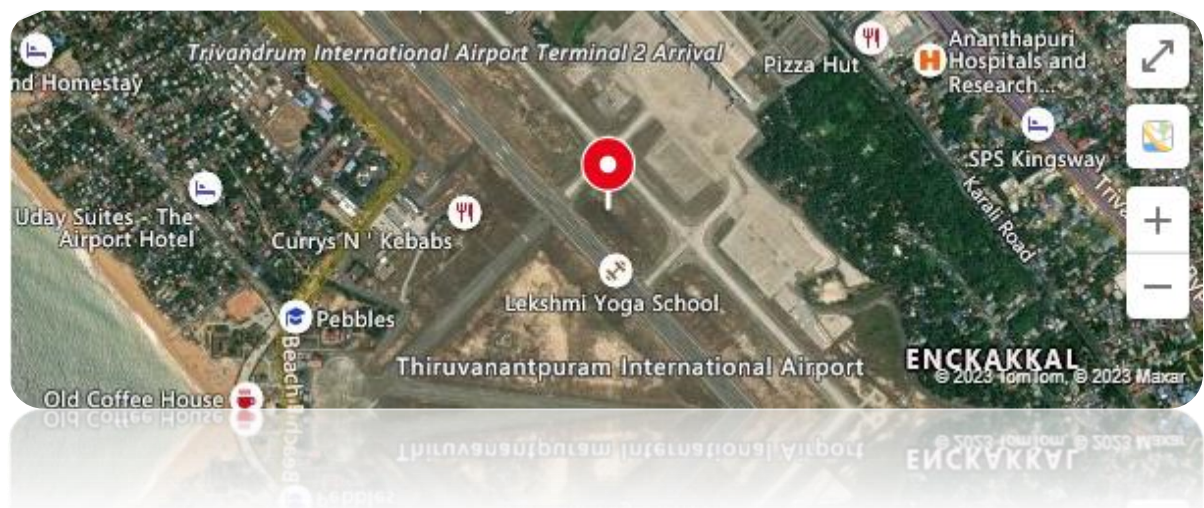




**GOVERNMENT OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE,  
(DIRECTORATE GENERAL OF HEALTH SERVICES)  
AIRPORT HEALTH ORGANISATION  
TRIVANDRUM INTERNATIONAL AIRPORT, CHACKAI**



## **ORGANISATION AND FUNCTION**

### **(1) Particulars of the Organization, functions & duties (Section 4(1) (b)**

#### **(i):**

#### **Introduction and Background Information:**

India, a Member State of World Health Organization has adopted the International Health Regulations 2005 with some “Reservations”. The objective of ‘International Health Regulations’ is to ensure the maximum security against the international spread of communicable disease with a minimum interference with world traffic. The “Reservations of India” to these Regulations is towards ‘Prevention of entry of Yellow Fever into India. As per these Regulations, a Member State has to maintain as many of the Sanitary Ports and Airports as practicable with organized medical and health service with adequate staff, equipment, premises etc.

Airport Health Organization Trivandrum was established in the year 2014. Presently, Airport Health Organization, Trivandrum has APHO counter & Office room. It is located at Arrival area, Trivandrum International Airport, Airport Road, Chackai - 695024.

The Primary objective of this organization is to prevent International Spread of Diseases from one country to another as per International Health Regulations of World Health Organization. This is achieved by Implementation of Following Acts/ Rules:-

1. The Epidemic Disease Act.
2. The Aircraft Act, 1934.
3. IHR (2005).
4. The Aircraft (Public Health) Rules 1954.
5. Food safety standards and authority of India Act, 2006.

#### **1.1.1 Name and address of the organization:**

Airport Health Office, Trivandrum International Airport, Airport Road, Chackai, Thiruvananthapuram, Kerala, Pin: 695024

#### **1.1.2 Head of the Organization:**

Airport Health Officer, Airport Health Office, Trivandrum International Airport, Airport Road, Chackai, Thiruvananthapuram, Kerala, Pin: 695024

Email ID: [aphotrv2@gmail.com/apho.trv-mohfw@gov.in](mailto:aphotrv2@gmail.com/apho.trv-mohfw@gov.in)

Ph: 9495217170

An Airport Health Officer (APHO) works under the overall control of the Director General of Health Services (DGHS), Govt. of India, stationed at the Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi. The DGHS in turn is assisted by Central IH Division. The APHO is assisted by other staffs.

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

Airport Health organization, Trivandrum is a 'Public Authority' established for the detailed execution of the Policies of the Government of India with the status of a 'Subordinate Office' of Directorate General of Health Services under Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi.

