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दिनांक/स्वा. आयुष/ 22/09/15



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भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Ministry of Health & Family Welfare



WHO Collaboration Centre on Family of
International Classifications (ICD-10, ICF & ICHI)

केन्द्रीय स्वास्थ्य आसूचना ब्यूरो
स्वास्थ्य सेवा महानिदेशालय
निर्माण भवन नई दिल्ली-११०१०८
Central Bureau of Health Intelligence
Dte. General of Health Services
Nirman Bhawan, New Delhi-110108

SPPED POST

No. Z. 22025/2/2011-CBHI
Dated: 2nd September, 2015

To,

1. Directors of Health Services/Medical Services /Medical Education/Family Welfare Services of all 36 States/UTs. in India
2. Director/Principals/Dean of Recognized Medical Colleges including (Allopathic/AYUSH/Dental) in India (Attn: Medical Supdt./Head, MRD)
3. Director General, Armed Forces Medical Services, New Delhi – 110001
4. Director of Health & Medical Services, Union M/o. Railways, Rail Bhawan, New Delhi-110001.
5. Director General, ESIC, Panchdeep Bhawan, CIG Road, New Delhi -110002
6. Jt. Secretary, D/o. AYUSH, MOHFW/GOI, GPO Complex, INA, New Delhi –110023 – kindly circulate this to all AYUSH Medical Colleges in India.
7. Director General, Border Security Force, East Block-9, Level-4, R.K. Puram, Sector-1, New Delhi-110066

Subject: Schedule of CBHI In-service Training Courses for Medical Record Officers (MRO) and Medical Record Technicians (MRT) during the year 2016 – Regarding.

Sir/Madam,

The Central Bureau of Health Intelligence (CBHI) is the National Nodal Institution for the Health Intelligence and implementation of Family of International Classification (ICD & ICF) in the Country. In this context, CBHI conducts following in-service courses at two Centres; Safdarjung Hospital, New Delhi & JIPMER, Puducherry:-

1. One year course for Medical Record Officers (MRO). The course includes 6 months in-class training at Centres and 6 months project work at their place of posting;
2. Six months course for Medical Record Technicians (MRT).

The schedule for the year 2016 training courses including eligibility criteria, batch size and last date for accepting applications may be seen at Annexure-I.

The selected outstation candidates from Government (Central/State) establishments including PSUs, Local Govt. Bodies, Autonomous Government Establishments for these two above mentioned training courses will be paid either (a) entitled Daily Allowance as per Government of India Rules and as per S.R. 164 (3) (ii) or (b) a fixed amount of Rs. 10,000/- per month as stipend for the entire period (**maximum six months**) of their respective training excluding the entitled Traveling Allowances and DA for journey period for joining these training courses and going back on completion of these trainings. **Nothing would be paid for Project work. However, TA/DA would be paid for attending Project Viva for MRO Training Government candidates.** The entitled to & fro TA to join the training center & Daily Allowance (DA) during journey period will be reimbursed as per Central Govt. Rules to Government candidates. The eligible trainees, if selected, shall have to give their option to take entitled DA or fixed stipend on the first day of the joining of the training and once the option is given in writing, any changes of option at later stage under any circumstances/reasons, will not be allowed. **The period of training will be treated as "on duty".**

The Private Candidates will be given a fixed amount Rs. 6000/- per month as stipend for the entire period of training i.e. upto maximum six months. No TA / DA is admissible to private candidates.

Contd..2/-

DDT
Pl. put up on
website
23/9/15

Efficient Health Intelligence is Key to Healthy & Prosperous India

Kindly also visit : www.hsprodindia.nic.in

put it
on our website pl

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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. Medical Establishments involved in medical care in your State/UT, and kindly sponsor only eligible candidates for the above said training courses.

A copy of the prescribed application form is attached as Annexure -II, which may be photocopied /typed in requisite number. The 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. 404, A-Wing, Nirman Bhawan, New Delhi-110 108 positively to reach 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) and **only the selected candidate(s)** will be required to report 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. Further, certain salient standing instructions regarding attendance, examination, and pass marks etc. for the information of MRT & MRO applicants are attached as Annexure -III.

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.

Five seats for MRT course are reserved in each Training centre for erstwhile 'D' group candidates for Central Government/State Government Hospitals employees.

Yours faithfully,



(Umed Singh) 2/9/15
Consultant (Trg), CBHI

- Encls:** (1) Schedule of CBHI In-service Training Courses for MRO and MRT for the year 2016
(2) Specimen Application Form; &
(3) Certain standing instructions for MRO/MRT applicants/trainees.

