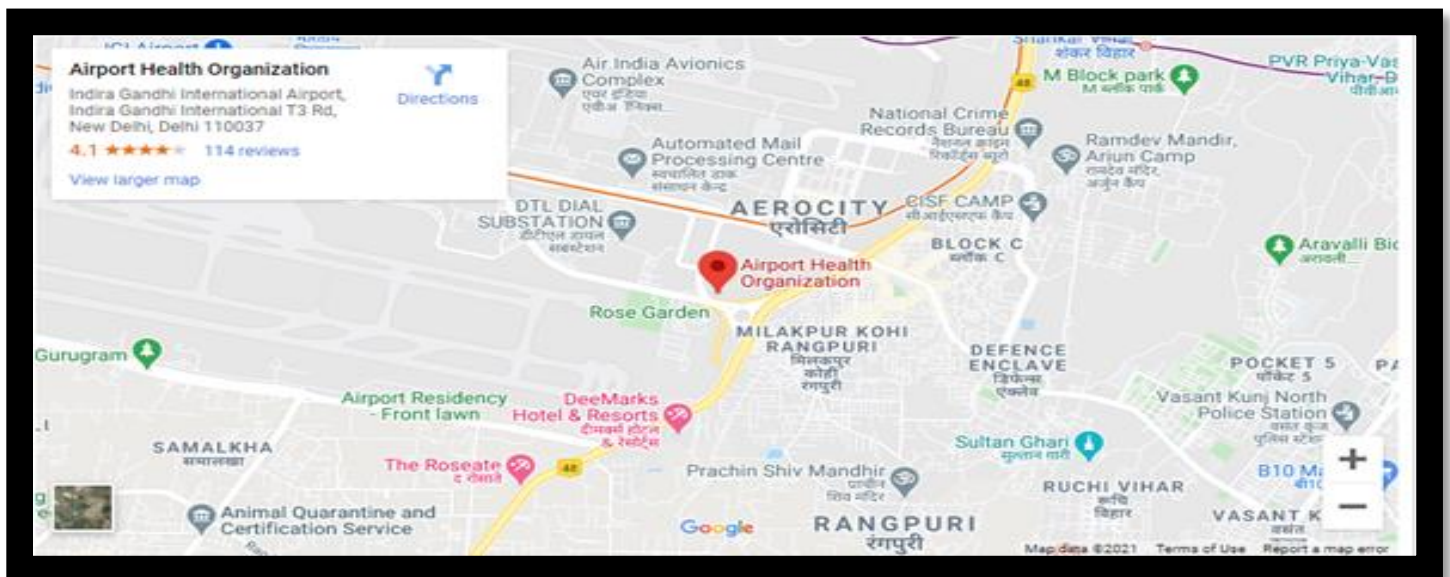


AIRPORT HEALTH ORGANISATION, DELHI IGI AIRPORT (SUBORDINATE OFFICE OF THE DTE.GHS) UNDER MINISTRY OF HEALTH & FAMILY WELFARE, GOVERNMENT OF INDIA



Particulars of its organization, functions and duties [Section 4(1)(b)(i)]

Particulars of the Organisation:-

Airport Health Organisation, IGI Airport, New Delhi: Airport Health Organization (APHO), Delhi is a subordinate Office of the Central International Health Division (CIHD) of the Dte.GHS, MoHFW, Govt. of India, it is the implementation agency of the Indian Aircraft (Public Health) Rule, 1954 & International Health Regulation (IHR), 2005 (as India along with 195 countries of the world are signatory of International Health Organization (IHR), 2005) The objective of Airport Health Organization is to prevent the international spread of disease which can affect international trade & travel, and to ensure a safe environment (Food Safety, Water Safety and General Hygiene & Sanitation) to the international passengers. This organization works under administrative and technical control of Public Health (International Health) section of Directorate General of Health Services, Nirman Bhawan, New Delhi.

1.1.1 Name and address of the Organization

Airport Health Organisation, Delhi, IGI Airport (Subordinate Office of the Dte.GHS) Under Ministry of Health & Family Welfare, Government of India

Address:

- 1. Administrative Office and Yellow Fever Vaccination Centre & Quarantine Hospital: Airport Health Organization, Delhi,** New Building, Mahipalpur, On Approach Road to T-3 Opp. Toll Barrier, Near AAI Complex, New Delhi-110037.
- 2. Medical Inspection Room:** International Arrival Area just behind the Immigration Counter, Terminal-3, IGI Airport, New Delhi-110037

Contact No & E-mail ID

A. Administrative Office: 011-25655081 & apho.del-mohfw@gov.in

B. Medical Inspection Room at T-3, IGI Airport, New Delhi:
011-25653408 & 011-20896333

C. Yellow Fever Vaccination Centre & Quarantine Hospital:
011-25652129 & apho.del-yfv-mohfw@gov.in

1.1.2 Head of the organization

Head of Organization of APHO, Delhi–

Dr. Binay Kumar, Airport Health Officer

Tel. Phone -011 - 25655081

E-mail : apho.del-mohfw@gov.in

1.1.3 VISION, MISSION AND KEY OBJECTIVES

Consequent upon adoption of new International Health Regulation (IHR 2005), many specific functions were mandated for member countries including India. IHR requires all WHO member countries to have specific core capacities at all International Point of Entries (POE). India, in compliance to the IHR 2005, have been advancing in development of specific core capacities for routine measures and for surveillance and response during PHEIC at all designated International POEs.

The basic aim and objectives of this Organization is to control and prevent international spread of PHEIC in compliance to IHR, vis-à-vis, Indian Aircraft (Public Health) rules. We have the vision of *A World Safe and Secure from Infectious Diseases threats* by prevention, rapid detection, transparent reporting and mitigation of outbreaks through interconnected Global network.

The major theme of the response being Early warning system, creating awareness among people, training and education, information communication, screening at POEs, Vector Surveillance and Inter sectoral coordination & collaboration.

1.1.4 Function and duties

1.Surveillance of diseases notified by Govt. of India.

Disease surveillance at Airport Health Organization basically includes 2 categories

A. Disease surveillance on regular basis like surveillance of Yellow Fever disease. As per the standard protocol all international passengers are screened by Immigration Officers. Passengers coming from Yellow Fever infected countries without valid yellow fever vaccination card are identified. If such passengers are identified by immigration officers they are referred to APHO Pre – immigration office for decision making.

B. Disease surveillance when a PHEIC is declared by World Health Organization and Govt. of India, Ministry of Health and Family Welfare decide to initiate surveillance at PoEs.

2. Quarantine of Passengers:

All those passengers, who have embarked from or have transited through the yellow fever endemic countries during six days prior to arriving in India and they are not having valid vaccination against yellow fever, are quarantined as per the Indian Aircraft (Public Health) Rules, 1955. During the period of quarantine the passengers are medically observed for various signs and symptoms of yellow fever disease.

3.Yellow Fever & Polio Vaccination:

International vaccination center for Yellow fever, APHO, Delhi provides vaccinations for Yellow Fever and Polio to the international passengers on request who are travelling to/ through the yellow fever endemic countries or Polio Endemic Countries whichever the case.

4.Public Health Clearance of Dead Body/Human Remains via eCARE portal implementation for hassle free transportation :

The Public Health Clearance of the Dead Body/ Human Remains imported to India are being provided as in accordance with the Indian Aircraft (Public) Health Rules, 1954 by the officials of Airport Health Organization after scrutinizing the necessary documents in order to prevent the spread of any communicable disease of International concern in the country.

The eCARE portal, inaugurated on 3rd August 2023 by the Hon'ble Union Health Minister, serves as an electronic platform for the clearance of human remains, aiming to streamline processes and ensure uniformity, transparency, and efficiency in clearance procedures. It consolidates all stakeholders onto a single interface, facilitating 24x7 scrutiny of applications for public health clearance of human remains. APHO Delhi has been designated as the nodal office for all Points of Entry (PoEs) across India.

Since its implementation, the eCARE portal has successfully scrutinized over 5800 applications for the clearance and transportation of human remains, underscoring its role in facilitating smoother processes and avoiding subjective decision-making. This initiative marks a significant advancement in public health management related to the transportation of human remains in India.

Documents required for clearing a dead body:

All human remains arriving at Indian airports shall be accompanied by the following documents for public health clearance, namely:–

- Embalming Certificate
- Death certificate
- NOC from Indian Embassy
- Cancelled copy of Passport
- Certificate embalming/packaging of Human Remains as per WHO guidelines
- [Optional] Supporting Documents (Medical History or others when requested)

Web site: Open <https://ecare.mohfw.gov.in>

5. Activities related to Vector Surveillance :

a) Vector Surveillance : Vector control activities primarily for *Aedes aegypti* mosquito, which is vector of yellow fever disease, is undertaken by Indogulf Pest Control Services under DIAL. APHO staff with the assistance from **National Center for Vector Borne Diseases Control (NCVBDC)** undertakes periodic monitoring of the vector control activities to ensure that *aedes aegypti* index is regularly checked as per the prescribed international norms. **National Center for Vector Borne Diseases Control (NCVBDC)**, Delhi undertakes independent surveys quarterly. On the basis of the monitoring by NCVBDC feedback is given to DIAL for taking appropriate vector control measures. Vector Surveillance activities have been undertaken routinely inside the airport premises and 400 perimeter area of the airport boundary.

b) Vector surveillance mapping:- As part of the implementation of the International Health Regulations 2005 at Points of Entry (PoE), it is imperative that each international airport and its 400-meter perimeter area remain free of *Aedes* mosquitoes to prevent the international spread of vector-borne diseases. To enhance vector control and surveillance measures within the airport premises and its immediate vicinity, the airport and its 400-meter perimeter area were systematically mapped using Google Maps. Following mapping, the area was divided into zones and sub-zones for effective management. Subsequently, a detailed micro plan for vector surveillance was developed in collaboration with various stakeholders, including GMR/DIAL, Indo Gulf Pest Control, MCD, Delhi Cantonment Board, Indian Air Force, among others.

