

By Speed Post
Most Immediate

No. Z. 22025/2/2008-CBHI

Dated: 15th July 2008

To

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

Subject: **Schedule of CBHI In-service Training Courses for Medical Record Technicians (MRT) & Medical Record Officers (MRO) during the year 2009 – Regarding.**

Sir/Madam,

You are aware that the Central Bureau of Health Intelligence (CBHI) is the National Nodal Institution for the National Health Profile and Family of International Classification (ICD & ICF) in the country and **conducts** in-service training courses for **MRT (six months)** and **MRO (one year)** through the Medical Record Department & Training Centres of Safdarjung Hospital, New Delhi and JIPMER, Puducherry. **The schedule of these two in-service training courses during the year 2009 is enclosed**, which also highlights on the **eligibility criteria** for admission of the candidates to these courses, **dates** of training courses, **batch size** and the **last date of the receipt** of duly recommended and sponsored application(s) in the **prescribed application format** at CBHI, New Delhi.

The **selected outstation candidates** from Government establishments for these two above mentioned training courses **will be paid** entitled to & fro Travelling Allowance (TA) to join the training center & Daily Allowance (DA) during journey period as per Central Govt. rules and entitled DA during the period of training course as per Central Government Rules under SR-164 (3) **(i.e.) 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 candidates if selected from registered **non-government establishment(s) will also not be entitled** for any TA/DA during these training course(s).

Contd..2/-

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, Community Health Centres** and to registered Non-Govt. Establishments involved in medical care in your State/UT 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. This application form can also be **downloaded** from the CBHI website www.cbhidghs.nic.in The duly recommended application(s) of eligible candidates(s) may **please be sent to Director CBHI/Dte.GHS, Room No. 401 & 404, A-Wing, Nirman Bhawan, New Delhi-110 011** positively **to reach before/by the last date of receipt** as indicated against each course in the enclosed schedule. The selected candidates & their sponsoring organization 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 at the allotted training center. 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,

(Nand Lal)
Joint Director (PT&C)

Encls: (1) Schedule of CBHI In-service Training Courses for MRO and MRT for the year 2009, and
(2) Specimen Application Form.

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

1. All the Regional Directors (H&FW/GOI)/Dy. Directors of All Six CBHI-FSUs/Officer Incharge RHTC/CBHI. **Kindly circulate this training schedule to all the Health Authorities of the States/UTs as well as all Districts and Municipal Corporations under your coverage and ensure timely sponsoring of eligible candidates for the above said training course.**
2. Medical Superintendent, Safdarjung Hospital, New Delhi -110029 (Attention: Incharge MRD & TC)
3. Director/Medical Superintendent, JIPMER, Puducherry -605 006 (Attention: Incharge MRD & TC)
4. Secretary (Health & FW) of all States/UTs in India

(Nand Lal)
Joint Director (PT&C)

-: 1 :-

Schedule of CBHI In-service Training Courses for Medical Record Technicians (MRT) & Medical Record Officers (MRO) During the year 2009

Sl. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course.	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 the Training Course.
1.	Medical Record Technician (MRT) Training Course. (6 Months) (15 participants per batch)	1. <u>Essential:</u> 1.1. The candidate should be employed as Group – C and above levels on regular basis, preferably as Medical Record Technician/Medical Record Clerk or other Group – C and above level regular employee* specifically engaged in medical record system at CHC/Taluk/District and above level Hospitals under Central Govt./State Govt./Local Government Bodies/ Public Sector Undertakings/Auto-nomous Govt. Establishments/Registered Non-Government Organizations**	(1) 1st Jan. 2009 to 30th June 2009 (2) 1st July 2009 to 31st Dec. 2009	3rd Nov. 2008 1st May 2009	Both Batches of Training Courses Simultaneously at MRD&TCs of Safdarjung Hospital, New Delhi and JIPMER, Puducherry.

Sl. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course.	Dates of Training Course(s)	Last date of Receipt of Complete and Duly Recommended/Sponsored Application in the Prescribed Format, at CBHI *** New Delhi.	Venue of the Training Course.
	<p>Medical Record Technician (MRT) Training Course. (6 Months)</p> <p>(15 participants per batch)</p>	<p style="text-align: center;">and</p> <p>1.2. The applicant should have successfully completed at least 10+2 Yrs. (ie. Senior Secondary) Schooling or equivalent from a Govt. Recognized Board/University.</p> <p>2. Desirable: Skill in use of Computer.</p> <p>*The functionaries already trained for other technical expertise like Nursing/ Laboratory/Physio & Vocational Therapies/Radiography/ MPHW & Supervisor (M/F)/Pharmacist etc. will not be considered for this training course.</p> <p>**Applications of candidates from registered Non-Govt. Establishments involved in medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.</p>			

