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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- 22025/2/2013-CBHI

Dated: 4th April, 2019

Dear Sir / Madam,

Sub: Schedule of CBHI In-service Orientation Training Programmes Calendar for 2019-20.

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 & ICF)
- Medical Record & Information Management
- Training of Trainers (TOT) on International Classification of Functioning, Disability & Health (ICF) – (3 days only)

Besides, CBHI also organises regular **six-month** training on Medical Record Technician and Medical Record Officer Courses through its Training Centers at Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi and JIPMR, Puducherry. 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 centers will provide two-time simple 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.



The schedule of **one-week** In-service training programmes to be conducted during 2019-20 at various Training Centers (TC) of CBHI is given at **Annexure -I**, enclosed. 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.gov.in.

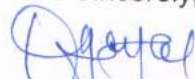
The duly recommended application(s) of eligible candidate(s) complete in all respects, may please be sent to the concerned Training Centre covering your State/UT as per Training Schedule, positively to reach the TC on or before the last date of receipt as indicated against each programme in the enclosed schedule. The selected candidates & their sponsoring organizations for the said programme 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.

Thanking You,

Yours Sincerely,



(Deepak Goyal)

Dy. Director General (Stats.), 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.

Copy alongwith 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, Kendriya Sadan, 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, KendriyaSadan, DighaAshiyana 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, 2A, Man Singh Road, New Delhi – 110011
12. Director In-charge (Attention: NPO / IDSP), National Centre for Disease Control, 22-Sham Nath Marg, Delhi – 110054
13. Chief Director (Stat.), MoHFW, Nirman Bhawan, 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.

(Deepak Goyal)

Dy. Director General (Stats.), CBHI

- Encl.:** (1) Annexure – I: CBHI In-service Orientation Training Schedule (2016 -17)
 (2) Annexure – II: List of CBHI Training Centres and their Addresses.
 (3) Annexure – III: Specimen Application Form.

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CBHI / Dte.GHS / GOI In-service Orientation Training Courses – Schedule for the year 2019 – 20

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)	15-19 July, 2019 16-20 Dec, 2019	1 st June, 2019 2 nd Nov, 2019	Whole India (All States / UTs)	
			2. FSU (CBHI) at RoHFW / GOI, Bengaluru, Karnataka	20-24 May, 2019	13 th April, 2019		Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	2-6 Dec, 2019	2 nd Nov, 2019		Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	2-6 Dec, 2019	2 nd Nov, 2019		Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	5-9 Aug, 2019	13 th July, 2019		Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	16-20 Dec, 2019	2 nd Nov, 2019		Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	16-20 Dec, 2019	2 nd Nov, 2019		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.

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 form Government Health / Medical Care Establishments.	1. RHSTC, Mohali, Punjab (Near Chandigarh)	5-9 Aug, 2019	13 th July, 2019	Whole India (All States / UTs)
				21-25 Oct, 2019	3 rd Sept, 2019	
			2. Field Survey Unit (FSU, CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka	15-19 July, 2019	1 st June, 2019	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
				21-25 Aug, 2019	10 th July, 2019	
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	21-25 Oct, 2019	3 rd Sept, 2019	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
				18-22 Nov, 2019	18 th Oct, 2019	
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	22-26 July, 2019	11 th June, 2019	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
				4-8 Nov, 2019	5 th Oct, 2019	
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	15-19 July, 2019	1 st June, 2019	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
				20-24 Jan, 2020	21 st Dec, 2019	
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	15-19 July, 2019	1 st June, 2019	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
				10-14 Feb, 2020	11 th Jan, 2020	
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	2-6 Sept, 2019	27 July, 2019	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)
				16-20 March, 2020	1 st Feb, 2020	

(*) 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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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)	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, 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	13-17 May, 2019	13 th April, 2019	Whole India (All States / UTs)
				18-22 Nov, 2019	18 th Oct, 2019	
			2. Field Survey Unit (CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka	23-27 Sept, 2019	27 July, 2019	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
				4-8 Nov, 2019	1 st Oct, 2019	
				10-14, Feb, 2020	1 st Jan, 2020	
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	15-19 July, 2019	1 st June, 2019	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
				9-13 Sept, 2019	27 July, 2019	
				3-7 Feb, 2020	31 st Dec, 2019	
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	24-28 June, 2019	11 May, 2019	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
				26-30 Aug, 2019	13 July, 2019	
				3-7 Feb, 2020	31 st Dec, 2019	
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	18-22 Nov, 2019	14 th Sept, 2019	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
				2-6 Dec, 2019	26 Oct, 2019	
				16-20, March, 2020	1 st Feb, 2020	
6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	13-17 May, 2019	13 April, 2019	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)			
	18-22 Nov, 2019	18 Oct, 2019				
	20-24 Jan, 2020	21 st Dec, 2019				
7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	17-21 June, 2019	1 st May, 2019	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)			
	22-26 July, 2019	14 th June, 2019				
	20-24 Jan, 2020	21 st Dec, 2019				

(*) 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.