Vector Surveillance Report

(INSIDE T-3 VECTOR SURVEILLANCE REPORT)

SHIFT-C

Central International Health Division
 Directorate General of Health Services
 Ministry of Health and Family Welfare
 Government of India

Annexure IV

Pre- Monsoon Mosquito Larval Survey Report

Name of PoE: APHO DELHI IGI AIRPORT Date of Survey: 19-11-24

Survey Area (Inside/Outside 400m): outside 400M area Survey Team: Ashish Kumar (PI)
Rajat

House/Premises Index (HI/PI): 6.6 % Larvicide Used: -

Breteau Index (BI): 6.6 % Risk Factors: -

Container Index (CI): 4.16 %

| Sl. No. | Zone ID | Locality/Area (Name of the area such as: Terminal, Dock, Jetty, Apron/ Residential Area, etc.) | No. of premise Inspected | No. of Premise found +ve | No. of Containers/ habitats inspected (Wet/water holding) | No. of +ve Containers/habitat | Total No. of pupae seen | No. of dry containers found | No. of larval habitats eliminated (during the survey) | Major larval habitat (specify: Plastic, metal, etc.) | Larval Sample collected (Y/N) | Species (Larvae/ emerged adults) | Action Taken | Remarks |
|---------|---------|---|--------------------------|--------------------------|---|-------------------------------|-------------------------|-----------------------------|---|--|-------------------------------|----------------------------------|--------------|-------------------|
| 1 | | Cargo terminal | 4 | 1 | 8 | 1 | un-countable | 12 | 1 | Water Pot | N | Dengue | | Braak water Pots |
| 2 | | Taxi stand | 6 | 0 | 12 | 0 | - | 8 | 0 | - | N | - | | Inform to |
| 3 | | Vigyan Bhawan | 2 | 0 | 1 fountain | 0 | 0 | 9 | 0 | - | N | - | | Surveillance form |
| 4 | | T-4 terminal | 1 | 0 | 0 | 0 | 0 | 10 | 0 | - | N | - | | |
| 5 | | Area around it | 2 | 0 | 3 | 0 | 0 | 12 | 0 | - | N | - | | |
| Total | | | 15 | 1 | 24 | 1 | | 51 | 1 | | | | | |

Ashish
19-11-24

Ashish
19/11/24

Rajat Rai
19/11/24

(400-METER PERIMETER AREA VECTOR SURVEILLANCE REPORT)

Central International Health Division
 Directorate General of Health Services
 Ministry of Health and Family Welfare
 Government of India

Annexure IV

Pre-Monsoon Mosquito Larval Survey Report

Name of PoE: APHO Delhi
 Survey Area (Inside/Outside 400m): outside 400m.
 House/Premises Index (H/P): 47.
 Breteau Index (BI): 47.
 Container Index (CI): 3.57.

Date of Survey: 19/11/2024.
 Survey Team: Ravinder Gaurav with NCDC Team
 Larvicide Used: Temephos.
 Risk Factors:

| Sl. No. | Zone ID | Locality/Area (Name of the area such as: Terminal, Dock, Jetty, Apron/Residential Area etc..) | No. of premise Inspected | No. of premise found+ve | No. of Containers/ habitats inspected (wet/water holding) | No. of +ve Containers/habitat | Total no. of pupae seen | No. of dry containers found | No. of Larval habitats eliminated (during the survey) | Major larval habitat (Specify: Plastic, metal etc..) | Larval Sample collected (Y/N) | Species (larvae/ emerged adults) | Action Taken | Remark |
|---------|---------|---|--------------------------|-------------------------|---|-------------------------------|-------------------------|-----------------------------|---|--|-------------------------------|---|--------------------------------------|-----------|
| 11 | | <u>Mehram Nagar East</u> | <u>50</u> | <u>02</u> | <u>50</u> | <u>02</u> | <u>0</u> | <u>30</u> | <u>02</u> | <u>water Drum</u> | <u>-</u> | <u>Anopheles. invested</u> <u>Ades</u> | <u>invested</u> <u>containers</u> | <u>AA</u> |
| Total | | | | | | | | | | | | | | |

Central International Health Division
 Directorate General of Health Services
 Ministry of Health and Family Welfare
 Government of India

Annexure IV

Pre-Monsoon Mosquito Larval Survey Report

Name of PoE: APHO Delhi
 Survey Area (Inside/Outside 400m): outside 400m
 House/Premises Index (H/P): 47.
 Breteau Index (BI): 47.
 Container Index (CI): 3.57.

Date of Survey: 18/11/2024.
 Survey Team: Gaurav, Ravinder with NCDC Team
 Larvicide Used: Temephos.
 Risk Factors:

| Sl. No. | Zone ID | Locality/Area (Name of the area such as: Terminal, Dock, Jetty, Apron/Residential Area etc..) | No. of premise Inspected | No. of premise found+ve | No. of Containers/ habitats inspected (wet/water holding) | No. of +ve Containers/habitat | Total no. of pupae seen | No. of dry containers found | No. of Larval habitats eliminated (during the survey) | Major larval habitat (Specify: Plastic, metal etc..) | Larval Sample collected (Y/N) | Species (larvae/ emerged adults) | Action Taken | Remark |
|---------|---------|---|--------------------------|-------------------------|---|-------------------------------|-------------------------|-----------------------------|---|--|-------------------------------|----------------------------------|----------------------------------|---------------------------------------|
| 1. | | <u>Mohammed Pur. Village.</u> | <u>50</u> | <u>02</u> | <u>60</u> | <u>02</u> | <u>01</u> | <u>10</u> | <u>02</u> | <u>Plastic tanky.</u> | <u>-</u> | <u>Culex</u> <u>Ades.</u> | <u>Temephos</u> <u>spred.</u> | <u>invested</u> <u>containers.</u> |
| Total | | | | | | | | | | | | | | |

Note:- APHO, Delhi has also opened Specialized Laboratory for conducting vector related sampling and identification. This lab is equipped to analysis Mosquito species, their Larva & Pupa with precision.

The Lab is equipped with vector surveillance tool kits which includes: -

1. Light Traps & Aspirators for mosquito collection.
2. Microscope for identification for Mosquito species, their Larva & Pupa.
3. Fogging machine and spray machine for application of insecticides (Cyphenothrin) & larvicide Temephos for vector control routine activity.
4. Rodent control kit.

c)Flight Disinsection: surveillance of the aircraft disinsection details is undertaken for all the incoming international aircraft by examination of the General Declaration of Health and passenger manifest submitted by the Crew at the time of arrival to the MI room of Airport Health Organization at T-3 terminal.

6. Sanitary Inspection:

International Health Regulations (World Health Organization) requires regular Sanitary Inspection in and around airport premises. Accordingly Airport Health Organization undertakes periodic sanitary inspection rounds at Terminal 1, II and 3. Sanitary inspectors also assist in Vector surveillance, sanitary inspection of the Food outlets, and drinking water sampling for bacteriological testing by National Institute of Communicable Diseases, Delhi, for periodic surveillance of drinking water sources. Details were communicated to airport officials for undertaking appropriate measures.

7. VVIP Food Safety & Surveillance Duties:

VVIP food surveillance duties are one of the prime responsibilities of APHO, Delhi at the National capital. Food surveillance activities are undertaken for both National and International Heads of States. Food surveillance activities are being undertaken for visits of National VVIPs (Inside country and international visits) and International VIPs at the time of their visits to the National capital.

International Flights & Domestic Flights were undertaken for the VVIP. During the time of international visits procedure adopted for surveillance of food is planned in the coordination meeting with the PM security staff. Various activities are as follows:

- a. Sampling of the raw materials from the designated flight kitchen Stores.
- b. Sampling of Water from various areas of designated flight kitchen. Samples of raw materials are examined at the Delhi Public Health laboratory and bacteriological testing of water samples is done by NICD, Delhi
- c. Examination of the Perishable food items.
- d. Sampling and oral tasting of prepared food items for instant poison.
- e. Results of raw material and water samples collected are communicated to the respective flight kitchen before cooking process starts for the VVIP flight.

8. Surveillance of the Food Outlets:

As per the FSS Act 2006, APHO, Delhi (Local Health Authority) undertakes inspection of food outlets operating in the airport premises regularly. Lounges, snack counters and restaurants of establishments, who have contracts for serving food and drinks to the passengers and staff at International Airport. For Surveillance of Food samples and water samples are also being picked up for their testing at Designated Labs under the FSS Act, 2006.

9. Medical and Flight Emergencies: –

A.P.H.O. doctors and paramedics are one of the designated health agency for the purpose of assisting during the time of various flight emergencies and keep a vigil during the time of all minor/Full emergencies. APHO, Delhi is also involved in VIP movement, visibility stand by, weather stand by etc.

10. Medical Services :- DIAL has contracted the Medical unit of Medanta (Medicity) for providing emergency medical services for the passengers and the staff deployed at new international terminal T3. Medanta medical unit at airport also arranges ambulance services at the airport for sick travelers.

