



**GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE  
(DIRECTORATE GENERAL OF HEALTH SERVICES)  
AIRPORT HEALTH ORGANISATION  
MUMBAI-400099**

## **SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005**

### **1. Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]**

#### **1.1.1) Name and Address of organization**

Airport Health Organisation, Chhatrapati Shivaji Maharaj International Airport, Approach Road, Next to Ambassador Sky Chef Flight Kitchen, Sahar, Mumbai-400 099.

**Location:** It is located in Andheri (E) of Mumbai Metropolitan Area.

<https://goo.gl/maps/KsBdGCgj2HiqzpsE9>

[19.10353039561181, 72.87689664648349]

#### **1.1.2) Head of the Organisation**

Dr. Vijay Bhagat,

Airport Health Officer, Airport Health Organisation, Mumbai.

**Tel.:** 022-20886427

022-28392429

**Email:** [aphomumbai-mohfw@gov.in](mailto:aphomumbai-mohfw@gov.in)

[vijay.bhagat77@gov.in](mailto:vijay.bhagat77@gov.in)

#### **1.1.3) Vision Mission and Key Objectives**

([https://ihpoe.mohfw.gov.in/apho\\_mumbai.php](https://ihpoe.mohfw.gov.in/apho_mumbai.php))

**Vision:** Developing APHO Mumbai as a centre of excellence to prevent spread of disease (Public Health Emergencies of International Concern) from foreign countries to India and similarly any disease outbreak of international importance should not be transmitted from India to other foreign countries.

**Mission:** To ensure provision of safe healthy environment at C S M I Airport Mumbai the point of entry for travelers & the staff working at the point of entry.

**Objective:** To ensure implementation and strengthening of the core capacities of IHR 2005 and Indian Aircraft (Public Health) Rule 1954 at C S M I Airport Mumbai.

#### **1.1.4) Functions & Duties:**

([https://ihpoe.mohfw.gov.in/apho\\_mumbai.php](https://ihpoe.mohfw.gov.in/apho_mumbai.php))

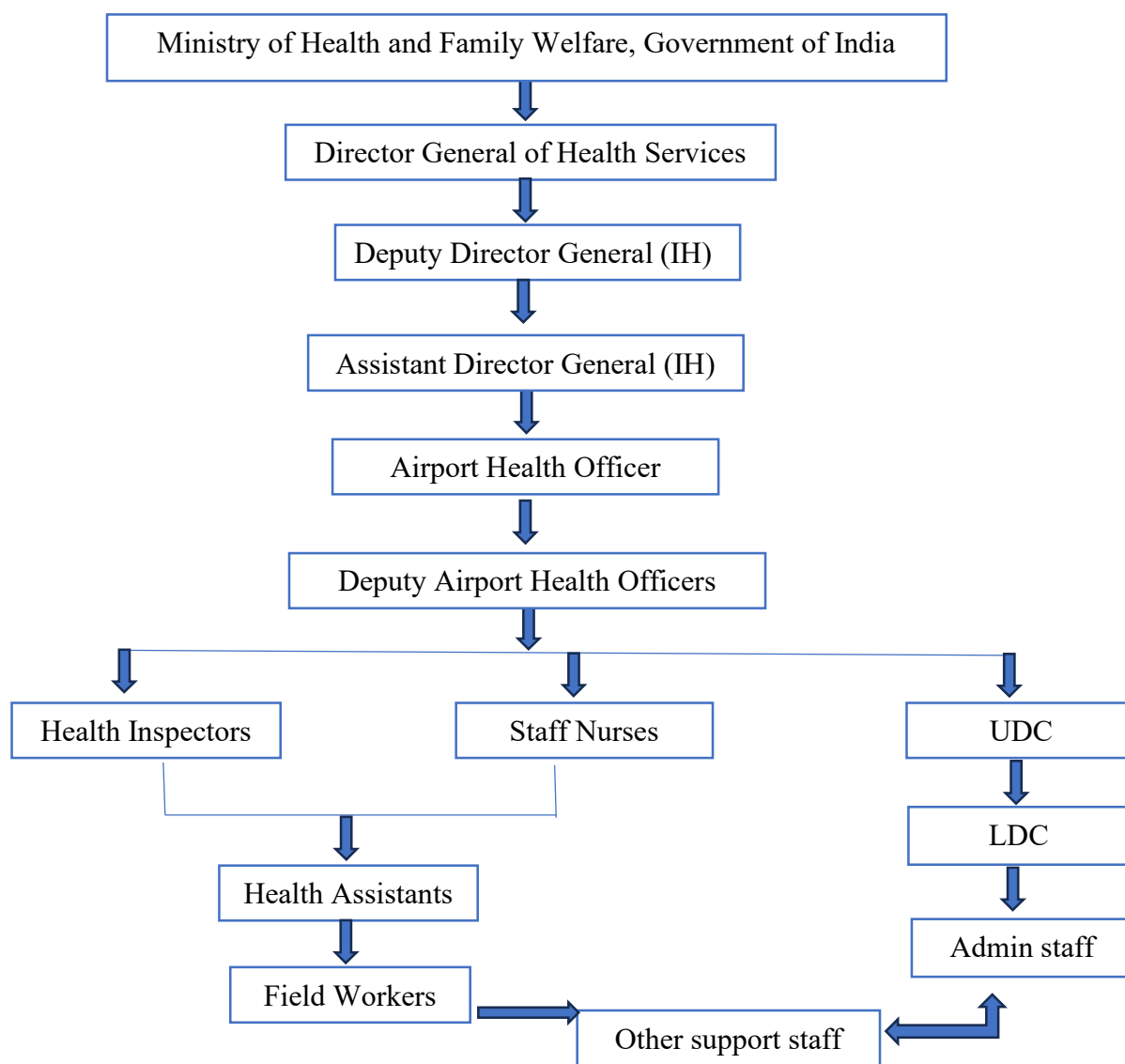
**Routine Activities:**

1. Surveillance of International Passengers and Crew for yellow fever disease
2. Quarantine of Passengers
3. Yellow Fever & Polio Vaccination
4. Public health clearance of dead body or human remains
5. VVIP Food Safety & Surveillance Duties
6. Food and Water Safety Duties
7. Vector surveillance
8. Flight Dis-insection
9. Sanitary Inspection
10. Training & Teaching
11. Protocol Duties

**Emergency Duties:**

1. Medical & Flight Emergencies
2. Public Health Emergency of International Concern (PHEICs)

**1.1.5) Organization Chart**



**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 or Commissions constituted from time to time have been dealt.**

**Introduction and Background Information:**

Airport Health Organisation (APHO), Mumbai is a unit of Central International Health Division (CIHD) under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO, Mumbai is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs). APHO Mumbai is the nodal organization to coordinate the PHEIC activities at Chhatrapati Shivaji Maharaj International (C S M I) Airport, Mumbai. APHO, Mumbai was established on 25th July, 1947. Airport Health Officer is the head of APHO.

([https://ihpoe.mohfw.gov.in/apho\\_mumbai.php](https://ihpoe.mohfw.gov.in/apho_mumbai.php))

**Name of The Airport Health Officers form June 1980 onwards:**

S.no.	Name	From	To
1.	Dr. N. G. Chakravarty	June 1980	November 1980
2.	Dr. M. G. Tekchandani	December 1983	March 1983
3.	Dr. M. N. Agarwal	April 1985	September 1985
4.	Dr. S. B. Tarnekar	October 1985	September 1987
5.	Dr. Aruna Chakravarty	October 1987	May 1990
6.	Dr. B. Bhimaye	June 1990	February 1992
7.	Dr. Deoki Nandan	March 1993	14.06.1994
8.	Dr. V. S. Bhatnagar	21.05.1994	31.12.1995
9.	Dr. J. S. Murthy	01.01.1996	29.02.2002
10.	Dr. K. D. Sharma	01.03.2002	04.04.2002
11.	Dr. M. R. Tambre	05.04.2002	31.05.2006
12.	Dr. A. B. Virnak	01.06.2006	22.07.2009
13.	Dr. M. L. Bawane	23.07.2009	30.08.2010
14.	Dr. D. D. Tandel	01.09.2010	04.09.2011
15.	Dr. Jayanandan Nair	05.09.2011	03.01.2013
16.	Dr. Prakash Gaikwad	04.01.2013	26.07.2013

17.	Dr. C. R. Shivdikar	27.07.2013	17.08.2015
18.	Dr. Amitabha Dan	18.08.2015	03.02.2017
19.	Dr. A. R. Pasi	04.04.2017	24.05.2024
20.	Dr. Vijay Bhagat	25.05.2024	Till date

## 1.2) Powers and duties of its officers and employees [Section 4(1)(b)(ii)]

### 1.2.1) Powers and duties of Officers (Administrative, Financial and Judicial)

#### 1. Airport Health Officer:

##### Administrative:

- i. Head of Office declared as Head of 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.

##### Others:

Statutory Authority with powers to implement the Regulations, Acts and Rules administered by the authority.

#### 2. Medical Officer:

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:

1. Surveillance of International Passengers and Crew for yellow fever disease
2. Quarantine of Passengers
3. Yellow Fever Vaccination & Polio Vaccination
4. Public health clearance of dead body or human remains
5. VVIP Food Safety & Surveillance Duties
6. Food and Water Safety Duties
7. Vector surveillance
8. Flight Dis-insection
9. Sanitary Inspection
10. Training & Teaching
11. Protocol Duties
12. Medical & Flight Emergencies
13. PHEICs

1.2.2) Power and duties of other employees:

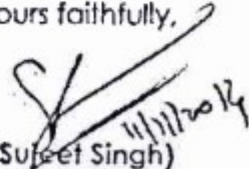
Power and duties of Staff Nurse, Health Inspectors, Health Assistants and Field Workers:

फा.सं. / File No.: A-11019/06/2013-PH(IH)  
भारत सरकार / Government of India  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय/ Ministry of Health and Family Welfare  
स्वास्थ्य सेवा महानिदेशालय/Directorate General of Health Services  
पी एच (आई एच) अनुभाग/PH (IH) Section  
निर्माण भवन, नई दिल्ली  
Nirman Bhavan, New Delhi  
दिनांक/Dated : 11 /11/2014

To,  
All APHOs/PHOs/ABQ  
(as per enclosed list)

Madam/Sir,

Please find enclosed the Roles & Responsibilities of Health Inspectors (HI), Health Assistants (HA) and Field Workers (FW) at Point of Entry of the Health Organizations.

