



Government of India

Ministry of Health & Family Welfare



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

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Directorate General of Health Services  
Central Bureau of Health Intelligence  
Nirman Bhawan, New Delhi – 110108

No. Z. 22025/2/2011-CBHI

Dated:- 12<sup>th</sup> Sept, 2019

To

1. Directors of Health Services/Medical Services / Medical Education / Family Welfare Services, All States/UTs
2. Director General, Health & Medical Services, M/o Railways, Rail Bhawan, New Delhi-110001
3. Director General, ESIC, Panchdeep Bhawan, CIG Road, New Delhi -110002
4. Director General, Armed Forces Medical Services, M/o Defence, R. No. 60, M-Block, Church Road, New Delhi – 110001
5. Director General, Border Security Force, Block No. 10, CGO Complex, Lodhi Road, New Delhi, Delhi 110003
6. Jt. Secretary, M/o AYUSH GOI, GPO Complex, B Block, INA, New Delhi –110023 (With a request kindly circulate this to all AYUSH Medical Colleges)
7. Director/Principal/Dean of Recognized Medical Colleges including (Allopathic/AYUSH/Dental) (Attn: Medical Supdt. / Head MRD)

**Subject: Schedule of CBHI In-service Training Courses of Medical Record Officers (MRO) and Medical Record Technicians (MRT) during the year 2020 - 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 and JIPMER, Puducherry.

- 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 Govt. Bodies, Autonomous Govt. 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 2020 along with eligibility criteria, batch size and last date of accepting applications is given at **Annexure-I** and the prescribed application form at **Annexure-II**. 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 Govt. Bodies and Autonomous Govt. 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-III**.

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 Govt. Bodies, Public Sector Undertakings, Autonomous Govt. Institutions and to registered Non-Govt. 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 state above



**(B. K. Mishra)**  
Deputy Director, CBHI

**Copy along with said enclosures forwarded for immediate necessary action to:**

1. Principal Secretary (Health & FW) all the States/UTs.
2. All the Sr. / Regional Directors (H&FW, GOI)/Dy. Directors of CBHI-FSUs/Officer In-charge RHSTC, Mohali / CBHI. **(With a request to circulate the 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 jurisdiction and ensure timely sponsoring of eligible candidates for the above said training course.)**
3. Medical Superintendent/CMO & In-charge, MRD & TC, Safdarjung Hospital, New Delhi - 110029.
4. Director/Addl. M.S. & In-charge, MRD & TC, JIPMER, Puducherry - 605 006.
5. Medical Superintendent / CMO & In-charge, MRD & TC, Dr. RML Hospital, New Delhi.



**(B. K. Mishra)**  
Deputy Director, CBHI



## 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	(1) Safdarjung Hospital, New Delhi (2) JIPMER, Puducherry
5.	Dates of Training Course(s)	(1) In-class training from 1 <sup>st</sup> Jan 2020 to 30 <sup>th</sup> June 2020 (2) Project work from 1 <sup>st</sup> Jul 2020 to 31 <sup>st</sup> Dec 2020 at their respective Institutions*
6.	Last date of Receipt of Application	<b>30<sup>th</sup> November, 2019</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 In-Service:</b> The candidate should be a Group-B or C level employee and working as Medical Record Technician/Medical Record Clerk/Assistant MRO/MRO in Government / Non-Government Institutions*.</p> <p style="text-align: center;"><b>Or</b></p> <p>Other Group-B or C level employee appointed for other technical expertise, like Nursing / Physiotherapy / Laboratory &amp; Vocational Therapies / Radiography / MPH &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>1.2. 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.</p> <p><b>1.3 MRT Trained:</b> The applicant should be MRT trained from any of CBHI's Training Centre or from any Recognized Institution.</p> <p><b>1.4 Experience:</b> At least three years' experience of Patient Health Care records Maintenance in Government / Non- Government Institutions*.</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 3 Training Centres
4.	Venue of training	1. Safdarjung Hospital, New Delhi 2. Dr. RML, New Delhi 3. JIPMER, Puducherry
5.	Dates of MRT training course	In-class training <b>First Batch</b> :-1 <sup>st</sup> January 2020 to 30 <sup>th</sup> June, 2020 <b>Second Batch</b> :- 1 <sup>st</sup> Jul, 2020 to 31 <sup>st</sup> Dec 2020
6.	Last date of receipt of application	<b>30<sup>th</sup> November, 2019 for 1<sup>st</sup> Batch and 30<sup>th</sup> May, 2020 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 <u>with 2 years' experience in Government / Non - Government Institutions</u> <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 / MPHW & 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</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>1.5:</b> The candidates upgraded from Group-D to ' <b>Multi-Tasking Staff</b> ' under Group-C consequent upon the implementation of 6 <sup>th</sup> Central Pay Commission recommendations, are <b>not eligible</b> for MRT training course irrespective of their post and nature of duty. However, 5 seats are reserved for erstwhile Group-D employees.	
	<b>3. Desirable</b>	Working Knowledge of MS Office in Computer

