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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

No. Z. 22025/03/2022-CBHI

Dated: 25<sup>th</sup> August, 2022

To,

1. The Director General, Health & Medical Services, M/o Railways, Rail Bhawan, New Delhi-110001
2. The Director General, ESIC, Panchdeep Bhawan, CIG Road, New Delhi - 110002
3. The Director General, Armed Forces Medical Services, M/o Defence, R. No. 411, 4<sup>th</sup> Floor, A Block, Defense offices complex, Africa Avenue, New Delhi - 110023
4. The Jt. Secretary, Ministry of AYUSH, GPO Complex, B Block, INA, New Delhi -110023 (With a request kindly circulate this to all AYUSH Medical Colleges)
5. The Director General of Paramilitary Forces - Border Security Force (BSF), Indo-Tibetan Border Police (ITBF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Sashastra Seema Bal (SSB), Assam Rifles.
6. The GSO- I Med. (Training), Integrated HQ of MOD (Army), Adjutant General's Branch, Directorate of Medical Services (Army), DGMS 3D (Training- Defence Office Complex, 3<sup>rd</sup> Floor, A- Block , KG Marg , New Delhi - 110001.
7. The DDG (Planning & Training) ,Integrated HQ of MOD (Army), Adjutant General's Branch, O/o DGMS (Army)/ DGMS - 4B, Defence Office Complex, 3<sup>rd</sup> Floor, A- Block , KG Marg , New Delhi - 110001.
8. All the Sr. Regional Directors (H&FW) / Dy. Directors of CBHI-FSUs - With a request to circulate this Training Schedule to all the concerned Authorities of the States/UTs (i.e. The Principal Secretary (Health & FW), Directors of Health Services / Directors of Medical Services / Directors of Medical Education / Directors of Family Welfare Services, etc.) as well as all Districts and Municipal Corporation Authorities (viz. Medical Superintendents of Tertiary / Secondary / CHC Level Govt. Hospitals) under your jurisdiction and ensure timely sponsoring of eligible candidates for the above said training course.
9. The Senior CMO & In-charge, MRD & TC, Safdarjung Hospital, New Delhi - 110029.
10. The Addl. M.S. & In-charge, MRD & TC, JIPMER, Dhanvantri Nagar, Puducherry - 605 006.
11. The Officer In-charge, MRD & TC, Dr. RML Hospital & ABVIMS, New Delhi.



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Kindly also visit : [www.hsprodindia.nic.in](http://www.hsprodindia.nic.in)



12. The Officer In-charge, MRD & TC, Rajendra Institute of Medical Sciences, Bariatu, Ranchi – 834009, Jharkhand.

(Attn: Medical Superintendent / Head Medical Record Department)

**Subject: Schedule of CBHI In-service Training Courses of Medical Record Officers (MRO) and Medical Record Technicians (MRT) during the year 2023 - reg.**

Sir / Madam,

The Central Bureau of Health Intelligence (CBHI) under the aegis of Dte. GHS, M/o Health & Family Welfare, is a National Nodal Institution for the Health Intelligence and for implementation of Family of International Classification of Diseases (ICD & ICF) in the Country. In this context, it is bring to your kind notice that CBHI conducts following In-service courses through its training centers at Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi, JIPMER, Puducherry and RIMS, Ranchi.

- a. One year course for Medical Record Officers (MRO). The course includes 6 months in-class training at Centers and 6 months project work at the place of posting.
  - b. Six months course for Medical Record Technicians (MRT)
2. The persons (in-service / contractual) from Central / State Governments, PSUs, Local Government Bodies, Autonomous Bodies Establishments and Non-Government Medical institutions may apply for the above MRO / MRT Courses subject to the eligibility of the candidates. The schedule of Training Calendar for the year 2023 along with eligibility criteria, batch size and last date of accepting applications is given at **Annexure - II** and the prescribed application form at **Annexure - III**. The aforesaid application can also be **downloaded** from the CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in) .
3. The selected outstation candidates from Central / State Governments, PSUs, Local Government Bodies and Autonomous Bodies Establishments will be paid entitled Daily Allowance as per Government of India Rules for the entire period (maximum six months) of their respective training w.e.f. the date of joining. **The period of training will be treated as on duty**. Further, eligibility of TA / DA for the selected MRO / MRT candidates for during the period of training, standing instructions regarding joining time, attendance, examination and pass marks etc., is given at **Annexure - IV**.
4. In order to seek maximum responses for the aforesaid training programmes, it is requested to circulate this training schedule widely among all the Government, Local Government Bodies, Public Sector Undertakings, and Autonomous Bodies Institutions and to registered Non- Government Medical Institutions involved in medical care in your State/UT.
5. The duly recommended application(s) of eligible candidates(s) may **please be sent to Director, CBHI, Dte. GHS, Room No. 404, A-Wing, Nirman Bhawan,**



**New Delhi-110108** so as to reach on or before the stipulated date of receipt of application. The selected candidates & their sponsoring organizations for the said course will be informed accordingly well before the commencement of the Course(s) and **they have** to report at the allotted training centre within stipulated Date & Time.