Yours faithfully,  
  
(Dr. Sudeep Singh)  
DDG(MH&IH)  
Tel No. 011-2306180

11/11/2014

Office of the PHO, Health Officer, New Delhi  
Dak No. 916  
Received on 12-12-14  
File No. E-1014



Role & Responsibilities of Health Inspectors/Health Assistants/Field Workers at POE Health Organization				
MO will supervise and be responsible for all the activity				
Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
<b>ROUTINE ACTIVITIES</b>				
Inspections & Clearance of Conveyances	Examination of necessary documents <ul style="list-style-type: none"> <li>• APHO - GD Examination / Passenger manifest/ Disinfection Cans</li> <li>• PHO – Maritime Declaration of health/port call list/crew list/nil list/ship sanitation certificate/vaccination list</li> <li>• BQHO – GD/Passenger manifest</li> </ul> Physical Inspection of conveyance	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
Conveyance Disinsection-disinfection if needed	Disinsectant Fumigation spray of conveyance Use of disinfection as presumed	FW under guidance of HI/HA		In case of need HI/ HA will perform the job
Surveillance of Passengers & Crew Members	Examination of documents (medical, vaccination, passport & itinerary documents)	HI under technical guidance of MO	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
Quarantine of Passengers/ Crew Members	<ul style="list-style-type: none"> <li>• Issuance of quarantine order</li> <li>• Arrangement of logistic for transfer of the person</li> <li>• Coordination with authorized hospital for quarantine</li> </ul>	HI	HA, FW & Driver	In absence of HI, HA &/or FW will perform the job under guidance of MO
Service to the quarantined passengers at quarantine centre	<ul style="list-style-type: none"> <li>• Daily examination of the quarantine person</li> <li>• Facilitation of the quarantine person for basic amenities</li> <li>• Documentation of the quarantined person</li> </ul>	MO & Staff Nurse	Ward Boy & Female Attendant	In absence of Staff Nurse, HI, HA &/or FW will perform the job under guidance of MO

Vaccination	Vaccination & documentation	MO & Staff Nurse	Data Operator	In absence of Staff Nurse, HI, HA &/or FW will perform the job under guidance of MO
Clearance of Human remains	Examination of documents (Death certificate, NOC Indian High Commission, Embalming Certificate if required & copy of passport)	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure safe general sanitation condition at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization have supervisory role Supervisory &/or sanitary rounds	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure the provision of safe food at POEHO	<ul style="list-style-type: none"> <li>• Inspection of food outlets</li> <li>• Food safety duty on VVIP flights</li> <li>• Plan for inspection of food outlets</li> </ul>	MO (DO) & HI	HA & FW	In case of need HI will independently perform the duties under guidance of MO
To ensure the provision of safe drinking water at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization have supervisory role <ul style="list-style-type: none"> <li>• Supervisory rounds</li> <li>• Periodical sampling of drinking water</li> <li>• Assisting team from Govt. Organization like NCDC for drinking water sampling</li> </ul>	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure vector control at POEHO	Overall responsibility to control the vectors shall be of POE managing authority & Health Organization have supervisory role <ul style="list-style-type: none"> <li>• Supervisory rounds, Vector Control Plan</li> </ul>	HI & HA	FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
Medical Tourism	Faster clearance of the patient & shifting of patient to the hospital	HI, HA & Driver	FW	In absence of HI, HA the FW will perform the job under guidance of MO
Assistance to VVIP & Senior Officer from GOI at POE		HI, HA & FW		

Role & Responsibilities of Health Inspectors/Health Assistants/Field Workers at POE Health Organization MO will supervise and be responsible for all the activity				
EMERGENCY ACTIVITIES				
Activity during medical / flight emergency / public health emergency of international concerns	Briefing of all State holders at Airport <ul style="list-style-type: none"> <li>• Medical aid with assistance from MOs</li> <li>• Gathering necessary information &amp; documents from conveyances operators</li> <li>• Assistance for MO at screening counters</li> <li>• Arranging logistics</li> <li>• Disinsection/Disinfection of baggage &amp; conveyances</li> <li>• Any other duty as assigned by In charge Officer during the need</li> <li>• Coordination with relevant section</li> <li>• Reporting on daily basis</li> </ul>	HI, HA & FW		
Demonstration of various procedural activities during training	<ul style="list-style-type: none"> <li>• Demonstration of fumigation spray, document clearance of dead body, surveillance &amp; quarantine of YF/ any other quarantenable disease suspected person</li> </ul>	HI, HA & FW		
Duty at health counter in technical area for VVIP International Flight	<ul style="list-style-type: none"> <li>• Duty at health counter in technical area</li> </ul>	HI, HA	FW	
Attending VVIP & Senior Officer from GOI at POE		HI & HA	FW	
Various other duties as assigned from time to time by the officer in-charge in the hours of need		HI, HA & FW		

3

### 1.2.3) Rules or orders under which power and duty are derived and exercised

#### Rules, Regulations, Instructions, Manuals and Records for Discharge of Function

##### [Section 4(1)(b)(v)]:

The functions are in accordance with the enacted acts and rules. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.

##### Acts:

1. The Aircraft Act, 1934 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf))
2. Food Safety and Standard Act, (FSSA)-2006 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT2006.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT2006.pdf))
3. Epidemic Diseases Act 1897 ([Epidemic disease act 1897.pdf](http://Epidemic%20disease%20act%201897.pdf) (mohfw.gov.in))
4. Right to Information Act 2005
5. The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013

##### Rules:

1. The Aircraft (Public Health) Rules, 1954 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian%20Aircraft%20Health%20Rules,%201954.pdf))
2. CCS (Conduct) Rules, 1964
3. CCS(CCA) Rules, 1965

##### Regulations:

1. The International Health Regulations (2005) ([ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoahr.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoahr.pdf))

**Manuals:**

1. Training Manual for Field Worker ([Training Manual for Field Worker.pdf \(mohfw.gov.in\)](#) )
2. Training Manual for International Points of Entry ([ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry \(1\).pdf](#) )

**1.3) Procedure followed in the decision-making process, including channels of supervision and accountability [Section 4(1)(b)(iii)]:****1.3.1) Process of decision making:**

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.

**1.3.2) Final Decision Making Authority at this Office**

Airport Health Officer, Airport Health Organisation, Mumbai as per order no. F.No.A-60011/01/2016-PH(IH) dated 22.05.2024 from PH(IH) section.

**1.3.3) Related provisions, acts, rules:**

The functions are in accordance with the enacted acts and rules. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.

**Acts:**

1. The Aircraft Act, 1934 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf](#) )
2. Food Safety and Standard Act, (FSSA)-2006 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT 2006.pdf](#) )
3. Epidemic Diseases Act 1897 ([Epidemic disease act 1897.pdf \(mohfw.gov.in\)](#) )
4. Right to Information Act 2005
5. The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013

**Rules:**

4. The Aircraft (Public Health) Rules, 1954 ( [ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf](#) )
5. CCS (Conduct) Rules, 1964
6. CCS(CCA) Rules, 1965

**Regulations:**

2. The International Health Regulations (2005) ([ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoahr.pdf](#) )

**Manuals:**

3. Training Manual for Field Worker ([Training Manual for Field Worker.pdf \(mohfw.gov.in\)](#) )
4. Training Manual for International Points of Entry ([ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry \(1\).pdf](#) )

**1.3.4) Time limit for taking a decision, if any**

For Public Health Emergencies of International Concern and International disease surveillance related as per IHR 2005, The Aircraft Act 1934 and The Aircraft (Public Health) Rules, 1954

For RTI related as per RTI Act 2005

For Food safety related as per FSS Act 2006

For establishment and service related as per CCS rules

For other work-related, time limit for taking decision is set as per other rules and work requirement.



### 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

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

At APHO Level: Airport Health Officer, Mumbai

### 1.4) Norms for the discharge of functions [Section 4(1)(b)(iv)]:

The functions are in accordance with the enacted rules. The norms for the discharge of functions have been prescribed through rules made by the Government under respective acts administered by this organization.

