

**GOVERNMENT OF INDIA.
MINISTRY OF HEALTH & FAMILY WELFARE,
(DIRECTORATE GENERAL OF HEALTH SERVICES)
AIRPORT HEALTH ORGANISATION,
NSCBI AIRPORT, KOLKATA-700052**

SUO MOTO DECLARATION UNDER SECTION 4 OF RTI ACT 2005

1. Particulars of the Organisation, functions & duties (Section4(1)(b)(i))

I. Introduction and back ground information:

Airport Health Organisation, N.S.C. Bose International Airport, Kolkata: It is the sub-ordinate office of Directorate General of Health services, Ministry of Health & Family Welfare, Govt. of India to ensure implementation of International Health Regulation and The Aircraft (Public Health) Rules in N.S.C. Bose International Airport, Kolkata 700052. This organization works under administrative and technical control of Public Health (International Health) section of Director at General of Health Services, Nirman Bhawan, New Delhi.

Address: Airport Health Organisation, NSCBI Airport, Kolkata –700052.

Contact No: Administrative Office: 033-29860464, Yellow Fever vaccination: 033-29860465,
Medical Inspection Room at NITB: 033-25691122, 033-25119091 HealthCounter:033-25691123,
Yellow Fever Quarantine Hospital: 033- 29860465

E-mail:

1. apho.kol-mohfw@gov.in (For Administrative use)
2. airportkolkatavaccine@gmail.com (for Yellow Fever Vaccination appointment)
3. Ecure.aphokolkata@gmail.com (for eCare portal related quarries)

Location:

Administrative Office & Yellow Fever Vaccination & Quarantine Centre: Opposite International Cargo Terminal Building, NSCBI Airport, Kolkata.

M.I Room: a) NITB, Arrival Upper (City side) International, NSCBI Airport, Kolkata

Health Counter: NITB, Arrival Upper (Air Side/Pre-Immigration) International, NSCBI airport, Kolkata

History of NSCBI Airport, Kolkata: Netaji Subhas Chandra Bose International Airport (IATA: CCU, ICAO: VECC) is an international airport located in Kolkata, West Bengal, India. It is located approximately 17km from the city center. The airport was earlier known as Dumdum Airport before being renamed after Netaji Subhas Chandra Bose, a prominent leader of the Indian independence movement. Spread over an area of 2,460 acres (1,000ha), Kolkata airport is the largest hub for air traffic in the eastern part of the country and one of two international airports operating in West Bengal, the other being Bagdogra. The airport handled almost 20 million passengers in fiscal year 2017-18 making it the fifth-busiest airport in India in terms of passenger traffic after Delhi, Mumbai, Bangalore and Chennai. The airport is a major centre for flights to North east India, Bhutan and Southeast Asia. In 2014 and 2015, Kolkata Airport won the title of *Best Improved Airport* in the Asia-Pacific region awarded by the Airport Council International.

Mission/Vision/Objectives:

Mission: To protect the world from the spread of diseases through international air travel

Vision: To prevent disease transmission of biological, chemical and radio nuclear events from one country to another through international air travel.

Objective: Primary objective is preventing entry and transmission of diseases/ PHEIC of biological, chemical and radio-nuclear events across airports along with ensuring a safe environment for travelers at Point of Entries. Health measures at airports are undertaken as per International Health Regulations (WHO- IHR 2005) and in accordance with Indian Aircraft (Public Health) Rules.

II. Function of Airport Health Organization,

Kolkata Functions (routine and emergency):