11. Training Activities:

- **Immigration Officials :-**As per the GOI instructions surveillance activities are undertaken primarily by the Immigration officials and then suspects are referred to the APHO, official. Periodic training to the Immigration officials is imparted to orient them about various steps for screening the passengers with regard to yellow fever.
- Aircraft Surveillance, Disinsection of Aircraft Training conducted on 01.05.2024,
- Management of Common Side effects of vaccination training at APHO, Delhi on 26.06.2024,
- Medical First Aid Training (09.04.2024, 24.04.2024),
- Training for officers for opening of new yellow fever vaccination centre (for 4 new centers) - 30.05.2024 to 31.05.2024 ,
- Bio medical Waste Management training at APHO, Delhi on 05.06.2024,
- Training of Final Year MD (CHA) Residents of NIHFV was held on 29.04.2024 to 03.05.2024,
- M.ScNursing Final Year Student of RAK College training was held on 15.04.2024 to 19.04.2024,
- Training on POSH Act was conducted on 05.06.2024,
- Pre -Manson vector surveillance for Dengue/DHF, Yellow Fever, Chikungunya, Malaria and ectoparasite will be conducted on 24.06.2024 to 28.06.2024,
- Short training Capsule on Vector Surveillance and control at Points of Entry was held on 20.06.2024,
- e-Care application training conducted at APHO, Delhi on 22.05.2024
- Short training Capsule (2nd Batch Training) on Vector Surveillance and control at Points of Entry was held on 20.06.2024 & 11.07.2024
- Implementation plan for Monkey Pox training on 22.08.2024
- Yellow Fever Vaccination and Quarantine training was held on 09.10.2024
- Procurement on GeM training was held on 16.10.2024
- First Aid Basic Principles and Management training was held on 23.10.2024
- Disinsection procedures for the Aircraft training was held on 30.10.2024
- Aircraft Surveillance, Disinsection of Aircraft training was held on 13.11.2024
- MD Community Medicine Postgraduate Students Training was held 13.11.2024 to 14.11.2024
- Vector surveillance & Rodent training will be conducted on 24.06.2024 to 28.06.2024

12 .Other Activities:

- Airport Health Officer also participate as member for various technical issues with regard to health measures in Dte.GHS.
- Disaster Management Mock Drill- APHO, Delhi provides its expert opinion whenever Mock Drill is conducted by DIAL for Disaster Management.
- APHO staff provide logistic assistance to officials of Ministry of Health & FW during their departures and arrivals for official international visits.
- Passive screening for Mpox at IGI Airport, New Delhi from affected Countries.

EMERGENCY DUTIES

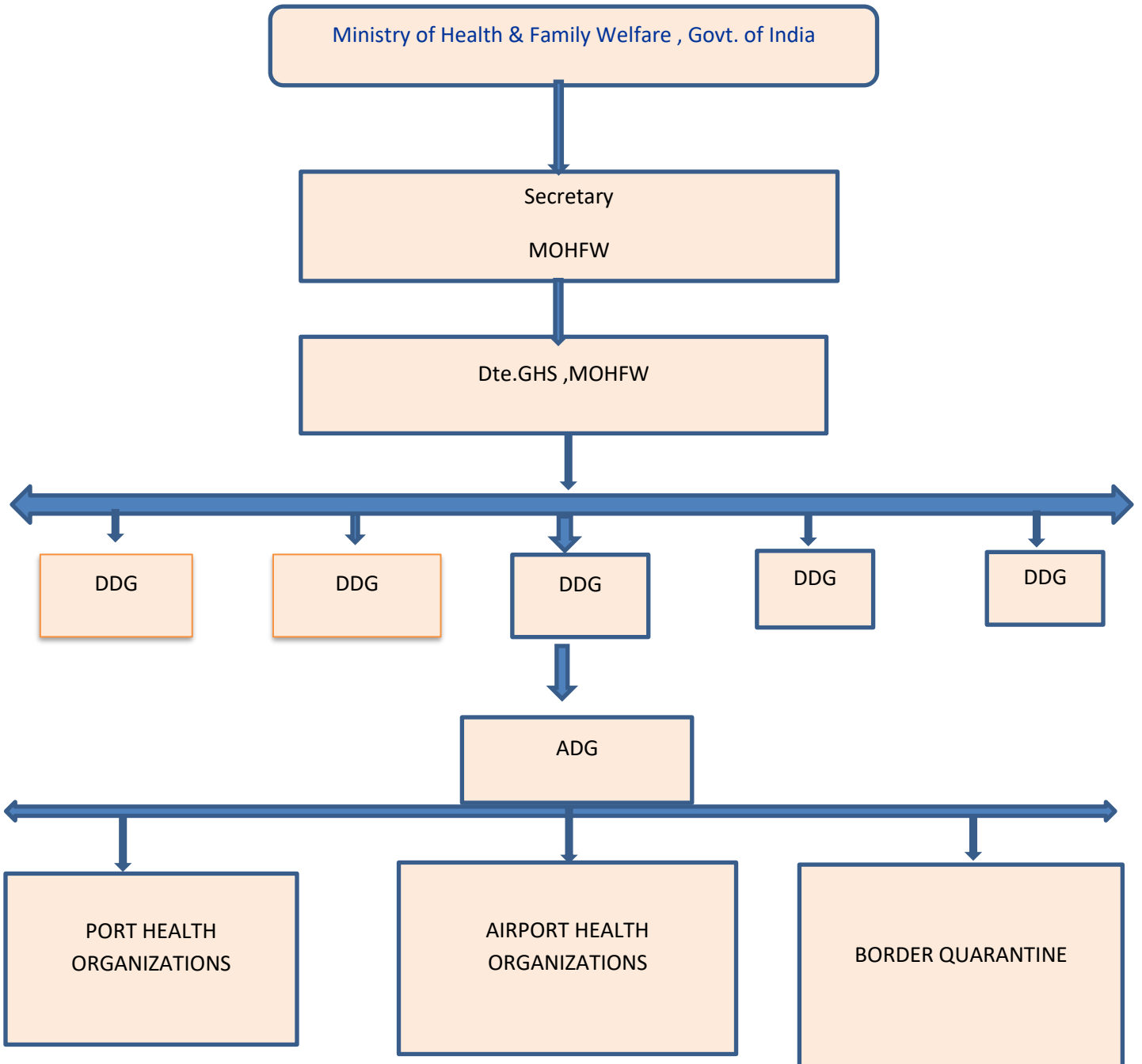
1. Medical & Flight Emergencies- The APHOs are Public Health Organization and perform the public health related activities at the Airport. Every International Airport has medical unit to take care any clinical emergency occurring onboard to the passengers or to the staff working at the Airport. In case the emergency is having large number of affected persons then the APHO work along with other control room officers and coordinate with other Government Health facilities for transportation and management of the health services needy persons.

2. Public Health Emergency of International Importance- Activities during the Public Health Emergencies Out Break e.g. COVID-19 Pandemic, Ebola Virus Disease, Yellow Fever Disease, MERS- CoV& Zika Virus Disease

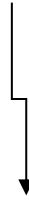
- Activation of PHECP
- Coordination with other stakeholders.
- Functions as per guidelines for PHEIC.
- Training of stakeholders.
- Procurement and Deployment of additional manpower.
- Procurement of material required.
- Screening/ Quarantine/ Isolation/ Lab testing/ Transportation/ Contact tracing
- Coordination with National /state/ local agencies.
- Reporting.

1.1.5 Organization Chart

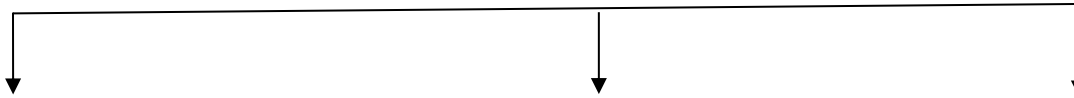
ORGANOGRAM



Airport Health Officer



PHS-I & DEPUTY AIRPORT HEALTH OFFICERS



Administrative Office

Yellow Fever Quarantine Centre

MI Room

LDC

Staff Nurse

Health Inspector

Driver

Health Assistant

Health Assistant

MTS

Ward Boy

Field Worker

STAFFING PATTERN OF APHO, DELHI

| GROUP | | TOTAL SANCTIONED STRENGTH (38) | FILLED POST (29) | VACANT (09) | VACANT SINCE |
|-----------|---|---|-------------------------|--------------------|---|
| Group 'A' | APHO | 01 | 01 | - | - |
| | PH. Spl.-I | 01 | 01 | - | - |
| | GDMO | 05 | 05 | - | - |
| Group 'B' | Health Inspector | 05 | 01 | 04 | 01.02.2002 01.10.2002 01.06.2016 01.04.2018 |
| | Staff Nurse | 01 | - | 01 | 01 post vacant since 01.11.2017 |
| Group 'C' | UDC | 01 | 0 | 01 | 01 Post UDC vacant w.e.f. 01.02.1996 |
| | LDC | 02 | 01 | 01 | 01 post LDC vacant w.e.f 21.05.2019 |
| | Health Assistant (Temporary transferred post against the post of FW) | 0 | 12 | 2 | The total number of sanctioned posts for Field Workers in APHO, Delhi is 17. Out of 17 field workers, 12 field workers were promoted to the post of HA as per letter No. A.11015/2/2021-PH(IH) dtd. 09.02.2021, issued from PH (IH) Section, Dte.GHS, MoH&FW (copy enclosed). <i>Field worker post temporarily transferred to the PoEs from where the posts of HA have been diverted in the first place vide letter No. A.11015/2/2021-PH(IH) dtd. 09.02.2021.</i> |
| | Field Worker | 17 | 03 | | |
| | Ward Boy | 02 | 02 | 0 | Hence, 02 posts of field workers are vacant in APHO, Delhi. |
| | Driver | 02 | 02 | 0 | |
| | MTS | 01 | 01 | 0 | |

1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

The Airport Health Organizations came into existence in pursuance of The Aircraft (Public Health) Rules, 1954 framed under the Aircraft Act, 1934. The Airport Health Organization, Delhi primarily is a Public Health Organization. It is located at Mahipalpur, Opp Toll Plaza, Near AAI Complex, IGI Airport, New Delhi-110037. An Airport Health Officer (APHO) works under the overall control of the Director General of Health Services (DGHS), Govt. of India, stationed at the Ministry of Health & Family Welfare, Nirman Bhawan New Delhi. The DGHS in turn is assisted by DDG (IH) and ADG (IH).