#### 1.4.1) Nature of Function or Service Delivery

[IHR POE \(mohfw.gov.in\)](http://mohfw.gov.in)

Functions (Routine and Emergency), Date and time of special functions:

**Our Aim is to achieve the following service delivery parameters.**

Sl No.	Nature of service	Service delivery standard	Time limit	Remarks
1	Screening of international arrival passengers during PHEICs	As per IHR 2005, IAPHR 1954 and guidelines from DGHS, CIHD, New Delhi.	24 hours and 7 days a week	Mass thermal scanners are utilized for the rapid temperature screening of passengers
2	Public Health Clearance of human remains	IAPHR 1954 and guidelines from DGHS, CIHD, New Delhi.	IAPHR 1954 24 hours and 7 days a week	
3	Vector surveillance	As per IHR 2005 IAPHR 1954 and guidelines from DGHS, CIHD, New Delhi	As per IHR 2005 & IAPHR 1954 days	

4	Yellow Fever Vaccination	As per IHR 2005, IAPHR 1954 guidelines from DGHS, CIHD, New Delhi.	Wednesday & Friday (Except on Gazetted Public Holidays)	<p>Timing: 10:00 AM to 11:30 AM for Registration. Injection starts at 12:00 PM onward. Vaccine will be given to Registered Individuals only.</p> <p>Document Required: <b>ORIGINAL HARD COPY PASSPORT MANDATORY.</b></p> <p>Vaccination Fee: Rs.300/-</p> <p><b>Note –</b></p> <p>Age (60+ years) needs medical fitness certificate stating "Fit To take Yellow fever vaccine" from MBBS Doctor.</p> <p>If already taken a live vaccine like MMR, chickenpox vaccine, etc. there should be a minimum gap of 1 month before taking Yellow Fever Vaccine.</p> <p>If already taken a Covid vaccine, there should be a minimum gap of 14 days before taking Yellow Fever Vaccine.</p> <p>If you have never eaten eggs or has allergy to eggs, kindly visit the centre with lab reports of allergy to eggs(Name of Lab test - Serum IgE levels specific for 1.Egg White/albumen and 2.Egg Yolk).</p> <p><b>There is No system of online or prior appointment for vaccination at APHO Mumbai. Vaccine is given on a first come first served basis.</b> For further details visit <a href="https://www.ihpoe.mohfw.gov.in/vaccination.php">https://www.ihpoe.mohfw.gov.in/vaccination.php</a></p>
5	Oral Vaccination	As per the guidelines from CIHD, DGHS from time to time	Monday - Friday except gazetted holidays (11am to 1 pm and from 2pm to 4pm)	<p><b>Documents required: Original passport and tickets/Visa (At APHO Mumbai, OPV is given to those who are travelling to WHO listed Polio Endemic Countries and having required documents.)</b></p> <p>Cost: Free of charge.</p> <p>There is <b>No</b> system of online or prior appointment for vaccination at APHO Mumbai.</p> <p>For international passengers travelling to Pakistan, Afghanistan, Nigeria, Ethiopia, Somalia, Syria, Kenya &amp; Cameroon. for further information about polio vaccination for international travellers. please find attached link.</p> <p><a href="https://main.mohfw.gov.in/sites/default/files/08285260748Requirement.pdf">https://main.mohfw.gov.in/sites/default/files/08285260748Requirement.pdf</a></p>

6	Designated quarantine centre for Yellow Fever suspect passengers	As per IHR 2005, IAPHR 1954 guidelines from DGHS, CIHD,	24 hours and 7 days a week	For Passengers travelling from yellow fever endemic countries without valid yellow fever vaccination certificate.  Per person per day charge is Rs 80/- only
7	Attending Flight emergencies and other PHEICs	New Delhi.	As and when required	
8	Food Safety and surveillance	As per FSSAI guidelines	As and when required	
9	Training Coordination activities	As per IHR 2005, IAPHR 1954 guidelines from DGHS, CIHD, New Delhi.	As and when required	

#### **1.4.2) Norms or standards for Function or Service delivery**

This office observes the implementation of International Health Regulations 2005 and The Aircraft (Public Health) Rules, 1954 and the various regulatory and statutory provisions in above act or rule or regulation.

#### **1.4.3) Process by which these services can be accessed.**

The public can access the above services directly from APHO Mumbai on scheduled days and time as specified in 1.4.1

#### **1.4.4) Time limit for achieving targets.**

The time limit for achieving targets is as mentioned above in table 1.4.1

#### **1.4.5) Process of redressal of Grievances**

Grievances can be redressed by approaching following authorities.

A) Dr. Vijay Bhagat, Airport Health Officer, Airport Health Organisation, Approach Road, Next to Ambassador Sky Chef Flight Kitchen, Sahar, Andheri (East), Mumbai – 400099.

B) Deputy Director, PH(IH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Govt. of India, Nirman Bhavan, New Delhi – 110 011.

#### **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 or manual or instruction**

##### **1.5.2) List of Rules, regulations, instructions manuals and records**

##### **1.5.3) Acts or Rules manuals etc.**

###### **Acts:**

1. The Aircraft Act, 1934 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf))
2. Food Safety and Standard Act, (FSSA)-2006 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT2006.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT2006.pdf))
3. Epidemic Diseases Act 1897 ([Epidemic disease act 1897.pdf \(mohfw.gov.in\)](http://Epidemic%20disease%20act%201897.pdf%20(mohfw.gov.in)))
4. Right to Information Act 2005
5. The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013

###### **Rules:**

7. The Aircraft (Public Health) Rules, 1954 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian%20Aircraft%20Health%20Rules,%201954.pdf))
8. CCS (Conduct) Rules, 1964
9. CCS(CCA) Rules, 1965

###### **Regulations:**

3. The International Health Regulations (2005) ([ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoahr.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoahr.pdf))

###### **Manuals:**

5. Training Manual for Field Worker ([Training Manual for Field Worker.pdf \(mohfw.gov.in\)](http://Training%20Manual%20for%20Field%20Worker.pdf%20(mohfw.gov.in)))
6. Training Manual for International Points of Entry ([ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry \(1\).pdf](http://ihpoe.mohfw.gov.in/assets/pdf/training/Training%20Manual%20of%20International%20Points%20of%20Entry%20(1).pdf))

###### **Records:**

Stored electronically at

1. eCARE Portal
2. e-Office
3. e-Hrms

records are also stored manually at Airport Health Organisation, Mumbai

#### **1.5.4) Transfer policy and Transfer orders**

Being a subordinate office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India.

Transfer policy for CHS Officers ([Guidelines for transfer-posting10122021.pdf \(mohfw.gov.in\)](http://Guidelines%20for%20transfer-posting10122021.pdf%20(mohfw.gov.in)))

## Transfer Order of Dr. Vijay Bhagat

**F. No.A.22012/05/2022-CHS-III**  
**Government of India**  
**Ministry of Health and Family Welfare**  
**CHS Division**  
\*\*\*\*\*

Nirman Bhawan, New Delhi  
Dated 08-12-2022

### OFFICE ORDER

On the recommendation of the Transfer Committee and with the approval of the Competent Authority, the following officers of Central Health Service are hereby transferred and posted to the Hospitals/Units/Organizations mentioned against their name with immediate effect and until further orders:

SL No	Name, Designation,	From	To
1.	Dr. Neera Chaudhry, Director, Prof (Neurology)	VMMC & SJH	MAMC, GNCTof Delhi
2.	Dr. B. K. Bajaj, Professor (Neurology)	ABVIMS & Dr. RMLH	VMMC & SJH
3.	Dr. Ashish K. Duggal, Associate Professor (Neurology)	GNCT of Delhi	ABVIMS & Dr. RMLH
4.	Dr. Sharbana Kumar Naik, Director Professor (Forensic Medicine)	LHMC	ABVIMS & Dr. RMLH
5.	Dr. M. K. Wahi, Director, Professor (Forensic Medicine)	VMMC & SJH	LHMC
6.	Dr. Yogesh Tyagi, Professor (Forensic Medicine)	ABVIMS & Dr. RMLH	VMMC & SJH
7.	Dr. Himanshu Kataria, Director Professor (Ortho)	VMMC & SJH	LHMC
8.	Dr. Vikram Dutta, Director Professor (Neonatology)	LHMC	ABVIMS & Dr. RMLH
9.	Dr. Neeta Wardhan, Professor (Pharmacology)	LHMC	BSA, GNCT of Delhi
10.	Dr. Vijay Manohar Bhagat Public Health Specialist Grade-I	CLTRI, Chengalpattu	APHO, Mumbai against GDMO vacancy
11.	Dr. Bisworanjan Dash, Public Health Specialist Grade II	Dte.GHS (TB Division)	APHO, Bhubaneswar against GDMO vacancy along with additional charge of RLTRI, Aska



**Transfer order of Dr. A. R. Pasi the previous Airport Health Officer:**

**No.A-22012/2/2024-CHS-III  
GOVERNMENT OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE  
(CHS Division)  
\*\*\*\*\***

Nirman Bhawan, New Delhi  
Dated the 14-05-2024

**OFFICE ORDER**

With the approval of Competent Authority, Dr. A.R. Pasi, Public Health Specialist Grade-I presently working at APHO, Mumbai is hereby transferred from APHO, Mumbai to NCVBDC, Delhi with immediate effect and until further orders

Signed by  
Vivek Narayan (Vivek Narayan)  
Under Secretary to the Govt. of India  
Date: 14-05-2024  
Tele: 011-23062550

To

1. The DGHS, Dte.GHS, Nirman Bhawan, New Delhi.
2. The Director, NCVBDC, Delhi.
3. The Officer In-charge, APHO, Mumbai
4. The Under Secretary (CHS-I/II) Section, MoHFW.
5. Officer concerned through their units/organizations.
6. Office order folder.

**1.6) Statement of the categories of documents held under its control [Section 4(1)(b)(vi)]:**

**1.6.1) Categories of documents:**

**I. Documents related to substantive functions**

**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. 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 bill prepared
11. Uniform of staff record
12. Training register

**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. Human Remain Register
14. Human Remain documents
15. HR(NOC)
16. Polio Record Register
17. Annual maintenance Register
18. Dispatch 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**

### 1.6.2) Custodian of documents categories B & C as above:

Airport Health Officer,

Airport Health Organisation, Mumbai

Under PH(IH) section, Directorate General of Health Services.