\*Institutions: CHC / Taluka / Sab District / District Hospitals / Medical Colleges under Central Govt. / State Govt. / Local Govt. Bodies / Public Sector Undertakings / Autonomous Govt. Establishments / Registered Non - Government Organizations.

**Note:**

1. Person(s) with higher educational qualifications and more experience will be given preference.
2. Applications of candidates from registered Non-Govt. Medical establishments (more than 30 Bedded) / contractual in Govt. Hospital / 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.



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

MRO (01.01.2020 to 31.12.2020)

MRT (01.01.2020 to 30.06.2020)

MRT (01.07.2020 to 31.12.2020)

Self-attested  
photograph of  
applicant

1. Name of the Candidate (Block Letters) :
2. Date of Birth :
3. Sex (Male / Female) :
4. Nationality :
5. Aadhar Number (16 digits): :
6. Designation :
7. Name of the organization/ Institution :  
(where candidate is working)
8. Status of the Organization : Govt./Non-Govt.
9. Nature of employment (Pl. specify) : Contractual / Permanent
10. If Non -Govt. (Pl. Number of Beds in the Hospital) :
11. Date of Joining in the Service (For Govt. candidate) :
12. Level of Pay (as per 7<sup>th</sup> PC) (For Govt. Employee) :
13. Complete Address of candidate (Residence):

14. Complete Address of the candidate(Workplace)

Name of the Organization / Institution	
Name of the Supervisor (along with telephone / mobile / e-mail id)	
Postal address (along with pin-code)	

15. Contact details of the candidates

Mobile No. / alternate mobile No.	Telephone No.	E-mail id

16. 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.				

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

*Bu*

Sl. No.	Name of Training	Institution/ Organization	Duration(s) (specify date (from - to))

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

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

19. 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
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20. Training Centre Preferred :

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

21. 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 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 and Competent Sponsoring Authority)**

22. **Recommendation** of immediate Supervisory Officer on the basis of qualification, eligibility & need for undergoing the training course applied by the candidate

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

Name :
Designation:
Address:

Signature \_\_\_\_\_  
(Supervisory Officer)

(Affix rubber stamp hereunder)

18. **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/Deptt.of ..... since .....as.....

(Name of the institution)

(Date)

(Designation)



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.



Name :  
Designation:  
Address:  
Tel./Fax (Essential) :  
Email (Essential):

Signature \_\_\_\_\_  
(Competent Sponsoring Authority)  
(Affix rubber stamp hereunder)

Date:

Signature of the Applicant  
(Name of the Applicant)

By

## INSTRUCTIONS FOR MRO/MRT TRAINEES FOR THEIR INFORMATION & COMPLIANCE

### Eligibility of TA/DA to the selected MRO/MRT Trainees

- a) The selected outstation candidates from Government (Central/State), PSUs, Local Govt. Bodies or Autonomous Govt. 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.**
- b) The entitled to & fro TA to join the training center during journey period will be reimbursed as per Central Govt. 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.
- c) 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.
- d) **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).
- e) 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.

### Joining Instructions

- a) 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.
- b) 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.

### Other Instructions

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 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. 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).

**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 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.

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.

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.

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.

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**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 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.

**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.

**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.**

**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.

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