List of HODs of APHO, Delhi

AIRPORT HEALTH OFFICER

| <u>Name</u> | <u>Period</u> |
|----------------------------|------------------------|
| 1. Dr. T.Vergheese | 1977 To 1984 |
| 2. Dr. N.K.Pal | 1985 To 1986 |
| 3. Dr. A.K. Dutta | 1986 To 1988 |
| 4. Dr. B.R. Routh | 1988 To 1989 |
| 5. Dr. K.L. Sharma | 1989 To 1990 |
| 6. Dr. Anil Kumar | 1991 To 1995 |
| 7. Dr.S.R Agarwal | 1995 To 1999 |
| 8. Dr. Ajay Kumar Khara | 2000 To 2000 |
| 9. Dr. S.R Agarwal | 2000 To 2000 |
| 10. Dr. S. Dutta | 2000 To Jan 2003 |
| 11. Dr. Sujeet Kumar Singh | Jan 2003 To Jun 2011 |
| 12. Dr. Sanjay Kumar | July 2011 To July 2011 |
| 13. Dr. M.C Bora | Aug. 2011 To Nov 2011 |
| 14. Dr. Sujeet Kumar Singh | Nov 2011 To April 2012 |
| 15. Dr. Sanjay Kumar | April 2012 To Jan 2017 |
| 16. Dr. Tarun Kumar | Feb 2017 To May 2023 |
| 17. Dr. Binay Kumar | May 2023 To till date |

COMMITTEES DETAILS

| S.N | Committee |
|-----|--|
| 1 | Auction/Disposal Committee |
| 2 | Procurement committee |
| 3 | Local Purchase Committee |
| 4 | GeM Cart |
| 5 | Swachhata (Special Campaign) & Beautification |
| 6 | Hindi Committee |
| 7 | National Patient Safety Implementation Framework (2018-2025) Committee The goal of this Patient Safety Committee will be to improve Patient Safety at all levels of healthcare by implementing “Patient Safety Framework”. This committee will also take care “to implement the Infection Prevention & Control and Biomedical Waste”. |
| 8 | “Internal Complaint Committee” under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 |

1.1 Power and duties of its officers and employees [Section 4(1) (b)(ii)]

1.2.1 Powers and duties of officers (administrative, financial and judicial)

Administrative powers

Airport Health Officer:

- Head of the office with statutory and administrative powers.
- Appointing and Disciplinary Authority for certain Group “C” posts.
- Controlling Officer for Medical officers and all non-gazetted staff.
- Under the Food safety and standard Act, 2006 and Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011, Airport Health Officer functions as Designated officers and Local Health Authority for areas within Airport terminals.

Financial Powers and Responsibilities

- Airport Health Officer is the designated drawing and disbursing officer for the airport Health Organisation.
- Airport Health Officer is designated as DDO for APHO, Delhi.

Dy. Airport Health Officers:

Assisting Airport Health Officer in surveillance of quarantinable diseases and Public Health Emergency of International Concern, Yellow Fever Vaccinations, HUM Clearance, Food Safety, Sanitary Inspection, Vector Surveillance taking awareness class to other stakeholders at Airport like Immigration, Customs, CISF, and administrative matters, GeM Purchase, RTI Matters etc and other day to day activities as assigned by the Airport Health Officer.

1.2.2 Powers and Duties of other Employees:-

Subordinate staffs: - No independent powers. Duties as assigned by Airport Health Officer are as follows

- Implementation of IHR, 2005
- Medical & Flight Emergency
- VVIP Food safety Duties
- Assistance during inspection of catering establishments in Airport area within the Airport terminal.
- Health Screening of International passengers during PHEICs at pre-immigration area their isolation to quarantine/treatment facilities.
- Inspection and clearance of Aircrafts in respect to disinsection/disinfection requirement as per official guidelines.
- Surveillance/Quarantine of passengers,
- Clearance of Human Remains on eCare portal,
- To ensure safe general sanitation condition,
- Provision of safe food,
- Provision of safe drinking water,
- Vector control at IGI Airport (in and 400m around IGI, Airport)
- Prioritize clearance of patients with health emergency and to assist in shifting to designated hospitals
- In the absence of staff nurse care assist in vaccination of the quarantine passengers at quarantine centre.

Activities During Emergencies :-

- To assist in triaging of affected passengers/crew or staff
- To provide assistance in emergency medical aid to crews / passengers
- Disinfection of baggage and conveyances
- Training of other stakeholders regarding PHEIC /any health-related event prevention and control, use of PPE etc.

Roles and Responsibilities of Technical Staff

Roles:- Health Assistant (HA)/Field worker (FW) is now uniformly designated at the PoE by integrating various other names they were designated before like rat catcher, fumigation worker etc. Health Assistant (HA)/Field worker (FW) will carry out the field works as mentioned above and as assigned by the Airport Health Officer from time to time.

Command Chain:- All Field Workers will be working in coordination and under the supervision of the Health Assistant (HA) and Health Assistants will work under the supervision of the Health Inspectors (HI). The Field Worker, Health Assistant, and Health Inspector will work under overall supervision of concerned Health Officer

and Medical Officer. The whole team will then report to the Airport /Port/BQU Health Officer who will be Commanding Officer of the entire team at the PoE.

Technical Work:- The Field Worker, Health Assistant, Health Inspector, Health Officer & Medical Officer will work at PoE on the following activities-

- **Vector Control Measures-** Supervision of Anti-Mosquito, Anti-Rodent Control Measures, Housefly Control measures, Cockroach Control Measures and all other vector measures by relevant agency including application of above measures if required. These includes the preventive measures, surveillance, Control activities, fumigation, Health education , follow up measures, vector surveillance charts, specimen collection, sample preparation, labeling , packing, dispatch to laboratory, supervision, training and follow up with the PoE sanitary staff or outsourced sanitary staff. FW will follow all the instructions and guidelines as and when given by the HA/HI/Health Officer/ Medical Officer. HA/HI will also do all the activities under the direction of Health Officer/ Medical Officer. Health Officer/ Medical Officer will be the overall implementing, training and supervising authority.
- **Aircraft Inspections and disinsection-** The Health Assistant/Field Worker will assist the commanding officers (Airport Health Officer/ Medical Officer/HI) on the aircraft inspections and disinsection as and when required and will supervise the application of disinsection/decontamination measures by the concerned Aircraft under the order of the Health Officer/ Medical Officer in case of death on board or otherwise.
- **FBOs/Water Safe-** The Field Worker/Health Assistant will assist the Food Outlet inspections carried out by the Airport Health Officer/Medical Officer/FSO/Health Assistant (including sample collection, packaging etc.) under the orders of the Health Officer/Food Safety officer.
- **General and Administrative Work-** - As assigned by officer incharge, emergency duties as needed under APHO instruction, PHEIC related duties assistance during any disasters and assistance to state Health department during PHEIC. All types of administrative work of the office as per the orders of the APHO/ Health Officer/ Medical Officer are to be carried out by the FW, HA, HI. Any work respect to the organization assigned by the APHO is to undertaken by the FW/HA/HI/ Health Officer/ Medical Officer.

Form of accessibility of information – A Manual/ Hand book titled “**POINT OF ENTRY, TECHNICAL FIELD MANUAL**” only for Technical Staff working in Airport Health Organizations, Port Health Organizations, Border Quarantine Organizations is available in Hindi & English (bilingual).

1.2.3 Rules/Orders under which powers and duty are derived :-

- International Health Regulations, 2005
- Indian Aircraft Rules (Public Health Rules) 1954
- Indian Public Health Act
- GFR Rules
- FRSR Rules

- Leave Rules
- Medical Attendance Rules
- Central Civil Services Pay Rules
- CCS Pension Rules
- Establishment Rules
- Receipts and Payments Rules
- Delegation of Financial Powers Rules
- GPF Rules
- LTC Rules
- HBA Rules
- FSSAI 2006 & regulation 2011

1.2.4 .Exercised –NA

1.2.5. Work allocation

| S.N | Dr. Jyoti, ADG | Dr. Sujata Arya, PHS-I |
|-----|---|--|
| 1 | Vector Surveillance | Yellow Fever vaccination |
| 2 | eCARE | Quarantine & Isolation Centre |
| 3 | e-Office, e-HRMS, Digitalisation | MI Room of Terminal T3 along with other issues related to Terminal |
| 4 | Repair & Maintenance of building, LIFT, CPWD, Beautification, cleanness, sanitation & SAP | Teaching & Training |
| 5 | JPH&SC, AFC Meeting, Coordination committee meeting | RTI & Grievance redressal, Vigilance matter, CP GRAM |
| 6 | Public Health Lab | Cadre Review Committee |
| 7 | Record Room | Biometric Attendance |
| 8 | Condemnation & Disposal | Duty Roster, Daily report, Annual Report |
| 9 | Food Safety & VVIP food | e-bills |
| 10 | Equipment maintenance & repair | External Communication |
| 11 | PM- ABHIM | LIMBS Portal & Court Cases |
| 12 | Reconcile Expenditure | Retirement & Pension issues |

| | | |
|----|--|---|
| 13 | Signatory Authority for Service Book, EL/ML of all group B & C | Vehicle |
| 14 | Local Purchase Committee | Hindi Committee |
| 15 | AMC | Store |
| 16 | CGHS Card (Correction, Renewal & Deduction) | APAR (Group C & D) |
| 17 | Regular Budget & Expenditure | Internal Complaint Committee (ICC) |
| 18 | GST | National Patient Safety Implementation Framework (2018-2025) |
| 19 | | Display Board |
| 20 | | Mission Rozgar portal |
| 21 | | Annual Report Regarding representation of SCs, STs, OBCs and PWDs |
| 22 | | Annual News Bulletin |
| | | GeM, PFMS, Procurement & Tendering |

Dr. Rohit Singh Parmar, Sr. Medical Officer, Dr. Divya.O, Medical Officer will assist Dr. Jyoti, PHS-I and Dr. Abhishek Kumar Srivastva, SMO, Dr. Kriti Seth, SMO & Dr. Amit Ranjan Jha, PHS will assist Dr. Sujata Arya, PHS-I in above mentioned various duties/task.