### 1.7) Boards, Councils, Committees, and other Bodies [Section 4(1)(b)(viii)]:

#### 1.7.1) Name of Boards, Council, Committee etc.

- i. Internal Complaints Committee
- ii. Office Council Committee (OCC)
- iii. Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Mumbai
- iv. Joint Public Health and Sanitation Committee (JPHSC)
- v. Committee for selection of Manpower through GeM for Airport Health Organisation, Mumbai under PM-ABHIM scheme
- vi. Committee for finalizing Suo-Moto disclosure of information under Right to Information Act (RTI) Act 2005 for APHO Mumbai
- vii. Karyalaya Rajbhasha Samiti.
- viii. Preventive Vigilance Committee.
- ix. Screening Committee for granting MACP to staff.
- x. Purchase Committee.
- xi. Condemnation Committee.
- xii. Committee for granting DPC to Group C staff

#### 1.7.2) Composition

- i. Internal Complaints Committee

Sr No	Name	Designation	Capacity in ICC at APHO Mumbai	Contact Number	Email ID
1	Dr. Bhavya B.S.	Deputy Airport Health Officer, APHO Mumbai	Chairperson	022-28392429	dr.bsbhavya@gov.in
2	Dr. Hariharan T	Deputy Airport Health Officer, APHO Mumbai	Member Secretary	022-28392429	dr.hari@gov.in
3	Dr. Shubhangi Baviskar	Dy Commissioner (Immunization), NIPHTR, Mumbai	External Member	022-28392429	shubhangi.baviskar29@gov.in
4	Dr. Karuna Akshay Malviya	Director, D Y Patil University school of Law	External member and Lawyer	022-28392429	dr.karunaakshaymalviya@gmail.com

		College, Nerul, Navi Mumbai			
5	Smt. Smita Gangurde	Program officer, Catalyst for Social Action, Mumbai	External Member and Social Worker	022- 28392429	smitagangurde37@gmail.com
6	Sh. Dnyanesh G. Ghag	Health Assistant, APHO Mumbai	Member	022- 28392429	dnyaneshghag12@gmail.com
7	Smt.Vimal S. Mandve	Ward Attendant, APHO Mumbai	Member	022- 28392429	eshamandve@gmail.com

No. of complaints submitted to ICC till 01.11.2024: Nil

- ii. Office Council Committee (OCC) of APHO Mumbai was constituted on 22.12.2020 and the meeting is held quarterly and the composition of the current OCC committee is as follows:

S.No.	Name	Designation	Capacity in OCC
1.	Dr Vijay Bhagat	Airport Health Officer	Chairperson
2.	Dr Rahul dhas T S	Dy. Airport Health Officer	Member Secretary
3.	Dr Bhavya B S	Dy. Airport Health Officer	Member Secretary
4.	Shri S D Gawas	Health Assistant	Member, Representative of MI room
5.	Smt Sarika Shinde	MTS	Member, Representative of YFV & Admin Staff
6.	Smt Asha Devadiga	Data Entry Operator (contractual)	Member, Representative of Admin Staff
7.	Shri Amit Kale	Facility Manager (contractual)	Member, Representative of contractual staff
8.	Shri Prayag Sawant	Housekeeping supervisor	Member, Representative of contractual staff

- iii. Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Mumbai

S.No.	Name	Designation	Capacity in OCC
1.	Dr Mangesh Patil	PHS Gr-1, NIPHTR	Chairman

		Mumbai	
2.	Dr Vijay Bhagat	PHS Gr-1, APHO Mumbai	Member
3.	Dr Bhavya B S	Dy. Airport Health Officer	Member
4.	Dr Selvaganapathi S	Dy. Airport Health Officer	Member

iv. Joint Public Health and Sanitation Committee (JPHSC) constituted 26.04.2023

S.No.	Name	Designation	Capacity in OCC
1.	Dr Vijay Bhagat	Airport Health Officer	Co-Chair
2.	Mr Rajeev Chawla	Chief Hospitality Officer, Head, Operations-T2, MIAL	Co-Chair
3.	Maj (Dr.) Anand D. More (Retd)	GM & Head, MIAL Medical Services	Member
4.	Mr Chetan Chaubal	Insecticide Officer, MCGM	Member
5.	Dr Rahul Dhas T S	Dy. Airport Health Officer	Member
6.	Dr Bhavya B S	Dy. Airport Health Officer	Member
7.	Dr Selvaganapathi S	Dy. Airport Health Officer	Member
8.	Mr Anand Kirloskar	Dy. Insecticide Officer, MCGM	Member
9.	Mr Pravind Kumar	AVP (Engineering and Maintenance), MIAL	Member
10.	Mr Naveen Verma	DGM, Facilities, MIAL	Member
11.	Mr Subhas Nambiar	DGM – Terminal Operations	Member
12.	Pest Control Officer, K/E ward		Member
13.	Pest Control Officer, H/E ward		Member
14.	Pest Control Officer, L ward		Member
15.	Representative of Customs		Member
16.	Representative of Immigration		Member
17.	Representative of CISF		Member
18.	Representative of HI-Care, pest control agency, Mumbai Airport		Member
19.	Representative of AIASL		Member



- v. Committee for selection of Manpower through GeM for Airport Health Organisation, Mumbai under PM-ABHIM scheme constituted on 11.06.2024

S.No.	Name	Designation	Capacity in OCC
1.	Dr Rahul dhas T S	Dy. Airport Health Officer	Chairman
2.	Dr Bhavya B S	Dy. Airport Health Officer	Member
3.	Dr Selvaganapathi S	Dy. Airport Health Officer	Member
4.	Shri Dilip P. Mode	Ward Attendant	Member

- vi. Committee for finalizing Suo-Moto disclosure of information under Right to Information Act (RTI) Act 2005 for APHO Mumbai constituted on 01.07.2024

1.	Dr. Vijay Bhagat	Chairman
2.	Dr. Rahul Dhas T S	Member
3.	Dr. Bhavya B. S.	Member
4.	Dr. Selvaganapathi S.	Member
5.	Shri Subhash D Gawas	Member
6.	Smt Sarika Shinde	Member

### 1.7.3) Dates from which constituted:

S.No.	Name of the committee	Constitution date
1.	Internal Complaints Committee	27.09.2023
2.	Office Council Committee (OCC)	22.12.2020
3.	Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Mumbai	16.05.2024
4.	Joint Public Health and Sanitation Committee (JPHSC)	26.04.2023
5.	Committee for selection of Manpower through GeM for Airport Health Organisation, Mumbai under PM-ABHIM scheme	11.06.2024
6.	Committee for finalizing Suo-Moto disclosure of information under Right to Information Act (RTI) Act 2005 for APHO Mumbai	01.07.2024

### 1.7.4) Term/ Tenure

S.No.	Name of the committee	Term/ Tenure
1.	Internal Complaints Committee	3 years
2.	Office Council Committee (OCC)	Reconstituted bi-annually
3.	Review committee for Periodic review of Central government Employees for strengthening of	Reconstituted quarterly

	administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Mumbai	
4.	Joint Public Health and Sanitation Committee (JPHSC)	Reconstituted bi-annually
5.	Committee for selection of Manpower through GeM for Airport Health Organisation, Mumbai under PM-ABHIM scheme	1 year
6.	Committee for finalizing Suo-Moto disclosure of information under Right to Information Act (RTI) Act 2005 for APHO Mumbai	1 year
7.	Karyalaya Rajbhasha Samiti.	Reconstituted and tenure as per requirement
8.	Preventive Vigilance Committee.	Reconstituted and tenure as per requirement
9.	Screening Committee for granting MACP to staff.	Reconstituted and tenure as per requirement
10.	Purchase Committee.	Reconstituted and tenure as per requirement
11.	Condemnation Committee.	Reconstituted and tenure as per requirement
12.	Committee for granting DPC to Group C staff	Reconstituted and tenure as per requirement

#### 1.7.6) Power and functions;

Power and functions of each committee is derived from relevant acts and as designated by the Airport Health Officer.

#### 1.7.6) Whether their meetings are open to the public?

Yes

#### 1.7.7) Whether the minutes of the meetings are open to the public?

Yes

#### 1.7.8) Place where the minutes if open to the public are available?

Notice board of the Airport Health Organisation, Mumbai

#### 1.8) Directory of Officers and Employees [Section 4(1)(b)(ix)]:

##### Sanctioned Strength and In position: As on 01.11.2024

S. No.	Name of the post	Classification Group A B C D	Sanctioned Strength	In Position	Vacant posts
1.	Airport Health Officer	A (Gazetted)	01	01	0
2.	Deputy Airport Health Officers	A (Gazetted)	06	06	00
3.	Food Safety Officer	B (Gazetted)	01	00	01

4.	Staff Nurse	B	04	00	04
5.	Health Inspector	B	08	00	08
6.	UDC	B	01	00	01
7.	Health Assistant	C	06	03	03
8.	LDC	C	02	00	02
9.	Lab Technician	C	02	00	02
10.	Driver	C	03	00	03
11.	Field Worker	C	08	02	06
12.	Ward Attendant	C	08	02	06
13.	MTS	C	06	02	04
Total			56	16	40

**i) Name and designation**

**ii) Telephone, fax and email ID**

Sr No	Name of the employee	Designation	Telephone	Email ID
1.	Dr Vijay Bhagat	Airport Health Officer	022-28392429	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a> <a href="mailto:vijay.bhagat77@gov.in">vijay.bhagat77@gov.in</a>
2.	Dr P B Gaikwad	Dy. Airport Health Officer	022-28392429	<a href="mailto:pragati.gaikwad@gov.in">pragati.gaikwad@gov.in</a>
3.	Dr Rahul dhas T S	Dy. Airport Health Officer	022-28392429	<a href="mailto:rahuldhas.ts@gov.in">rahuldhas.ts@gov.in</a>
4.	Dr Bhavya B S	Dy. Airport Health Officer	022-28392429	<a href="mailto:dr.bsbhavya@gov.in">dr.bsbhavya@gov.in</a>
5.	Dr.Hariharan T	Dy. Airport Health Officer	022-28392429	<a href="mailto:dr.hari@gov.in">dr.hari@gov.in</a>
6.	Dr.Kasivigneswara Pandian P	Dy. Airport Health Officer	022-28392429	<a href="mailto:dr.kasi@gov.in">dr.kasi@gov.in</a>
7.	Dr.Shilna Rajan E K	Dy. Airport Health Officer	022-28392429	<a href="mailto:dr.shilna@gov.in">dr.shilna@gov.in</a>
8.	Shri S D Gawas	Health Assistant	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>