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

1. Secretary (Health & FW) of all States/UTs in India.
2. All Sr./Regional Directors (H&FW/GOI)/Dy. Directors of All Six CBHI-FSUs/Officer Incharge RHTC/CBHI. **Kindly circulate this training schedule to all the concerned Authorities of the States/UTs (i.e. DMS/DME/DHS etc.) as well as all Districts and Municipal Corporation Authorities (viz. Medical Superintendents of Tertiary/Secondary/CHC Level Govt. Hospitals) under your coverage and ensure timely sponsoring of eligible candidates for the above said training course.**
3. Medical Superintendent, Safdarjung Hospital, New Delhi -110029.
4. Director, JIPMER, Puducherry - 605 006
5. CMO & Incharge, MRD & TC, Safdarjung Hospital, New Delhi - 110 029.
6. CMO & Incharge, MRD & TC, JIPMER, Puducherry - 605 006.

Yours faithfully,


(Umed Singh) 2/9/15
Consultant (Trg), CBHI

Schedule of CBHI In-service Training Courses for Medical Record Officers (MRO) & Medical Record Technicians (MRT) for 2016

S. 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.
1.	<p>Medical Record Officers (MRO) Course. (12 Months) 6 months Job Training, 6 months mandatory project work at respective institution (15 participants per batch)</p>	<p>1. Essential: The candidate should be employed as Group-C and above levels and working as Medical Record Technician/ Medical Record Clerk/Assistant MRO/MRO Or other Group C and above level employee* specifically working in Medical Record Unit/Deptt. 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** and 1.2. The applicant should be Graduate from a Govt. Recognized Board/University. Relaxation in educational qualification may be given to already Trained MRT, if other suitable candidate not available. and 1.3 The applicant should be MRT Trained from any of CBHI's Training Centre or from any Recognized Board/ University. and 1.4 Experience of working in Medical Record Unit/Department for at least three years at CHC/Taluk/Distt. & above level Hospitals. Person(s) with higher educational qualifications and more experience will be given preference over the person(s) with lower educational qualification/less experience.</p>	<p>(1) Job Training 1st Jan, 2016 to 30th June 2016, 1st July, 31-Dec 2016 Project work at respective Institute</p> <p>(2) Job Training 1st July, 2016 to 31st Dec. 2016, 1st Jan 2017 to 30 June 2017 Project work at respective Institute</p>	<p>30th Oct., 2015</p> <p>29th April, 2016</p>	<p>Training Courses simultaneously start at Medical Record Department & Training Centre of Safdarjung Hospital, New Delhi and JIPMER, Puducherry.</p>

S. 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) 6 months Job Training, 6 months mandatory project work at respective institution</p> <p>(15 participants per batch)</p>	<p>2. Desirable:</p> <p>Skilled in use of Computer.</p> <p>*The functionaries already appointed for other technical expertise like Nursing/ Physio/ Laboratory & Vocational Therapies/Radiography/MPHW & Supervisor (M/F)/ Pharmacist etc. may be considered to undergo MRO training course subject to the condition that he/she has been working in Medical Record Deptt./Unit of a hospital for a minimum of at least three years and also MRT Trained and attach certificate from the sponsoring authority to the effect that his/her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician/ Assistant Medical Record Officer/Medical Record Officer and after MRO training his/her services will be utilized in Medical Record Deptt./Unit only.</p> <p>**Applications of candidates from registered Non-Govt. Medical establishments (more than 30 Bedded)/ contractual in Govt. hosp./institution 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>			<p>Training Course simultaneously start at Medical Record Department & Training Centre of Safdarjung Hospital, New Delhi and JIPMER, Puducherry.</p>

S. 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 Technician (MRT) Training Course. (6 Months)</p> <p>(20 participants per batch) 5 seats are reserved for Central Govt. Hospitals erstwhile group 'D' employees.</p>	<p>1. Essential:</p> <p>1.1. The candidates whose Grade have been upgraded from Group – D to “Multi Tasking Staff “group – ‘C’ consequent upon the implementation of 6th Central Pay Commission Recommendations are not eligible for MRT/MRO Training Course irrespective of their post and nature of duty. However, five(5) seats are reserved for erstwhile Group D employees.</p> <p>1.2. The candidate should be employed as Group – C and above levels preferably as Medical Record Technician/ Medical Record Clerk or other Group – C and above level employee* working in Medical Record System and actively involved in Maintenance / Compilation of Medical Records for at least two years at CHC/Taluk/District and above level Hospitals under Central Govt./State Govt./Local Government Bodies/ Public Sector Undertakings/Autonomous Govt. Establishments/ Registered Non-Government Organizations**</p> <p style="text-align: center;">and</p> <p>1.3. The applicant should have successfully completed 10+2 Yrs. (i.e. Senior Secondary) Schooling or equivalent from a Govt. Recognized Board/ University. However, the Govt. candidate(s) who is already appointed as MRT or Medical Record Clerk and having the academic qualification of only 10th pass, he/she may be considered for MRT training. But it may be specifically noted that undergoing MRT training will not make any such person eligible for MRO course until and unless he/she has qualified 10+2 exam and fulfill other eligibility conditions with regard to MRO training course. Person(s) with higher educational qualifications and more experience will be given preference over the person(s) with lower educational qualification/ less experience.</p> <p>1.4 For reserve seat in MRT Training, a certificate is required from sponsoring authority that MRT Training is mandatory for erstwhile group ‘D’ employee for next promotion.</p>	<p>(1) 1st Jan, 2016 to 30th June 2016</p> <p>(2) 1st July, 2016 to 31st Dec. 2016</p>	<p>30th Oct., 2015</p> <p>29th April, 2016</p>	<p>Training Courses simultaneously start at Medical Record Department & Training Centre of Safdarjung Hospital, New Delhi and JIPMER, Puducherry.</p>