- Health screening of International Passengers on arrival in co-ordination with immigration officials of India.
- Isolation/Quarantine of the suspected international passengers coming from yellow fever endemic countries having no valid Yellow Fever Vaccination Certificate.
- To verify original documents and issue final health clearance certificate of dead bodies or human remains brought from abroad after approval from nodal officer in eCare Portal. (<https://ecare.mohfw.gov.in>)
- To check all international flights for detecting the presence of illness, vectors/rodents on board, status of disinfection, general sanitation and hygiene of the flight.
- FSSAI Licensing of Food establishments operating inside the Terminal Buildings of Kolkata Airport.
- To maintain sanitation and food hygiene in and around the Airport premises.
- To undertake vector surveillance in Airport premises and 400 meter perimeter outside Airport boundary wall.
- To operate Yellow Fever Vaccination centre: Every Tuesday and Thursday (except Govt. Holidays)
- To take any specific health measures as notified by GOI during outbreak of infectious diseases of international concern.
- To impart training to the immigration and other officials of various stakeholders to implement IHR.
- To attend flight/aerodrome emergencies (if any).
- Training for Post Graduate Medical students coming from All India Institute of Hygiene and Public Health, Kolkata.

Public Health Emergency:

APHO, Kolkata will co-ordinate the overall activities of PHEIC at local level. APHO will make contingency arrangements to deal with the PHEIC. He will make liaison with various officials involved during PHEIC and report to National IHR Focal Point.

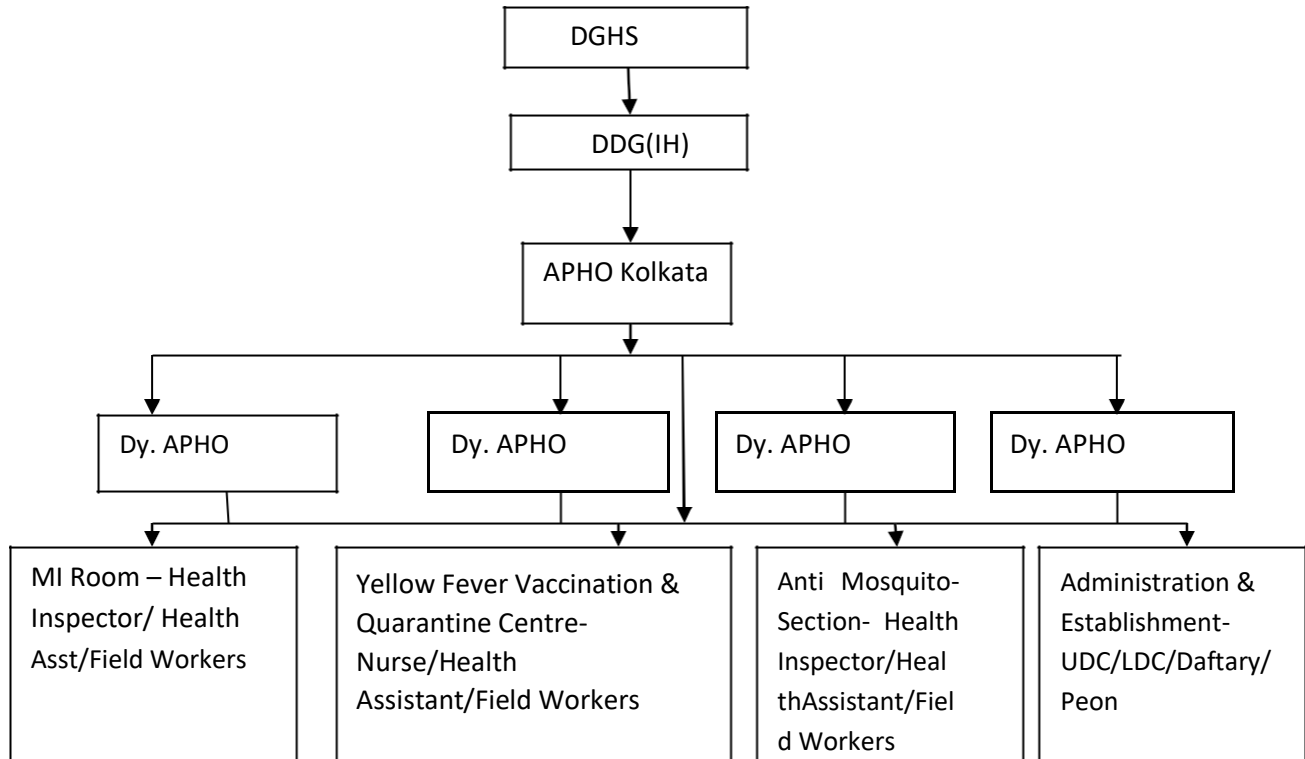
- Screening of all international Passengers to detect any suspect cases
- To isolate the suspected cases
- Referral and Transport of suspected cases to Designated Hospital

