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

No. Z. 22025/2/2011-CBHI

Dated:-26<sup>th</sup> Sept, 2016

To

1. Directors of Health Services/Medical Services / Medical Education/Family Welfare Services, States/UTs.
2. Director/Principal/Dean of Recognized Medical Colleges including (Allopathic/AYUSH/Dental) (Attn: Medical Supdt. /Head MRD)
3. Director General, Armed Forces Medical Services, New Delhi - 110001
4. Director of Health & Medical Services, M/o Railways, Rail Bhawan, New Delhi-110001.
5. Director General, ESIC, Panchdeep Bhawan, CIG Road, New Delhi -110002
6. Jt. Secretary, M/o AYUSH GOI, GPO Complex, INA, New Delhi -110023. (With a request kindly circulate this to all AYUSH Medical Colleges)
7. Director General, Border Security Force, East Block -9, Level - 4, R.K. Puram, Sector -1, New Delhi -110066.

Subject: **Schedule of CBHI In-service Training Courses for Medical Record Officers (MRO) and Medical Record Technicians (MRT) during the year 2017**

Sir/Madam,

The Central Bureau of Health Intelligence (CBHI) is the National Nodal Institution for the Health Intelligence and for implementation of Family of International Classification (ICD & ICF) in the Country. In this context, CBHI conducts following In-service courses at Safdarjung Hospital, New Delhi and JIPMER, Puducherry.

1. **One year course for Medical Record Officers (MRO). The course includes 6 months in-class training at Centres and 6 months project work at their place of posting.**
2. **Six months course for Medical Record Technicians (MRT)**

The schedule for the year 2017 training calendar including eligibility criteria, batch size and last date for accepting applications may be seen at **Annexure - I**.

The selected outstation candidates from Government (Central/State), PSUs, Local Govt. Bodies and Autonomous Govt. Establishments for the above mentioned training courses will be paid either (a) entitled Daily Allowance S.R. 164 (3) (ii) as per Government of India Rules or (b) a fixed amount of Rs. 10,000/- per month as stipend for the entire period (maximum six month) 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. **Nothing would be paid for Project work. However, TA / DA would be paid to the Government candidates for attending Project viva for MRO course.** The entitled to & fro TA to join the training center and DA during journey period will be reimbursed as per Central Govt. Rules to Government candidates. The eligible trainees, if selected, shall have to give their option to avail entitled DA or fixed stipend on the first day of the joining of the training. Once the option is applied in writing, any change of option at later stage will not be allowed under any circumstances / reasons. **The period of training will be treated as on duty.**

The Private Candidates will be given a fixed amount Rs. 6000/- per month as stipend for the entire period of training i.e. up to maximum period of six months only. No TA / DA is admissible to private candidates.

**You are requested to widely circulate** this training schedule to all the Government, Local Govt. Bodies, Public Sector Undertakings, Autonomous Govt. Establishments, **District Health Officers, Medical Superintendents of District Hospitals, Sub-divisional Taluk Hospitals, Community Health Centres** and to registered Non-Govt. Medical Establishments involved in medical care in your State/UT and may sponsor only eligible candidates for the above said training courses.

A copy of the prescribed application form is attached as Annexure -II, which may be got photocopied/typed in requisite numbers. The application form can also be downloaded from the CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in). The duly recommended application(s) of eligible candidate(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 last date of receipt of application 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) and they have to report at the allotted training centre within stipulated Date & Time. 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. Further, certain salient standing instructions regarding attendance, examination and pass marks etc., for the information of MRT & MRO applicants is attached as Annexure - III.

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 faithfully

  
(Deepak Goyal)

Joint Director, CBHI

Encl.: As state above.

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

1. Secretary (Health & FW) all the States/UTs.
2. All the Sr. / Regional Directors (H&FW, GOI)/Dy. Directors of all six CBHI-FSUs/Officer In-charge RHTC, 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 coverage 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/CMO & In-charge, MRD & TC, JIPMER, Puducherry - 605 006.

Yours faithfully,

  
(Deepak Goyal)

Joint Director, CBHI

**Schedule of CBHI In-service Training Courses for Medical Record Officers (MRO) & Medical Record Technicians (MRT) for 2017**

S. N.	Name of the Training Course, Duration and Batch Size	Eligibility Criteria for Admission of Candidate(s) in the Training Course	Dates of Training Course(s)	Last date of Receipt of Complete and Duly Recommended/ Sponsored Application in the Prescribed Format, at CBHI, New Delhi	Venue of Training Course
1.	<p>Medical Record Officers (MRO) Course (12 Months) 6 months in-class training and 6 months mandatory project work at respective institution  (15 participants per batch)</p>	<p><b>1. Essential:</b> The candidate should be employed as Group-B&amp;C level and working as Medical Record Technician/ Medical Record Clerk/Assistant MRO/MRO or other Group - B&amp;C level employee* specifically working in Medical Record Unit/Deptt. at CHC/Taluka/District and above level Hospitals under Central Govt./State Govt./Local Govt. Bodies/Public Sector Undertakings/Autonomous Govt. Establishments/Registered Non-Government Organizations** <b>and</b> 1.2. The applicant should be <b>Graduate</b> from a Govt. Recognized Board/University. Relaxation in educational qualification may be given to already Trained MRT, if other suitable candidate not available. <b>and</b> 1.3 The applicant should be <b>MRT Trained</b> from any of CBHI's Training Centre or from any Recognized Board/ University. <b>and</b> 1.4 Experience of Patient Health Care record for <b>at least three years</b> at CHC/Taluk/Distr. &amp; above level Hospitals. Person(s) with higher educational qualifications and more experience will be given preference over the person(s) with lower educational qualification/less experience.</p>	<p>(1) In-class training (1<sup>st</sup> Jan 2017 to 30<sup>th</sup> June 2017) &amp; Project work (1<sup>st</sup> Jul 2017 to 31<sup>st</sup> Dec 2017) at respective Institute  (2) In-class training (1<sup>st</sup> Jul, 2017 to 31<sup>st</sup> Dec 2017) &amp; Project work (1<sup>st</sup> Jan 2018 to 30<sup>th</sup> Jun 2018) at respective Institute</p>	<p>(1) 15<sup>th</sup> Nov, 2016  (2) 28<sup>th</sup> Apr, 2017</p>	<p>Training Courses simultaneous will start Medical Record Department Training Ce of Safdarji Hospital, Delhi and JIPMER, Puducherry</p>