This Public Authority functions with the funds provided by the Government of India. Airport Health Organization (APHO) ensures implementation of International Health Regulation, International Sanitary regulation and Aircraft (Public Health) Rules.

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

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

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

### **1.1.4 Functions and Duties of APHO, Trivandrum:**

1. Surveillance of International Passengers and Crew for Yellow fever disease-
2. Arrange for Quarantine of passengers who have embarked from or have transited through the Yellow fever endemic countries during six days prior to arriving in India and not having appropriate vaccination card against Yellow fever, are quarantined as per the Aircraft (Public Health) Rules, 1955.
3. Public health clearance of dead body/human remains in accordance with "THE AIRCRAFT (PUBLIC HEALTH) RULES, 1954 PART 4"
4. Vector control/ surveillance activities primarily for *Aedes aegypti* mosquito, which is vector for many diseases including Yellow fever disease, are performed by APHO. Vector surveillance activities within terminal is done on a fortnightly basis by APHO Staff & the

surveillance activities in 400 meter perimeter are around the airport is done in co-ordination with State Health Department-DSO & Vector Control unit.

5. Aircraft disinfection details are verified for all the incoming international aircraft by examination of the General Declaration of Health and Passenger manifest submitted by the Crew at the time of arrival to the Airport Health Organization.

6. Conducting Periodic sanitary inspection rounds at airports.

7. To conduct training activities:

i) Periodic training to the Immigration officials is imparted to orient them about various steps for Screening the passengers with regard to Yellow fever/ PHEICs.

ii) Other stakeholders like customs, CISF and airport operators etc. are trained on emerging PHEICs and precautions to be taken.

iii) Medical and paramedical staffs of APHO are trained on various activities like vector surveillance, food safety, PHEICs etc.

iv) Cleaning staffs are trained on solid waste management, Bio-waste management and personal protection.

v) Food business operators are given training on food safety compliances to be done by FBOs.

vi) Airline staffs are given training on aircraft disinsection, documents required for Human remains clearance etc.

8. Surveillance of food outlets in the airport.

8. IH related health activities for non Scheduled chartered Flights.

9. Duties related with PHEIC (Public Health Emergency of International Concern).

10. Monitoring of water safety by using monthly water safety reports collected from over 10 different locations of the airport.

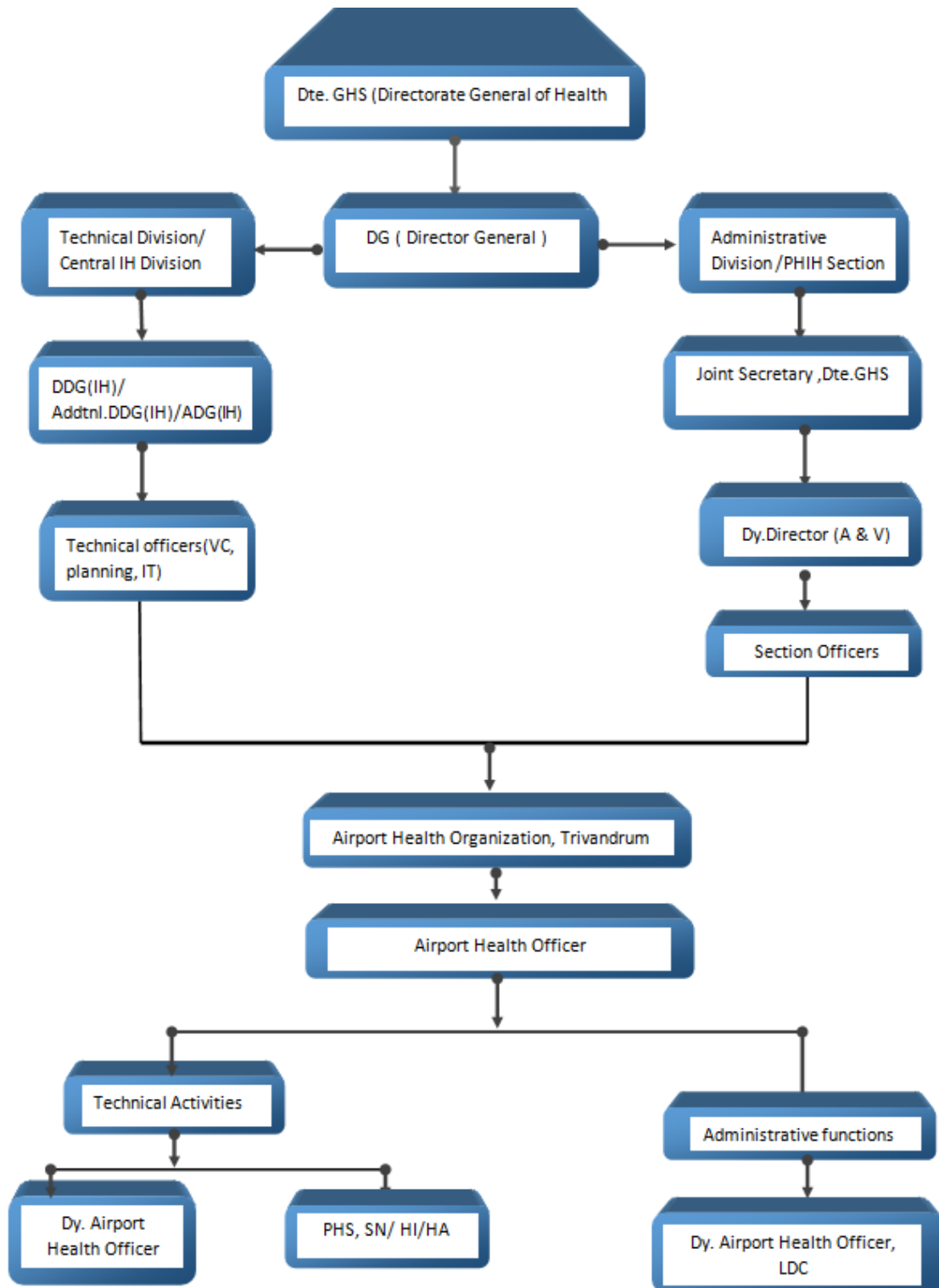
#### **Administrative Services/Functions**