S. 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>2. Desirable:</p> <p>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. may be considered to undergo MRT training course subject to the condition that he/she has been working in Medical Record Deptt./Unit of a hospital for a minimum of at least two years and attach a certificate from the sponsoring authority to the effect that his /her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician/ Assistant Medical Record Officer/Medical Record Officer and after MRT training his/her services will be utilized in Medical Record Deptt/Unit only.</p> <p>**Applications of candidates from registered Non-Govt. Medical Establishments (more than 30 Bedded)/ contractual in Govt. Hosp./Institutions actively involved in maintenance of Medical Records will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.</p>			

-: 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 - 110 108

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/Pay Band & Grade Pay :
(b) Group 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. ** (a) Status of the Organization : Govt./Non-Govt. - (Pl. clearly specify)
where candidate is employed
(b) If Non -Govt. : Number of Beds in the Hospital

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) 12 months 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 In-service Training(s) undergone (if any) by the candidate – specify

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

13. Technical Experience of working in Medical Record Unit/Deptt. in a Hospital*
Please give details from current to previous experience in table below:

S. No.	Organization/ Institution.	Department/ Division	Scale of pay	Designation of Post held	Duration (from to)	Nature of duties performed
1.(current)						
2.						
3.						

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

(a) Nil (b) Working knowledge (c) 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.

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/Stipend, 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.

To fill this application with full/complete information, kindly use extra sheets wherever required, as this is only a format

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

.....

.....

.....

.....

.....

Signature _____
(Supervising Officer)

Name _____

Designation _____

Tel./Fax/mail _____

Place: _____

Date: _____

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

It is to certify that Mr./Ms. has been working in the Medical Record Unit/Deptt. of since as.....

(date) (designation) (name of the institution)

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 In-service Training Schedule 2016 alongwith the specimen application form is also available on CBHI website www.cbhidghs.nic.in from where it can be downloaded.

Note:

1. Incomplete application(s) will not be considered.
2. The decision with regards to selection or otherwise of the candidate(s) taken by CBHI/Dte. GHS/GOI, while considering various pros and cons in the larger national interest will be final.
3. Concerned candidate and the sponsoring authority will be responsible for the correctness of the information/particulars of the sponsored candidate(s).
4. In case the information/particulars of the selected candidate(s) found to be incorrect at any stage, the candidature of such person(s) will be cancelled with immediate effect and such candidate(s) will have to immediately refund the expenditure incurred on his/her training in the form of TA/DA/Stipend by the Govt. of India.

Address for sending completed applications:-

Central Bureau of Health Intelligence, Directorate General of Health Services/GOI,
Room No. 401 & 404, A-Wing, Nirman Bhawan, New Delhi – 110108.

Telefax: 91- 011 - 23063175 and 91- 011 - 23061529

E-mail: dircbhi@nic.in

Website: cbhidghs.nic.in

Signature of the Applicant

(NAME OF THE APPLICANT)

CERTAIN STANDING INSTRUCTIONS FOR MRO/MRT TRAINEES FOR THEIR INFORMATION & COMPLIANCE

1. **Required minimum attendance for being eligible to take examination:** It is compulsory to have minimum 80% attendance of the **total working days of the training period** for making eligible for taking the examination; otherwise the candidate(s) will be debarred from taking the examination.
2. **Requirement of minimum marks for passing the examination:** Minimum of 40% marks in individual paper(s) and with minimum aggregate marks of 50% is essential for declaring a trainee pass. If a candidate has failed in one paper she/he will be given grace marks of 5% provided the aggregate marks is not less than 50%. If on granting the grace marks of 5% in the failed paper, her/his marks in that paper exceed or equal the minimum requirement of 40%, she/he will be declared pass.
3. **Participants having required (>80%) attendance but could not take the examination due to one or the other reason(s):**