- To ensure that(i) RRT members who directly involved in screening (ii) other officials who may come in contact of suspected cases (iii) personnel involved in sample collection, disposal of infected materials, disinfection, decontamination etc. (iv) suspected cases- wears PPE or take adequate protective measures
- To ensure that chemo prophylaxis is given to all high risk groups and including contact of suspected cases.
- To ensure infection control measures are followed as per guidelines
- IEC activities are undertaken. Do's and Don'ts and FAQ to be in place.
- Time factor is most important. To ensure the system in such a way to avoid delay and inconvenience of the passengers.

Functions (Routine and Emergency), Date and time of special functions: SI No., Activity, Day/ Date & Time Routine Activities:

SI No.	Activities	Days/Time
1	Yellow Fever & Oral Polio Vaccination	Tuesday & Thursday Registration: 11am to 12 Noon Vaccination: 12 Noon to 2pm
2	Quarantine Facility	Round the clock – 24x7
3	MI Room activity	Round the clock – 24x7
4	FSSAI Activity	Monday to Friday
5	Training of Immigration Officers on Yellow Fever	As and when required
6	Protocol Duty	As and when required
7	Training & Coordination	As and when required
8	Vector Surveillance and sanitation Inspection	Monday to Friday (09am to 5pm) Saturday (9 am to 12:30 pm)
9	Water sample collection for water quality testing	Every Fort night
10	Academic Visits	As and when required
11	Medical Emergencies/Flight Emergencies	As and when required
12	Screening of passenger sat the time of PHEIC	As per instruction from Dte.GHS/MoHFW

Organisation Chart



4. Power and duties of its officers and employees (Section 4(1)(b)(ii)):

Airport Health Officer:

Administrative:

- i. Head Office declared as Head of the Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by administrative Ministry.
- ii. Appointing & Disciplinary Authority for certain Group C posts.
- iii. Controlling Officer for officers and staff of the establishment.

Financial:

- i. Head of Office and Drawing & Disbursing Officer for the establishment
- ii. Statutory powers delegated under Delegation of Financial Powers Rules, 1978. Statutory Authority with powers to implement the Regulations, Acts and Rules administered by the authority.

Deputy Airport Health Officer: Same powers and duties of Airport Health Officer under International Health Regulations (2005), The Aircraft (Public Health) Rules 1954 etc related to substantive functions.

Powers and duties common to both as above:

- i) Surveillance of International Passengers and Crew for yellow fever disease
- ii) Quarantine of Passengers
- iii) Yellow Fever & Polio Vaccination
- iv) Public health clearance of dead body/human remains
- v) VVIP Food Safety & Surveillance Duties
- vi) Food and Water Safety Duties
- vii) Vector surveillance
- viii) Flight Disinfection
- ix) Sanitary Inspection
- x) Training & Teaching
- xi) Protocol Duties
- xii) Medical & Flight Emergencies
- xiii) PHEICs

Other subordinate staff:

Powers: Being Subordinate staff, No independent powers.

Duties: All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment, accounts, stores etc. including assisting officers in substantive functions

5. Procedure followed in the decision-making process, including channels of supervision and accountability (Section 4(1)(b)(iii)):

This organization is a Subordinate office under the Govt. of India, Min. 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.

6. Norms for the discharge of functions (Section 4 (1) (b) (IV)): The functions are in accordance with the enacted Acts. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.

7. Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1) (b) (v)): Acts: 1. The Aircraft Act, 1934. 2. Food Safety and Standard Act, (FSSA)-2006, 3. Epidemic Diseases Act 1897. Rules: 1. the Aircraft (Public Health) Rules, 1954. 2. Aircraft Rules, 1937 Regulations: 1. the International Health Regulations (2005)

8. Statement of the categories of documents under control(Section4(1)(b)(vi)):

I. Documents related to substantive functions

Category A: Nil

Category B: Keep-Permanent:

- Non consumable stock Register
- Service book of all staff
- All pension papers of old staff,
- EFC file,
- Copy of Acts, Rules, & Regulations administered by this Public Authority
- Guidelines & Instructions issued by Higher Authorities.