Sl. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course.	Dates of Training Course(s)	Last date of Receipt of Complete and Duly Recommended/Sponsored Application in the Prescribed Format, at CBHI *** New Delhi.	Venue of the Training Course.
2.	<p>Medical Record Officers (MRO) Course. (12 Months)</p> <p>(15 participants per batch)</p>	<p>1. Essential:</p> <p>1.1. The candidate should be employed as Group-C and above levels on regular basis and working as Medical Record Technician/Medical Record Clerk/Asstt. MRO/MRO or other Group – C and above level employee* specifically engaged in Medical Record System at CHC/Taluka/District and above level Hospitals under Central Govt./State Govt./Local Govt. Bodies/Public Sector Undertakings/Autonomous Govt. Establishments/Registered Non-Government Organizations**</p> <p style="text-align: center;">and</p> <p>1.2. The applicant should have successfully completed at least 10+2 Yrs. (ie. Senior Secondary) Schooling or equivalent from a Govt. Recognized Board/University.</p> <p style="text-align: center;">and</p> <p>1.3. Experience of working in Medical Record System for at least 5 years at CHC/Taluk/Distt. & above level Hospitals.</p> <p>2. Desirable: Skill in use of Computer.</p>	<p>1st July 2009 to 30th June 2010</p>	<p>1st May 2009</p>	<p>Training Course Simultaneously at MRD&TCs of Safdarjung Hospital, New Delhi and JIPMER, Puducherry.</p>

Sl. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course.	Dates of Training Course(s)	Last date of Receipt of Complete and Duly Recommended/Sponsored Application in the Prescribed Format, at CBHI *** New Delhi.	Venue of the Training Course.
	<p>Medical Record Officers (MRO) Course. (12 Months)</p> <p>(15 participants per batch)</p>	<p>*The functionaries already trained for other technical expertise like Nursing/ Physio/ Laboratory & Vocational Therapies/Radiography/ MPHW & Supervisor (M/F)/Pharmacist etc. will not be considered for this training course.</p> <p>**Applications of candidates from registered Non-Govt. establishments involved in medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.</p>			

Note: 1. Incomplete application(s) will not be considered.

- 2. Concerned candidate and the sponsoring authority will be responsible for the correctness of the information/particulars of the sponsored candidate(s)**
- 3. In case any information provided is found to be incorrect, the candidature will be cancelled with immediate effect.**

*** Central Bureau of Health Intelligence, Directorate General of Health Services/GOI, Room No. 401 & 404, A-Wing, Nirman Bhawan, New Delhi – 110 011.
 Telefax: 91– 011 – 23063175 and 91– 011 – 23061529
 E-mail: dircbhi@nb.nic.in
 Website: cbhidghs.nic.in

-: 1 :-

GOVERNMENT OF INDIA
CENTRAL BUREAU OF HEALTH INTELLIGENCE (CBHI)
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 _____
(Date) (Date) (Specify Training Centre)

1. Name of the Candidate :
2. Designation :
3. (a). Scale of Pay :
- (b) Grade of post (Pl. specify A/B/C) :
4. Nature of employment (Pl. specify) :
(Regular/Ad-hoc) (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 : (_____ / _____ / _____)
Date / Month / Year
7. Age :Yrs.
8. Sex:
9. Nationality :
10. Status of the Organization** : Govt./Non-Govt. - (**Pl. clearly specify**)
where candidate is employed

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

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.**

12. Technical Inservice Training(s) undergone (if any) by the candidate – specify

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

13. 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 :-

S. No.	Organisation/Institution.	Designation of Post held	Duration (from to)	Scale of pay	Nature of duties performed

1. Level of knowledge/skill in use of Computer including MS Word & Excel (Please tick the factual position):

1. Nil 2. Working knowledge 3. Proficient

15. 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.

16. 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 any misinformation &/or 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 (even No/Nil) otherwise the application will be rejected.**

Contd..3/-

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./Fax/E-mail _____

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

The candidature of this candidate (Mr./Ms.....) is recommended for MRT/MRO Training Course and certified that after the training the candidate's services will be utilized towards efficient functioning of the Medical Record Unit/Deptt. in this organization. The particulars given by the candidate have been verified and found correct.

Dated _____

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

Name _____
Designation _____
Address with Pin code _____

Tel./Fax/: **(essential)** _____
E-mail address: **(essential)** _____

Note :

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

The CBHI Inservice Training Schedule 2009 alongwith the specimen application form is also available on CBHI website www.cbhidghs.nic.in from where it can be downloaded.