1.2 [Procedure followed in decision making process \[Section 4\(1\) \(b\) \(iii\)\]](#)

1.3.1) Process of decision making Identify key decision making points

This organization is a Subordinate office under the Govt. of India, Ministry of Health and Family Welfare, the Directorate General of Health Services, PH (IH) Section and established for the implementation of policies of the Government of India. The procedure followed is according to the existing rules, manuals etc through the decision-making process of: Dealing Assistants to DDO /Head of Office. No intermediate supervision is available. The Airport Health Officer is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him and Medical Officer/Deputy Airport Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

1. Quarantine of passengers coming from yellow fever endemic countries-

- The job of initial screening/ checking of yellow fever vaccination certificate is entrusted with the staff of Immigration Department, who are regularly trained by this office and they in turn will hand over the suspect passengers in MI Room of APHO, Delhi.

- The Medical officer/Health Inspector on duty will then scrutinize the YFV certificate of the passengers and take a decision for quarantine if needed.
- In case of any doubt final decision will be taken by **Airport Health Officer**.

2. **Licensing of Food outlets in the Terminal Building of IGI Airport-**

Process of Food outlet licensing under FSSAI ACT 2006

Directly apply online on the FoSCoS Portal of FSSAI



Forwarded to APHO online



Scrutiny /Checking of the documents & point out deficiency if any.



Pre- license inspection, if the documents are in order



Post licensing inspection of the outlet



Issuance of Food Safety license to the food outlets

1.3.2) Final Decision Making Authority at this Office

Airport Health Officer, Airport Health Organization, Delhi

1.3.3) Related provisions, acts, rules:

As mentioned in 1.2.3)

1.3.4) Time limit for taking a decision, if any

- Human remain clearance via eCare portal within 48 hrs
- Online yellow fever appointment within 48 hrs
- RTI :- Information to an applicant shall be supplied within 30 days from the receipt of application by the public authority

1.3.5) Channel of supervision and accountability

This organization is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, the Directorate General of Health Services (Dte. GHS), PH (IH) Section and established for the implementation of policies of the Government of India.

At Dte. GHS level: The Director General of Health Services

PH(IH) Section & Central IH Division: Deputy Director General (IH)
Assistant Director General (IH)

At Local Level: Health Inspector → Medical officer → Airport Health Officer, New Delhi

1.4 Norms for discharge of Functions [Section 4 (1) (b) (4)]

1.4.1 Nature of Functions/services offered

As mentioned under the heading “Functions and Duties of APHO”

| Sr No | Activity | Day / Date and Time |
|-------|---|---|
| 1 | Yellow Fever Vaccination | Monday, Tuesday, Thursday & Friday (Except gazetted holidays) Online Appointment: 10:00 am to 6pm (Monday to Friday) Vaccination: 10 am to 2 pm |
| 2 | Oral Polio Vaccination | Monday, Tuesday, Thursday & Friday (Except gazetted holidays) Time: 11:30 am to 2 pm |
| 3 | Quarantine Facility | 24 hours, all 7 days of week Event Alert on IHIP Portal Maintaining the Vital Chart and routine rounds by on-duty doctors |
| 4 | Human Remain Clearance on e-CARE Portal | 24X7 |

| | | |
|----|---------------------------|---|
| 5 | Food safety at airport | Monday to Friday |
| 6 | Protocol Duty | As and when required |
| 7 | Training and Coordination | As and when required |
| 8 | Yellow Fever Training | As and when required |
| 9 | VVIP food duty | As and when required |
| 10 | Flight Emergency Duty | As and when required, 24 hours all 7 days of week |
| 11 | MI Room Activity | 24 hours, all 7 days of week |

1.4.2) Norms/standards for Function / Service delivery

This office observes the implementation of International Health Regulations 2005 and The Indian Aircraft (Public Health) Rules, 1954 and the various regulatory and statutory provisions in above act/ rule/ regulation. This office issues certification/ advisory/ monitoring to existing regulation

- **Zero wastage policy of yellow fever vaccine**
- **100% online human remain clearance within 48 hours**
- **100% online appointment for yellow fever within 48 hours**

1.4.3 Process by which these services can be accessed:-

By Submitting Application / through E-mail/ telephone.

1.4.4 Time-limit for achieving the targets

Varies from one day to a month. from the date of application

1.4.5 Grievance redressal- A complaint/ suggestion box has been placed at reception counter for general public. The grievance may also be lodged through P.G Portal. APHO/nominated official monitors Grievance redressal mechanism

Name of the nodal officer :- Dr.Sujata Arya

Designation :- PHS-I, APHO, Delhi

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

1.5.1 Title and nature of the record/ manual /instruction.

Physical and digital form

1.5.2 List of rules, regulations, instruction manual and record- As mentioned in 1.2.3

1.5.3 Acts/ Rules manuals etc.

As mentioned in 1.2.3

1.5.4 Transfer policy and transfer orders

Centralized at Dte.GHS/MoH&FW for Medical Officers, Public Health Specialists, Health Inspectors and Health Assistant.

1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

1.6.1 Categories of documents

Category A: Nil

Category B-Keep-Permanent: 1. Non consumable stock Register 2. Service book of all staff 3. All pension papers of old staff 4. EFC file 5. Copy of Acts, Rules, & Regulations administered by this Public Authority 6. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years: 1. Cash Book 2. Old cash book & TR 3. Yellow Fever Vaccination Register

Category C-5 Years: 1. Bill register 2. Salary Bill Prepared 3. Ebola file 4. Swine flu files 5. All personal Files 6. Register of License issued to Catering Establishments under FSSA, 2006.

Category C-3 Years: 1. Training register 2. Service Postage & Stamp Register 3. Challan Register 4. Budget Preparation 5. Expenditure Control Register 6. Sanction of Amount Register 7. PFMS Register 8. TR (Treasure Challan receipt book) 9. All contingent bill prepared 10. Uniform of staff record

Category C-2 Years: 1. Quarantine Order 2. Quarantine Bill book 3. Quarantine admission & Discharge Register 4. Vaccination Exemption certificate 5. Oral Polio vaccine certificate 6. Emergency Medicine stock Register 7. Cash Receipt Book 8. Consumable stock Register 9. Vaccine stock Register 10. PHEIC screening Cards 11. Flight detail Register 12. GD Document & passenger Manifest 13. Dead Body clearance Register 14. Human Remain documents 15. HR(NOC) 16. Polio Record Register 17. Annual Maintenance Register 18. Dispatch Register 19. Vector Surveillance Register 20. VVIP Food supervision Register 21. Water sample Register 22. FSSAI Food License Register 23. Flight emergency call register

Category C-1 Years : 1. Attendance Register, Biometric register.

1.6.2 Custodian of documents/categories

Custodians of Important Documents - Service Books and Personal Files, Cash Book, Log Books and all other important documents are kept in custody of LDC. The APAR and other confidential Documents/Reports are kept in custody of APHO

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1. Office council

Composition : Dr. Binay Kumar (APHO) (Head of the council)

Members : Dr Jyoti (PHS I), Sh Vijay Giri (HI), Sh Manoj Kumar Tomar (LDC), Sh Pan Singh Bisht (HA), Sh Manish Kumar (HA), Sh Amit Kumar (HA).

Date from which constituted : 2023

Terms / tenure : Till further reconstitution

Duties –To deal with the office related Issues of APHO, Delhi

Whether the meeting / minutes of the meeting / place of the meeting open to public : No

2.Karyalaya Rajbhasha samite(Hindi committee)

Composition : Dr. Sujata Arya (PHS I), Head of the council

Members : Dr Abhishek Kumar Srivastava, Sh Manoj Kumar Tomar (LDC), Sh Ashok Kumar.

Date from which constituted : 2024

Terms / tenure : Till further reconstitution

Duties –To Improve communication and promote usage of Hindi language at office

Whether the meeting / minutes of the meeting / place of the meeting open to public : No

3 .Name of the committee : Purchase Committee

Composition : Dr. Binay kumar (Airport health officer)
: Dr.Jyoti (PHS I)
: Dr Abhishek K
Sh Manoj KT

Date from which constituted : 2023

Terms / tenure: Till further reconstitution

Power and functions:

- To analyse quotations provided by the department, and provide recommendation for approval by the committee.
- To ensure all documentation is accurate and complete.
- To ensure that the supplies/services quoted for comply with what was requested on the quotation.
- Seek clarification from suppliers/service providers where necessary.
- To request technical input from relevant staff as required.
- The PC should also be assigned a role within the supplier pre-qualification process
- In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations

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- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Ensuring all relevant documentation is prepared prior to PC meeting
- Involvement in the evaluation discussion
- Ensuring that the Quote is complete and accurate.
- Ensuring all necessary procurement procedures are properly.

Whether the meeting / minutes of the meeting / place of the meeting open to public : No

4 Internal Complaint Committee

Composition: Dr. Sujata Arya

Members: : Dr Abhishek Kumar Srivastva
Dr Kriti Seth
Dr Divya O
Smt Neelam

Date from which constituted : 2024

Terms : Till further reconstitution

Power and functions:-

The principle of gender equality is enshrined in the Indian Constitution. At APHO, we strongly believe that women and men have right to live as free and equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal. Committee is made under Sexual harassment of women at workplace (Prevention ,Prohibition And Redressal Act 2013)

5. Swachhata (Special Campaign) & Beautification Committee

Nodal Officer: Dr. Abhishek Kumar Srivastva, SMO, APHO, Delhi

Date from which constituted : 2024

Terms : Till further reconstitution

Power and functions:- Swachhata & Beautification Committee for institutionalizing Swachhata and minimizing pendency in government office

6. National Patient Safety Implementation Framework (2018-2025) Committee

Members: Dr. Sujata Arya, PHS-I, APHO, Delhi
Dr. Abhishek Kumar Srivastva, SMO, APHO, Delhi
Dr. Kriti Seth, SMO, APHO, Delhi
Dr. Divya.O, Medical Officer, APHO, Delhi

Date from which constituted : 2024

Terms : Till further reconstitution

Power and functions :- The goal of this Patient Safety Committee will be to improve Patient Safety at all levels of healthcare by implementing “Patient Safety Framework”. This committee will also take care “to implement the Infection Prevention & Control and Biomedical Waste”.

