



सत्यमेव जयते

Tele/Fax : 91(11) 23062695
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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- 22025/01/2023-CBHI
Dated: 27th April, 2023

To

The Head of Organization / Institution
(As per list)

Sub: Training Calendar of CBHI for Short Term Orientation Training Programme
for 2023-24-regarding.

Sir / Madam,

As you are aware that training is one of the essential component for capacity building of Human Resources. The Central Bureau of Health Intelligence (CBHI) working under aegis of Directorate General of Health Services (Dte. GHS) regularly conducts following short term Orientation Training Programmes through its various Training Centers for medical and para-medical officers & staff working in hospitals/health institutions under Central / State Governments and Public Sector Undertakings.

- i. Health Information Management for Officers
- ii. Health Information Management for Para-Medical Personnel
- iii. Family of International Classification (ICD-10 & ICF) for Para-Medical Personnel
- iv. Training of Trainers (ToT) on Family of International Classification (ICD- 10) for Medical Officer.
- v. Training of Medical Record & Information Management System (MRIM) for Para – Medical Personnel.
- vi. Training of Trainers (TOT) on International Classification of Functioning, Disability & Health (ICF) for Medical Officer.

Besides the aforementioned trainings, CBHI also conducts 12 Months Training Course for Medical Record Officers (MRO) at Safdarjung Hospital, New Delhi / JIPMER, Puducherry and 6 Months Training Course for Medical Record Technicians (MRT) at the Training Centers of Safdarjung and Dr. RML Hospitals, New Delhi / JIPMER, Puducherry and RIMS, Ranchi.

2. In this connection, please find enclosed herewith the schedule of **Short Term Training Programmes** to be conducted during **2023-24** at various Training Centers (TC) of CBHI as **Annexure - I**. The details of all the Training Centers of CBHI viz. Name, Address, Tel. No. and E-mail etc. as **Annexure - II**. The prescribed Application Form at **Annexure – III**. The application form can also be downloaded from the website www.cbhidghs.nic.in .



Efficient Health Intelligence is Key to Healthy & Prosperous India
Kindly also visit : www.hsprodindia.nic.in



3. The out-stationed sponsored in-service candidates for these **Short Term Training Programmes** will be paid entitled TA / DA as per extant provisions of Govt. of India. The period of training will be treated as 'On duty'. The local sponsored in-service candidates will not be entitled for any TA /DA.

4. The contractual and non-government candidates may also apply for these **Short Term Training Programmes**. However, their candidature will be considered subject to the availability of seats after selecting candidates working in Govt. 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 aforementioned training courses.

5. The duly recommended application(s) of eligible candidate(s), complete in all respects, may please be sent to the concerned Training Centre of FSUs (under jurisdiction of which the State / UT falls) as per Training Schedule, at least 30 days before the commencement of the respective Training Course, as indicated against each course in **Annexure-I**. The selected candidates and 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 Training Centre for the concerned Training Course as per schedule.** In case, the candidate does not report in the forenoon of the first day of the training course, he / she will not be permitted to join the course.

6. These Orientation Training Programmes are essential for improving and strengthening the Health Information System and for promoting use of uniform ICD - 10 & ICF Codes for morbidity, mortality, functions, disability & related health aspects at all levels of health / medical care system. Your cooperation is solicited for ensuring full utilization of these training facilities for strengthening of health information eco-system in all Medical and Public Health Institutions / Organizations.

7. It is, therefore, requested to circulate the Training Calendar among various health care institutions / hospitals of the Central & State Government, the Public Sector Undertakings and registered Non-Govt. healthcare establishments involved in medical and health fields in your State / UT so as to ensure maximum participation in the upcoming training programme.

Yours faithfully,

S. P. Srivastava
27/04/23

(S. P. Srivastava)
DDG, CBHI
011-23061886

Encl.:

1. Annexure – I: CBHI Orientation Training Schedule (2023 - 24)
2. Annexure – II: List of contact details of CBHI Training Centers.
3. Annexure – III: Specimen Application Form.

