

TOP PRIORITY
BY SPEED POST

No. Z. 22025/2/2008-CBHI

Dated: 15th September 2008

To

1. Director of Health Services/ 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 Recognized Medical Colleges including AYUSH in India.
4. Director General, Armed Forces Medical Services, New Delhi – 110001
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 In-service Orientation Training Courses during the year 2009-10 – Reg.**

Sir/Madam,

Central Bureau of Health Intelligence (CBHI) conducts in-service orientation training courses regularly for the officers/staff of Central/State Government, Public Sector Undertakings working in the health related fields through its various training centers. During the Financial Year 2009-10, the following training courses will be conducted:

- (i) **Information Health Management for Officers (one week),**
- (ii) **Health Information Management for Non-medical personnel (one week),**
- (iii) **Family of International Classification (ICD-10 & ICF) for Non-medical Personnel (one week),**
- (iv) **Master Trainers on Family of International Classification (ICD-10 & ICF) (one week).**

The **schedule** of these in-service training courses during the financial year 2009-10 at various **training centers of CBHI is enclosed as Annexure-I**, 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 various training centers covering specific **States/UTs**. **The complete address, Tel./fax, e-mail & GRAM of all the training centers of CBHI are attached as Annexure-II.**

The selected candidates for these courses, employed on regular basis in the government establishments (inclusive of Public Sector Undertakings) will be paid entitled **TA and DA** as per provisions of Govt. of India rules **and honorarium @ Rs.200/-** for Group 'A' (and equivalent) selected candidates 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** for honorarium only as mentioned above. **The candidates deployed on contractual/ad-hoc basis, if selected for training, will not be paid any TA/DA and Honorarium.**

The candidates from Non-government establishment(s) can also apply for these courses; however, their candidature will be considered **subject to the availability** of seats after selecting candidates from Govt. establishments. Any such **candidate from Non-Govt. organizations**, if selected, for any of these courses **will not be entitled** for any TA & DA and honorarium. The person working on voluntary basis in any organization will not be considered for any of these courses.

Contd...2/-

It is requested to kindly 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 & Taluka Hospitals, Rural Health Establishments such as Primary Health Centre, Community Health Centre, registered Non-Govt. Establishments involved in medical and health fields in your State/UT &/or organizations and kindly **sponsor only the eligible candidates for the above said training courses.**

A copy of the **prescribed application** form is enclosed at **Annexure-III**, which may be photocopied in requisite number(s). This application form can also be **downloaded from the CBHI website 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. **The selected candidates & their sponsoring organizations for the said course will be informed accordingly** well before the commencement of the course(s). The 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.**

These training courses are very important in the direction of improving and strengthening the much needed health information system in the country at every level. Your valuable cooperation is extremely essential for ensuring full utilization of this in-service 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

(Nand Lal)
Joint Director (PT&C)

**This circular alongwith enclosures is also available on CBHI website
www.cbhidghs.nic.in from where it can be downloaded.**

- Encls :** (1) Annexure-I: Schedule of CBHI In-service 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: List of Training Centres and their addresses.
(3) Annexure III: Specimen Application Form.

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

1. Officer In-charge, RHSTC, PHC Annexe, Phase 3-B-1, SAS Nagar, Mohali, Punjab, Pin-160059.
2. Regional Director (HFW/GOI), 2nd floor, F-Wing, Kendriya Sadan, Koramangala, Bangalore-560034, Karnataka.
3. Regional Director (HFW/GOI), 32 Purjor House, 2nd 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, 2nd Floor, Sector-10, Vidyadhar Nagar, Jaipur-302001, Rajasthan.
6. Regional Director (HFW/GOI), 5th Floor, Indira Bhawan, R.C. Singh Path (Bailey Road), Patna-800 001, Bihar.
7. Regional Director (HFW/GOI), Hall No.III, 9th 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.
9. Registrar General of India, 2A Man Singh Road, New Delhi - 110011
10. Nodal Officer/In-charge of Health Information System in all the States/UTs of India.

(Nand Lal)
Joint Director (PT&C)

Annexure I**Schedule (2009-10) of In-service Training Courses Organized by the CBHI at Various Centres**

Sl. No.	Name of the Training Course, Duration and 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 Institution (*)	States/UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Institutions
1.	Orientation Training On Health Information Management for Officers (One Week) (15 Candidates per course)	Group B and above level Officers closely involved in Management of Health Information at various levels from PHC to State/UT levels. This may include Medical Officers (including AYUSH), District Health Programme Managers, Statistical Officers, Health Education Officers & Mass Media Officers working in Health Sectors, Public Health Nurses. Note : Applications of eligible 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.	Regional Health Statistics Training Centre (RHSTC), Mohali, Punjab (near Chandigarh)	(1) 17th –21st Aug. 09	15th June 09	Whole India (All States/UTs)
				(2) 07th –11th Dec. 09	12th Oct. 09	

(*) Complete address, Contact Tel/Fax, E-mail & GRAM attached as Annexure – II.
One week means five working days, Monday to Friday, Daily 0930-1800 hrs.

