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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 & ICH)

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.22025/03/2024-CBHI
Dated: 4th September, 2024

To

The Head of Department / Organization / Institution
(As per list)

Sub.: Schedule for In-service Training Courses of Medical Record
Officers (MRO) and Medical Record Technicians (MRT) Organized
by CBHI during the year 2025 - 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 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 Centre at Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi, JIPMER, Puducherry and RIMS, Ranchi.

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

2. The candidates (in-service / contractual) from Central / State Govt., PSUs, Local Government Bodies, Autonomous Bodies / Establishments and Non-Government Medical institutions may apply for the above MRO / MRT Courses subject to their eligibility. The Training Calendar for the year 2025 along with eligibility criteria, batch size and last date of applications is given at **Annexure – I**. Also the prescribed application form is given at **Annexure - II**. The aforementioned application may also be **downloaded** from the CBHI's website www.cbhidghs.nic.in.

3. The selected outstation candidates from Central / State Governments, PSUs, Local Government Bodies and Autonomous Bodies / Establishments shall be paid entitled Daily Allowance as per extant Rules of Government of India. **The period of training will be treated as on duty**. Further, the details of eligibility for TA / DA, instructions regarding joining time, attendance, examination and pass marks etc., may be seen at **Annexure - III**.

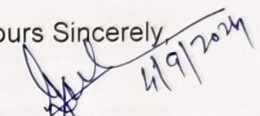


4. In order to seek maximum responses for the aforesaid training programmes, it is requested to circulate this training schedule widely among all the Government, Local Government Bodies, Public Sector Undertakings, and Autonomous Bodies / Institutions and to registered Non- Government Medical Institutions involved in medical care in your State/UT.

5. The duly recommended application(s) of eligible candidates(s) may please be sent to **DDG & 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).

6. Your valuable cooperation is solicited for ensuring full utilization of these training courses in order to strengthen the Medical Record Department in various Medical / Public Health Institutions across all States /UTs.

Yours Sincerely,


(M. C. Shukla)
Joint Director

Encl.: As above

Encl.:

1. **Annexure-I:** Schedule of Medical Record Officer (MRO) and Medical Record Technician (MRT) Training Courses
2. **Annexure-II:** Application Form for In-Service Training Course on Medical Record Officer (MRO) and Medical Record Technician (MRT)
3. **Annexure-III:** Instructions for MRO / MRT Trainees for their Information & Compliance

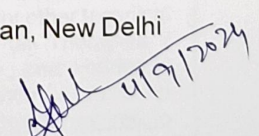
To

1. The Director General, Health & Medical Services, M/o Railways, Rail Bhawan, New Delhi-110001
2. The Director General, ESIC, Panchdeep Bhawan, CIG Road, New Delhi -110002
3. The Director General, Armed Forces Medical Services, M/o Defence, R. No. 411, 4th Floor, A Block, Defence offices complex, Africa Avenue, New Delhi -110023
4. The Jt. Secretary, Ministry of AYUSH, GPO Complex, B Block, INA, New Delhi -110023 (With a request kindly circulate this to all AYUSH Medical Colleges)

5. The Director General of Paramilitary Forces - Border Security Force (BSF), Indo-Tibetan Border Police (ITBF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Sashastra Seema Bal (SSB), Assam Rifles.
6. The GSO- I Med. (Training), Integrated HQ of MOD (Army), Adjutant General's Branch, Directorate of Medical Services (Army), DGMS 3D (Training- Defence Office Complex, 3rd Floor, A- Block , KG Marg , New Delhi – 110001.
7. The DDG (Planning & Training), Integrated HQ of MOD (Army), Adjutant General's Branch, O/o DGMS (Army)/ DGMS – 4B, Defence Office Complex, 3rd Floor, A- Block, KG Marg, New Delhi – 110001.
8. All the Sr. Regional Directors (H&FW) / Dy. Directors of CBHI-FSUs - With a request to circulate this Training Schedule to all the concerned Authorities of the States / UTs (i.e. The Principal Secretary (Health & FW), Director of Health Services / Directorate of Medical Services / Directorate of Medical Education / Directorate of Family Welfare Services, 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 nomination of eligible candidates for the same.
9. The CMO & In-charge, MRD & TC, Safdarjung Hospital, New Delhi - 110029.
10. The Addl. M.S. & In-charge, MRD & TC, JIPMER, Dhanvantri Nagar, Puducherry - 605 006.
11. The Officer In-charge, MRD & TC, Dr. RML Hospital & ABVIMS, New Delhi - 110001.
12. The Officer In-charge, MRD & TC, Rajendra Institute of Medical Sciences, Bariatu, Ranchi – 834009, Jharkhand.