9.	Shri P V Shelar	Health Assistant	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
10.	Shri D G Ghag	Health Assistant	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
11.	Shri A S Surve	Field Worker	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
12.	Shri R R Kshirsagar	Field Worker	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
13.	Shri D P Mode	Ward Attendant	022-20886427	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
14.	Smt V S Mandve	Ward Attendant	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
15.	Shri Sundarraju	Chowkidar	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>
16.	Smt Sarika Shinde	MTS	022-20886424	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>

**1.9) Monthly remuneration received by officers and employees [Section 4(1)(b)(x)]:**

**1.9.1) List of employees with Gross monthly remuneration: as on 01.08.2023**

Sr No	Name of the employee	Designation	Pay Level (VII CPC)
1.	Dr Vijay Bhagat	Airport Health Officer	13 + NPA
2.	Dr P B Gaikwad	Deputy Airport Health Officer	11 + NPA
3.	Dr Rahul dhas T S	Deputy Airport Health Officer	10 + NPA
4.	Dr Bhavya B S	Deputy Airport Health Officer	10 + NPA
5.	Dr.Hariharan T	Deputy Airport Health Officer	10 + NPA
6.	Dr.Kasivigneswara Pandian P	Deputy Airport Health Officer	10 + NPA
7.	Dr.Shilna Rajan E K	Deputy Airport Health Officer	10 + NPA
8.	Shri S D Gawas	Health Assistant	6
9.	Shri P V Shelar	Health Assistant	4

10	Shri D G Ghag	Health Assistant	4
11	Shri A S Surve	Field Worker	3
12	Shri R R Kshirsagar	Field Worker	4
13	Shri D P Mode	Ward Attendant	4
14	Smt V S Mandve	Ward Attendant	3
15	Shri Sundarraju	Chowkidar	4
16	Smt Sarika Shinde	MTS	1

**1.9.2) System of compensation as provided in its regulations:**

According to Pay

**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**

Sr No	Particulars	Information	
		Central Public Information Officer (CPIO)	First Appellate Authority (FAA)
1	Name	Dr. Bhavya.B S.	Dr. Vijay Bhagat
2	Designation	Dy APHO	Airport Health Officer
3	Address	Airport Health Organisation, Chhatrapati Shivaji Maharaj International Airport, Approach Road, Next to Ambassador Sky Chef Flight Kitchen, Sahar, Andheri (East) Mumbai – 400099 Telephone: 022-20886427, 022-28392429 Email: <a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>	

**1.11) No. of employees against whom disciplinary action has been proposed or taken [Section 4(2)]**

**1.11.1) Pending for minor penalty or major penalty proceedings.**

No minor penalty or major penalty proceedings pending against any employee

**1.11.2) Finalised for minor penalty or major penalty proceedings**

No minor penalty or major penalty proceedings pending against any employee

**1.12) Programmes to advance understanding of RTI, [Section 26]**



### 1.12.1) Educational programmes

Educational programmes to advance understanding of RTI, process of getting and filing the information observation of vigilance awareness week and displaying relevant information.

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

Displayed the information on the notice board for public awareness.

### 1.12.3) Training of CPIO or APIO

As per directions of Dte. GHS

### 1.12.4) Update & Publish guidelines on RTI by the public authorities concerned.

Annual compilation of information as published in DGHS annual report.

### 1.13) Transfer policy and transfer orders [F No. 1/6/2011 – IR dt. 15.04.2013]

Being a subordinate office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India.

Transfer policy for CHS Officers ( [Guidelines for transfer-posting10122021.pdf \(mohfw.gov.in\)](#) )

#### Transfer Order of Dr. Vijay Bhagat

F. No.A.22012/05/2022-CHS-III  
Government of India  
Ministry of Health and Family Welfare  
CHS Division  
\*\*\*\*\*

Nirman Bhawan, New Delhi  
Dated 08-12-2022

#### OFFICE ORDER

On the recommendation of the Transfer Committee and with the approval of the Competent Authority, the following officers of Central Health Service are hereby transferred and posted to the Hospitals/Units/Organizations mentioned against their name with immediate effect and until further orders:

SL No	Name, Designation,	From	To
1.	Dr. Neera Chaudhry, Director, Prof (Neurology)	VMMC & SJH	MAMC, GNCTof Delhi
2.	Dr. B. K. Bajaj, Professor (Neurology)	ABVIMS & Dr. RMLH	VMMC & SJH
3.	Dr. Ashish K. Duggal, Associate Professor (Neurology)	GNCT of Delhi	ABVIMS & Dr. RMLH
4.	Dr. Sharbana Kumar Naik, Director Professor (Forensic Medicine)	LHMC	ABVIMS & Dr. RMLH
5.	Dr. M. K. Wahi, Director, Professor (Forensic Medicine)	VMMC & SJH	LHMC
6.	Dr. Yogesh Tyagi, Professor (Forensic Medicine)	ABVIMS & Dr. RMLH	VMMC & SJH
7.	Dr. Himanshu Kataria, Director Professor (Ortho)	VMMC & SJH	LHMC
8.	Dr. Vikram Dutta, Director Professor (Neonatology)	LHMC	ABVIMS & Dr. RMLH
9.	Dr. Neeta Wardhan, Professor (Pharmacology)	LHMC	BSA, GNCT of Delhi
10.	Dr. Vijay Manohar Bhagat Public Health Specialist Grade-I	CLTRI, Chengalpattu	APHO, Mumbai against GDMO vacancy

**Transfer order of Dr. A. R. Pasi the previous Airport Health Officer:**

**No.A-22012/2/2024-CHS-III  
GOVERNMENT OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE  
(CHS Division)  
\*\*\*\*\***

Nirman Bhawan, New Delhi  
Dated the 14-05-2024

**OFFICE ORDER**

With the approval of Competent Authority, Dr. A.R. Pasi, Public Health Specialist Grade-I presently working at APHO, Mumbai is hereby transferred from APHO, Mumbai to NCVBDC, Delhi with immediate effect and until further orders

Signed by  
Vivek Narayan (Vivek Narayan)  
Date: 14-05-2024  
Under Secretary to the Govt. of India  
Tele: 011-23062550

To

1. The DGHS, Dte.GHS, Nirman Bhawan, New Delhi.
2. The Director, NCVBDC, Delhi.
3. The Officer In-charge, APHO, Mumbai
4. The Under Secretary (CHS-I/II) Section, MoHFW.
5. Officer concerned through their units/organizations.
6. Office order folder.

## **2) Budget and Programme**

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

**2.1.1) Total Budget for the public authority**

**2.1.2) Budget for each agency and plan & programmes**

**Budget Grant and Expenditure made (Section 4(1)(b)(xi)):****Regular Budget.**

	<b>Sub-Head</b>	<b>Budget Allocated FY 2023 -24</b>	<b>Total Expenditure FY 2023 -24</b>
1.	Salary	2,30,00,000	1,28,28,551
2.	Wages	0	0
3.	Pensionary Charges	1,30,00,000	1,03,55,811
4.	Rewards	0	0
5.	MT	4,00,000	3,54,718
6.	Allowances	1,30,00,000	1,25,92,275
7.	LTC	1,00,000	70,445
8.	Training expenses	50,000	30,057
9.	DTE	6,00,000	5,40,376
10.	OE	64,00,000	63,01,734
11.	RRT for Land & Building	0	0
12.	Printing & Publications	2,00,000	2,11,972
13.	Rent for others	0	0
14.	Digital Equipment	1,60,000	1,52,618
15.	M&S	14,00,000	12,08,654
16.	Fuels & Lubricants	0	0
17.	Advertising & Publicity	0	0
18.	Minor civil & Electric work	7,00,000	6,72,912
19.	PS	50,00,000	38,75,790

20.	Repair & Maintenance	1,00,000	99,052
21.	SAP	5,000	3,539
22.	Other-revenue expenditure	20,000	0
	Total	<b>6,41,35,000</b>	<b>4,92,98,504</b>

<b>PM ABHIM Budget: Sub Head</b>	<b>Budget Allocated FY 2023 -24</b>	<b>Total Expenditure FY 2023 -24</b>
Office expenses	12,00,000	11,31,724
Professional services	2,84,46,143	2,84,08,576
<b>Total</b>	<b>2,96,46,143</b>	<b>2,95,40,300</b>

### **2.1.3) Proposed expenditure**

Available with office of Airport Health Organisation, Mumbai.

### **2.1.4) Revised budget for each agency, if any**

Not applicable

### **2.1.5) Report on disbursements made and place where the related reports are available**

Not applicable

### **2.2) Foreign and domestic tours**

#### **2.2.1) Budget for Domestic travel Expenses (allocated)**

Rs. 6,00,000/-

#### **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.**

Nil

#### **2.2.3) Information related to procurements**

**a) Notice or tender enquiries, and corrigenda if any thereon,**  
nil

**b) Details of the bids awarded comprising the names of the suppliers of goods or services being procured**  
**c) The works contract concluded- in any such combination of the above- and**  
**d) The rate or rates and the total amount at which such procurement or works contract is to be executed.**

All items procured in strict accordance with the GFR-2017 norms, and through GeM portal.