7. Joint Public Health & Sanitation Committee (JPHSC)

Chairman: - Dr. Binay Kumar, Airport Health Officer

Member:- Dr. Jyoti, ADG-IH & All concerned stakeholders

Date from which constituted : 2023

Terms : Till further reconstitution

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

1.8.1 Name and designation

1.8.2. Telephone , Fax and email ID

| S.N | Name | Designation | Contact Details & Email ID |
|------------|-------------------------------------|-----------------------------------|---|
| 1 | Dr. Binay Kumar | CMO(NFSG) | 011-25655081 & 25653408 apho.del-mohfw@gov.in |
| 2. | Dr. Jyoti | ADG-IH | 011-25655081 & 25653408 apho.del-mohfw@gov.in |
| 3. | Dr. Sujata Arya | Public Health Specialist-I | 011-25655081& 25653408 apho.del-mohfw@gov.in |
| 4 | Dr. Abhishek Kumar Srivastva | Sr. Medical Officer | 011-25655081 & 25653408 apho.del-mohfw@gov.in |
| 5 | Dr. Rohit Singh Parmar | Sr. Medical Officer | 011-25655081 & 25653408 apho.del-mohfw@gov.in |
| 6 | Dr. Kriti Seth | Sr. Medical Officer | 011-25655081 & 25653408 apho.del-mohfw@gov.in |
| 7 | Dr. Divya. O | Medical Officer | 011-25655081& 25653408 apho.del-mohfw@gov.in |
| 8 | Mr. Vijay Giri | Health Inspector | 011-25655081 apho.del-mohfw@gov.in |

| | | | |
|----|-------------------------|-------------------|---------------------------------------|
| 9 | Mr. Manoj Tomar | Office Senior LDC | 011-25655081 apho.del-mohfw@gov.in |
| 10 | Mr. Anil Kumar Sharma | Motor Driver | 011-25655081 apho.del-mohfw@gov.in |
| 11 | Mr. Ghanshyam | Motor Driver | 011-25655081 apho.del-mohfw@gov.in |
| 12 | Mr. Mahavir Singh | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 13 | Mr. Ashok Kumar | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 14 | Mr. Pan Singh Bisht | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 15 | Mrs. Neelam | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 16 | Mr. Vimlesh K. Singh | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 17 | Mr. Aman | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 18 | Mr. Manish Kumar | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 19 | Mr. Amit Kumar | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 20 | Mr. Shiv Raj | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 21 | Mr. Praveen Kumar | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 22 | Mr. Gautam Kumar | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 23 | Mr. Manjay Kumar Manjhi | Health Assistant | 011-25655081 apho.del-mohfw@gov.in |
| 24 | Mr. Suresh Balmiki | Field Worker | 011-25655081 apho.del-mohfw@gov.in |
| 25 | Mr. Sanjay Kumar | Field Worker | 011-25655081 apho.del-mohfw@gov.in |
| 26 | Mr. Deepak Kumar | Field Worker | 011-25655081 apho.del-mohfw@gov.in |
| 27 | Mr. Lakshay Mann | Ward Boy | 011-25655081 apho.del-mohfw@gov.in |
| 28 | Mr. Ravi Kumar | Ward Boy | 011-25655081 apho.del-mohfw@gov.in |
| 29 | Ms. Poonam | MTS | 011-25655081 apho.del-mohfw@gov.in |

1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]

1.9.1 List of employees with Gross monthly remuneration

| <i>S. No</i> | <i>Name of the employee</i> | <i>Designation</i> | <i>Category of Appointment (SC/ST/OBC)</i> | <i>Pay matrix with pay level</i> | <i>Date of present posting at APHO, Delhi</i> | <i>Date of retirement</i> |
|--------------|------------------------------|------------------------|--|----------------------------------|---|---------------------------|
| <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>6</i> | <i>7</i> |
| 1 | Dr. Binay Kumar | Airport Health Officer | <i>OBC</i> | <i>L-13</i> | <i>31.01.2020</i> | <i>31.01.2038</i> |
| 2 | Dr. Jyoti | PHS-1 | <i>SC</i> | <i>L-13</i> | <i>18.04.2023</i> | <i>31.01.2049</i> |
| 3 | Dr. Sujata Arya | PHS-I | <i>SC</i> | <i>L-13</i> | <i>24.12.2014</i> | <i>31.10.2043</i> |
| 4 | Dr. Abhishek Kumar Srivastva | Sr. Medical Officer | <i>---</i> | <i>L-11</i> | <i>11.01.2023</i> | <i>31.12.2050</i> |
| 5 | Dr. Rohit Singh Parmar | Sr. Medical Officer | <i>---</i> | <i>L-11</i> | <i>05.12.2017</i> | <i>31.07.2055</i> |
| 6 | Dr. Kriti Seth | Sr. Medical Officer | <i>---</i> | <i>L-11</i> | <i>01.05.2017</i> | <i>30.09.2053</i> |
| 7 | Dr. Divya.O | Medical Officer | <i>OBC</i> | <i>L-10</i> | <i>24.02.2021</i> | <i>31.10.2060</i> |
| 8 | Vijay Kumar Giri | Health Inspector | <i>---</i> | <i>L-8</i> | <i>01.07.1980</i> | <i>28.02.2025</i> |
| 9 | Amrish Tyagi | Health Inspector | <i>---</i> | <i>L-6</i> | <i>01.02.2023</i> | <i>30.06.2043</i> |
| 10 | Dev Dutt Kashyap | Health Inspector | <i>OBC</i> | <i>L-6</i> | <i>01.02.2023</i> | <i>30.06.2050</i> |
| 11 | Manoj Kumar Tomar | LDC | <i>---</i> | <i>L-5</i> | <i>12.05.1994</i> | <i>31.07.2030</i> |
| 12 | Anil Kumar Sharma | Driver | <i>OBC</i> | <i>L-5</i> | <i>23.08.1995</i> | <i>31.01.2032</i> |
| 13 | Ghanshyam | Driver | <i>OBC</i> | <i>L-3</i> | <i>26.02.2007</i> | <i>31.07.2039</i> |
| 14 | Mahavir Singh | Health Assistant | <i>SC</i> | <i>L-4</i> | <i>27.02.1991</i> | <i>28.02.2025</i> |
| 15 | Ashok Kumar | Health Assistant | <i>SC</i> | <i>L-4</i> | <i>26.02.1992</i> | <i>30.04.2029</i> |
| 16 | Pan Singh Bisht | Health Assistant | <i>---</i> | <i>L-3</i> | <i>04.07.2006</i> | <i>31.05.2030</i> |
| 17 | Neelam | Health Assistant | <i>OBC</i> | <i>L-2</i> | <i>27.02.2007</i> | <i>28.02.2036</i> |
| 18 | Vimlesh Kumar Singh | Health Assistant | <i>---</i> | <i>L-2</i> | <i>27.08.2007</i> | <i>31.12.2047</i> |
| 19 | Aman | Health Assistant | <i>OBC</i> | <i>L-2</i> | <i>24.08.2007</i> | <i>31.12.2047</i> |

| | | | | | | |
|----|---------------------|------------------|-----|-----|------------|------------|
| 20 | Manish Kumar | Health Assistant | --- | L-2 | 19.08.2013 | 28.02.2053 |
| 21 | Amit Kumar | Health Assistant | --- | L-2 | 19.08.2013 | 30.06.2054 |
| 22 | Shiv Raj | Health Assistant | --- | L-2 | 01.09.2021 | 28.02.2053 |
| 23 | Praveen Kumar | Health Assistant | --- | L-2 | 13.09.2021 | 31.12.2052 |
| 24 | Gautam Kumar | Health Assistant | --- | L-2 | 20.08.2014 | 31.03.2050 |
| 25 | Manjay Kumar Manjhi | Health Assistant | --- | L-2 | 25.08.2014 | 31.12.2053 |
| 26 | Suresh Balmiki | Field Worker | SC | L-3 | 06.09.1999 | 31.01.2027 |
| 27 | Sanjay Kumar | Field Worker | OBC | L-1 | 25.08.2014 | 31.05.2048 |
| 28 | Deepak Kumar | Field Worker | SC | L-1 | 21.11.2017 | 31.12.2050 |
| 29 | Lakshay Mann | Ward Boy | --- | L-1 | 21.11.2017 | 31.12.2055 |
| 30 | Ravi Kumar | Ward Boy | OBC | L-1 | 28.11.2017 | 31.05.2050 |
| 31 | Poonam | MTS | --- | L-1 | 23.08.2021 | 30.04.2053 |

1.9.2 System of compensation as provided in its regulations

Not applicable

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority

1.10.2 Address, telephone numbers and email ID of each designated official

Central Public Information officers - Dr. Sujata Arya, PHS-I
 APHO, Delhi
 Contact No- 011-25655081
 Mail I.D.- Sujata.arya@gov.in

Assistant Public Information - Dr. Kriti Seth, Medical Officer
 APHO, Delhi
 Contact No- 011-25655081
 Mail I.D.- kriti.seth88@gov.in

Appellate Authority - Dr. Binay Kumar, CMO (NFSG)
 APHO, Delhi
 Contact No- 011-25655081

1.11 No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

1.11.1) Pending for Minor penalty or major penalty proceedings

One

1.11.2) Finalized for Minor penalty or major penalty proceedings

Two

1.12 Programmes to advance understanding of RTI, (Section 26)

1.12.1) Educational programmes

Not Applicable

1.12.2) Efforts to encourage public authority to participate in these programmes

Not Applicable

1.12.3) Training of CPIO/APIO

Not Applicable

1.12.4) Update & publish guidelines on RTI by the Public Authorities concerned

Not Applicable

1.13) Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

Being a Subordinate Office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India