Contd..2/-

Sl. No.	Name of the Training Course, Duration and 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.	Orientation Training On Health Information Management for Non-Medical Personnel (One Week) (20 Candidates per course)	Non-Medical officials of Group-C level employed on regular basis in the Central Govt./State Govt./ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. Establishments and 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. Note : Application(s) of eligible candidate(s) 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.	1. RHSTC, Mohali, Punjab (Near Chandigarh)	(1) 07 -11 Sept. 09	13 July 09	Whole of India (All States/UTs)
				(2) 08 - 12 Feb. 10	14 Dec. 09	
			2. Field Survey Unit (FSU, CBHI) at Regional Office of Health & Family Welfare (ROHFW)/GOI, Bangalore, Karnataka	(1) 20 - 24 April 09	23 Feb. 09	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Pondicherry (6 States/UTs)
				(2) 05- 09 Oct. 09	10 Aug. 09	
			3. FSU (CBHI) at ROHFW /GOI, Bhopal, Madhya Pradesh	(1) 18 - 22 May 09	23 March 09	Madhya Pradesh, Chattisgarh, Maharashtra, Goa, D&N Haveli, Daman & Diu (6 States/UTs)
				(2) 16 - 20 Nov. 09	21 Sept. 09	
			4. FSU (CBHI) at ROHFW/GOI, Bhubaneswar, Orissa	(1) 22 - 26 June 09	27 April 09	Orissa, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A& N Islands (7 States/UTs)
				(2) 14 - 18 Dec. 09	19 Oct. 09	
			5. FSU (CBHI) at ROHFW/GOI, Jaipur, Rajasthan	(1) 13-17 July 09	18 May 09	Rajasthan, Haryana, Chandigarh, Gujarat, J & K, and Delhi (6 States/UTs)
				(2) 18-22 Jan. 10	23 Nov. 09	
			6. FSU (CBHI) at ROHFW/GOI Lucknow Uttar Pradesh	(1) 03-07 Aug. 09	08 June 09	Uttar Pradesh, Uttaranchal, Himachal Pradesh and Punjab (4 States/ UTs)
				(2) 22-26 Feb. 10	28 Dec. 09	
			7. FSU (CBHI) at ROHFW/GOI, Patna, Bihar	(1) 14 - 18 Sept. 09	20 July 09	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States/UTs)
				(2) 15-19 March 10	18 Jan. 10	

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

Contd...3/-

Sl. No.	Name of the Training Course, Duration and 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.	Orientation Training Course on Family of International Classification (ICD-10 & ICF) for Non-Medical Personnel (One week) (20 Candidates per course)	Non-Medical official of Group-C and above levels employed on regular basis in the Central Govt./State Govt./ Local Govt. Bodies/ Public Sector Undertakings/ Autonomous Govt. Establishments and 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. Note : Applications of eligible 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.	1. RHSTC, Mohali Punjab	(1) 11 - 15 May 09	16 March 09	Whole India (All States/UTs)
				(2) 09 - 13 Nov. 09	14 Sept. 09	
			2. FSU (CBHI) at ROHFW/GOI Bangalore , Karnataka	(1) 13 -17 July 09	18 May 09	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Pondicherry (6 States/UTs)
				(2) 18 -22 Jan.10	23 Nov. 09	
			3. FSU (CBHI) at ROHFW/GOI Bhopal , Madhya Pradesh	(1) 03 - 07 Aug. 08	08 June 09	Madhya Pradesh, Chattisgarh, Maharashtra, Goa, D&N Haveli, Daman & Diu (6 States/UTs)
				(2) 22-26 Feb. 10	28 Dec. 09	
			4. FSU (CBHI) at ROHFW/GOI Bhubaneswar , Orissa	(1) 14 - 18 Sept. 09	20 July 09	Orissa, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A& N Islands (7 States/UTs)
				(2) 15-19 Mar. 10	18 Jan. 10	
			5. FSU (CBHI) at ROHFW/GOI Jaipur Rajasthan	(1) 20 - 24 April 09	23 Feb. 09	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States/UTs)
				(2) 26 - 30 Oct. 09	31 Aug. 09	
			6. FSU (CBHI) at ROHFW/GOI Lucknow , Uttar Pradesh	(1) 25 - 29 May 09	30 March 09	Uttar Pradesh, Uttaranchal, Himachal Pradesh & Punjab (4 States/ UTs)
				(2) 16 - 20 Nov. 09	21 Sept. 09	
			7. FSU (CBHI) at ROHFW/GOI Patna , Bihar	(1) 22 - 26 June 09	27 April 09	Bihar, Jharkhand, Assam, Arunachal Pradesh, Nagaland and Sikkim (6 States/UTs)
				(2) 14-18 Dec. 09	19 Oct. 09	

(*) Complete address, Contact Tel/Fax, E-mail & GRAM attached at Annexure-II.
One week means five working days, Monday to Friday, Daily 0930-1800 hrs.