6. 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.

Yours Sincerely

**Encl.:** As above



**(M.C. Shukla)**  
Director, (Stats) CBHI

Copy for information to:

1. The Senior PPS to Secretary, Ministry of Home Affairs, North Block , New Delhi - 110001
2. The Senior PPS to Secretary, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi - 110108
3. The Senior PPS to Secretary, Railway Board, Rail Bhawan, New Delhi - 110001
4. The Senior PPS to Secretary, Ministry of Labour, Shram Shakti Bhawan, New Delhi - 110001
5. The Senior PPS to Secretary, Ministry of Defence, South Block, New Delhi - 110001
6. The Senior PPS to, DGHS, Nirman Bhawan, New Delhi – 110108
7. The Medical Superintendent , Safdarjung Hospital & VMMC , New Delhi - 110029.
8. The Director ,JIPMER, Dhanvantri Nagar, Puducherry - 605 006.
9. The Medical Superintendent , Dr. RML Hospital& ABVIMS, New Delhi - 110001
10. The Director, Rajendra Institute of Medical Sciences, Bariatu, Ranchi – 834009 Jharkhand.

**Annexure I**

**Schedule of MRO/MRT Training Courses**

**(a) Schedule for MRO Training Course**

S. No.	Item	Description
1.	Name of the Training Course	Medical Record Officer (MRO)
2.	Duration	12 Months (6 months in-class training and 6 months mandatory project work at respective institution)
3.	Batch Size	15 candidates for each of the 2 Training Centres
4.	Venue of Training	Safdarjung Hospital, New Delhi and JIPMER, Puducherry
5.	Dates of Training Course(s)	1. In-class training from 1 <sup>st</sup> Jan 2023 to 30 <sup>th</sup> June 2023 2. Project work from 1 <sup>st</sup> Jul 2023 to 31 <sup>st</sup> Dec 2023 at their respective Institutions
6.	Last date of Receipt of Application	<b>31<sup>st</sup> October, 2022</b> The complete and duly recommended/sponsored application(s) in the prescribed format will be accepted at CBHI, New Delhi
7.	<b>Eligibility Criteria for Admission of Candidate(s) in the Training Course</b>	
	<p><b>1. Essential</b></p> <p><b>1.1 MRT Trained:</b> The applicant should be MRT trained from any of CBHI's Training Centre or from any Recognized Institution with at least three years' experience post MRT Training in related domains as indicated in 1.2 below.</p> <p><b>1.2 In-Service:</b> The candidate should be a Group-B or C level employee and working as MRO / Assistant MRO / Medical Record Technician / Medical Record Clerk / Statistical Assistant in Government or equivalent level functionary in Non-Government Institutions viz. CHC / Taluka / Sub District / District Hospitals / Medical Colleges under Central under Central Government / State Government / Local Government Bodies/ Public Sectors Undertaking / Autonomous Government Establishments / Registered Non – Government Organizations.</p> <p style="text-align: center;"><b>OR</b></p> <p>Other Group-B or C level employee in Government or equivalent level functionary in Non-Government Institutions appointed for other technical expertise, like Nursing / Physiotherapy / Laboratory &amp; Vocational Therapies / Radiography / MPHWS &amp; Supervisor (Male / Female) Pharmacist, etc. <u>In this case, kindly attach a certificate from the sponsoring authority that 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 Department / Unit only.</u></p> <p><b>1.3. Educational Qualification:</b> The applicant should be <b>Graduate</b> from a Recognized Board/University. Relaxation in educational qualification may be given, if other suitable candidate(s) are not available. However, such candidates should be passed at least <b>10+2</b> or equivalent qualification with <b>at least 5 years experience after MRT Training in related domains as indicated in 1.2 above.</b></p>	
	<b>2. Desirable</b>	Working Knowledge of MS Office in Computer