1)Dr Sanjay Kumar, Airport health officer, APHO Delhi to DGHS Nirman Bhavan

2)Dr Naresh Jakkar, CMO, APHO Delhi to CGHS Delhi

3)Dr Rose M Simte, Medical officer, APHO Delhi to CGHS Delhi

4) Dr Tarun Kumar, Airport health officer, APHO Delhi to CIP Ranchi

5) Sh Abhilash Gaurav, Health Assistant, APHO Delhi to RD Lucknow

6)Sh S N Pandey, Health Assistant, APHO Delhi to RD Lucknow

7)Tapas Ranjan Mukherjee, LDC ,APHO Delhi to APHO Kolkata

2) Budget and Programme

2.1) Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc

Budget Provision - BE 2023-24 in r/o APHO, Delhi under Demand No.46 Major Head 2210 Public Health 06,

| S. No | Head of Account | Rupees (In thousands) |
|--------------|--------------------------------------|-------------------------------|
| 1. | SALARY (020001) | 19000 |
| 2. | WAGES (020002) | 10 |
| 3. | REWARDS (020005) | 175 |
| 4. | MT (020007) | 500 |
| 5. | ALLOWANCES (020007) | 20000 |
| 6. | LTC (020008) | 150 |
| 7. | TRAINING EXPENSE (020009) | 50 |
| 8. | DTE (020011) | 300 |
| 9. | OE (020013) | 19000 |
| 10. | PRINTING & PUBLICATION (020016) | 140 |
| 11. | DIGITAL EQUIPMENT (020019) | 100 |
| 12. | M & S (020021) | 1500 |
| 13. | FUELS & LUBRICANTS (020024) | 300 |
| 14. | ADVERTISING & PUBLICITY (020026) | 100 |
| 15. | MINOR CIVIL & ELECTRIC WORK (020027) | 6000 |
| 16. | PS (020028) | 1900 |
| 17. | REPAIR & MAINTENANCE (020029) | 200 |
| 18. | OTHER REVENUE EXPENDITURE (020049) | 100 |
| 19. | SAP (029649) | 40 |

| | | |
|--|--------------|--------------|
| | TOTAL | 69565 |
|--|--------------|--------------|

2.2) Foreign and domestic tours

2.2.1) Budget for Domestic travel Expenses (Allocated) Rs. in Thousands
Rs . 300 (in thousands)

2.2.2.) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

2.2.3) Information related to procurements

a) Notice/ tender enquiries, and corrigenda if any thereon,
GeM portal

b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured
Services

Eagle Security & Personnel Services

Akash Deep

Goods – Through GeM

c) The works contract concluded- in any such combination of the above- and
Eagle Security

d)The rate/ rates and the total amount at which such procurement or works contract is to be executed.

- Eagle Security & Personnel Services (SFC)–Total Contract value –Rs .7167002
- Eagle Security & Personnel Services (e-CARE – PM ABHIM)–Total Contract value –Rs. 3393035
- Eagle Security & Personnel Services (PM ABHIM)–Total Contract value –Rs. 5547612
- Akash Deep Security -Total Contract value –Rs. 9970716

Note:- All the above agencies rendering posts are subject to terms & conditions outlined by DGHS.

2.3) Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Not Applicable

2.4) Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

Not Applicable

2.5) Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

Not Applicable

2.6) CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

Nil

3) Publicity and Public interface

3.1) Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of Section 4(1)(b)(vii) [F. No. 1/6/2011- IR dt. 15.04.2013]

3.1.1) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Documents and Information related to Yellow Fever Vaccination, The Indian Aircraft (Public Health) rules, 1954 and International Health Regulation-2005

3.1.2) Arrangements for consultation with or representation by

a) Members of the public in policy formulation/ policy implementation

Not Applicable

b) Day & time allotted for visitors

Not Applicable

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

Central Public Information officers

- Dr. Sujata Arya, PHS-I
APHO, Delhi
Contact No- 011-25655081
Mail I.D.- sujata.arya@gov.in

3.1.3) Public-private partnerships (PPP)

Being a Subordinate Office under the Directorate General of Health Services, no Public Private Partnership at local level.

3.2) Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]

Yes

3.3) Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

Yes

3.3.1) Use of the most effective means of communication Internet (website)

To refer to the website: <https://ihpoe.mohfw.gov.in/> and <https://mohfw.gov.in/>
the email id: apho.del-mohfw@gov.in

3.4) Form of accessibility of information manual/ handbook[Section 4(1)(b)]

Being Subordinate office not published / prepared at local level but prepared/published at Central level and available for use in Digital Form from above mentioned websites.

3.5) Whether information manual/ handbook available free of cost or not

As mentioned above.

4) E- Governance

| S.No. | Item | Details of disclosure |
|-------|---|---|
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | English - Yes |
| | | Vernacular/ Local Language/Hindi - Yes |
| 4.2 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] | Last date of Annual updation - Not applicable at local level |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i) Details of information available in electronic form To refer to the website https://ihpoe.mohfw.gov.in/ and https://mohfw.gov.in/ |
| | | (ii) Name/ title of the document/record/ other information -Suo Moto Declaration Under Section 4 of RTI Act 2005 -IHR 2005 -The Indian Aircraft (Public Health) rules, 1954 |
| | | (iii) Location where available https://ihpoe.mohfw.gov.in/ and https://mohfw.gov.in/ |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | Name & location of the facility Airport Health Organization, Delhi, New Building, Mahipalpur, On Approach Road to T-3 Opp. Toll Barrier, Near AAI Complex, New Delhi-110037 |
| | | Details of information made available Suo-moto Declaration Under Section 4 Of RTI Act 2005 IHR 2005 Indian Aircraft (Public Health) rules, 1954 Yellow Fever Vaccination |
| | | Working hours of the facility 0930 hrs to 1800 hrs Monday to Friday except gazetted Holidays |
| | | Contact person & contact details (Phone, fax email) Medical Officer Telephone: 011 25655081 Email ; apho.del-mohfw@gov.in |

| | | | |
|--|--|--|----------------------|
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | <p>Grievance redressal mechanism Grievances received directly through post/Email/in Complaint Box or from Ministry and DGHS are processed as per the guidelines issued from time to time.</p> | |
| Details of applications received under RTI and information provided | | | |
| S.N | RTI Applicant | Date of Receipt | Date of Reply |
| 1. | Mr. Abhay Nitin Singh | 09.02.2022 | 22.02.2022 |
| 2. | Mr. Sav Usmani | 18.02.2022 | 08.03.2022 |
| 3 | Smt. Rampati | 20.04.2022 | 05.05.2022 |
| 4 | Mr. Rajeev Verma | 02.08.2022 | 22.08.2022 |
| 5 | Mr. Amitava Dutta Roy | 17.08.2022 | 22.08.2022 |
| 6 | Mr. L.D Agarwal | 05.09.2022 | 09.09.2022 |
| 7 | Advocate Saurabh Sharma | 23.09.2022 | 26.09.2022 |
| 8 | Mr. Kota Venkateshwarla | 10.10.2022 | 10.10.2022 |
| 9 | Mr. Ashwin Radhkrishanan | 20.10.2022 | 11.11.2022 |
| 10 | Mr. Alex Tamang | 14.11.2022 | 23.11.2022 |
| 11 | Mr. Kaushik Shantilal Barot | 14.11.2022 | 23.11.2022 |
| 12 | Mr. Arsh | 12.12.2022 | 02.01.2023 |
| 13 | Mr. A.Vijay Kumar | 28.12.2022 | 02.01.2023 |
| 15 | Mr. Tejashwi Kumar Verma | 15.06.2023 | 22.06.2023 |
| 16 | Mr. Seema | 15.06.2023 | 22.06.2023 |
| 17 | Mr. Amit Kumar Soni | 27.06.2023 | 27.06.2023 |
| 18 | Mr. Tribhuvan Kuribagi | 28.06.2023 | 30.06.2023 |
| 19 | Mr. Rahul P | 17.07.2023 | 18.07.2023 |
| 20 | Ms. Mahrun Nisa | 28.07.2023 | 03.08.2023 |
| 21 | Mr. Rajesh | 28.07.2023 | 03.08.2023 |
| 22 | Mr. Mahadev Das | 28.07.2023 | 03.08.2023 |
| 23 | Ms. Anjali Singh | 01.08.2023 | 03.08.2023 |
| 24 | Ms. Manjeet Kaur | 07.08.2023 | 09.08.2023 |
| 25 | Ms. Ravi Kant Tyagi | 24.08.2023 | 21.09.2023 |
| 26 | Mr. Anand Pratap Singh | 24.08.2023 | 21.09.2023 |
| 27 | Ms. Manjeet Kaur | 24.08.2023 | 21.09.2023 |
| 28 | Ms. Mahadev Das | 18.09.2023 | 21.09.2023 |
| 29 | Ms. Anand Pratap Singh | 04.10.2023 | 04.10.2023 |
| 30 | Dr. Kumar | 30.11.2023 | 07.12.2023 |
| 31 | Ms. Babunti Devi | 30.10.2023 | 09.11.2023 |
| 32 | Mr. Kishan Pant | 02.02.2024 | 09.02.2024 |
| 33 | Mr. Ezhilarasu | 22.04.2024 | 22.05.2024 |
| 34 | Mr. Pithadia Rajat Ramesh | 22.04.2024 | 22.05.2024 |
| 35 | Mr. Akshay Goyal | 25.04.2024 | 22.05.2024 |

| | | | |
|----|------------------|------------|------------|
| 36 | Mr. Sanjay Kumar | 25.04.2024 | 22.05.2024 |
| 37 | Mr. Tulsi Ram | 25.04.2024 | 22.05.2024 |
| 38 | Mr. Satish | 07.05.2024 | 22.05.2024 |