CategoryC-10Years: 1.CashBook, 2.Old cashbook & TR, 3.Yellow Fever Vaccination Register

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

Category C-3Years:1.Stock 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. Each Budget Head Register every year, 9. TR (Treasure Challan receipt book) 10. All contingent bills prepared, 11. Uniform of staff record, 12.Training register.

Category C-2Years: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 maintainaceRegister18.DispatchRegister19.VectorSurveillanceRegister20.VVIPFoodsupervision Register 21. Water sample Register 22. FSSAI Food License Register, 23. Flight emergency call

register Category C-1 Years: 1. Attendance Register

II. Administrative and financial records: All records maintained for Establishment and accounts management as prescribed under relevant rules.

9. Arrangement for consultation with and representation by members of the public in relation of formulation of policy or implementation there of

(Section 4(1)(b)(vii)): Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.

10. Boards, Councils, Committees and other Bodies (Section4(1)(b)(viii)):

i. Preventive Vigilance Committee. ii. Screening Committee for granting MACP to staff. iii. Purchase Committee. iv. Condemnation Committee, v. Internal committee for POSH.

11. Directory of Officers and Employees (Section 4(1)(b)(ix)): Staff Strength and in Position Staff: (As on 11/11/2024):

Sanctioned Strength, In Position & Vacancy at APHO, KOLKATA

Sl.No.	Name of the Post	Total Sanctioned strength	In position	Vacancy	Remarks
1	PH Specialist/ Medical Officer	5(PH Specialist-1 And GDMOs-4)	4 (PH Specialist-0 and GDMOs- 4)	1	
2	Staff Nurse	1	0	1	
3	Health Inspector	5	0	5	
4	Health Assistant	6	18	2	14 posts temporarily transferred in from other POE
5	Clerk(UDC/LDC)	4(UDC-1,LDC-3)	3(UDC-1, LDC-2)	1	
6	Daftary	1	1	0	
7	Field Worker	30	7	9	14 posts temporarily transferred out to other POE
8	Peon	2	2	0	
9	Ward Attendant	1	1	0	
10	Watch Man	3	2	1	
11	Driver	1	1	0	
	Total	59	39	20	

12. Monthly remuneration received by officers and employees(Section 4(1)(b)(x)) :

Name, Designation and Pay Matrix of Employees–APHO, Kolkata as on 11.11.2024

Sl.No.	NAME	DESIGNATION	PAY MATRIX LEVEL	ALLOWANCE
1	DR. SARBANI ROY	CMO(NFSG)	13	As per admissible Gov. norms
2	DR. TIAAS SANYAL	CMO	12	
3	DR. HARIGANESH S.M	MO	10	
4	DR. JAYAKUMAR C	MO	10	
5	SRI MALAY KUMAR KIRTTANIA	UDC	5	
6	SRI GOPAL DEB	Motor Driver	3	