(b) Schedule for MRT Training course

S. N.	Item	Description
1.	Name of the Training Course	Medical Record Technician (MRT)
2.	Duration	6 months in-class training
3.	Batch Size	20 candidates for each of the 4 Training Centres
4.	Venue of Training	1. Safdarjung Hospital, New Delhi 2. Dr. RML, New Delhi 3. JIPMER, Puducherry 4. RIMS, Ranchi
5.	Dates of MRT Training Course	In-class training <b>First Batch</b> :-1 <sup>st</sup> January 2023 to 30 <sup>th</sup> June, 2023 <b>Second Batch</b> :- 1 <sup>st</sup> Jul, 2023 to 31 <sup>st</sup> Dec 2023
6.	Last date of receipt of application	<b>31<sup>st</sup> October, 2022 for 1<sup>st</sup> Batch and 30<sup>th</sup> April, 2023 for 2<sup>nd</sup> Batch</b> The complete and duly recommended/sponsored application(s) in the prescribed format will to be accepted at CBHI, New Delhi
7.	<b>Eligibility criteria for admission of candidates in the MRT training course</b>	
	<b>1. Essential</b>  <b>1.1 In-Service:</b> The candidate should be employed as Group - C and above level and working as Medical Record Technician / Medical Record Clerk / Statistical Assistant <u>with 2 years' experience in Medical Record Department under Government / Non - Government Institutions</u> viz. CHC / Taluka / Sub District / District Hospitals / Medical Colleges under Central under Central Government / State Government / Local Government Bodies/ Public Sectors Undertaking / Autonomous Government Establishments / Registered Non – Government Organizations.  <b>OR</b> Other Group - C and above level employee who is already appointed for other technical expertise like, Nursing / Physiotherapy / Laboratory & Vocational Therapies / Radiography / MPHWS & Supervisor (Male / Female), Pharmacist etc., and working in Medical Record Department / Unit and actively involved in maintenance / compilation of medical records for <b>at least two years is also</b> . <u>In this case, the candidates to attached certificate from the sponsoring authority that his / her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician and after completion of this MRT Training course his / her services will be utilized in Medical Record Department / Unit only.</u>  <b>1.2. Educational Qualification:</b> The applicant should be <b>10+2</b> or equivalent from a government recognized Board/Institution. However, the government applicant already appointed as Medical Record Technician or Medical Record Clerk with academic qualification as <b>10<sup>th</sup> pass</b> , may be considered for MRT training, if he / she has <b>at least three years working experience in Medical Record Department / Unit</b> .	
	<b>2. Desirable</b>	Working Knowledge of MS Office in Computer

**Note:**

1. Person(s) with higher educational qualifications and more experience will be given preference.
2. Applications of candidates from registered Non- Government Medical establishments (more than 30 Bedded) / contractual in Government Hospital / Institution involved in Medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Government establishments indicated above.

**Annexure II**

**Application Form for Admission to CBHI In-Service Training Course on Medical Record Officer (MRO) and Medical Record Technician (MRT)**

- MRO (01.01.2023 to 31.12.2023)  
 MRT (01.01.2023 to 30.06.2023)  
 MRT (01.07.2023 to 31.12.2023)

Self attested  
photograph

1. Name of the Candidate :  
(Capital Letters)
2. Date of Birth :
3. Sex (Male / Female) :
4. Nationality :
5. Aadhaar Number (16 digits): :
6. Designation :
7. Status of the Organization : Government / Non-Government
8. Nature of employment : Contractual / Permanent  
Contractual/Permanent
9. If Non – Government (Number of Beds in the Hospital) :
10. Date of Joining in the Service (For Government candidate) :
11. Level of Pay (as per 7<sup>th</sup> CPC) (For Government Employee) :
12. Complete Address of the candidate (Workplace)

Name of the Organization / Institution	
Postal address (along with Pin-Code)	

13. Contact details of the candidates

Phone No.	E-mail id (should be legible and in Capital letters)





14. Educational qualifications of the candidate (attach attested copies of certificates/ degrees)

S. No.	Qualifications	University / Institution / Board	Year of Passing	Class / Division
1.	10 <sup>th</sup> standard			
2.	10 + 2 standard			
3.	Graduation			

15. Details of the previous In-service Training(s), if any, (Attach Certificate)

S. No.	Name of Training	Institution/ Organization	Duration(s) (specify date (from ___ to ___))
1.			
2.			

16. Working experience (s) in Medical Record Unit/Department in a Hospital (Provide details from current to previous experience in table below)

S. No.	Designation	Pay Scale	Organization / Institution	Department / Division	Duration (from - to)	Nature of duties performed
1						
2.						

17. Level of knowledge / skill in use of Computer including MS Word & Excel (Please tick the factual position): (Also attach certificate, if any)

Nil	Working Knowledge	Proficient

18. Training Centre Preferred :

1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference	3 <sup>rd</sup> Preference

19. Undertaking by the candidate:

I ..... Son / Daughter / Wife of .....

