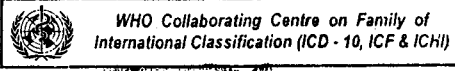




Government of India  
Ministry of Health & Family Welfare



**BY SPEED POST  
MOST IMMEDIATE**

Tele / Fax : 91(11) 23062695

91(11) 23063175

Email : dircbhi@nic.in

केन्द्रीय स्वास्थ्य आसूचना ब्यूरो  
स्वास्थ्य सेवा महानिदेशालय  
निर्माण भवन, नई दिल्ली - ११०१०८

(10)

Central Bureau of Health Intelligence  
Dte. General of Health Services  
Nirman Bhawan, New Delhi - 110108

No. Z. 22025/2/2009-CBHI

Dated: 15<sup>th</sup> July 2010

NO/PA/Dir./P. H./

*[Handwritten signature and date]*  
AUG 2010  
To  
D.M. & H.S. (P.H.)  
4/8/10  
Gen.

- Directors of Health Services/Medical Services/Medical Education/Family Welfare Services of all 35 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. Commissioner (Medical), ESI, Union M/o. Labour, Shram Shakti Bhawan, New Delhi - 110001
  6. Jt. Secretary, D/o. AYUSH, MOHFW/GOI, Red Cross Building, New Delhi - 110001 - kindly circulate this to all AYUSH Medical Colleges in India.

**Subject: Schedule of CBHI In-service Training Courses for Medical Record Technicians (MRT) & Medical Record Officers (MRO) during the year 2011 - Regarding.**

Sir/Madam,

You are aware that the Central Bureau of Health Intelligence (CBHI) is the **National Nodal Institution** for the Health Intelligence 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 for the year 2011 is attached as Encl. 1, 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 (Central/State) establishments including PSUs, Local Govt. Bodies, Autonomous Govt. Estt. for these two above mentioned training courses will be reimbursed the 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. (Note: The matter of payment of a fixed amount of stipend per month instead of DA is under consideration and is subject to change). 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 medical establishment(s) will also not be entitled for any TA/DA during these training course(s).**

Contd..2/-  
P.T.O.



**Efficient Health Intelligence is Key to Healthy & Prosperous World**

CBHI websites : [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in) [www.hsprodindia.nic.in](http://www.hsprodindia.nic.in) [www.cbhighf.nic.in](http://www.cbhighf.nic.in)



**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 the eligible candidates for the above said training courses.**

A copy of the prescribed application form is attached as Encl. 2, which may be photocopied/typed in requisite number. This application form can also be downloaded from the CBHI website [www.cbhidghs.nic.in](http://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-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 instruction regarding attendance, examination and pass marks etc. for the information of MRT & MRO applicants is attached as Encl. 3.

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,



(Umed Singh)

Deputy Director, CBHI

- Encls:** (1) Schedule of CBHI In-service Training Courses for MRO and MRT for the year 2011;  
(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 the 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 and Medical Superintendent, JIPMER, Puducherry -605 006
5. CMO & Incharge, MRD & TC, Safdarjung Hospital, New Delhi - 110 029.
6. CMO & Incharge, MRD & TC, JIPMER, Puducherry - 605 006.



(Umed Singh)

Deputy Director, CBHI

**Schedule of CBHI In-service Training Courses for Medical Record Technicians (MRT) and  
Medical Record Officers (MRO) during the year 2011 •**

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.	<b>Medical Record Technician (MRT) Training Course. (6 Months)</b>  <b>(15 participants per batch)</b>	<b>1. <u>Essential:</u></b>  1.1. The candidate should be employed as Group – C and above levels on <b>regular</b> basis, preferably as Medical Record Technician/Medical Record Clerk or other Group – C and above level regular employee* specifically working in medical record system at <b>CHC/Taluk/District and above level Hospitals</b> under Central Govt./State Govt./Local Government Bodies/ Public Sector Undertakings/Auto-nomous Govt. Establishments/Registered Non-Government Organizations**	<b>(1) 1<sup>st</sup> Jan. 2011 to 30<sup>th</sup> June 2011</b>  <b>(2) 1<sup>st</sup> July 2011 to 31<sup>st</sup> Dec. 2011</b>	<b>1<sup>st</sup> Nov. 2010</b>  <b>1<sup>st</sup> May 2011</b>	Both Batches of Training Courses Simultaneously at MRD&TCs of Safdarjung Hospital, New Delhi  and  JIPMER, Puducherry

