



सत्यमेव जयते

भारत सरकार

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



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

Tele/Fax : 91 (11) 23062695

91 (11) 23063175

E-mail : dircbhi@nic.in

Website : www.cbhidghs.nic.in

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- 22025/1/2021-CBHI

Dated: 16th April, 2021

Dear Sir / Madam,

Sub: Schedule of CBHI In-service Orientation Training Programmes Calendar for 2021-22

I bring to your kind notice that Central Bureau of Health Intelligence (CBHI) conducts regularly following In-service **one-week** orientation training programmes through its various Training Centers (Pl. see Annexure II) for medical and non-medical officers & staff working in health related fields in the hospitals & health institutions under Central / State Governments and Public Sector Undertakings.

- Health Information Management for Officers
- Health Information Management for Non-medical Personnel
- Family of International Classification (ICD - 10 & ICF) for Non-medical Personnel
- Training of Trainers (TOT) on Family of International Classification (ICD - 10)
- Medical Record & Information Management
- Training of Trainers (TOT) on International Classification of Functioning, Disability & Health (ICF) – (3 days only)

Besides, CBHI also organizes regular **Six-Months** training on Medical Record Technician and Medical Record Officer Courses through its Training Centres at Safdarjung Hospital, New Delhi; Dr. RML Hospital, New Delhi; JIPMER, Puducherry and RIMS, Ranchi. A separate notice is issued by CBHI for inviting candidates for these long term courses.

The out-stationed sponsored in-service candidates for these **one-week** training programmes will be paid entitled TA / DA as per provisions of Govt. of India rules. During the training, the Training Centres will provide 2-times tea and working lunch per day to the participating candidates. The period of training will be treated as 'On duty'. The local sponsored in-service candidates will not be entitled for any TA /DA.

The contractual and non-government establishment(s) candidates can also apply for these **one-week** training programmes. However, their candidature will be considered subject to the availability of seats after selecting candidates from Govt. establishment and they will not be entitled for any TA / DA and honorarium. The person working / deployed on voluntary basis in any organization will not be considered for any of these mentioned training courses.



Efficient Health Intelligence is Key to Healthy & Prosperous India Contd. on p.2

Kindly also visit : www.hsprodindia.nic.in



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The schedule of **one-week** In-service training programmes to be conducted during 2021-22 at various Training Centers (TC) of CBHI, attached at **Annexure -I**. The prescribed Application Form is given at **Annexure -III** whereas Name & Address, Tel / Fax and E-mail of all the Training Centers of CBHI are given at **Annexure -II**. 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 concerned Training Centre covering your State/UT as per Training Schedule, positively to reach the TCon or before 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 to the TC for the concerned training course on time. In case, the candidate 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 Orientation In-service training programmes are very essential in the direction of improving and strengthening the much needed Health Information System and use of uniform ICD - 10 & ICF Codes for morbidity, mortality, functions, disability & related health aspects in the country, at every level of health / medical care system. Your valuable cooperation is extremely essential for ensuring full utilization of these In-service training facilities 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.

Therefore, it is requested to kindly circulate the aforementioned training schedule among various health care institutions (i.e. hospitals) of the Central & State government, the public sector undertaking and registered Non-Govt. healthcare establishments involved in medical and health fields in your State / UT so as to ensure maximum participation in the aforesaid training programme.

Yours Sincerely,


(B. K. Mishra)

Deputy Director, CBHI

To

1. Director of Health Services / Family Welfare Services / Medical Services / Medical Education of all States / UTs in India.
2. Director / Principals / Dean of all Recognized Medical Colleges (including AYUSH) in India.
3. Director General, Armed Forces Medical Services, New Delhi -110001
4. Director of Health & Family Welfare Services, M/o Railway, Rail Bhawan, New Delhi.
5. Director General, ESIC, Panchdeep Bhawan, Inderjeet Gupta Marg, New Delhi -110002.
6. Joint Secretary, M/o AYUSH, AYUSH Bhawan, GPO Complex, B-Block, INA, New Delhi - 110023.
7. Additional Director General (Medical), Central Para Military Forces, ITBP Hospital, Tigri, New Delhi -110062.