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S. N.	Name of the Training Course, Duration and Batch Size.	Eligibility Criteria for Admission of Candidate(s) in the Training Course.	Dates of Training Course(s)	Last date of Receipt of Complete and Duly Recommended/Sponsored Application in the Prescribed Format, at CBHI, New Delhi	Venue of Training Course.
		<p><b>2. Desirable:</b> Skill in use of Computer.</p>			
2	<p>Medical Record Technician (MRT) Training Course (6 Months)  (20 participants per batch)</p>	<p><b>1. Essential:</b> 1.1. The candidates whose Grade have been upgraded from Group - D to "Multi-Tasking Staff" under group - 'C' consequent upon the implementation of 6<sup>th</sup> Central Pay Commission Recommendations are <b>not</b> eligible for MRT/MRO Training Course irrespective of their post and nature of duty. However, 3 years' experience is required in Patients Health Care record in any Deptt. of Hospital. 1.2. The candidate should be employed as Group - C and above levels preferably as Medical Record Technician/ Medical Record Clerk or other Group - C and above level employees working in Medical Record System and actively involved in Maintenance / Compilation of Medical Records for <b>at least two years</b> at CHC/Taluk/District and above level Hospitals under Central Govt./State Govt./Local Government Bodies/ Public Sector Undertakings/Autonomous Govt. Establishments/ Registered Non-Government OrganizationsSS <b>and</b> 1.3. The applicant should have <b>successfully completed 10+2 Yrs.</b> (ie. Senior Secondary) Schooling or equivalent from a Govt. 1.4. Recognized Board/ University. However, the</p>	<p>1. 1<sup>st</sup> Jan, 2017 to 30<sup>th</sup> June 2017  2. 1<sup>st</sup> Jul, 2017 to 31<sup>st</sup> Dec 2017</p>	<p>1. 15<sup>th</sup> Nov, 2016  2. 28<sup>th</sup> Apr, 2017</p>	<p>Training Courses simultaneous will start Medical Record Department Training Centre of Safdarjung Hospital, New Delhi and JIPMER, Puducherry.</p>

	<p>Govt. candidate(s) who is already appointed as MRT or Medical Record Clerk and having the academic qualification of only 10<sup>th</sup> pass. he/she may be considered for MRT training. But it may be specifically noted that undergoing MRT training will not make any such person eligible for MRO course until and unless he/she has qualified 10+2 exam and fulfill other eligibility conditions with regard to MRO training course. Person(s) with higher educational qualifications and more experience will be given preference over the person(s) with lower educational qualification/ less experience.</p>			
	<p>2. <b>Desirable:</b> Skill in use of Computer.</p>			

\*The functionaries already appointed for other technical expertise like Nursing/ Physio/ Laboratory & Vocational Therapies/Radiography/MPHW & Supervisor (M/F)/ Pharmacist etc. may be considered to undergo MRO training course subject to the condition that he/she has been working in Medical Record Deptt./Unit of a hospital for a minimum of at least three years and also MRT Trained and attach certificate from the sponsoring authority to the effect that his/her present post is included into the feeder category to the 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 Deptt./Unit only.

\*\* Applications of candidates from registered Non-Govt. Medical establishments (**more than 30 Bedded**)/ contractual in Govt. hosp./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.

§The functionaries already trained for other technical expertise like Nursing/ Laboratory/ Physio & Vocational Therapies/Radiography /MPHW & Supervisor M/F/ Pharmacist etc. may be considered to undergo MRT training course subject to the condition that he/she has been working in Medical Record Deptt./Unit of a hospital for a minimum of at least two years and attach a certificate from the sponsoring authority to the effect that his /her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician/ Assistant Medical Record Officer/Medical Record Officer and after MRT training his/her services will be utilized in Medical Record Deptt./Unit only.

§§ Applications of candidates from registered Non-Govt. Medical Establishments (**more than 30 Bedded**)/ contractual in Govt. Hosp./Institutions actively involved in maintenance of Medical Records will be considered **only against** any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.



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**CERTAIN STANDING INSTRUCTIONS FOR MRO/MRT TRAINEES FOR THEIR INFORMATION & COMPLIANCE**

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 marks 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 alongwith 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, alongwith 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 alongwith 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 alongwith 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 centre 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 alongwith 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.

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 Centres/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 centre. 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 allowing 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.