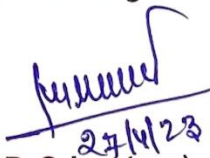
To

1. The Director, AIIMS, (New Delhi, Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur, Rishikesh, Rae Bareli, Mangalagiri, Nagpur, Gorakhpur, Kalyani, Bathinda, Guwahati, Vijaypur, Bilaspur, Madurai, Deoghar, Rajkot, Bibinagar).
2. The Director General, Armed Forces Medical Services, New Delhi -110001.
3. The Director of Health Services of all States / UTs in India.
4. The Director of Medical Education of all States / UTs in India.
5. The Director / Principals / Dean of all Recognized Medical Colleges (including AYUSH) in India.
6. The Director of Health & Family Welfare Services, M/o Railway, Rail Bhawan, New Delhi.
7. The Director General, ESIC, Panchdeep Bhawan, Inderjeet Gupta Marg, New Delhi -110002.
8. The Joint Secretary, M/o AYUSH, AYUSH Bhawan, GPO Complex, B-Block, INA, New Delhi - 110023.
9. The Additional Director General (Medical), Central Para Military Forces, ITBP Hospital, Tigri, New Delhi -110062.
10. Sr. Regional Director (HFW / GOI), 2nd Floor, F – Wing, Kendriya Sadan, Koramangala, Bengaluru - 560034
11. Sr. Regional Director (HFW / GOI), A- 28, Vidhya Nagar, Behind Axis Bank, Hoshangabad Road, Bhopal
12. Sr. Regional Director (HFW / GOI), BJ – 25, BJB Nagar, Bhubaneswar – 751014, Odisha
13. 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
14. Sr. Regional Director (HFW / GOI), 6th Floor, F & G Wing, Karpuri Thakur, Kendriya Sadan, Digha Ashiyana Road, Patna – 800025 (Bihar)
15. Sr. Regional Director (HFW / GOI), Hall No. III, 9th Floor, Kendriya Bhawan, Aliganj, Lucknow – 226024

Copy along with enclosures for necessary action to:

1. Sr. Regional Director (HFW / GOI) at Kolkata, Chandigarh, Hyderabad, Ahmedabad, Chennai, Shimla, Srinagar, Pune, Thiruvanthapuram, Imphal, Shillong, Guwahati & Raipur
2. Registrar General of India, NDDC 2 Building, Jai Singh Road, New Delhi – 110001.
3. The Director, Directorate of Economics and Statistics of all States/ UTs.
4. The Chief Director (Stat.), MoHFW, Red Cross Building, New Delhi – 110108.
5. The Joint Director, IDSP, National Centre for Disease Control, 22-Sham Nath Marg, Delhi – 110054
6. The Officer In-charge, RHSTC, PHC Annexe, Phase 3-B-1, SAS Nagar, Mohali, Punjab Pin -160059.
7. The Nodal Officers of SBHI/ Health Information System/ IDSP in all States/ UTs.
8. Director In-charge (Attention: NPO / IDSP), National Centre for Disease Control, 22-Sham Nath Marg, Delhi – 110054

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 timely nomination of eligible candidates for these training programmes.


27/4/23
(S. P. Srivastava)
DDG, CBHI

Schedule for Orientation Training Courses – Schedule for the year 2023-24

| 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) | 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 (5 Days) (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) | 22-26 May, 2023 06-10 Nov, 2023 | Whole India (All States / UTs) |
| | | | 2. Field Survey Unit (FSU, CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka | 15-19 May, 2023 | Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs) |
| | | | 3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh | 12-16 Feb, 2024 | Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs) |
| | | | 4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha | 11-15 Dec, 2023 | Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs) |
| | | | 5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan | 16-20 Oct, 2023 | Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs) |
| | | | 6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh | 05-09 Feb, 2024 | Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs) |
| | | | 7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar | 19-23 Feb, 2024 | Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs) |

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Annexure – I Contd.