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Copy along with enclosures for necessary action to:

1. Nodal Officers of SBHI / Health Information System / IDSP in all the 35 States / UTs
2. Director, Directorate of Economics & Statistics of all States / UTs
3. Officer In-charge, RHSTC, PHC Annexe, Phase 3-B-1, SAS Nagar, Mohali, Punjab Pin - 160059.
4. Sr. Regional Director (HFW / GOI), 2nd Floor, F – Wing, KendriyaSadan, Koramangala, Bengaluru - 560034
5. Sr. Regional Director (HFW / GOI), A- 28, Vidhya Nagar, Behind Axis Bank, Hoshangabad Road, Bhopal
6. Sr. Regional Director (HFW / GOI), BJ – 25, BJB Nagar, Bhubaneswar – 751014, Odisha
7. 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
8. Sr. Regional Director (HFW / GOI), 6th Floor, F & G Wing, Karpuri Thakur, Kendriya Sadan, Digha Ashiyana Road, Patna – 800025 (Bihar)
9. Sr. Regional Director (HFW / GOI), Hall No. III, 9th Floor, Kendriya Bhawan, Aliganj, Lucknow – 226024
10. Sr. Regional Director (HFW / GOI) at Kolkata, Chandigarh, Hyderabad, Ahmedabad, Chennai, Shimla, Srinagar, Pune, Thiruvanthapuram, Imphal, Shillong, Guwahati & Raipur
11. Registrar General of India, NDCC Building II, Jai Singh Road, New Delhi – 110001
12. Director In-charge (Attention: NPO / IDSP), National Centre for Disease Control, 22-Sham Nath Marg, Delhi – 110054
13. Chief Director (Stat.), MoHFW, Red Cross Building, New Delhi – 110108

Note: The Sr. Regional Director (HFW / GOI) are requested to circulate the training schedule to all the Health Authorities of the States / UTs and Districts and Municipal Corporation under their jurisdiction and ensure the timely sponsoring of eligible candidates for these training programmes.



(B. K. Mishra)

Deputy Director, CBHI

- Encl.:** (1) Annexure – I: CBHI In-service Orientation Training Schedule (2021 - 22)
(2) Annexure – II: List of CBHI Training Centres and their Addresses.
(3) Annexure – III: Specimen of Application Form.

CBHI In-service Orientation Training Schedule (2021 - 22)

S. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course	CBHI Training Centre (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms in Training Centres (*)	States / UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Centres.
1.	Orientation Training on Health Information Management for Officers (One Week) (20 Candidates per batch)	Group B and above level Officers closely involved in Management of health Information from PHC to State / UT levels in Central Govt. / State Govt. / Local Govt. bodies / Public Sector Undertaking / Autonomous Govt. Establishments. This may include Medical Officers (including AYUSH), District Health Programme Managers, Statistical Officers, Health Education Officers & Mass Media Officers working in Health Sectors and Public Health Nurses. Note: Applications of eligible candidates employed in registered Non-Government Establishments involved in Medical and health field will be considered only against any vacancy after considering the eligible candidates from Government Health / Medical Care Establishments.	1. Regional Health Statistics Training Centre (RHSTC)/ CBHI, Mohali, Punjab (near Chandigarh)	05-09 July 2021 06-10 Dec 2021	01 st June, 2021 01 st Nov, 2021	Whole India (All States / UTs)
			2. FSU (CBHI) at RoHFW / GOI, Bengaluru, Karnataka	17-21 Jan., 2022	13 th Dec, 2021	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	29 Nov -03 Dec 2021	25 th Oct, 2021	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	13-17 Dec, 2021	8 th Nov, 2021	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	26-30 July, 2021	21 st June, 2021	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	7-11 Feb., 2022	3 rd Jan, 2022	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	06-10 Dec 2021	01 st Nov, 2021	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)

(*) Complete address, Contact Tel / Fax, E-mail & GRAM attached as Annexure – II.
One week means five working days, Monday to Friday, Daily 9:30 – 18:00 hrs.

