	Training Course (Batch size)	Eligibility Criteria for Admission of Candidate(s) in the Training Course	Training Centre (*)	Dates of training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms at Training Centre (*)	States/UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Centres
2.	<b>One Week Orientation Training Course on Health Statistics for Non-Medical Personnel</b>  (15 Candidates per course)	<b>Non-Medical official of Group-C and above level</b> employed on regular basis in the Central Govt./State Govt./ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. Establishments <b>and</b> engaged in preparation, handling & maintenance of medical and health data at PHC/dispensary/CHC/Hospitals/Municipal Corporation/District Medical Health Office/Dte. of Health, Medical & FW Services.  <b>Note :</b> Application(s) of candidate(s) from registered <b>Non-Govt.</b> establishment involved in medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments, indicated above.	1.RHSTC, Mohali, Punjab (Near Chandigarh)	(1) 8 -12 Sept. 08 (2) 9 - 13 Feb. 09	11 July 08 12 Dec. 08	Whole of India (All States/UTs)
			2.Field Survey Unit (FSU, CBHI) at Regional Office of Health & Family Welfare (ROHFW)/GOI, <b>Bangalore</b> , Karnataka	(1) 21 - 25 April 08 (2) 13 - 17 Oct. 08	22 February 08 14 Aug. 08	Andhra Pradesh, Karnataka, Goa, Kerala, Tamil Nadu, Lakshadweep and Pondicherry (7 States/UTs)
			3. FSU (CBHI) at ROHFW /GOI, <b>Bhopal</b> , Madhya Pradesh	(1) 12 - 16 May 08 (2) 3 - 7 Nov. 08	14 March 08 5 Sept. 08	Madhya Pradesh, Chattisgarh, Maharashtra, D&N Haveli, Daman & Diu (5 States/UTs)
			4. FSU (CBHI) at ROHFW/GOI, <b>Bhubaneswar</b> , Orissa	(1) 9 - 13 June 08 (2) 1 - 5 Dec. 08	11 April 08 3 Oct. 08	Orissa, Meghalaya, Manipur, West Bengal, Mizoram, Tripura, Nagaland and A& N Islands (8 States/UTs)
			5. FSU (CBHI) at ROHFW/GOI, <b>Jaipur</b> , Rajasthan	(1)14-18 July 08 (2) 19 -23 Jan. 09	16 May 08 21 Nov. 08	Rajasthan, Haryana, Punjab, Chandigarh, Gujarat & Delhi (6 States/UTs)
			6. FSU (CBHI) at ROHFW/GOI <b>Lucknow</b> Uttar Pradesh	(1) 18 - 22 Aug. 08 (2) 16-20 Feb. 09	20 June 08 19 Dec. 08	Uttar Pradesh, Uttaranchal, Himachal Pradesh and J&K (4 States/ UTs)
			7. FSU (CBHI) at ROHFW/GOI, <b>Patna</b> , Bihar	(1) 22 - 26 Sept. 08 (2)16-20March 09	25 July 08 16 Jan. 09	Bihar, Jharkhand, Assam, Arunachal Pradesh and Sikkim (5 States/UTs)

(\*) Complete address, Contact Tel/Fax, E-mail & GRAM attached as Page 5.  
One week means Five working days, Monday to Friday, Daily 0930-1800 hrs.

Contd...3/-

S. No.	Training Course (Batch size)	Eligibility Criteria for Admission of Candidate(s) in the Training Course	Training Centres (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms at Training Centres (*)	States/UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Centres
3.	<b>One Week Orientation Training Course on ICD-10 for Non-Medical Personnel</b>  (15 Candidates per course)	<b>Non-Medical official of Group-C and above level</b> employed on regular basis in the Central Govt./State Govt./ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. Establishments <b>and</b> engaged in preparation, handling & maintenance of medical and health data & records at PHC/dispensary/ CHC / Hospitals / Municipal corporation/ District Medical Health Office/Dte. of Health, Medical & FW Services.  <b>Note :</b> Applications of candidates from registered <b>Non-Govt.</b> establishment involved in medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.	1. RHSTC, Mohali Punjab	(1) 12 - 16 May 08 (2) 3 - 7 Nov. 08	14 March 08 5 Sept. 08	Whole India (All States/UTs)
			2. FSU (CBHI) at ROHFW/GOI Bangalore, Karnataka	(1) 14 -18 July 08 (2) 19 -23 Jan.09	16 May 08 21 Nov. 08	
			3. FSU (CBHI) at ROHFW/GOI Bhopal, Madhya Pradesh	(1) 4 - 8 Aug. 08 (2) 9-13 Feb. 09	06 June 08 12 Dec. 08	Madhya Pradesh, Chattisgarh, Maharashtra, D&N Haveli, Daman & Diu (5 States/UTs)
			4. FSU (CBHI) at ROHFW/GOI Bhubaneswar, Orissa	(1) 8 - 12 Sept. 08 (2) 16 - 20 March 09	11 July 08 16 Jan. 09	
			5. FSU (CBHI) at ROHFW/GOI Jaipur Rajasthan	(1) 21 - 25 April 08 (2) 13 - 17 Oct. 08	22 Feb. 08 14 Aug. 08	Rajasthan, Haryana, Punjab, Chandigarh, Gujarat & Delhi (6 States/UTs)
			6. FSU (CBHI) at ROHFW/GOI Lucknow, Uttar Pradesh	(1) 26 - 30 May 08 (2) 24 - 28 Nov. 08	28 March 08 26 Sept. 08	
			7. FSU (CBHI) at ROHFW/GOI Patna, Bihar	(1) 23 - 27 June 08 (2) 1-5 Dec. 08	25 April 08 3 Oct. 08	Bihar, Jharkhand, Assam, Arunachal Pradesh and Sikkim (5 States/UTs)