## **Bids awarded:**

### **FY 2023-2024:**

1. Manpower Outsourcing:

Staff Nurse – 3nos, Health Assistant – 8 nos, Office executive/ LDC- 2nos and Food Safety Officer – 1nos awarded on 19.06.2023 through [Bid Number: GEM/2023/B/3423854](#) on GeM

Total contract value: Rs. 8652239.52/-

Contract duration: 01.07.2023 to 30.06.2024

2. Manpower Outsourcing:

Facility Manager- 1nos, Shift Supervisor- 1nos, Multiskilled Technician, DG Operator cum Electrician- 1nos, AC technician-1nos, Lift operator-2nos, Data entry operator-1nos, House keeping supervisor-1nos, Pantry boy-1nos, Sweeper-8nos and Watch & Ward – 6nos awarded on 15.09.2023 through [Bid Number: GEM/2023/B/3809382](#) on GeM,

Total contract value: Rs. 8631368.08/-

Contract duration: 01.10.2023 to 01.10.2024

### **FY 2024-2025:**

1. Manpower Outsourcing:

Staff Nurse – 3nos, Health Assistant – 11nos and Office executive/ LDC- 2nos awarded on 25.06.2024 through

[Bid Number: GEM/2024/B/5006765](#) on GeM,

Total contract value: Rs. 4936866.08/-

Contract duration: 01.07.2024 to 04.04.2025

### **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]**

No CAG and PAC with respect to Airport Health Organisation, Mumbai have been laid on the table of both houses of the parliament

## **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 thereof 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.**

**Acts:**

1. The Aircraft Act, 1934 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf) )
2. Food Safety and Standard Act, (FSSA)-2006 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT2006.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT2006.pdf) )
3. Epidemic Diseases Act 1897 ([Epidemic disease act 1897.pdf](http://Epidemic%20disease%20act%201897.pdf) (mohfw.gov.in) )
4. Right to Information Act 2005
5. The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013

**Rules:**

10. The Aircraft (Public Health) Rules, 1954 ( [ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf) )
11. CCS (Conduct) Rules, 1964
12. CCS(CCA) Rules, 1965

**Regulations:**

4. The International Health Regulations (2005) ([ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoihr.pdf](http://ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoihr.pdf) )

**Manuals:**

7. Training Manual for Field Worker ([Training Manual for Field Worker.pdf](http://Training Manual for Field Worker.pdf) (mohfw.gov.in) )
8. Training Manual for International Points of Entry ([ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry \(1\).pdf](http://ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry (1).pdf) )

**3.1.2) Arrangements for consultation with or representation by****a) Members of the public in policy formulation or 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 Officer (CPIO):**

Dr. Bhavya.B S.,  
Deputy Airport Health Officer,  
Airport Health Organisation  
Next to Ambassador Sky Chef Flight Kitchen,  
Sahar, Andheri (East)  
Mumbai – 400099  
Telephone: **022-28392429**  
Email: [aphomumbai-mohfw@gov.in](mailto:aphomumbai-mohfw@gov.in)

**3.1.3) Public-private partnerships (PPP)**

Not applicable

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

Not applicable

**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: [aphomumbai-mohfw@gov.in](mailto:aphomumbai-mohfw@gov.in)

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

Available (digital format)

1. Citizen Charter for APHO Mumbai ([Apho mumbai.pdf \(mohfw.gov.in\)](#) ),
2. Details regarding APHO Mumbai ([IHR POE \(mohfw.gov.in\)](#))
3. Yellow Fever Vaccination ([IHR POE \(mohfw.gov.in\)](#))

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

3.5.1) List of materials available Free of cost

Yes, Above mentioned documents are Available as free of cost to download from the internet

## 4) E- Governance

S.No.	Item	Details of disclosure
4.1	Language in which Information Manual or Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) <b>English</b> - Yes (See 3.4 above)
		(ii) <b>Vernacular or Local Language</b> - Nil
4.2	When was the information Manual or Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	<b>Last date of Annual updation</b> – 06.02.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	<b>(i) Details of information available in electronic form</b> To refer to the website <a href="https://ihpoe.mohfw.gov.in">https://ihpoe.mohfw.gov.in</a> and <a href="https://mohfw.gov.in">https://mohfw.gov.in</a> & <a href="https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf">https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf</a> or go to <a href="https://ihpoe.mohfw.gov.in/">https://ihpoe.mohfw.gov.in/</a> → RTI → APHO → Mumbai
		<b>(ii) Name or title of the document or record or other information</b> - Suo Moto Declaration Under Section 4 Of RTI Act 2005 - As specified in 3.1.1)
		<b>(iii) Location where available</b> <a href="#">IHR POE (mohfw.gov.in)</a> and <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a>
4.4	Particulars of facilities available to	<b>(i) Name &amp; location of the facility</b> Airport Health Organisation, Chhatrapati Shivaji Maharaj International Airport, Approach Road, Next to Ambassador Sky Chef Flight Kitchen,

	<p>citizen for obtaining information [Section 4(1)(b)(xv)]</p>	<p>Sahar, Andheri (East) Mumbai – 400099 Telephone: <b>022-28392429</b> Email: <a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a></p> <p><b>(ii) Details of information made available</b></p> <ul style="list-style-type: none"> <li>- Suo-moto Declaration Under Section 4 Of RTI Act 2005</li> <li>- IHR 2005</li> <li>- Indian Aircraft (Public Health) rules, 1954</li> <li>- Yellow Fever Vaccination</li> </ul> <p><b>(iii) Working hours of the facility</b> 0900 hrs to 1730 hrs Monday to Friday excluding Public Holidays</p> <p><b>(iv) Contact person &amp; contact details (Phone, fax email)</b> Airport Health Officer, Airport Health Organisation, Mumbai Telephone: <b>022-28392429</b> Email: <a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a></p>																																				
<p>4.5</p>	<p>Such other information as may be prescribed under section 4(i) (b)(xvii)</p>	<p><b>(i) Grievance redressal mechanism</b> Grievances received directly through post or Email or from Ministry and DGHS are processed as per the guidelines issued from time to time.</p> <p><b>(ii) Details of applications received under RTI and information provided</b> From 01/01/2023 to 31/12/2023 Total no. of RTI applications received directly from applicant: Nil Total no. RTI transferred from other public authority: 13 All 13 RTI have been replied meticulously Details of RTI received and reply given is mentioned below in Table 1</p> <p><b>(iii) List of completed schemes or projects or Programmes</b> Not Applicable</p> <p><b>(iv) List of schemes or projects or programme underway</b> Not Applicable</p> <p><b>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</b> Refer 2.2.3.c</p> <p><b>(vi) Annual Report</b></p> <table border="1" data-bbox="438 1653 1500 2103"> <thead> <tr> <th>Sr.No</th> <th>Annual report for 01.01.2023 to 31.12.2023</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Number of Aircrafts Disinfected</td> <td>37752</td> </tr> <tr> <td>2.</td> <td>Surveillance of International Passengers and Crew for YF</td> <td>234586</td> </tr> <tr> <td>3.</td> <td>Quarantine of Passengers for YF</td> <td>19</td> </tr> <tr> <td>4.</td> <td>Yellow Fever Vaccinations</td> <td>13445</td> </tr> <tr> <td>5.</td> <td>Clearance of Dead Bodies</td> <td>676</td> </tr> <tr> <td>6.</td> <td>Vector Surveillance</td> <td>96</td> </tr> <tr> <td>7.</td> <td>Sanitary Inspection</td> <td>27</td> </tr> <tr> <td>8.</td> <td>Food Establishments Inspected</td> <td>53</td> </tr> <tr> <td>9.</td> <td>Training Activities Performed</td> <td>11</td> </tr> <tr> <td>10.</td> <td>Number of crew arrived</td> <td>255136</td> </tr> <tr> <td>11.</td> <td>Number of passengers arrived</td> <td>6427164</td> </tr> </tbody> </table>	Sr.No	Annual report for 01.01.2023 to 31.12.2023	Number	1.	Number of Aircrafts Disinfected	37752	2.	Surveillance of International Passengers and Crew for YF	234586	3.	Quarantine of Passengers for YF	19	4.	Yellow Fever Vaccinations	13445	5.	Clearance of Dead Bodies	676	6.	Vector Surveillance	96	7.	Sanitary Inspection	27	8.	Food Establishments Inspected	53	9.	Training Activities Performed	11	10.	Number of crew arrived	255136	11.	Number of passengers arrived	6427164
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		12. Polio Vaccination	3694
		13. Training Activities courses or number trained	37
		<b>(vii) Frequently Asked Question (FAQs)</b> Not Applicable	
		<b>(viii) Any other information such as</b> <b>a) Citizen's Charter</b> <a href="https://ihpoe.mohfw.gov.in/citizen%20charter/Apho%20mumbai.pdf">https://ihpoe.mohfw.gov.in/citizen%20charter/Apho%20mumbai.pdf</a>	
		<b>b) Result Framework Document (RFD)</b> Not Applicable	
		<b>c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter</b> Available with Dte.GHS.	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	<b>(i) Details of applications received and disposed</b> Received – 13 Disposed – 13 Further details on information is given below in Table 1	
		<b>(ii) Details of appeals received and orders issued</b> No appeal received in period 01.01.2023 to 31.12.2023	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	<b>Details of questions asked and replies given</b> Received – 3 Replied – 3 Details of questions asked and reply given is mentioned below in Table 2	

**Table 1: Information sought in RTI**

1.	<b>Point no.</b>	<b>Information sought</b>	<b>Reply</b>
	1.	Please provide me and details about family welfare staff of ministry of Health and family welfare and its associated organisation/ institute such as their designations, recruitment rules, duty list, channel of promotion and admissibility of patient care allowance to family welfare staff and related information circular pp orders noting etc.	Please find the information sought in the below link of SUO MOTU declaration of APHO Mumbai: <a href="https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf">https://www.ihpoe.mohfw.gov.in/RTI/APHO Mumbai Jan 2023.pdf</a>  Patient care allowances are given to staff as per the directions Government of India from time to time.
	2.	Please provide me details of all group B Para Medical officers such as pharmacy officers health education officers, sanitary or health officer, their recruitment rules, channel of promotion, admissibility of allowance such as patient care allowance in the office of ministry of Health and family welfare and its associated organization/ institute?	Please find the information sought in the below link of SUO MOTU declaration of APHO Mumbai: <a href="https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf">https://www.ihpoe.mohfw.gov.in/RTI/APHO Mumbai Jan 2023.pdf</a>

2.

The undersigned has been directed to refer to RTI application bearing registration no. MOHFW/R/T/23/01181 dated 30.05.2023 that has been transferred from PH(IH) section vide F.NO. I-35013/27/2022-CHS-IV/CHS.III dated 21.06.2023 [received in physical form in Airport Health Organisation (APHO), Mumbai on 26.06.2023].