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.	Training of Trainers (TOT) on Family of International Classification (ICD – 10 & ICF) (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.	1. RHSTC, Mohali, Punjab (Near Chandigarh)	16-20 Sept, 2019	17 Aug, 2019	Whole India (All States / UTs)
				10-14 Feb, 2020	01 Jan, 2020	
5.	Training of trainees TOT on ICF International Classification of Functioning Disability and Health ICF (3 days).	(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. (4) Officer In-charge for Registration of Births & Deaths & / or Nosologist in the State / UT (HQ).	1. RHSTC, Mohali, Punjab (Near Chandigarh)	24-26 July, 2019	25 May, 2019	
				4-6 Sept, 2019	31 st July, 2019	

(*) 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.

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)	17-21 June, 2019 20-24 Jan, 2020	6 July, 2019 21 Dec, 2019	Whole India (All States / UTs)
			2. Field Survey Unit (CBHI) at (RoHFW) / GOI, Bengaluru, Karnataka	17-21 June, 2019	6 July, 2019	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
			3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	17-21 June, 2019	6 July, 2019	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
			4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	16-20 Sept, 2019	4 Aug, 2019	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
			5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	16-20 Sept, 2019	17 th Aug, 2019	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
			6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	23-27 Sept, 2019	3 Aug, 2019	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
			7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	18-22 Nov, 2019	12 Oct, 2019	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 – 16:00 hrs.

List of Training Centers

<p>Dr. Ravi Kumar Sr. Regional Director Regional Office of Health & F.W. 2nd Floor, F-Wing, KendriyaSadan, Koramangala, Bangalore-560034. E-mail: rhobng@kar.nic.in</p>	<p>Dr. Nikhilesh Chandra, Sr. Regional Director I/c, Regional Office of Health & F.W. Ministry of Health & FW, A-28, Vidhya Nagar, Near Axis Bank, Hoshangabad Road, Bhopal – 462026, Madhya Pradesh Email: rohfwbho@mp.nic.in</p>
<p>Dr. S. K. Kar Sr. Regional Director, Regional Office of Health & F.W., BJ-25, BJB Nagar, BHUBANESWAR-751014 Orissa Email. rohfwbbs@rediffmail.com</p>	<p>Dr. RavindraAlhuwalia Sr. Regional Director, Regional Office of Health & F.W., KendriyaSadan, 4th Floor, 'C' Block, Sector 9A, CHANDIGARH-160017. Email: rohfw_chd@yahoo.com</p>
<p>Dr. Umesh Kumar Sr. Regional Director, Regional Office of Health & FW, KendriyaSadan, 2nd Building, 2nd floor, Sector-10, Vidhyadhar Nagar, Jaipur-302001 Email.: rdrhojp@raj.nic.in</p>	<p>Dr. K KMitra Sr. Regional Director Regional Office of Health & FW, Hall No. 3, 9th floor, Kendriya Bhawan, Ali Ganj, Lucknow Uttar Pradesh - 226024 email: regdrko@yahoo.in</p>
<p>Dr. Kailash Kumar, Regional Director Regional Office of Health & F.W., 6th Floor, F & G Wing, Karpuri Thakur, KendriyaSadan, DighaAshiyana Road, Patna – 800025 (Bihar) Email : rhopatna@gmail.com</p>	<p>Dr. AmarjitKaur Senior Regional Director, I/c RHSTC, Phase – 3-B-1, SAS Nagar, Mohali – 160059 (Punjab)</p>

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**

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 _____ (Specify Training Centre)
(Dates)

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** : Govt./Non-Govt. : (Pl. clearly specify) _____
Where candidate is employed

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 (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 Trainers on Family of International Classification (ICD -10 & ICF) (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 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 courses** – 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 his/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 & procedures

The CBHI In-service Training Schedule 2019-20 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