(\*) Complete address, Contact Tel/Fax, E-mail & GRAM attached as Page 5.

One week means Five working days, Monday to Friday, Daily 0930-1800 hrs.

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Sl. No.	Workshop	Eligibility Criteria for Participation of Candidate(s) in the workshop	Workshop place (*)	Dates of the workshop	Last date of Receipt of the prescribed application of the eligible officers/ nomination from the State Dte. of Health Services at RHSTC Mohali (*)	States/UTs from where the duly sponsored applications of eligible candidates will be considered
4.	<b>3 days Workshop of State/District Level Coordinators for Training on Morbidity and Mortality Coding Using ICD 10</b>	<p>A team of following three officers from one state :-</p> <p>(1) Chief of State Bureau of Health Intelligence (SBHI) OR State Nodal Officer for Health Information System (HIS) in Dte. H&amp;FW</p> <p>(2) Medical Record Officer (MRO) OR Medical Record Department Incharge from the State Hqr. Govt. Hospital. <b>and</b></p> <p>(3) An officer of the rank of Associate/Assistant Professor from Biostatistics or Community Medicine Deptt. from a Govt. Medical College, preferably in the state capital. However, where there is no medical college in the state, then Jt. Director (PH)/DD (PH) in State Dte. H&amp;FW be considered.</p>	RHSTC, Mohali	(1) 7 - 9 July 08	9 May 08	Kerala, Tamilnadu, Andhra Pradesh, Karnataka and Lakshadweep (5 States/UTs)
				(2) 27 - 29 Jan. 09	28 Nov. 08	Maharashtra, Gujarat, Punjab, Haryana & Dadra & Nagar Haveli (5 States/UTs)

Note :-.

(\*) Complete address, Contact Tel/Fax, E-mail & GRAM attached as Page 5.

**LIST OF TRAINING CENTRES FOR THE CBHI INSERVICE TRAINING COURSES ON  
HEALTH STATISTICS , ICD-10 CODING AND 3 DAYS WORKSHOPS**

<b>S. No.</b>	<b>Name of Training Centre with Address</b>	<b>Telephone/Fax/E-mail/Website</b>
1.	<b>Officer Incharge, Regional Health Statistics Training Centre (RHSTC), Primary Health Centre Annexe, Phase 3-B-1, SAS Nagar, Mohali, Punjab-160059 (16 km. From Chandigarh)</b>	<b>Tel/fax : 0172-2261070</b>
2.	<b>Senior Regional Director (Health &amp; Family Welfare)/GOI, 2<sup>nd</sup> floor, F-Wing Kendriya Sadan, Karamangola Bangalore-560034, Karnataka</b>	<b>Tel : 080-25537310, 25537688 Fax : 080-25537310 Gram : PARISWASTH BANGALORE E-mail : rohfw.bng@kar.nic.in</b>
3.	<b>Regional Director (Health &amp; Family Welfare)/GOI, 32 Purjor House – 2<sup>nd</sup> floor, Indira Press Complex Zone-I, Maharana Pratap Nagar Bhopal-462011, Madhya Pradesh</b>	<b>Tel : 0755-2553374 Fax : 0755-2553374 Gram : PARISWASTH BHOPAL E-mail : rohfwbho@mp.nic.in</b>
4.	<b>Regional Director (Health &amp; Family Welfare)/GOI BJ-25, BJB Nagar, Bhubaneswar-751014, Orissa</b>	<b>Tel :0674-2431708 Fax : 0674-2431904 Gram : PARISWASTH BHUBANESWAR E-mail : rohfwbbs@rediffmail.com</b>
5.	<b>Sr. Regional Director (Health &amp; Family Welfare)/GOI, Kendriya Sadan, Block B 2<sup>nd</sup> Floor, Sector-10 Vidhyadhar Nagar Jaipur-302001, Rajasthan</b>	<b>Tel : 0141-2236845, 2500839 Fax : 0141-2236818 Gram : PARISWASTH JAIPUR E-mail : rdrhojp@raj.nic.in</b>
6.	<b>Regional Director (Health &amp; Family Welfare)/GOI Hall No.III, 9<sup>th</sup> Floor Kendriya Bhavan, Aliganj, Lucknow-226024, Uttar Pradesh</b>	<b>Tel : 0522-2325268, 2332399 Fax : 0522-2325268 Email : rdrolhko@yahoo.co.in</b>
7.	<b>Regional Director (Health &amp; Family Welfare)/GOI Danara House (Behind RBI), P.O. Kadamkuan, Salimpur Ahara Patna-800003, Bihar</b>	<b>Tel : 0612-22320645 Fax : 0612-22320645 Gram : PARISWASTH PATNA E-mail : rdrhopatna@vsnl.net</b>