The information sought with respect to point no. 3 and 4, in the above-mentioned RTI is given below.

Point no.	Information sought	Reply
3.	Please share the count of Doctors, Engineers & Lawyers whose 10 <sup>th</sup> (High School) data is with Government	A total of 6 doctors are posted in Airport Health Organisation, Mumbai. All 6 doctors 10 <sup>th</sup> (High School) data are present.
4.	Please share the count of Doctors, Engineers & Lawyers who got education in government school	3 doctors of APHO, Mumbai got their education from Government school

3.

The undersigned has been directed to refer to RTI applications bearing registration no. DTGHS/R/E/23/00395 dated 07.07.2023, which has been transferred from PH(IH) section vide F.NO. I-26012/04/2018-PH(IH) dated 11.07.2023 [received in physical form in APHO, Mumbai on 28.07.2023].

The information sought in the above mentioned RTI with respect to Airport Health Organisation, Mumbai is given point wise.

S.No.	Information sought	reply
1.	Who is authorized to issue NOC to human remains coming from abroad at different POEs (APHO,PHO,LBQCs).	NOC (No Objection Certificate) to human remains coming from abroad is issued by concerned Indian Embassy situated at country of origin.
2.	Whether Medical officer appointed by third party for POEs is authorized to issue NOC to human remains coming from abroad, If they are authorized then by which government order.	Kindly refer the document enclosed as Annexure-I for information sought
3.	Whether Nurse appointed by third party for POEs is authorized to issue NOC to human remains coming from abroad, If they are authorized then by which government order.	Kindly refer the Annexure-I enclosed for information sought
4.	Whether Health Inspector appointed by third party for POEs is authorized to issue NOC to human remains coming from abroad, If	Kindly refer the Annexure-I enclosed for information sought

	they are authorized then by which government order.	
5.	Whether Contractual Staff appointed by third party for POEs is authorized to inspect food outlets situated at POEs.	Kindly refer the Annexure-I enclosed for information sought
6.	Who is eligible among Medical officer, nurse, Health Inspector, Health Assistant, Field Worker, Ward boy, MTS to perform thermal screening for covid-19 or any other pandemic. And what is the criteria of eligibility.	Kindly refer the Annexure-I enclosed for information sought

Annexure-I same as in 1.2.2

4. The undersigned has been directed to refer to RTI applications bearing registration no. DTGHS/R/T/23/00600/4 dated 13.07.2023, which has been transferred from PH(IH) section vide F.NO. I-26012/04/2018-PH(IH) dated 18.07.2023 [received in physical form in APHO, Mumbai on 28.07.2023].

The information sought in the above mentioned RTI with respect to Airport Health Organisation, Mumbai for point 4 & 5 are mentioned below.

S.no.	Information sought	reply
1.	Seeking the list of the employees which were appointed in Ministry of Health Govt. of India New Delhi from 2020 to March 2023 with their appoint orders and salary details.	Information sought does not pertain to APHO Mumbai.
2.	Seeking the list of the employees working in Ministry of Agriculture Govt. of India New Delhi with their salary details.	Information sought does not pertain to APHO Mumbai.

5.

कृपया दिनांक 06.07.2023 के अपने आरटीआई आवेदन को देखें, जिसे दिनांक 18.07.2023 को ओएम नंबर जेड-17025/61/2023 आरटीआई सेल के माध्यम से पीएच (आईएच) अनुभाग में स्थानांतरित कर दिया गया दिनांक 28.07.2023 को एपीएचओ मुंबई में भौतिक रूप में प्राप्त।

हवाई अड्डा स्वास्थ्य संगठन, मुंबई के संबंध में उपर्युक्त सूचना के अधिकार में मांगी गई सूचना बिंदुवार दी गई है।

क्र.सं.	मांगी गई जानकारी	उत्तर
1.	स्वास्थ्य, परिवार कल्याण, रसायन और उर्वरक मंत्रालय में कुल सभी पदों का नाम के विषय में सूचना उपलब्ध करें।	मांगी गई जानकारी नीचे दिए गए लिंक में प्राप्त करें:
2.	स्वास्थ्य, परिवार कल्याण, रसायन और उर्वरक मंत्रालय में पदस्थापित एवं कार्यरत लोक सेवकों के नाम एवं उनके पदों के नाम सहित सूचना उपलब्ध करें।	<a href="https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf">https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf</a>

3.	स्वास्थ्य, परिवार कल्याण, रसायन और उर्वरक मंत्रालय में पदस्थापित एवं कार्यरत लोक सेवक कब से अर्थात् दिनांक से पदस्थापित हैं उसके विषय में सूचना उपलब्ध करें।	(या) <a href="https://ihpoe.mohfw.gov.in/">https://ihpoe.mohfw.gov.in/</a> → RTI → APHO → Mumbai
4.	स्वास्थ्य, परिवार कल्याण, रसायन और उर्वरक मंत्रालय में पदस्थापित एवं कार्यरत लोक सेवकों का गृह जिला के विषय में सूचना उपलब्ध करें	आरटीआई अधिनियम 2005 की धारा 8 (ज) के अनुसार, मांगी गई जानकारी व्यक्तिगत जानकारी से संबंधित है और जिसके प्रकटीकरण का किसी भी सार्वजनिक गतिविधि या हित से कोई संबंध नहीं है।



6.

महोदया,

कृपया पंजीकरण संख्या वाले आरटीआई आवेदन को देखें। DTGHS/R/T/23/00429 दिनांक 28.07.2023, जिसे F.No.I-26012/04/2018-PH(IH) के माध्यम से पीएच(आईएच) अनुभाग से स्थानांतरित किया गया है। दिनांक 31.07.2023 [08.08.2023 को एपीएचओ, मुंबई में भौतिक रूप में प्राप्त]।

हवाई अड्डा स्वास्थ्य संगठन, मुंबई के संबंध में उपर्युक्त सूचना के अधिकार में मांगी गई सूचना बिंदुवार दी गई है।

क्र.सं.	मांगी गई जानकारी	उत्तर
1.	डीजीएचएस के अंडर में पीएचओ/एपीएचओ में यूडीसी के कितने पोस्ट मंजूर थे, अभी कितने पोस्ट भरे हुए हैं कितने खाली हैं और कहाँ कहाँ खाली हैं किस तारीख से खाली हैं, विवरण दें	स्वीकृत पद: 1 रिक्त पद: 1 दिनांक 01.06.2023 से रिक्त

2.	जो यू डीसी की पोस्ट 5 साल से ज्यादा टाइम से खाली हैं क्या उनको डी ओ पी टी के आदेशानुसार खतम कर दिया गया, यदि नहीं तो उस ऑर्डर की नंबर और डेट बताए जिसमें प्रमोशन वाली पोस्ट को खतम नहीं करने का लिखा है या यह नियम प्रमोशन पर लागू नहीं होता ऐसा लिखा है।	मांगी गई जानकारी एपीएचओ मुंबई से संबंधित नहीं है
3.	कृषि मंत्रालय ने लेटर नंबर A-12018/1/2017- E.IES date 26.07.2017 से प्रमोशन कोटा के पोस्ट को खतम किया है जो एक साल से ज्यादा टाइम से खाली थे ऐसा ऑर्डर डीएचजीएस में लागू नहीं करने के बारे में कोई सर्कुलर है तो उसका डीटेल बताएं। और भी विभागों में खतम हुई है	
4.	क्या दिल्ली ए पी एच ओ के एलडीसी श्री मनोज कुमार तोमर का प्रमोशन यूडीसी में करने का विचार किया जा रहा है, क्या ये पोस्ट जिंदा कर दी गई है यदि हाँ तो उसका लेटर नंबर और डेट बताएं	
5.	श्री मनोज कुमार तोमर के खिलाफ मेरे साथ मारपीट का क्रिमिनल केस नंबर 4802/2017 धारा 354 के तहत पटियाला हाउस कोर्ट में चल रहा है जिसकी अगली सुनवाई 27.10 2023 को होनी है इसमें 1 से 5 साल तक सजा हो सकती है क्या इसकी सूचना श्री मनोज कुमार तोमर ने ऑफिस को लिख कर दिया है, यदि नहीं तो यह सूचना छिपा कर विजिलेंस क्लियरेंस में धोखा घड़ी के आरोप में उनके खिलाफ कोई कार्यवाही की जा रही है उसका विवरण बताएं	

यदि आप उत्तर/सूचना से संतुष्ट नहीं हैं, तो आप इस पत्र की प्राप्ति की तारीख से 30 दिनों के भीतर प्रथम अपीलीय प्राधिकारी डॉ. ए आर पासी, हवाई अड्डा स्वास्थ्य अधिकारी, हवाई अड्डा स्वास्थ्य संगठन, छत्रपति शिवाजी महाराज अंतर्राष्ट्रीय हवाई अड्डा, सहार, मुंबई-400099 में अपील कर सकते हैं।

7. The undersigned has been directed to refer to RTI applications bearing registration no. DTGHS/R/T/23/00665/5 dated 16.08.2023, which has been transferred from PH(IH) section vide F.NO. I-26012/04/2018-PH(IH) dated 21.08.2023 [received in physical form in APHO, Mumbai on 28.08.2023].

The information sought in the above mentioned RTI with respect to Airport Health Organisation, Mumbai is given below.

Information sought	reply		
For furnishing the details of employees who selected against schedule tribe category and working under your control in all groups of all branches of your organization. 1. List of all schedule tribe employee and their caste name.	S.no.	Name	Designation
	1.	Shri D. P. Mode	Ward Attendant
	As per RTI act section 8 (j) caste name relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual, Hence the information cannot be disclosed.		

8. The undersigned has been directed to refer to RTI applications bearing registration no. (i)DTGHS/R/T/23/00773/1, (ii) DTGHS/R/T/23/00774/1, (iii) DTGHS/R/T/23/00775/2 & (iv) DTGHS/R/T/23/00776/2 all dated 27.09.2023, which has been transferred from PH(IH) section vide F.NO. I-26012/04/2018-PH(IH) dated 12.10.2023 [received in physical form in APHO, Mumbai on 30.10.2023].