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 and 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)

**(Recommendation Supervisory Officer)**

20. On the basis of qualification, eligibility & need for undergoing the training course applied by the candidate

.....  
.....  
.....  
.....

*(Please write in Capital Letters)*

1. Name & Designation :  
2. Address (with Pin Code):  
3. Contact No. (Essential) :  
4. Email (Essential):

Dated:

Signature \_\_\_\_\_  
(Supervisory Officer)  
(Affix rubber stamp hereunder)

21. **Recommendation of the Competent Sponsoring Authority \*\***

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

It is to certify that Mr./Ms. .... has been working in the Medical Record Unit / Department of ..... since ..... as (Please mention the designation of the applicant) ..... in (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 / Department in this organization. The particulars given by the candidate have been verified and found correct.

*(Please write in Capital Letters)*

1. Name & Designation :  
2. Address (with Pin Code):  
3. Contact No. (Essential) :  
4. Email (Essential):

Dated:

Signature \_\_\_\_\_  
(Competent Sponsoring Authority)  
(Affix rubber stamp here under)

Signature of the Applicant: \_\_\_\_\_

(Name of the Applicant): \_\_\_\_\_



Instructions for MRO / MRT Trainees for their Information & Compliance

1. Eligibility of TA / DA to the selected MRO / MRT Trainees

- 1.1 The selected outstation candidates from Government (Central/State), PSUs, Local Government Bodies or Autonomous Bodies Institutions will be paid entitled Daily Allowance as per Government of India Rules for the entire period (maximum six months or 180 days) of their respective training excluding the entitled Traveling Allowance (TA) and Daily Allowance (DA) for journey period for joining these training courses and going back on completion of the training. **The period of training will be treated as on duty.**
- 1.2 The entitled to & fro TA to join the training center during journey period will be reimbursed as per Central Government Rules to Government candidates only. The eligible trainees, if selected, shall have to avail entitled DA on the first day of the joining of the training.
- 1.3 The expenditure incurred in preparation of Project Work/Report will be borne by the candidates. However, TA / DA would be paid to the Government candidates for attending Project Viva for MRO course.
- 1.4 **Incentive to non-government/contractual candidates:** An Incentive equivalent to lowest Daily Allowance (DA) Rates for the pay matrix 5 and below in 7<sup>th</sup> CPC will be paid to the non-government /contractual candidates during the entire period of training (maximum six months or 180 days).
- 1.5 The entitled TA/DA (if any) during the period of training to the Defence / Para-military personnel selected for the aforesaid training courses will be governed as per the rules available with the M/o Defence for these personnel.

2. Joining Instructions

- 2.1 The selected candidates and their sponsoring organizations for the said course(s) will be informed accordingly well before the commencement of the course(s) and they have to report at the allotted training centers within stipulated date and time.
- 2.2 The selected candidate(s) reporting **later than one week** after the commencement of the concerned training course **will not be permitted** to join the course.

3. Other Instructions

- 3.1 **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.
- 3.2 **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 mark 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.

**3.3 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 along with 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, along with 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).

**3.4 Participants having shortage of required (<80%) attendance and were thus debarred from taking the examination.**

3.4.1. 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 along with 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.

3.4.2. 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 along with 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.

3.4.3. In all such above situations the candidate(s) have to give formal request application through proper channel, well in advance. TA / DA will not be paid to the candidate for appearing in the examination for missed courses.

3.4.4. 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 center 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 along with 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.



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

3.5.1: 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 Centers / 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.

3.5.2: 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.

- 3.6 Project work would be assigned by the concerned training center. The project work must be completed within stipulated period. The project report must be submitted before 10 days of stipulated period. On the basis of both job training's exam and the assessment of project work, final result would be declared.
- 3.7 The selection of MRO / MRT Trainees will be completed in all respect by CBHI (HQ) every year by 30<sup>th</sup> November and 31<sup>st</sup> May i.e. a month prior to the commencement of the MRO / MRT Training Course.
- 3.8 In the intervening period of a month (i.e. December and June) between selection of the Candidates and commencement of the Course, the Training Centres will ensure and responsible for genuineness of the selected candidates within the stipulated period enabling genuine candidate to join the Training Course at respective Training Centre.
- 3.9 The Qualifications / Experiences as mentioned in the Circular of MRO / MRT Training course will be for Training purpose only irrespective of Selection criteria to the post of MRO in the Institution Concerned.

**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 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 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.