7	SRI DEBABRATA PATRA	Health Assistant	3	
8	SRI KANU SUR	Health Assistant	4	
9	SMT.SABITA BOSE	Field Worker	4	
10	SRI NIRMAL CHANDRA JAYDHAR	Field Worker	3	
11	SRI BABLU NAYAK	Field Worker	4	
12	SRI RAMCHANDRA ACHARJEE	Field Worker	4	
13	SRI LOKNATH SAHA	Health Assistant	4	
14	SRI NABENDU ROY	Health Assistant	4	
15	SRI TARUN KUMAR DAS	Health Assistant	4	
16	SRI BIMALESH SAHA	Health Assistant	4	
17	SRI KAMAL PAUL	Field Worker	4	
18	SRI BISWANATH DEY	Daftary	4	
19	SRI BUDHUA ORAON	Watchman	4	
20	SRI SWAPNIL MUKHOPADHYAY	LDC	2	
21	SRI CHANDAN DAS	Field Worker	3	
22	SRI ASHIM KUMAR SIL	Health Assistant	3	
23	SRI BHOLANATH RAY	Field Worker	3	
24	SRI BHOLANATH KARMAKAR	Health Assistant	3	
25	SRI BISWAJIT PAL	Health Assistant	3	
26	SRI SITESH NAG	Health Assistant	3	
27	SRI BARUN CHAKRABORTY	Health Assistant	3	
28	SRI BIBHAS CHANDRA HAZRA	Health Assistant	3	
29	SRI SWAPAN KUMAR BISWAS	Peon	3	
30	SRI BERNERD AJIT KUMAR DUNGDUNG	Peon	3	
31	SRI DIPANJAN DEY	Health Assistant	2	
32	SRI SAGAR SUMAN	Health Assistant	2	
33	SRI CHANDAN PASWAN	Health Assistant	2	
34	SRI DHANANJAY KUMAR	Health Assistant	2	
35	SRI DHARMENDRA KUMAR	Health Assistant	2	
36	SRI BISHWAJIT SARKAR	Health Assistant	2	
37	SRI SOMNATH NASKAR	Ward Attendant	1	
38	SRI RATAN SAMANTA	Watchman	4	
39	SRI KRISHNA KUMAR MAHATO	LDC	2	

13. Budget Grant and Expenditure made (Section4(1) (b)(xi)):

NON-PLAN

Sub-Head	Budget Expenditure 2024-25	Revised Estimate 2024-2025	Total Expenditure up to the end of Month of October, 2024
1. Salary	20000000	Pending	12224177
2. Medical Treatment(MT)	1000000	Pending	698836
3. Wages	140000	Pending	12204
4. Domestic Travel Expenses(DTE)	300000	Pending	34754
5. Office Expenses (OE)	1200000	Pending	426343
6 .Training Expenses	50000	Pending	15465
7. Prof. Services (PPSS)	2180000	Pending	898590
8. Allowances	22000000	Pending	14311996
9. Supply& Material (MS)	400000	Pending	347441
10. Other revenue expenditure (OC)	45000	Pending	16000
11. Minor Civil and Electrical works(M.W)	75000	Pending	40130
12. LTC	375000	Pending	202490
13. Repair & Maintenance	150000	Pending	43882
14.Rewards	120000	Pending	0
15.Printing & Publications	25000	Pending	0
16. Fuel & Lubricants	50000	Pending	0
17. Rents, Rates & Taxes (RRT)	0	Pending	0
TOTAL	48110000		29272308

1. The manner of execution of subsidy programmers', including the amounts allocated & details of beneficiaries of such programmes (Section4(1)(b)(xii)):

NIL

2. Particulars of recipients of concessions, permit so reauthorizations granted (Section 4(1)(b)(xiii)): NIL
3. Availability of Information in electronic form (Section 4(1)(b)(xiv)): **To refer to The website “www.ihrpoe.co.in”**
4. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use (Section 4(1)(b)(xv)): There is no library or reading room maintained for public use. Reading material available for Officers, staff and other stakeholder.

5. The names, designations and other particulars of the Central Public Information Officers and Appellate Authority (Section 4(1)(b)(xvi)):

Sl No.	Particular	Information
1	Name	Dr. Sarbani Roy
2	Designation	Airport Health Officer
3	Address	Airport Health Organisation, NSCBI Airport, Kolkata-700052
4	Contact No.	033-2986 0464/0465
5	Email	apho.kol-mohfw@gov.in

6. First Appellate Authority: Dr. S. Senthilnathan, CMO (SAG), Addl. DDG (IH), Dte.GHS, Nirman Bhawan, New Delhi-110011

7. Name of the Public Grievance Officer: Dr Sarbani Roy, APHO Kolkata, Airport Health Organisation, NSCBI Airport Kolkata, Contact No. 033-29860464

8. Name of the Vigilance Officer: Dr Manas Kumar Kundu, Public Health Specialist Gr. I, Airport Health Organisation, NSCBI Airport Kolkata, Contact No. 033-2569-1122