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S. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course	CBHI Training Centre (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms in Training Centres (*)	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 batch)	Non-Medical Officials of Group – C level working the Central Govt. / State Govt. / Local Govt. bodies / Public Sector Undertaking / Autonomous Govt. Establishments and engaged in preparation, handing & maintenance of medical and health data at PHC / dispensary / CHC / Hospitals / Municipal Corporation / District Medical Health Office / Dte. of Health, Medical & FW Services. Note: Applications of eligible candidates employed on contractual basis in Govt. Establishments and those working in registered non-Government Establishments involved in medical and health field will be considered only against any vacancy after considering the eligible candidates from Government Health / Medical Care Establishments.	1. RHSTC, Mohali, Punjab (Near Chandigarh)	09-13 Aug 2021 25-29 Oct 2021	05 th July, 2021 20 th Sep, 2021	Whole India (All States / UTs)
			2. Field Survey Unit (FSU, CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka	13-17 Sep, 2021 25-29 Oct. 2021	09 th Aug, 2021 20 th Sep, 2021	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	25-29 Oct 2021 13-17 Dec 2021	20 th Sep, 2021 8 th Nov, 2021	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	13 - 17 Sep. 2021 7-11 Feb., 2022	09 th Aug, 2021 3 rd Jan, 2022	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	21-25 June 2021 20-24 Dec 2021	17 th May, 2021 15 th Nov, 2021	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	05-09 Jul. 2021 29 Nov - 03 Dec, 2021	31 st May, 2021 25 th Oct, 2021	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	06-10 Sept 2021 17-21 Jan 2022	02 nd Aug, 2021 13 th Dec, 2021	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)

(*) Complete address, Contact Tel / Fax, E-mail & GRAM attached as Annexure – II.
One week means five working days, Monday to Friday, Daily 9:30 – 18:00 hrs.

Annexure – I Contd. on p.3/-

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S. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course	CBHI Training Centre (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms in 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 batch)	Non-Medical Officials of Group – C and above levels working in the Central Govt. / State Govt. / Local Govt. bodies / Public Sector Undertaking / Autonomous Govt. Establishments and engaged in preparation, handling & maintenance of medical and health data at PHC / dispensary / CHC / secondary & tertiary level Hospital / Municipal Corporation / District Medical Health Office / Dte. of Health, Medical & FW Services. Note: Applications of eligible candidates employed on contractual basis in Govt. Establishments and those working in registered non-Government Establishments involved in medical and health field will be considered only against any vacancy after considering the eligible candidates form Government Health / Medical Care Establishments.	1. RHSTC, Mohali, Punjab	22-26 Nov 2021 07-11 Mar, 2022	18 th Oct, 2021 31 st Jan, 2022	Whole India (All States / UTs)
			2. Field Survey Unit (CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka	14-18 Jun, 2021 12-16 Jul, 2021 14-18 Feb, 2022	11 th May, 2021 07 th June, 2021 10 th Jan, 2022	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	26-30 July, 2021 13-17 Sep, 2021 07-11 Feb, 2022	21 st June, 2021 09 th Aug, 2021 03 rd Jan, 2022	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	02-06 Aug, 2021 25-29 Oct, 2021 17-21 Jan, 2022	28 th Jun, 2021 20 th Sep, 2021 13 th Dec, 2021	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	20-24 Sep, 2021 22-26 Nov, 2021 17-21 Jan, 2022	16 th Aug, 2021 18 th Oct, 2021 13 th Dec, 2021	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	09-13 Aug, 2021 03-07 Jan., 2022 07-11 Feb, 2022	05 th July, 2021 29 th Nov, 2021 03 rd Jan, 2022	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	21-25 Jun, 2021 26-30 Jul, 2021 07-11 Mar, 2022	17 th May, 2021 21 st Jun, 2021 24 th Jan, 2022	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)

(*) Complete address, Contact Tel / Fax, E-mail & GRAM attached as Annexure – II.
One week means five working days, Monday to Friday, Daily 9:30 – 18:00 hrs.

