

**DIRECTORATE OF HEALTH SERVICES  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
F-17, KARKARDOOMA, DELHI 110032.  
Email: dhscmecell@gmail.nic.in**

**CME CELL**

F.24/(24)/DHS/CME/2011/ 17765-802

Dated: 31/3/11

To

The Medical Directors/  
Medical Superintendents of All Delhi Govt Hospitals

**Sub: In-service Training Course for Medical Record Technicians (MRT)&  
Medical Record Officers(MRO) by Central Bureau of Health Intelligence,  
Dept. of H & FW, Govt.of India**

Sir/Madam

I am directed to bring to your kind notice a CBHI-training circular regarding CBHI In-service training course for Medical Record Technicians (MRT)& Medical Record Officers (MRO) from 1.7.2011 at MRD &TC, Safdarjung Hospital, New Delhi and JIPMER, Puducherry-reg.

Any further information may be obtained from the website  
[www.cbhidghs.nic.in](http://www.cbhidghs.nic.in)

Encl : A/A

Yours faithfully

  
(Dr.Ashok Kumar)

**CMO (CME)**

Phone : 22304549

F.24/(24)/DHS/CME/2011/ 17803-6

Dated: 31/3/11

Copy to :-

1. PS to DHS, Govt. of NCT of Delhi
2. Deputy Director, CBHI, Nirman Bhawan, New Delhi-110108.
3. DD, SHIB, DHS, GNCT of Delhi for uploading on official website.
4. Guard File

  
(Dr.Ashok Kumar)

**CMO (CME)**



सत्यमेव जयते

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India

Ministry of Health & Family Welfare



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

**BY SPEED POST  
MOST IMMEDIATE  
REMINDER**

Tele/Fax : 91 (11) 23062695

91 (11) 23063175

E-mail : dircbhi@nic.in

Website : www.cbhidghs.nic.in

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. 22025/2/2009-CBHI

Dated: 21<sup>st</sup> March 2010

To

1. Director of Health Services/Family Welfare Services/Public Health & Preventive Medicine/Public Health, All States/UTs in India.
2. Director of Medical Education, All States/UTs in India.
3. Director /Principals/Dean of all MCI Recognized Medical Colleges including AYUSH, in India (Atten. Medical Supdt./Head MRD).
4. Director General, Armed Forces Medical Services, New Delhi - 110 001
5. Director of Health & Medical Services, Union M/o. Railways, Rail Bhawan, New Delhi.
6. Commissioner (Medical), ESI, Union M/o Labour, Shram Shakti Bhawan, New Delhi.
7. Joint Secretary, D/o. AYUSH, MOH & FW/GOI, Red Cross Building, New Delhi - 110 001

**Subject:- CBHI In-service Training Course for Medical Record Technicians (MRT) & Medical Record Officers (MRO) from 01.07.2011 at MRD & TC, Safdarjung Hospital, New Delhi and JIPMER, Puducherry - Reg.**

Reference:- This Office Circular of even number dated 15<sup>th</sup> July 2010 circulating the schedule of CBHI In-service Training Courses for MRT & MRO for the year 2011.

Sir/Madam,

Kindly refer to this office circular referred above. The next batch of the MRT and MRO in-service training course will be conducted as per details given below:-

Sl. No.	Name of the Training Course	Duration of the course	Last date for receipt of nominations	Name of the Training Centre
1.	Medical Record Technician (MRT)	01.07.2011 to 31.12.2011 (six months)	01.05.2011	Simultaneously at MRD & TCs of Safdarjung Hospital, New Delhi and JIPMER, Puducherry
2.	Medical Record Officer (MRO)	01.07.2011 to 30.06.2012 (one year)	01.05.2011	-do-

*Handwritten notes:*  
May Circulate to all Hospitals  
C.M.O. (M.E.)

*Handwritten signatures and dates:*  
28/3/11

Contd...2/  
P.T.O.



**Efficient Health Intelligence is Key to Healthy & Prosperous India**

Kindly also visit : [www.hsprodindia.nic.in](http://www.hsprodindia.nic.in)



Complete details of the above training courses viz. course duration, eligibility criteria, reimbursement of TA & DA, location of the training centres, admission procedures, format of application form etc. were communicated vide our circular referred above. However, for these details and downloading the application form, CBHI website [www.cbhidghs.nic.in](http://www.cbhidghs.nic.in) (under training programme) can also be surfed. All the District, Municipal and various public health/medical institutions/hospitals may please be advised accordingly.

**Kindly advise all your District and Municipal Health Authorities to sponsor eligible candidates for these courses. The duly sponsored applications(s) of eligible candidate(s) may kindly be sent to the Director, CBHI, Dte. GHS, Room No. 401, A-Wing, Nirman Bhawan, New Delhi – 110 108, so as to reach the same positively on or before the last date of receipt i.e.1.5.2011.**


Your valuable cooperation is extremely essential to improve and strengthen the Medical Record Department in various Hospitals/Medical/Public Health Govt. and Registered Medical/Health Institutions in Non-Govt. Sector in your State/UT in the overall national interest.

Yours faithfully

  
(Umed Singh)  
Deputy Director, CBHI

Copy to:-

1. All the Regional Directors (H & FW/GOI) – kindly immediately circulate the training schedule to all the Health Authorities of the States/UTs as well as all Districts and Municipal Corporations under your coverage and ensure timely sponsoring of eligible candidates for the above said training courses.
2. The Dy. Director/Assistant Director, CBHI/FSU Bangalore, Bhopal, Bhubaneswar, Jaipur, Lucknow & Patna. Kindly ensure nominations of the **eligible candidates** from the States/UTs covered under your jurisdiction for the above mentioned courses.
3. Medical Superintendent, Safdarjung Hospital, New Delhi – 110 029
4. The Director, JIPMER, Puducherry – 605 006
5. Secretary (Health & FW), All States/UTs. in India .... For kind information and necessary action in the matter.

  
(Umed Singh)  
Deputy Director, CBHI