Copy for information to:

1. The PSO to DGHS, Nirman Bhawan, New Delhi – 110108
2. The PPS to DDG & Director, CBHI, Dte.GHS, Nirman Bhawan, New Delhi – 110108


(M. C. Shukla)
Joint Director

**Schedule of Medical Record Officer (MRO) and Medical Record Technician (MRT)
Training Courses for the year 2024-25**

(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	20 candidates for each of the Training Centre
4.	Venue of Training	1. Safdarjung Hospital, New Delhi and 2. JIPMER, Puducherry
5.	Dates of Training Course(s)	1. In-class training from 1 st Jan 2025 to 30 th June 2025 2. Project work from 1 st Jul 2025 to 31 st Dec 2025 at their respective Institutions
6.	Last date of Receipt of Application	30th October, 2024 The complete and duly recommended/sponsored application(s) in the prescribed format will be accepted at CBHI, New Delhi
7.	Eligibility Criteria for Admission of Candidate(s) in the Training Course	
	<p>1. Essential</p> <p>1.1 MRT Trained: The applicant should be Graduate and MRT trained from any of CBHI's Training Centre or from any Recognized Institution with at least three (03) year post MRT Training experience in related domains as indicated in 1.2 below.</p> <p>1.2 In-Service: The candidate should be a Group-B or C level employee and working as MRO / Assistant MRO / Medical Record Technician / Medical Record Clerk / Statistical Assistant in Central Government / State Government / Local Government Bodies / Public Sectors Undertaking / Autonomous Government Establishments / Government Institutions viz. CHC / Taluka / Sub District / District Hospitals / Medical Colleges or equivalent level functionary in Non-Government Institutions / Registered Non-Government Organizations.</p> <p align="center">OR</p> <p>Other Group-B or C level and above level employee in Government or equivalent level functionary in Non- Government Institutions 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 at least two years. <u>In this case, the candidates is required to attach a certificate from 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></p> <p>1.3. Educational Qualification: The applicant should be Graduate from a Recognized Board/University. However, relaxation in educational qualification may be given, if other suitable candidate(s) are not available. In such cases candidates should hold 10+2 or equivalent qualification with at least five (5) year post MRT Training experience in related domains as indicated in 1.2 above.</p>	
	2. Desirable	Working Knowledge of MS Office in Computer

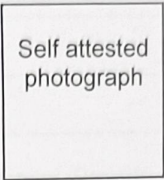
(b) Schedule for MRT Training course

S. No.	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 Training Centre
4.	Venue of Training	Safdarjung Hospital, New Delhi Dr. RML, Hospital, New Delhi JIPMER, Puducherry RIMS, Ranchi
5.	Dates of MRT Training Course	In-class training First Batch: 1 st January, 2025 to 30 th June, 2025 Second Batch: 1 st July, 2025 to 31 st December, 2025
6.	Last date of receipt of application	30th October, 2024 for 1st Batch and 30th April, 2025 for 2nd Batch The complete and duly recommended/sponsored application(s) in the prescribed format will to be accepted at CBHI, New Delhi
7.	Eligibility criteria for admission of candidates in the MRT training course	
	<p>1. Essential</p> <p>1.1 In-Service: The candidate should be employed as Group - C and above level and working as Medical Record Technician / Medical Record Clerk / Statistical Assistant with 2 years' experience in Medical Record Department under Central Government / State Government / Local Government Bodies / Public Sectors Undertaking / Autonomous Government Establishments / Government Institutions viz. CHC / Taluka / Sub District / District Hospitals / Medical Colleges or equivalent level functionary in Non-Government Institutions / Registered Non-Government Organizations.</p> <p style="text-align: center;">OR</p> <p>Other Group - C and above level employee in Government or equivalent level functionary in Non- Government Institutions 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 at least two years. <u>In this case, the candidates is required to attach a certificate from 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></p> <p>1.2. Educational Qualification: The applicant should be 10+2 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 10th pass, may be considered for MRT training, if he / she has at least three (03) years working experience in Medical Record Department / Unit.</p>	
	2. Desirable	Working Knowledge of MS Office in Computer

Note:

1. Person(s) with higher educational qualifications and more experience will be given preference.
2. Applications of candidates from registered Non- Government Medical establishments (more than 30 Bedded) / contractual in Government Hospital / Institution involved in Medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Government establishments indicated above.