Annexure – I Contd. on p.4-

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S. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course	CBHI Training Centre (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms in Training Centres (*)	States / UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Centres.
4.	Master Training of Trainers (TOT) on ICD – 10 (One Week)	Two to Three Officer(s) from the following categories may be nominated for this training course from each States / UT. (1) Chief / In-charge of State Bureau of Health Intelligence (SBHI). (2) State Nodal Officer for Health Information System (HIS) in the State Directorate of Health & FW. (3) An Officer of the rank of Associate / Assistant Professor from Bio-Statistics or Community Medicine Department from a Govt. Medical College preferable in the State capital. However, if there is no Medical College in the State, then Joint Director (PH) in the State Directorate of Health & FW may be considered.	RHSTC, Mohali, Punjab (Near Chandigarh)	20-24 Sep, 2021 14-18 Feb, 2022	16 th Aug, 2021 10 th Jan, 2022	Whole India (All States / UTs)
5.	Master Training of Trainers TOT on ICF (3 days)	Department from a Govt. Medical College preferable in the State capital. However, if there is no Medical College in the State, then Joint Director (PH) in the State Directorate of Health & FW may be considered. (4) Officer In-charge for Registration of Births & Deaths or Nosologist in the State / UT (HQ).	RHSTC, Mohali, Punjab (Near Chandigarh)	26-28 Jul, 2021 06-08 Sep, 2021	21 st Jun, 2021 02 nd Aug, 2021	

(*) Complete address, Contact Tel / Fax, E-mail & GRAM attached as Annexure – II.
One week means five working days, Monday to Friday, Daily 9:30 – 18:00 hrs.

Annexure – I Contd. on p.5/-



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S. No.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course	CBHI Training Centre (*)	Dates of Training Course(s)	Last date of Receipt of Duly Sponsored Application in Prescribed Forms in Training Centres (*)	States / UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Centres.
6.	Orientation Training on Medical Record and Information Management (One Week) (20 Candidates per batch)	Group – C and above level officials such as Nurse, Lab. Technician, Pharmacist, Physical & Occupational Therapist, Optometrist & Ophthalmic Assistant, Clinical Psychologist, Psychiatric Social Worker, Dietician, EEG / ECG Technician, Dialysis Technician, Endoscopy Technician, Blood Bank Technician and Health Statistician who have not undergone any formal training related to medical record system other than their respective professional course(s) and working in Central Govt. / State Govt. / Local Govt. bodies / Public Sector Undertaking / Autonomous Govt. Establishments. Note: Application of eligible candidates employed in registered Non-Government Establishment involved in Medical and Health field will be considered only against any vacancy after considering the eligible candidates from Government Health / Medical Care Establishments.	1. RHSTC, Mohali, Punjab (Near Chandigarh)	21-25 Jun, 2021 17-21 Jan, 2022	17 th May, 2021 13 th Dec, 2021	Whole India (All States / UTs)
			2. Field Survey Unit (CBHI) at (RoHFW) / GOI, Bengaluru, Karnataka	9-13 Aug, 2021	05 th Jul, 2021	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	21-25 Jun, 2021	17 th Jun, 2021	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	22-26 Nov, 2021	18 th Oct, 2021	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	23-27 Aug, 2021	19 th Jul, 2021	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	13-17 Sep, 2021	09 th Aug, 2021	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	25-29 Oct, 2021	20 th Sep, 2021	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)

(*) Complete address, Contact Tel / Fax, E-mail & GRAM attached as Annexure – II.
One week means five working days, Monday to Friday, Daily 9:30 – 18:00 hrs.