Contd...4/-

Sl. No.	Name of the Training Course & Duration.	Eligibility Criteria for Participation of Candidate(s) in the training course.	Training Centres (*)	Dates of Training Course (s)	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.	Training course of Master Trainers on Family of International Classification (ICD-10 & ICF) (One week)	<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&FW</p> <p>(2) Medical Record Officer (MRO) OR Medical Record Department Incharge from the State Hqr. Govt. Hospital.</p> <p>and</p> <p>(3) One faculty in the rank of Associate/Assistant Professor from Biostatistics or Community Medicine 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&FW be considered.</p>	RHSTC, Mohali	(1) 05-09 Oct. 09	10 th Aug. 09	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura & Himachal Pradesh. (9 High Focus NRHM States)
				(2) 04 – 08 Jan. 10	09 Nov. 09	Bihar, Chattisgarh, Jammu & Kashmir, Jharkhand, Madhya Pradesh, Orissa, Rajasthan, Uttar Pradesh & Uttarakhand. (9 High Focus NRHM States)

Note: -

(*) Complete address, Contact Tel/Fax, E-mail & GRAM attached at Annexure-II

Annexure-II

LIST OF TRAINING CENTRES FOR THE CBHI INSERVICE TRAINING COURSES

Sl. No.	Name of Training Centre with Address	Telephone/Fax/E-mail/Website
1.	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)	Tel/fax : 0172-2261070 E-mail: rhstcmohali@yahoo.com
2.	Senior Regional Director (Health & Family Welfare)/GOI, 2 nd floor, F-Wing Kendriya Sadan, Karamangola Bangalore-560034, Karnataka	Tel : 080-25537310, 25537688 Fax : 080-25537310 Gram : PARISWASTH BANGALORE E-mail : rohfw.bng@kar.nic.in
3.	Regional Director (Health & Family Welfare)/GOI, 32 Purjor House – 2 nd floor, Indira Press Complex Zone-I, Maharana Pratap Nagar Bhopal-462011, Madhya Pradesh	Tel : 0755-2553374 Fax : 0755-2553374 Gram : PARISWASTH BHOPAL E-mail : rohfwbho@mp.nic.in
4.	Regional Director (Health & Family Welfare)/GOI BJ-25, BJB Nagar, Bhubaneswar-751014, Orissa	Tel :0674-2431708 Fax : 0674-2431904 Gram : PARISWASTH BHUBANESWAR E-mail : rohfwbbs@rediffmail.com
5.	Sr. Regional Director (Health & Family Welfare)/GOI, Kendriya Sadan, Block B 2 nd Floor, Sector-10 Vidhyadhar Nagar Jaipur-302001, Rajasthan	Tel : 0141-2236845, 2500839 Fax : 0141-2236818 Gram : PARISWASTH JAIPUR E-mail : rdrhojp@raj.nic.in
6.	Regional Director (Health & Family Welfare)/GOI Hall No.III, 9 th Floor Kendriya Bhavan, Aliganj, Lucknow-226024, Uttar Pradesh	Tel : 0522-2325268, 2332399 Fax : 0522-2325268 Email : rdrohlko@yahoo.co.in Gram: PARISWASTH LUCKNOW
7.	Regional Director (Health & Family Welfare)/GOI 5 th Floor, Indira Bhawan, R.C. Singh Path (Bailey Road), Patna – 800 001, Bihar.	Tele. Fax : 0612-2203711 & 2202677 Gram : PARISWASTH PATNA E-mail : rhopatna@gmail.com

**APPLICATION FORMAT
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 Training 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/Ad-hoc/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 (_____) 8. Sex :
(Date MM Year)

9. Nationality

10. Status of the Organization** : **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) Health Information Management for Officers (one week).
- (ii) Health Information Management for Non-medical personnel (one week).
- (iii) Family of International Classification (ICD-10 & ICF) for Non-medical Personnel (one week).
- (iv) Master Trainers on Family of International Classification (ICD-10 & ICF) (one week).

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

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

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

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

Organization./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 to CBHI the entire amount received during the course of training towards my TA, DA and honorarium.
- b) **For 5 days orientation training courses** – After this training I will apply Health Information Management skills and adopt ICD-10/ICF coding for morbidity/mortality/ functions/disability in my organization
- c) **For 5 days Master Trainers course** - After this orientation I will facilitate and coordinate training of medical/non-medical & nursing functionaries on Family of International Classification in my State/District/Organization.

Date: _____

(Signature of the Candidate)
Name _____

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

Date: _____

Signature _____
(Supervising Officer)
Name/Designation/Tel. No.

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 better use of Health Information Management Methods/FIC in this organization and thus the above candidature is recommended for the above mentioned training course.

Dated _____

Signature _____
(Competent Sponsoring Authority)

Tel/Fax/ : _____

Name _____
Designation _____
Address with pin code _____

E-mail address: _____

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 2009-10 alongwith the specimen application form is also available on CBHI website www.cbhidghs.nic.in from where it can be downloaded.

Please use Extra Sheets for Complete Application.