Sl. No	Activity	Day / Date & Time
1.	PFMS activities including Salary processing of employees	All working days (Monday-Friday) 9.00 AM -5.30 PM
2.	Procurement of goods and services	
3.	Responding to queries sought under RTI act	
4.	Maintenance of service registers, stock of supplies, registers, attendance etc.	
5.	Preparation of LOC, calculation of Budget utilization and requirement, processing of bills etc.	
6.	Maintaining inward and despatch register for emails and letters	

### **Technical**

Sl. No	Activity	Day / Date & Time
1	APHO counter activity-(inspection of General Declaration Of Health submitted by Airlines, Verification of Disinfection Status of Flight, Passenger screening, Dead body clearance ,etc.)	24 hours, all 7 days of a week
2	Co-ordinate activities with the stake holders of Airport & state Health Authority	As and when required
3	Training & Coordination:	As and when required
4	Yellow Fever surveillance activities in co-ordination with BOI & arrangement of quarantine of suspect passengers.	As and when required(24x7)
5	Thermal screening & COVID 19 Surveillance of international passengers	24 hours, all 7 days of a week during International Arrival
6	Daily reporting of Surveillance data to PH(IH)	24 hours, all 7 days of a week
7	Fortnightly vector surveillance activities within terminal & its premises & the reporting of same to Central IH Division	As scheduled every 2 weeks .
8	Licensing of food business operators and Food safety inspections	As & when received on the FoSCoS online portal
9	Sanitary Inspection	All 7 days of a week
10	Attending important meetings & co-ordination with important stakeholders in public health related matters	As & when required
11	Training of all stake holders & paramedical staff	As and when required
12	Protocol Duty	As and when required
13	Emergency	As and when required

### 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/ Commissions Constituted from time to time have been dealt:-**

Airport Health Organization (APHO), Trivandrum is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO Trivandrum is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs). APHO Trivandrum is the nodal organization to coordinate the PHEIC activities at Trivandrum International Airport.

APHO Trivandrum unit started in **2014**. The Senior Regional Director, Regional Office of Health and Family Welfare, Trivandrum was the Administrative and Financial Head of the Organization and in charge of Airport Health organization, Trivandrum till 21.06.2022. Now APHO Trivandrum is an independent office with financial and administrative powers. Airport Health Officer is the Head of the Office.

Currently Three Regular medical officers and one Health Assistant are working at Trivandrum. Also three Public Health Specialist, three Staff nurse, one Health Inspectors, one LDC and six Health Assistants are working on contract basis- PM-ABHIM (Out sourced through GeM)

**Location:** It is located in Chackai, Trivandrum District, Kerala serving people from Trivandrum, Kollam, Pathanamthitta, Alappuzha, Kottayam etc. and the nearby districts of Tamil Nadu and is operated by the Airport Authority of India.

The Airport on an average handles around 480-520 International flights per month and average the International passenger load per month is 70,000-90,000. Currently Trivandrum Airport Handles flights from Gulf co operation council countries (6-GCC countries), Maldives, Srilanka, Singapore, and Malaysia etc.