List of completed schemes/ projects/ Programmes
Not Applicable

List of schemes/ projects/ programme underway
Not Applicable

Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

Eagle Security & Personnel Services (SFC)–Total Contract value –Rs .7167002

Eagle Security & Personnel Services (e-CARE – PM ABHIM)–Total Contract value –Rs. 3393035

Eagle Security & Personnel Services (PM ABHIM)–Total Contract value –Rs. 5547612

Akash Deep Security -Total Contract value –Rs. 9970716

Annual Report (January 2023 to December, 2023)

| S. No. | Activities | TOTAL |
|--------|--|----------|
| 1 | Flights Arrived/ Inspected | 46637 |
| 2 | Aircrafts Disinsected | 46637 |
| 3 | Surveillance of International Passengers and Crew for YF | 16281978 |
| 4 | Quarantine of Passengers for YF | 312 |
| 5 | Yellow Fever Vaccinations | 7705 |
| 6 | Clearance of Dead Bodies | 1716 |
| 7 | VVIP Food Surveillance | 225 |
| 8 | Medical and Flight Emergencies | 8 |

| | | | | | | | |
|--|--|---|--|--|-----------------------|------------------------|----------------------|
| | | 9 | Vector Surveillance | 364 | | | |
| | | 10 | Sanitary Inspection | 196 | | | |
| | | 11 | Food Establishments Inspected | 388 | | | |
| | | 12 | Head of Foreign State | 62 | | | |
| | | 13 | Water Sample Collected | 98 | | | |
| | | 14 | Training Activities Performed | 32 | | | |
| | | 15 | Other Specific Activities (Polio Vaccination) | 4165 | | | |
| | | 16 | Quarantine for PHEIC other than YF | 0 | | | |
| | | 17 | Number of Crew Arrived | 369567 | | | |
| | | 18 | Number of passengers Arrived | 8512411 | | | |
| | | 19 | Domestic tour (Indian VVIP) | 154 | | | |
| | | 20 | International Tour (Indian VVIP) | 9 | | | |
| | | 21 | Polio Vaccination | 4138 | | | |
| | | 22 | Training Activities Course/ number trained performed | 741 | | | |
| | | Frequently Asked Question (FAQs) Not Applicable | | | | | |
| | | Any other information such as | | | | | |
| | | a) Citizen's Charter Display near the entrance gate | | | | | |
| | | b) Result Framework Document (RFD) Not Applicable | | | | | |
| | | c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter Not evaluated | | | | | |
| | | 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | Details of applications received and disposed | | | |
| | | | | S.N | RTI Applicant | Date of Receipt | Date of Reply |
| | | | | 1. | Mr. Abhay Nitin Singh | 09.02.2022 | 22.02.2022 |
| | | 2. | Mr. Sav Usmani | 18.02.2022 | 08.03.2022 | | |
| | | 3 | Smt. Rampati | 20.04.2022 | 05.05.2022 | | |
| | | 4 | Mr. Rajeev Verma | 02.08.2022 | 22.08.2022 | | |
| | | 5 | Mr. Amitava Dutta Roy | 17.08.2022 | 22.08.2022 | | |

| | | | | | |
|-----|---|---|---|---|------------|
| | | 6 | Mr. L.D Agarwal | 05.09.2022 | 09.09.2022 |
| | | 7 | Advocate Saurabh Sharma | 23.09.2022 | 26.09.2022 |
| | | 8 | Mr. Kota Venkateshwarla | 10.10.2022 | 10.10.2022 |
| | | 9 | Mr. Ashwin Radhkrishanan | 20.10.2022 | 11.11.2022 |
| | | 10 | Mr. Alex Tamang | 14.11.2022 | 23.11.2022 |
| | | 11 | Mr. Kaushik Shantilal Barot | 14.11.2022 | 23.11.2022 |
| | | 12 | Mr. Arsh | 12.12.2022 | 02.01.2023 |
| | | 13 | Mr. A.Vijay Kumar | 28.12.2022 | 02.01.2023 |
| | | 15 | Mr. Tejashwi Kumar Verma | 15.06.2023 | 22.06.2023 |
| | | 16 | Mr. Seema | 15.06.2023 | 22.06.2023 |
| | | 17 | Mr. Amit Kumar Soni | 27.06.2023 | 27.06.2023 |
| | | 18 | Mr. Tribhuvan Kuribagi | 28.06.2023 | 30.06.2023 |
| | | 19 | Mr. Rahul P | 17.07.2023 | 18.07.2023 |
| | | 20 | Ms. Mahrn Nisa | 28.07.2023 | 03.08.2023 |
| | | 21 | Mr. Rajesh | 28.07.2023 | 03.08.2023 |
| | | 22 | Mr. Mahadev Das | 28.07.2023 | 03.08.2023 |
| | | 23 | Ms. Anjali Singh | 01.08.2023 | 03.08.2023 |
| | | 24 | Ms. Manjeet Kaur | 07.08.2023 | 09.08.2023 |
| | | 25 | Ms. Ravi Kant Tyagi | 24.08.2023 | 21.09.2023 |
| | | 26 | Mr. Anand Pratap Singh | 24.08.2023 | 21.09.2023 |
| | | 27 | Ms. Manjeet Kaur | 24.08.2023 | 21.09.2023 |
| | | 28 | Ms. Mahadev Das | 18.09.2023 | 21.09.2023 |
| | | 29 | Ms. Anand Pratap Singh | 04.10.2023 | 04.10.2023 |
| | | 30 | Dr. Kumar | 30.11.2023 | 07.12.2023 |
| | | 31 | Ms. Babunti Devi | 30.10.2023 | 09.11.2023 |
| | | 32 | Mr. Kishan Pant | 02.02.2024 | 09.02.2024 |
| | | 33 | Mr. Ezhilarasu | 22.04.2024 | 22.05.2024 |
| | | 34 | Mr. Pithadia Rajat Ramesh | 22.04.2024 | 22.05.2024 |
| | | 35 | Mr. Akshay Goyal | 25.04.2024 | 22.05.2024 |
| | | 36 | Mr. Sanjay Kumar | 25.04.2024 | 22.05.2024 |
| | | 37 | Mr. Tulsi Ram | 25.04.2024 | 22.05.2024 |
| | | 38 | Mr. Satish | 07.05.2024 | 22.05.2024 |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given Question During - 2022 | | | |
| | | S.No. | Question no Raised by | Received/Replied | |
| | | 1. | Lok Sabha unstarred question 2954 for 12.03.2021 raised by Sh. Ganesh Singh | Received on 03.06.2022 Replied on 07.06.2022 | |

| | | | | |
|--|--|----|---|---|
| | | 2. | Lok Sabha unstarred Question 10323 for 05.08.2022 | Received on 27.07.2022 Replied on 28.07.2022 |
| | | 3. | Lok Sabha unstarred Question 3253 for 05.08.2022 | Received on 01.08.2022 Replied on 01.08.2022 |
| | | 4. | Rajya Sabha Question S3886 for 22..03.2022 | Received on 16.03.2022 Replied on 16.03.2022 |

5) Information as may be prescribed

5.1) Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

Name & details of

Current CPIO & FAAs

1) Current CPIOs

| S.N | Particulars | Information |
|-----|---------------------|---|
| 0. | | |
| 1. | Name of the Officer | Dr. Sujata Arya |
| 2. | Designation | Public Health Specialist -I |
| 3. | Address | Airport Health Organization, Delhi, New Building, Mahipalpur, On Approach Road to T-3 Opp. Toll Barrier, Near AAI Complex, New Delhi-110037 |
| 4. | Telephone No | : 011 25655081 |
| 5. | Fax | - |
| 6. | E-Mail | apho.del-mohfw@gov.in |

2) Current FAAs

| S.N | Particulars | Information |
|-----|---------------------|---|
| 0. | | |
| 1. | Name of the Officer | Dr.Binay Kumar |
| 2. | Designation | Airport Health Officer |
| 3. | Address | Airport Health Organization, Delhi, New Building, Mahipalpur, On Approach Road to T-3 Opp. Toll Barrier, Near AAI Complex, New Delhi-110037 |
| 4. | Telephone No | 011 25655081 |
| 5. | Fax | - |
| 6. | E-Mail | apho.del-mohfw@gov.in |

a) **Earlier CPIOs & FAAs from 01/01/2015 to till date**

| S.N | Name of the CPIO at APHO, Delhi | Period |
|-----|---------------------------------|--------|
| 1. | Dr. Sujata Arya | 2024 |

| S.N | Name of the FAAs | Period |
|-----|----------------------|--------------------------|
| 1. | Dr. Sujeet Singh | 01.01.2015 to 05.03.2018 |
| 2. | Dr. Deepak Sule | 06.03.2018 to 15.04.2019 |
| 3. | Dr. P.K Sen | 15.04.2019 to 22.01.2021 |
| 4. | Dr. Sudarshan Mandal | 23.01.2021 to 21.04.2022 |
| 5. | Dr. Tarun Kumar | 22.04.2022 to 14.05.2023 |
| 6. | Dr. Binay Kumar | 15.05.2023 to till date |

5.1.2) Details of third party audit of voluntary disclosure

Not done

(a) Dates of audit carried out

Not done

(b) Report of the audit carried out

Not done

**5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary/
Additional HoD**

Not Applicable

(a) Date of appointment

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.4) Consultancy committee of key stake holders for advice on Suo-Moto disclosure

No committee constituted; However Suo-Moto Disclosure prepared in Consultation with other officials of the organisation.

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.5) Committee of CPIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI

Not Applicable

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the Officers

Not Applicable

6. Information Disclosed on own Initiative

6.1) Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Suo-Moto Declaration Under Section 4 Of RTI Act

6.2) Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

No Local website. Website run and maintained by DGHS.

6.2.1) Whether STQC certification obtained and its validity.

Not Applicable

6.2.2) Does the website show the certificate on the Website?

Not Applicable