The information sought in the above mentioned RTI with respect to points no. 1 to 8 except point no. 3 does not come under the purview of Airport Health Organisation (APHO), Mumbai, the information sought in view of point no. 3 with respect of APHO, Mumbai is given below.

Information sought	reply
03. What is the number of all types of employees working in all departments, all directorates, all universities, government recognized institutions, commissions and all the states of India, and how many disabled persons are included in it, their name, designation, type of disability. Please provide photocopy of designation, mobile number and photocopy of disability certificate.	Nil

**Table 2: Parliamentary question asked and reply given**

<b>1.</b>	<p>Please find herewith the information sought:</p> <table border="1"> <thead> <tr> <th>Sr No</th> <th>Information sought</th> <th>Reply</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Whether Government has received representation from the Chief Minister of Kerala expressing reservation regarding Central Government resorting to legislation unilaterally on subjects under concurrent list.</td> <td rowspan="5">The information sought does not pertain to this office and information may be treated as NIL for APHO Mumbai.</td> </tr> <tr> <td>(ii)</td> <td>The response of Central Government thereto and the details thereof</td> </tr> <tr> <td>(iii)</td> <td>Whether it is a fact that several items were shifted from state list to concurrent list or Union List under seventh schedule to the constitution of India</td> </tr> <tr> <td>(iv)</td> <td>If so, the details of the items shifted till date since adoption of the Constitution, and</td> </tr> <tr> <td>(v)</td> <td>The details thereof, year wise and category wise and reasons therefore?</td> </tr> </tbody> </table>	Sr No	Information sought	Reply	(i)	Whether Government has received representation from the Chief Minister of Kerala expressing reservation regarding Central Government resorting to legislation unilaterally on subjects under concurrent list.	The information sought does not pertain to this office and information may be treated as NIL for APHO Mumbai.	(ii)	The response of Central Government thereto and the details thereof	(iii)	Whether it is a fact that several items were shifted from state list to concurrent list or Union List under seventh schedule to the constitution of India	(iv)	If so, the details of the items shifted till date since adoption of the Constitution, and	(v)	The details thereof, year wise and category wise and reasons therefore?	Rajya Sabha unstarred Question No. 4110
Sr No	Information sought	Reply														
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<b>2.</b>	<p>Rajya Sabha unstarred Question No. 2502</p> <p>Please find herewith the information sought:</p> <table border="1"> <thead> <tr> <th>Sr No</th> <th>Information sought</th> <th>Reply</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>The number of bills which have been introduced by Government for bringing legislation over the subject under the concurrent list since 2017 and the number of such bills which became Act with details on each legislation.</td> <td rowspan="3">The information sought does not pertain to this office and information may be treated as NIL for APHO Mumbai.</td> </tr> <tr> <td>(ii)</td> <td>Whether state government were consulted before coming up with such legislation, if so the manner in which the concern of the states got addressed in each of the legislation, if not reasons therefore and</td> </tr> <tr> <td>(iii)</td> <td>Details of Central legislation brought in or the draft circulated which deals with subjects under the state list during this period?</td> </tr> </tbody> </table>	Sr No	Information sought	Reply	(i)	The number of bills which have been introduced by Government for bringing legislation over the subject under the concurrent list since 2017 and the number of such bills which became Act with details on each legislation.	The information sought does not pertain to this office and information may be treated as NIL for APHO Mumbai.	(ii)	Whether state government were consulted before coming up with such legislation, if so the manner in which the concern of the states got addressed in each of the legislation, if not reasons therefore and	(iii)	Details of Central legislation brought in or the draft circulated which deals with subjects under the state list during this period?					
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**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****(a) Current CPIO & FAAs****Current CPIOs:**

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Bhavya.B.S.
2.	Designation	Deputy Airport Health Officer
3.	Address	Airport Health Organisation, Chhatrapati Shivaji Maharaj International Airport, Approach Road, Next to Ambassador Sky Chef Flight Kitchen, Sahar, Andheri (East) Mumbai – 400099
4.	Telephone No	<b>022-28392429</b>
5.	Fax	-
6.	E-Mail	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>

**Current FAAs:**

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Vijay Bhagat
2.	Designation	Airport Health Officer
3.	Address	Airport Health Organisation, Chhatrapati Shivaji Maharaj International Airport, Approach Road, Next to Ambassador Sky Chef Flight Kitchen, Sahar, Andheri (East) Mumbai – 400099
4.	Telephone No	<b>022-28392429</b>
5.	Fax	-
6.	E-Mail	<a href="mailto:aphomumbai-mohfw@gov.in">aphomumbai-mohfw@gov.in</a>

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

S.No.	Name of the CPIO at APHO, Mumbai	Period	
		From	To
1.	Dr C R Shivdikar	01/01/2015	31/07/2015
2.	Dr Amitabha Dan	01/08/2015	16/02/2017
3.	Dr A R Pasi	17/02/2017	21/04/2022
4.	Dr Pragati Gaikwad	22/04/2022	24/10/2022
5.	Dr Selvaganapathi S	25/10/2022	09/07/2024
6.	Dr.Bhavya.B.S	10/07/2024	Till date



S.No.	Name of the FAAs	Period	
		From	To
1.	Dr.Sujit Singh	01/01/2015	05/03/2018
2.	Dr.Deepak Sule	06/03/2018	15/04/2019
3.	Dr.P.K.Sen	16/04/2019	21/01/2021
4.	Dr Alok Mathur	22/01/2021	31/03/2021
5.	Dr Anil Kumar	01/04/2021	16/12/2021
6.	Dr Sudarshan Mondal	17/12/2021	21/04/2022
7.	Dr A R Pasi	22/04/2022	24/05/2024
8.	Dr Vijay Bhagat	25/05/2024	Till date

### 5.1.2) Details of third party audit of voluntary disclosure

#### (a) Dates of audit carried out

09.10.2023

#### (b) Report of the audit carried out

### National Institute of Health and Family Welfare New Delhi

RTI Third Party Audit Summary Report 2022-23

Date: 9-10-2023

Name of the Institute / Organization: Airport Health Organization, Mumbai

Based on submission of self-appraisal report by the Public Authority of the said Institute/Organization, NIHFV carried out the Transparency Audit under Right to Information Act 2005 [section 4(i) (b)]. The aim of the Transparency Audit / Third Party Audit (TPA) is to make a thorough assessment on Suo-Moto disclosure of information by the Institution/ Organization in its Website as per guidelines of Central Information Commission (CIC). The following are the observations and the recommendations.

Score of the PA after Self-Appraisal : 690

Score of the PA after the Third Party Audit : 228

1. PA is requested to develop a proper website at first.
2. The information provided is very less so need to provide budget related information, rules, regulations, instructions, manuals, records, transfer policy, third party transparency audit information, complete information about committees and PPP...etc. in detail in order to follow suo moto disclosure under section 4 i b.
3. PA is requested to look into the Section-wise requirements of Grading ("**Partially Met**" or "**Not met**") given by the TPA. In order to improve the grading, an appropriate action should be taken by the PA to achieve "**Fully Met**" grading.
4. Grading of "**Not Applicable**" should be used judiciously.
5. Action should be also taken for STQC certification for the Website of Airport Health Organization, Mumbai.

Section wise desired information should be placed under RTI on the website so that Pubic can easily access the desired information.



(Dr. Geetanjal Singh)  
Member,

Third Party Transparency Audit Committee, NIHFV

### 5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary or 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****(a) Dates from which constituted**

01.07.2024

**(b) Name & Designation of the officers**

7.	Dr. Vijay Bhagat	Chairman
8.	Dr. Rahul Dhas T S	Member
9.	Dr. Bhavya B. S.	Member
10.	Dr. Selvaganapathi S.	Member
11.	Shri Subhash D Gawas	Member
12.	Smt Sarika Shinde	Member

**5.1.5) Committee of CPIOs or FAAs with rich experience in RTI to identify frequently sought information under RTI.****(a) Dates from which constituted**

20.07.2023

**(b) Name & Designation of the Officers**

1.	Dr. K. A. Shyamini, Sr. CMO(SAG), PHO Cochin	Chairperson
2.	Dr. Anit Gayen, CMO(SAG), PHO Visakhapatnam	Co-Chairperson
3.	Dr. Vivekanand Giri, PHS-I, PHO Mumbai	Co-Chairperson
4.	Dr. Nisith Ghosh, CMO(SAG), PHO Kolkata	Member
5.	Dr. Vinay Kumar Sukhija, CMO(NFSG), LPHO Attari Amristar	Member
6.	Dr. Praveen Madala, PHS-II, PHO Chennai	Member
7.	Dr. Subin S, SMO, APHO Trichy	Member
8.	Dr. Rajdeep Das, SMO, LPHO Petrapole	Member
9.	Dr. Aysha Manika K.A, SMO, APHO Cochin	Member
10.	Dr. Divya. O, MO, APHO Delhi	Member
11.	Dr. Selvaganapathi S, MO, APHO Mumbai	Member
12.	Dr. Neenu Robin, MO, PHO Goa	Member
13.	Ms. Priyanka Gera, TO(IT), CIHD	Member

## **6. Information Disclosed on own Initiative**

### **6.1) Item or 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 2005,

<https://www.ihpoe.mohfw.gov.in/RTI/APHO%20Mumbai%20Jan%202023.pdf> (or) go to

<https://ihpoe.mohfw.gov.in/> → RTI → APHO → Mumbai

**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)**

### **6.2.1) Whether STQC certification obtained and its validity.**

No

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

Not applicable

**Signature: -(Sd)-**

**Name: Dr. Vijay Bhagat**

**Designation: Airport Health Officer, Mumbai**

**Date: 01..11.2024**