List of CBHI Training Centres and their Addresses

<p>Sr. Regional Director Regional Office of Health & Family Welfare 2nd Floor, F-Wing, Kendriya Sadan, Koramangala, Bangalore-560034. Karnataka E-mail: rhobng@kar.nic.in</p>	<p>Sr. Regional Director Regional Office of Health & Family Welfare A-28, Vidhya Nagar, Near Axis Bank, Hoshangabad Road, Bhopal – 462026, Madhya Pradesh E-mail: rohfbho@mp.nic.in</p>
<p>Sr. Regional Director Regional Office of Health & Family Welfare BJ-25, BJB Nagar, Bhubaneswar-751014, Orissa E-mail: rohfwbbs@rediffmail.com</p>	<p>Sr. Regional Director Regional Office of Health & Family Welfare Hall No. 3, 9th Floor, Kendriya Bhawan, Ali Ganj, Lucknow- 226024, Uttar Pradesh E-mail: regdrko@yahoo.in</p>
<p>Sr. Regional Director Regional Office of Health & Family Welfare Kendriya Sadan, 2nd Building, 2nd Floor, Sector-10, Vidhyadhar Nagar, Jaipur-302001 Rajasthan E-mail.: rdrhojp@raj.nic.in</p>	<p>Sr. Regional Director Regional Office of Health & Family Welfare, Chandigarh & I/C Regional Health Statistical Training Centre (RHSTC), Phase – 3-B-1, SAS Nagar, Mohali – 160059 Punjab E-mail : mohalirhstc@yahoo.com</p>
<p>Sr. Regional Director Regional Office of Health & Family Welfare 6th Floor, F & G Wing, Karpuri Thakur, Kendriya Sadan, Digha Ashiyana Road, Patna – 800025 Bihar E-mail : rhopatna@gmail.com</p>	



Specimen of Application Form

GOVERNMENT OF INDIA
CENTRAL BUREAU OF HEALTH INTELLIGENCE (CBHI)
DIRECTORATE GENERAL OF HEALTH SERVICES
ROOM NO. 401& 404, A-WING, NIRMAN BHAWAN, NEW DELHI-110108

Ensure completeness of application in all respects. Incomplete application will not be considered at all.

Application for Orientation Training Course on* _____
 (Please specify the name of Training Course)

From _____ to _____ at _____
 (Dates) (Specify Training Centre)

1. Name of the Candidate :
2. Designation :
3. (a) Scale of Pay :
 (b) Grade of post (pl. specify A/B/C) :
4. Nature of employment (pl. specify) :
 (Regular/Ad-hoc/Contractual)

(Voluntary applicants not eligible)

5. Complete Postal Address (with Pin code, Telephone / Mobile, Fax & E-mail)

(a) Office (work place) of candidate	(b) Residence of candidate

6. Age : _____ Years, 7. DOB : _____, 8. Sex : _____

9. Nationality: _____ 10. Status of the Organization** (Govt./Non-Govt.): _____
 (Where candidate is employed. Please clearly specify)

11. Competent Sponsoring Authority** :

(Name, Designation, Complete Address with Pincode, Tel / Fax & E-mail)

Name:
Designation:
Address: (With Pin code, Tel / Fax & E-mail)

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 Training of Trainers (TOT) on ICD – 10 (One Week)
- (v) Master Training of Trainers (TOT) on ICF (3 days)
- (vi) Orientation Training on Medical Record and Information Management (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

S. 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:-

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

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 perform 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 Course** - 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 Classifications 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. & e-mail

17. Recommendation of the Competent Sponsoring Authority***

Certified that the candidate's training will equip him / her for the better discharge of duties in him / her post and will thus promote better use of Health Information Management Methods / FIC in the organization and thus the above candidature is recommended for the above mentioned training course.

Date: _____

Signature _____

(Competent Sponsoring Authority)

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 and Procedures.

The CBHI in-service Training Schedule 2021-22 along with the specimen application form is also available on CBHI website www.cbhidghs.gov.in from where it can be downloaded.

Please use Extra Sheets for Complete Application, if required