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



- o MRO (01.01.2025 to 31.12.2025)
- o MRT (01.01.2025 to 30.06.2025)
- o MRT (01.07.2025 to 31.12.2025)

1. Name of the Candidate :
(Capital Letters)
2. Date of Birth :
3. Sex (Male / Female) :
4. Nationality :
5. Aadhaar Number (16 digits): :
6. Designation :
7. Status of the Organization : Government / Non-Government
8. Nature of Employment : Contractual /
Permanent
9. If Non – Government (Number of Beds in the Hospital) :
10. Date of Joining in the Service (For Government candidate) :
11. Level of Pay (as per 7th CPC) / Grade Pay (For Government Employee):
(Salary Slip to be attached by Govt. / Private Candidate duly certified by competent authority)
12. Complete Address of the candidate (Workplace)

Name of the Organization / Institution	
Postal address (along with Pin-Code)	

13. Contact details of the candidates

Phone / Mobile No.	E-mail id (should be legible and in Capital letters)

14. Educational qualifications of the candidate (attach attested copies of certificates/ degrees)

S. No.	Qualifications	Name of University / Institution / Board	Year of Passing	Class / Division
1.	10 th standard			
2.	10 + 2 standard			
3.	Graduation			

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

S. No.	Name of Training	Institution / Organization	Duration(s) (specify date (from__to__))
1.			
2.			

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

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

17. Level of knowledge / skill in use of Computer including MS Word & Excel (Please tick the factual position): (Also attach certificate, if any)

Computer skill in	Nil	Working Knowledge	Proficient
MS Word			
MS Excel			

18. Training Centre Preferred:

1 st Preference	2 nd Preference	3 rd Preference

19. 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 and I will promptly return the entire amount received during the course of training towards my TA & DA, to the Training Centre.

Dated:

(Signature of the Candidate)

List of Enclosure's:

1. Copy of Aadhar Card
2. Salary Slip (Attested by Competent Authority)
3. Copy of Educational Certificate (Self Attested)
4. Training Certificate (Self Attested)
5. Experience Certificate (Issued by Competent Authority)

(Recommendation Supervisory Officer)

20. On the basis of qualification, eligibility & need for undergoing the training course the candidature of Mr. / Ms. is recommended for the MRO / MRT Training Course to be organized by CBHI, Dte. GHS at Safdarjung Hospital, New Delhi / Dr. RML Hospital, New Delhi / JIPMER, Puducherry / RIMS, Ranchi (Please Tick) during to.....

(Please write in Capital Letters)

1. Name & Designation :
2. Address (with Pin Code):
3. Contact No. (Essential) :
4. Email (Essential):

Signature _____

(Supervisory Officer)

Dated:

(Affix rubber stamp hereunder)

21. Recommendation of the Competent Sponsoring Authority ** [To be filled by Sponsoring Authority only]

(** 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 / Department of since as (Please mention the designation of the applicant) in (Name of the Institution).....

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 / Department in this organization. The particulars given by the candidate have been verified and found correct.

(Please write in Capital Letters: To be filled by Sponsoring Authority only)

1. Name & Designation :
2. Address (with Pin Code):
3. Contact No. (Essential):
4. Email (Essential):

Signature _____

(Competent Sponsoring Authority)

(Affix rubber stamp here under)

Dated:

Handwritten signature and date: 4/9/2024

Instructions for MRO / MRT Trainees for their Information & Compliance

1. Eligibility of TA / DA to the selected MRO / MRT Trainees

- 1.1 The selected outstation candidates from Government (Central/State), PSUs, Local Government Bodies or Autonomous Bodies / Institutions shall be paid entitled Daily Allowance as per Government of India Rules for the entire Training period (maximum 180 days) excluding the entitled Daily Allowance (DA) for journey period for joining the training course and going back on completion of the training. **The period of training will be treated as on duty.**
- 1.2 The entitled to & fro TA for joining the training centre shall be reimbursed as per Government of India Rules to Government Candidates only.
- 1.3 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.
- 1.4 **Incentive to non-government/contractual candidates:** An Incentive equivalent to lowest Daily Allowance (DA) Rates for the pay matrix 5 and below in 7th CPC shall be paid to the non-government /contractual candidates during the entire period of training (maximum 180 days).
- 1.5 The Trainees sponsored by Ministry of Defence are not entitled for reimbursement of TA / DA by respective training centre.

2. Joining Instructions

- 2.1 The selected candidates and their sponsoring organizations will be informed, well in time, before the commencement of the course(s). The candidates have to report at the allotted training centre within stipulated date and time.
- 2.2 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.

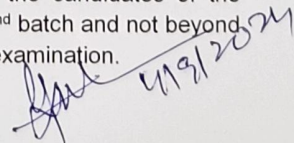
3. Other Instructions

3.1 Requirement of 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 being eligible for examination; otherwise the candidate(s) will be debarred from appearing in the examination.

3.2 Requirement of Minimum Marks for passing the examination: A minimum 40% marks in each paper with aggregate minimum marks of 50% in total is essential to qualify the Course. If a candidate has failed in one paper, he / she may be given grace marks of 5% subject to fulfilment of minimum qualifying criteria.

3.3 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 appear in the examination along with the candidates of the immediate next batch of similar training or utmost with the 2nd batch and not beyond that. Further, **No TA / DA will be paid** for appearing in the examination.

 4/9/2024

3.4 Participants having shortage of required (<80%) attendance and were thus debarred from appearing in the examination.

3.4.1. If the MRO / MRT candidate is debarred from appearing in the examination due to shortage of attendance, then he / she may be allowed to appear in the examination provided he / she attends the missed classes along with the candidate(s) of the immediate next or utmost the 2nd batch at the same training centre where he / she had attended the training course.

3.4.2. In the above situation, the candidate(s) have to give formal request application through proper channel to re-appear in the examination, well in advance. **No TA / DA will be paid** to the candidate for re-appearing in the examination.

3.4.3. In case a trainee fails to obtain the minimum required percentage of attendance due to unavoidable reason(s) like on valid medical grounds etc., then he / she may be permitted to attend the missed classes along with along with the candidate(s) of the immediate next or utmost the 2nd batch at the same training centre where he / she had attended the training course.

3.4.4 In the above situation (3.4.3.), the candidate(s) have to give formal request application through proper channel to re-appear in the examination. This facility will be granted, only if, the trainee has applied for the same through his / her sponsoring authority along with specific recommendation well in advance. **No TA / DA will be paid** to the candidate for re-appearing in the examination.

3.4.5 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) and **No TA / DA will be paid** to the candidate.

3.5 Request for Reappearing in the Examination by the Candidate(s) who could not pass the examination during normal course of the training:

3.5.1: 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, he / she 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 2nd batch of similar training and not beyond that. **No TA / DA will be paid** by the respective Training Centre for re-examination. In case a candidate failed to avail the above said facility, his / her candidature will be cancelled and he / she 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 the respective Training Centre.

3.5.2: The candidate(s) failed in more than two papers:

In such situation, the candidate has to re-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 that case **No TA / DA will be paid** by the respective Training Centre.

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3.6 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. The final result will be based on the assessments i.e. Examination and Project Work.

3.7 The selection of MRO / MRT Trainees will be completed in all respect by CBHI (HQ) every year by 30th November and 31st May i.e. a month prior to the commencement of the MRO / MRT Training Course.

3.8 The respective Training Centre will ensure the genuineness of the selected candidates within the stipulated time.

3.9 The Qualifications / Experiences as mentioned in the Circular of MRO / MRT Training course will be for Training purpose only irrespective of Selection criteria to the post of MRO in the Institution Concerned.

3.10 The Mark Sheet and Certificate shall be issued by the respective training centres after following due procedure. The Training Centres will ensure the issuance of certificate to candidate within 2 months of completion of the examination.

[Handwritten Signature] 4/9/2024