| 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) | 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 Para-Medical Personnel (5 Days) (20 Candidates per batch) | Para-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 form Government Health / Medical Care Establishments. | 1. RHSTC, Mohali, Punjab (Near Chandigarh) | 18-22 Sept, 2023 07-11 Aug, 2023 | Whole India (All States / UTs) |
| | | | 2. Field Survey Unit (FSU, CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka | 12-16 Jun, 2023 17-21 Jul, 2023 | |
| | | | 3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh | 09-13 Oct, 2023 20-24 Nov, 2023 | Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs) |
| | | | 4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha | 22-26 May, 2023 11-15 Sept, 2023 | Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs) |
| | | | 5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan | 19-23 Jun, 2023 11-16 Dec, 2023 | Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs) |
| | | | 6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh | 19-23 June, 2023 30 Oct, 2023 03 Nov, 2023 | Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs) |
| | | | 7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar | 19-23 June, 2023 18-22 Sept, 2023 | Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs) |

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Annexure – I Contd.

| 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) | 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 Para-Medical Personnel (5 Days) (20 Candidates per batch) | Para-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, handing & 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 | 24-28 July, 2023 11-15- Dec, 2023 | Whole India (All States / UTs) |
| | | | 2. Field Survey Unit (CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnatak | 21-25 Aug, 2023 11-15 Sept, 2023 06-10 Nov, 2023 | |
| | | | 3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh | 24-28 July, 2023 21-25 Aug, 2023 18-22 Dec, 2023 | Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs) |
| | | | 4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha | 31 July, 2023 – 04 Aug, 2023 09-13 Oct, 2023 08-12 Jan, 2024 | Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs) |
| | | | 5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan | 10-14 July, 2023 20-24 Nov, 2023 08-12 Jan, 2024 | Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs) |
| | | | 6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh | 15-19 May, 2023 07-11 Aug, 2023 01-05 Jan, 2024 | Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs) |
| | | | 7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar | 22-26 May, 2023 21-25 Aug, 2023 18-22 Dec, 2023 | Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs) |

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Annexure – I Contd.

| 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) | States / UTs from where the duly sponsored applications of eligible candidates will be considered at the Training Centres. |
|--------|---|---|--|---|--|
| 4. | Training of Trainers (TOT) on Family of International Classification (ICD – 10 & ICF) (5 Days) | 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). | 1. RHSTC, Mohali, Punjab (Near Chandigarh) | 11-15 Sept, 2023 05-09 Feb, 2024 | Whole India (All States / UTs) |
| 5. | Training of trainees (TOT) on International Classification of Functioning Disability and Health (ICF) (3 days). | 2. Sate Nodal Officer for Health Information System (HIS) in the State Directorate of Health & FW. 3. An Officer of the rank of Associate / Assistant Professor of Bio-Statistics or Community Medicine Department form 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). | 1. RHSTC, Mohali, Punjab (Near Chandigarh) | 21-23 Aug, 2023 15-17 Jan, 2024 | Whole India (All States / UTs) |

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Annexure – I Contd.

| 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) | 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 (5 Days) (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) | 19-23 June, 2023 09-13 Oct, 2023 | Whole India (All States / UTs) |
| | | | 2. Field Survey Unit (CBHI) at (RoHFW) / GOI, Bengaluru, Karnataka | 11-15 Dec, 2023 | |
| | | | 3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh | 19-23 June, 2023 | Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs) |
| | | | 4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha | 06-10 Nov, 2023 | Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs) |
| | | | 5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan | 21-25 Aug, 2023 | Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs) |
| | | | 6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh | 18-22 Sept, 2023 | Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs) |
| | | | 7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar | 09-13 Oct, 2023 | Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs) |

Note: Last date of Receipt of Duly Sponsored Application in prescribed Forms in Training Centers will be one month before the training date.

(*) Complete address, Contact No. Tel. / E-Mail attached as Annexure – II.

One week means five working days, Monday to Friday, daily from 9:30 – 18:00 hrs.

