

Dr. D.K. Raut

Assistant Director General &
Joint Director

TOP-PRIORITY
SPEED POST

No.Z.22025/7/2007-CBHI

Dated: 12th July, 2007

To

1. Director of Health Services/Health and 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 Govt. Medical Colleges including AYUSH, in India (**Attn: Medical Supdt./Head MRD**)
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 2008 - 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, Puducherry. **The schedule of these two inservice training courses during the year 2008 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 outstation candidates from government establishments for these two above mentioned courses will be paid entitled Travelling Allowance (TA) & Daily Allowance (DA) during journey period - to and fro to the training centre - as per Central Govt. rules and entitled DA during the period of training course as per central government rules under SR-164(3) (ii) **viz. First 180 days full D.A. and beyond 180 days nil D.A.** The period of training will be treated as **“on duty”** for the candidates selected to undergo the said training course(s). Selected local candidates **will not** be entitled for any TA/DA. Similarly any candidate if selected from registered non-government establishment(s) **will also not be entitled** for any TA/DA during the training course(s).

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, Sub divisional Taluk Hospitals, Rural Health Establishments such as Primary Health Centres, Community Health Centres 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/-

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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 training course on time at the allotted training centre. 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

(Dr. D.K. Raut)

Encls : (1) Schedule of CBHI Inservice Training Courses for MRO and MRT for the year 2008.
(2) Specimen Application Form

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

- (1) All the 20 Regional Directors (HFW/GOI) and Dy. Directors of All Six CBHI/FSU.
Kindly **circulate this training schedule** to the Health Authorities of the States/UTs as well as all the 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, Puducherry - 605006
- (4) Secretary (Health & FW), All States/UTs in India

(Dr. D.K. Raut)

**Schedule of CBHI Inservice Training Courses for Medical Record Technicians & Medical Record Officers
During the Year 2008**

Sl No.	Name of the Training Course and batch size per course	Essential Eligibility Criteria for Admission of Candidate(s) in the MRT/MRO Training Course	Duration and Dates of training course(s)	Last date of Receipt of completed and 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, at CHC & above level hospitals, medical colleges & other hospitals. and (3) should have successfully completed at least 10+2 (12 years) schooling 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) 01 January 2008 to 30 June 2008	01 Nov. 2007	Both batches of Training Courses Simultaneously at Safdarjung Hospital, New Delhi and JIPMER, Puducherry.
			Six months (2) 01 July 2008 to 31 December 2008	01 May 2008	
2.	Medical Record Officers (MRO) Course (10 participants per course)	1. For candidate(s) not having graduation degree : Minimum of five years of working experience as Medical Record Technician/ or Medical Record Clerk in Medical Record Department OR For candidates having graduation degree : Minimum of two years of working experience as Medical record Technician/ or Medical Record Clerk in Medical Record Department and 2. 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	One year 01 July 2008 to 30 June 2009	01 May 2008	Training Courses Simultaneously at Safdarjung Hospital, New Delhi and JIPMER, Puducherry

Note: Incomplete application(s) will not be considered.

* 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

APPLICATION FORM
GOVERNMENT OF INDIA
CENTRAL BUREAU OF HEALTH INTELLIGENCE
DIRECTORATE GENERAL OF HEALTH SERVICES
ROOM NO. 401 & 404, A WING, NIRMAN BHAVAN, NEW DELHI – 110011

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

Application for Admission to CBHI In-service Training Course for _____
(Please specify the name of course*)
 From _____ To _____ at _____
(Specify Training Centre)

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

5. Complete Postal Address of candidate :

(a) Office address (work place) of candidate with Pin code & Telephone, Fax & E-mail (essential)	(b) Residence of candidate with Pin code & Telephone, Fax & E-mail

6. Date of Birth : (_____) 7. Age : 8. Sex :
Date Month Year

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 **(essential)**

Name : Designation : Address (with Pincode) : Tel/Fax/Email :
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12. Academic Qualifications (attach attested copies of certificates/ degrees) of the candidate:

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

***(i) Six months Training Course for Medical Record Technician (MRT)**
(ii) Twelve months (One year) Training Course for Medical Record Officer (MRO)
**** 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. Medical Record Related Technical Work Experience*

- (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 training candidates**)

- (a). No. of years worked as Medical Record Technician/Medical Record Clerk :
- (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 Puducherry 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 from the training course at any time and in that instance I will promptly return the entire amount received during the course of training towards my TA & DA, to the Training Centre.

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

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Signature _____
(Supervising Officer)
Name/Designation/Tel. Nos.

18. **Recommendation of the Competent Sponsoring Authority ****

Certified that after the training the candidate's services will be utilized towards efficient functioning of the Medical Record Unit/Deptt. in this organisation and thus the above candidature is recommended for the above mentioned training course. The particulars given by the candidate have been verified and found correct.

Dated _____

Signature _____
(Competent Sponsoring Authority)
(Affix rubber stamp also)

Name _____

Designation _____

Address with Pin code _____

Tel/Fax/ : _____

E-mail address _____

Note :

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

The CBHI Inservice Training Schedule 2008 alongwith the specimen application form is also available on CBHI website www.cbhidghs.nic.in from where it can be downloaded.