From pre-page

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><b>Medical Record Technician (MRT) Training Course. (6 Months)</b></p> <p><b>(15 participants per batch)</b></p>	<p style="text-align: center;"><b>and</b></p> <p>1.2. The applicant should have <b>successfully completed 10+2 Yrs.</b> (ie. 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 10<sup>th</sup> 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.</p> <p><b>2. Desirable:</b> Skill in use of Computer.</p> <p>*The functionaries already trained for other technical expertise like Nursing/ Laboratory/Physio &amp; Vocational Therapies/Radiography/ MPH &amp; Supervisor (M/F)/Pharmacist etc. <b>will not</b> be considered for this training course. However, such person(s) 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 3 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/Asst. Medical Record Officer/Medical Record Officer and after MRT training his/her services will be utilized in Medical Record Deptt/Unit only.</p> <p><b>**Applications of candidates from registered Non-Govt. medical 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.</b></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.	<b>Medical Record Officers (MRO) Course.</b> <b>(12 Months)</b>  <b>(15 participants per batch)</b>	<p><b>1. Essential:</b></p> <p>P.T. The candidate should be employed as Group-C and above levels on <b>regular</b> basis and working as Medical Record Technician/Medical Record Clerk/Asstt. MRO/MRO or other Group - C and above level employee* specifically working in Medical Record Unit/Deptt. at <b>CHC/Taluka/District and above level Hospitals</b> under Central Govt./State Govt./Local Govt. Bodies/Public Sector Undertakings/Autonomous Govt. Establishments/Registered Non-Government Organizations**</p> <p style="text-align: center;"><b>and</b></p> <p>1.2. The applicant should have successfully completed 10+2 Yrs. (ie. Senior Secondary) Schooling or equivalent from a Govt. Recognized Board/University.</p> <p style="text-align: center;"><b>And</b></p> <p>1.3. Experience of working in Medical Record Unit/Deptt. for <b>at least 5 years at CHC/Taluk/Distt. &amp; above level Hospitals.</b> Candidate(s) already trained MRT and 5 years experience will be given preference over the candidate(s) having experience over 5 years but having no training on MRT. Similarly person(s) with higher educational qualification will be given preference over the person(s) with lower educational qualification.</p> <p><b>2. Desirable:</b> Skill in use of Computer.</p>	<b>1<sup>st</sup> July 2011</b> to <b>30<sup>th</sup> June 2012</b>	<b>1<sup>st</sup> May 2011</b>	Training Course 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.
	<b>Medical Record Officers (MRO) Course. (12 Months)</b>  <b>(15 participants per batch)</b>	<p>*The functionaries already appointed for other technical expertise like Nursing/ Physio/ Laboratory &amp; Vocational Therapies/Radiography/ MPHW &amp; Supervisor (M/F)/Pharmacist etc. will not be considered for admission to MRO training course. However, such persons 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 5 years 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/Asstt. 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. 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. 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 by the Govt. of India.

\*\*\* Central Bureau of Health Intelligence, Directorate General of Health Services/GOI, Room No. 401 & 404, A-Wing, Nirman Bhawan, New Delhi – 110 108.  
 Telefax: 91- 011 – 23063175 and 91- 011 – 23061529  
 E-mail: dircbhi@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 – 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) 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. 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.	Organisation/ 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 : #

1<sup>st</sup> Preference:

2<sup>nd</sup> 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, 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/E-mail \_\_\_\_\_

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 ..... 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 2011 alongwith the specimen application form is also available on CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in) from where it can be downloaded.**

**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.

Contd..2/-

P.T.O.

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 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 etc.

**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 (atleast 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 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 etc. for undergoing the training.