On receipt of formal request/application through proper channel, such candidate will be allowed to take the examination alongwith the candidates of the immediate next batch of similar training or utmost with the second batch and not beyond that. If such candidate is participant of MRO training, she/he will be allowed to take examination of the missed semester(s) only, alongwith the candidates of the immediate next batch of similar training or utmost with the second batch and not beyond that. No TA/DA will be paid by CBHI/Training Centre/GOI for taking the examination under such situation(s).
4. **Participants having shortage of required (<80%) attendance and were thus debarred from taking the examination.**
 - 4.1. If the candidate was an applicant of MRT and had shortage in attendance and was debarred from taking the examination, he/she will be allowed to take the examination provided he/she attends the missed classes of his/her training alongwith the candidate(s) of the immediate next or utmost the second batch at the same training centre where she/he had attended the training course.
 - 4.2. In case the candidate was an applicant of MRO training and was debarred for taking the examination due to shortage of attendance, there could be two situations; the one she/he was debarred in the first or the second semester and the second where she/he was debarred in both the semesters due to shortage of attendance in both semesters. In the first case she/he may be allowed to attend the missed classes of his/her training course of the semester for which she/he was debarred alongwith the candidates of the immediate next or utmost the second similar training batch and appear in the examination. In the second case she/he has to attend the entire training course of both semesters and appear in the examinations.
 - 4.3. In all such above situations the candidate(s) have to give formal request application through proper channel, well in advance and TA/DA will not be paid to the candidate for attending the missed courses and taking the examination by GOI/CBHI/Training Centre.

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4.4. In case a trainee fail to obtain the minimum required percentage of attendance due to unavoidable reason(s) like on valid medical grounds etc. and he/she was detained or couldn't appear the final exam, then he/she will be permitted to attend the missed classes in the immediate next or utmost second batch of the said training in that particular centre itself so as to complete the course and to attain the required attendance and take the exam. This facility will be granted only if the trainee has applied for the same through his/her sponsoring authority alongwith sponsoring authority's specific recommendation well in advance and in such case(s) no monetary benefit of any kind like TA/DA/Stipend etc. will be paid to him/her by CBHI or the Training Centre/GOI. In case he/she fails to avail the above mentioned facility then he/she has to get fresh admission after following the prescribed procedures and in such case(s) CBHI/Training Centre/GOI will Not pay any kind of expenses towards his/her TA/DA etc.

5. **Request for Reappearing in the Examination by the Candidate(s) who could not pass the examination during normal course of the training:**

5.1: The candidate(s) failed in one or two papers:

If a candidate failed in one paper even after considering the criteria of grace marks or failed in two papers, she/he may be allowed to take the re-examination only in those paper(s) along with the candidates of the immediate next first or utmost the second batch of similar training and not beyond that. No TA/DA will be paid by the CBHI/Training Centres/GOI for taking re-examination of the paper(s). In case a candidate failed to avail the above said facility, his/her candidature will be cancelled and she/he will have to apply for fresh admission for completion of the training by following all the required/prescribed procedures and in that case no TA/DA will be paid by CBHI/Training Centre/GOI.

5.2: The candidate(s) failed in more than two papers:

In such situation the candidate has to appear for all the papers in the immediate next or utmost 2nd batch examination of similar training course, failing which his/her candidature will be cancelled and he/she will have to seek fresh admission for completion of the training by following all the required prescribed procedures and in such case(s) the CBHI/Training Centre/GOI will Not bear any expenses towards his/her TA/DA/Stipend etc.

6 Project work would be assigned by the concerned training centre. The project work must be completed within stipulated period. The project report must be submitted within 10 days after the completion of project work. On the basis of both job training's exam and the assessment of project work, final result would be declared.

Note:-

- 1) In the above said situations at Sl. Nos. 3, 4 & 5, the affected candidate(s) have to give a formal application through proper channel with clear recommendations of the competent authority for allowing appearing/re-appearing in the examination well in advance (at least one month prior to commencement of immediate next batch examination) failing which the request may not be considered.
- 2) The CBHI/Training Centre (s)/GOI will Not pay any TA/DA/Stipend for such candidates for appearing/ re-appearing in the examination & or attending the missed classes.
- 3) The application(s) received after the examination of the immediate next second similar training batch, will not be entertained and in such situation candidate will be required to undergo training afresh following prescribed procedure for admission, for which GOI will not pay any expense(s) towards TA/DA/Stipend etc. for undergoing the training.
