

TOP-PRIORITY
SPEED POST

CBHI website : cbhidghs.nic.in
No.Z.22025/5/2005-CBHI
Dated : 25th September, 2006

1. Director of Health Services/Health and Family Welfare Services/Public Health and Preventive Medicine/Public Health. All States/UTs
2. Director of Medical Education, All States/UTs
3. Principals of all MCI Recognised Medical Colleges 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 Training Courses for Medical Record Technicians (MRT) & Medical Record Officers (MRO) during the year 2007 - Regarding

Sir/Madam,

You are aware that the Central Bureau of Health Intelligence (CBHI) is the National Nodal Institution for the National Health Profile in the country and **conducts** inservice training courses for MRT (six months) and MRO (one year) through the Medical Record Departments & Training Centre of Safdarjung Hospital, New Delhi and JIPMER, Pondicherry. **The schedule of these two inservice training courses during the year 2007 is enclosed**, which also highlights on the **eligibility criteria** for the candidates for the course, **dates** of training courses, **batch size** and the **last date of the receipt** of duly recommended application(s) in the prescribed format at CBHI, New Delhi.

The selected candidates for these two courses from government establishments will be paid TA/DA as per Central Govt. rules (maximum DA will be for 180 days as per SR 164) and honorarium @ Rs.125/- per working day on which training is attended by candidate. The period of training will be treated as **“on duty”** for the candidates selected to undergo the training. Local candidates **will not** be entitled for any TA/DA but will be entitled for honorarium @ Rs.125/- per working day on which training is attended by candidate. Any candidate if selected from registered non-government establishment(s) **will not be entitled** for any TA/DA or honorarium.

You are requested to widely circulate this training schedule to all the Government, Local Govt. Bodies, Public Sector Undertakings, Autonomous Govt. Establishments, District Health Officers, Medical Superintendents of District Hospitals, Subdivisional Taluk 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 and kindly **sponsor only the eligible candidates for the above said training courses.**

Contd..2/-

: 2 :

A copy of the **prescribed application form is enclosed** which may be photocopied in requisite number. This application form can also be downloaded from the CBHI website www.cbhidghs.nic.in . The duly recommended application(s) of eligible candidate(s) may please be sent to Director CBHI/Dte.GHS, Room No.401 & 404, A-Wing, Nirman Bhawan, New Delhi-110011, positively to **reach** before/by the last date of receipt as indicated against each course in the enclosed schedule. The selected candidates & their sponsoring organisation for the said course will be informed accordingly well before the commencement of the course(s) and **only the selected candidate(s)** will be required to report for the concerned training course on time. Any candidate if reports **later than one week** after the commencement of the concerned training course **will not be permitted** to join the course.

Your **valuable cooperation** is extremely essential for ensuring full utilization of these training courses in order to improve & strengthen the medical record department in various medical/public health institutions in your State/UT in the overall national interest.

Thanking you,

Yours faithfully

(P.K. Mukhopadhyay)
Joint Director
For Director

Encls : (1) Schedule of CBHI Inservice Training Courses for MRO and MRT for the year 2007.
(2) Specimen Application Form

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

(1) All the 19 Regional Directors (HFW/GOI)

Kindly also **circulate this training schedule** to the Health Authority of the States/UTs (and Districts & municipal corporations) under your coverage and ensure the timely sponsoring of eligible candidates for these training courses.

(2) Medical Superintendent, Safdarjung Hospital, New Delhi - 110029

(3) Director/Medical Superintendent, JIPMER, Pondicherry - 605006

(4) Secretary (Health & FW), All States/UTs in India

For kind information and necessary action in above matter.

(P.K. Mukhopadhyay)
Joint Director

Schedule of CBHI Inservice Training Courses for Medical Record Technicians & Medical Record Officers

During the Year 2007

Sl No.	Name of the Training Course and batch size per course	Essential Eligibility Criteria for Admission of Candidates in the Training Course	Duration and Dates of training courses	Last date of Receipt of duly Recommended/Sponsored application in the Prescribed Format at CBHI * New Delhi	Venue of Training Course
1.	Medical Record Technicians (MRT) Course (10 participants per course)	(1) Non-medical official employed as Group-C and above levels on regular basis in Central Government/ State Government/ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. establishments and (2) engaged in preparation, handling and maintenance of medical/health records, preferably at CHC & above level hospitals, and (3) should have successfully completed 10+2 (12 years) schooling with English as one of the subjects, recognized by Board/University Note : Applications of candidates from registered Non-Govt. 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	Six months (1) 02 January 2007 to 30 June 2007	1 st November 2006	Both batches of Training Courses Simultaneously at Safdarjung Hospital, New Delhi and JIPMER, Pondicherry.
			Six months (2) 02 July 2007 to 31 December 2007	30 April 2007	
2.	Medical Record Officers (MRO) Course (10 participants per course)	For candidates not having graduation degree : Minimum of five years of working experience as Medical Record Technician in Medical Record Department OR For candidates having graduation degree : Minimum of two years of working experience as Medical record Technician in Medical Record Department and Employed on regular basis in Central Government/ State Government/ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. establishments and engaged in preparation, handling and maintenance of medical and health record preferably in CHC & above level hospitals. Note : Applications of candidates from registered Non-Govt. 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	02 July 2007 to 30 June 2008 (One year)	30 April 2007	Both batches of Training Courses Simultaneously at Safdarjung Hospital, New Delhi and JIPMER, Pondicherry

* Central Bureau of Health Intelligence, Directorate General of Health Services, Room No. 401 & 404 A-Wing, Nirman Bhawan, New Delhi- 110011.

Telfax : 91(11)23063175 and 91(11)23062695

E-mail : dircbhi@nb.nic.in

Website : cbhidghs.nic.in

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. Medical Record Related Technical Work Experience ***(applicable only for MRT candidates)**

- (a). Do you have any work experience of dealing with Medical Records : Yes/No.
- (b). If Yes, give details below :-

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

15. Medical Record Related Technical Work Experience ***(applicable only for MRO candidates)**

- (a). No. of years worked as Medical Record Technician :
- (b). Give details below :-

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

16. Training Centre Preferred :

1st Preference : 2nd Preference:

Note :- (i) Medical Record Officers and Medical Record Technicians Courses are conducted at Safdarjung Hospital, New Delhi and JIPMER Pondicherry and (ii) Indication to preference of Training Centre does not guarantee placement at the same Institution. However, it will be considered by the Selection Committee whose decision will be final.

17. Undertaking by the candidate :

I certify that particulars furnished above are correct to the best of my knowledge . 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.

Date :

(Signature of the Candidate)
Name _____

*** It is compulsory and obligatory to fill up these items otherwise the application will be rejected.**

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

Signature_____
 (Supervising Officer)
 Name/Designation/Tel.Nos.

18. **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/ :_____

Designation_____

E-mail address (if any)_____

Address with Pincode_____

Note :

*** It is compulsory and obligatory to fill up these items otherwise the application will be rejected.**

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

The CBHI Inservice Training Schedule 2007 alongwith the specimen application form is also available on CBHI website www.cbhidghs.nic.in from where it can be downloaded.