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**APPLICATION FORM**  
**GOVERNMENT OF INDIA**  
**CENTRAL BUREAU OF HEALTH INTELLIGENCE,**  
**DIRECTORATE GENERAL OF HEALTH SERVICES**  
**ROOM NO. 401 'A' WING, NIRMAN BHAVAN, NEW DELHI-110011**

**Ensure completeness of application in all respects. Incomplete application will not be considered at all**

Application for Orientation Course on\* \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Please specify the name of course)  
at \_\_\_\_\_  
(Specify Training Centre)

1. Name of the Candidate : \_\_\_\_\_
2. Designation : \_\_\_\_\_
- 3 (a) Scale of Pay : \_\_\_\_\_  
(b) Grade of post (pl. specify group A/B/C)
4. Nature of employment (Pl. specify)  
(Regular/Adhoc/Contractual/Voluntary)   
(Contractual & Voluntary applicants not eligible)

5. Complete Postal Address (with Pin code & Telephone, Fax & E-mail)

(a) Office (work place) of candidate	(b) Residence of candidate

6. Age: \_\_\_\_\_ years, 7. DOB (\_\_\_\_/\_\_\_\_/\_\_\_\_)  
(Date MM Year) 8. Sex :
9. Nationality
10. Status of the Organisation\*\* : **Govt./Non-Govt.** - (Pl. clearly specify)   
where candidate is employed
11. Competent Sponsoring Authority \*\* : (Name, Designation, complete Address with Pin code, Tel/Fax & E-mail)

Name :  
Designation :  
Address (with Pin code) :  
Tel/Fax/Email :

12. Academic Qualifications (attach attested copies of certificates /degrees) of the candidate :

Certificates/Diploma/Degree	University/Institution	Year of Passing	Class/Division	Subjects

- \*(i) One Week Orientation Training Course on Health Statistics for Medical Officers.  
(ii) One Week Orientation Training Course on Health Statistics for Non-Medical Personnel.  
(iii) One Week Orientation Training Course on ICD-10 for Non-Medical Personnel.  
(iv) 3 Day Workshop of State/District level Coordinators for Training on Morbidity and Mortality coding using ICD-10.  
**\*\* It is compulsory and obligatory to fill up these items otherwise the application will be rejected.**

13. Technical Inservice Training(s) undergone (if any) by the candidate - specify

Sl.No.	Training underwent	Duration(s) (specify date from to)	Institution	Remarks

14. Technical work Experience from current to the earlier positions held by the candidate) :-

Organisation./Institution	Designation of post held	Duration (from to)	Scale of pay	Nature of duties performed

15. Undertaking by the candidate :

- a) I certify that particulars furnished above are correct to the best of my knowledge and belief. I also understand that in case of my unsatisfactory performance during the training course, Government of India can terminate me at any time from the training course and in that instance I will refund the entire amount received during the course of training towards my TA, DA and honorarium (stipend) to CBHI.
- b) **for 5 days orientation training courses** – After this training I will apply Health Statistical methods and adopt ICD-10 coding for morbidity/mortality in my organization
- c) **for 3 days workshops** - After this orientation I will facilitate and coordinate training of medical/non medical & nursing functionaries on ICD-10/in my State/District/Organisation.

Date :

(Signature of the Candidate)  
Name\_\_\_\_\_

16. Recommendation of Supervisory Officer on the eligibility & need for undergoing the training course applied by the candidate

\_\_\_\_\_

Signature\_\_\_\_\_ (Supervising Officer)  
Name/Designation/Tel.Nos.

17. **Recommendation of the Competent Sponsoring Authority \*\*\***

Certified that the candidate's training will equip him/her for the better discharge of duties in his/her post and will thus promote the use of Health Statistical Methods/ICD-10 in this organisation and thus the above candidature is recommended for the above mentioned training course.

Dated\_\_\_\_\_

Signature \_\_\_\_\_ (Competent Sponsoring Authority)  
Name\_\_\_\_\_

Tel/Fax/ : \_\_\_\_\_

E-mail address (if any) \_\_\_\_\_

Designation\_\_\_\_\_

Address with Pincode\_\_\_\_\_

**Note :**

**\*\*\* Competent Sponsoring Authority – Authority competent to officially depute an employee/candidate for training as per prescribed rules & procedures**

The CBHI In-service Training Schedule 2008-09 alongwith the specimen application form is also available on CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in) from where it can be downloaded.