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CBHI Training Centers and FSUs Address:

| | | | |
|----|---|-------|---|
| 1. | Dr. Amarjit Kaur Sr. Regional Director, Regional Office of Health & FW / GOI, I/c Primary Health Centre Annexe, Phase 3-B-1, SAS Nagar, Mohali -160059 (Punjab) Tel/fax: 0172-2261070 E-mail: mohalirhstc@yahoo.com | 1(a). | Dr. Amarjit Kaur Sr. Regional Director, Regional Office of Health & FW / GOI, Kendriya Sadan, 4th Floor, 'C' Block, Sector - 9A, Chandigarh - 160017 Email: rohfw_chd@yahoo.com |
| 2. | Dr. Rajesh L. Kademani Sr. Regional Director, Regional Office of Health & FW / GOI 2 nd Floor, F-Wing, Kendriya Sadan, Koramangala, Bengaluru - 560034 (Karnataka) Tel: 080 - 25537688, 25537310 E-mail: rhobng@nic.in | 3. | Dr. Ram Shankar Rawat Sr. Regional Director, Regional Office of Health & FW / GOI, Ministry of Health & FW, A-28, Vidhya Nagar, Behind Axis Bank, Hoshangabad Road, Bhopal (M.P.) - 462026 Tel: 0755-2416200 E-mail: rohfbwbo@mp.nic.in |
| 4. | Dr. S. Sasmal Sr. Regional Director Regional Office of Health & FW/GOI BJ-25, BJB Nagar, Bhubaneswar-751014 (Odisha) Tel :0674 - 2431326 & 2431708, E-mail: rohfwbbs@rediffmail.com , ddfsu-bbsr@gov.in | 5. | Dr. Deepak Saxena Sr. Regional Director Regional Office of Health & FW / GOI, 2 nd Floor, Block - B, Kendriya Sadan, Sector 10, Vidyadhar Nagar, Jaipur - 302023 (Rajasthan) Tel: 0141 - 2236845, E-mail: rdrhojp-rj@nic.in |
| 6. | Dr. V. K. Choudhary Sr. Regional Director, Regional Office of Health & FW/GOI, Hall No. 3 rd , 9 th Floor, Kendriya Bhawan, Aliganj, Lucknow-226024 (Uttar Pradesh) Tel: 0522- 2332399 E-mail: srdlko@yahoo.co.in | 7. | Dr. Kailash Kumar Sr. Regional Director Regional office of Health & FW / GOI 6 th Floor, GPOA Complex, Karpuri Thakur Sadan, F & G Wing, Ashiana Digha Road, Patna - 800025 (Bihar) Tel: 0612- 2565677 E-mail: rhopatna@gmail.com |

Amrinder

APPLICATION FORMAT

GOVERNMENT OF INDIA
CENTRAL BUREAU OF HEALTH INTELLIGENCE (CBHI)
DIRECTORATE GENERAL OF HEALTH SERVICES
 ROOM NO. 401 & 404, A WING, NIRMAN BHAVAN, NEW DELHI - 110108
 CBHI website: www.cbhidghs.gov.in

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, Fax & E-mail)

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

6. Age: _____ Years, 7. DOB (____-____-____)
 (Date MM Year)

8. Sex:

9. Nationality

10. Status of the Organization** :
 Where candidate is employed

Govt./Non-Govt. : (Pl. clearly specify)

11. Competent Sponsoring Authority ** (Name, Designation, Complete Address with pin code. 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

(ii) Health Information Management for Para-Medical Personnel

(iii) Family of International Classification (ICD-10 & ICF) for Para-Medical Personnel

(iv) Training of Trainers (ToT) on Family of International Classification (ICD- 10) for Medical Officer.

(v) Training of Medical Record & Information Management System (MRIM) for Para - Medical Personnel.

(vi) Training of Trainers (TOT) on International Classification of Functioning, Disability & Health (ICF) for Medical Officer.

**It is compulsory and obligatory to fill up these items otherwise the application will be rejected.

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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 mom 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 performance 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 8s per prescribed rules & procedures.

Please use Extra Sheets for Complete Application

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