**LIST OF HODs**

Sl No	Name of HOD	Period of Service(From)
1	Dr. Joyce Mathew	01.01.2014 - 31.01.2014
2	Dr. M. K Mohammed Aslam	01.02.2014 - 10.05.2016
3	Dr. K.P Hamzakoya	11.05.2016 - 19.10.2017
4	Dr. Ruchi Jain	03.01.2018 - 18.06.2018
5	Dr. Ali Manikfan Abdullage	14.06.2018 - 21.06.2022
6	Dr. Vinesh Kumar V	22.06.2022 - 14.12.2022
7	Dr. Ali Manikfan Abdullage	15.12.2022 – till date

## **1.2 Powers And Duties Of Officers And Employees [Section4 (1)(B)(2)]**

### **Administrative powers**

#### **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 Medical 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.

#### **Dy. Airport Health Officers:**

1. Surveillance of Quarantinable diseases and Public health Emergency of International Concern.
2. Quarantine of Passengers on need.
3. Surveillance of passengers and crew arriving from yellow fever endemic countries.
4. Human body Clearance
5. Taking awareness class to other stakeholders at airport like Immigration, Customs, CISF etc
6. Assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health officer.

### **1.2.2 Power and duties of other employees**

#### **Medical Officers/Dy. APHOs:**

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

#### **A. Technical**

1. Surveillance of international Passengers and Crew for Yellow fever disease .
2. Arrange quarantine of passenger at the nearest designated facility as per availability. (No dedicated quarantine centre is functional at APHO Trivandrum as of now)
3. Public health clearance of dead body/Human remains.
4. Co-ordinate Fortnightly vector surveillance within terminal building and Airport premises. Also monitor the pest control activities done by Pest Control Agency engaged by airport operator.



6. Verification of Flight Disinsection status.
7. Sanitary Inspection of Airport and premises periodically.
8. Training of Immigration staff and other stake holders on International Health, Yellow fever and on any updates as and when communicated by competent Authority
9. Monitoring of water safety by using monthly water sample test results done by Airport Operator (TIAL).
10. Provide guidance on the Solid and Liquid waste management of Trivandrum Airport.
11. Licensing and food safety surveillance of food business operators functional within the terminal building.
12. Attend periodic trainings on various technical and administrative activities.
13. Submission of monthly report to ihr poe site.
14. Participate & co-ordinate with health unit on the emergency mock drill conducted by Airport Operator (TIAL).periodically.
15. Participate in monthly AFC meeting and review IHR related activities at airport with stake holders.
16. Protocol Duties as and when required.

**Administrative:**

1. Procurement of goods and services
2. PFMS activities including Salary processing of employees
3. Assist HOO in disposal of Official matters received via email or post on a day to day basis on priority.
4. Disposal of RTI queries received.
5. Assist HOO in answering parliament questions received on priority basis.

**Subordinate Staffs** (Health Inspector and Health Assistant)-No independent powers, Duties as assigned by Medical officers and Airport Health Officers.

1. Inspection of GD of Health of all arriving aircrafts.
2. Yellow Fever Surveillance activities.
3. Vector surveillance – on fortnightly basis and as per directions of Medical Officer Supervision of anti- mosquito control measures/ Vector control measures.
4. Maintenance of Registers of Airport Health (Technical Data) flight registers.
5. Duties as assigned by Medical Officers from time to time
6. Sanitation inspection.
7. Thermal Screening and surveillance activities during PHEIC
8. Assist on shifting of symptomatic passengers to designated Health facilities.
9. Screening of International passengers for covid-19 symptoms at pre-immigration area and their isolation to quarantine/treatment facilities.

**Public Health Specialist (Outsourced):** All technical duties assigned by Head of the Office.

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

- ☐ International Health Regulations 2005
- ☐ Aircraft Rules (Public Health Rules) 1954
- ☐ Indian Public Health Act
- ☐ GFR Rules
- ☐ FRSR Rules
- ☐ Leave Rules
- ☐ Medical Attendance Rules
- ☐ Central Civil Services Pay Rules
- ☐ CCS Pension Rules
- ☐ Establishment Rules
- ☐ Receipts and Payments Rules
- ☐ Delegation of Financial Powers Rules
- ☐ GPF Rules
- ☐ LTC Rules
- ☐ HBA Rules
- ☐ FSSAI Rules & Re

### **1.2.4 Exercised:** NA

### **1.2.5 Work allocation**

All Medical officer posted under the APHO are equally responsible for assigned duties.

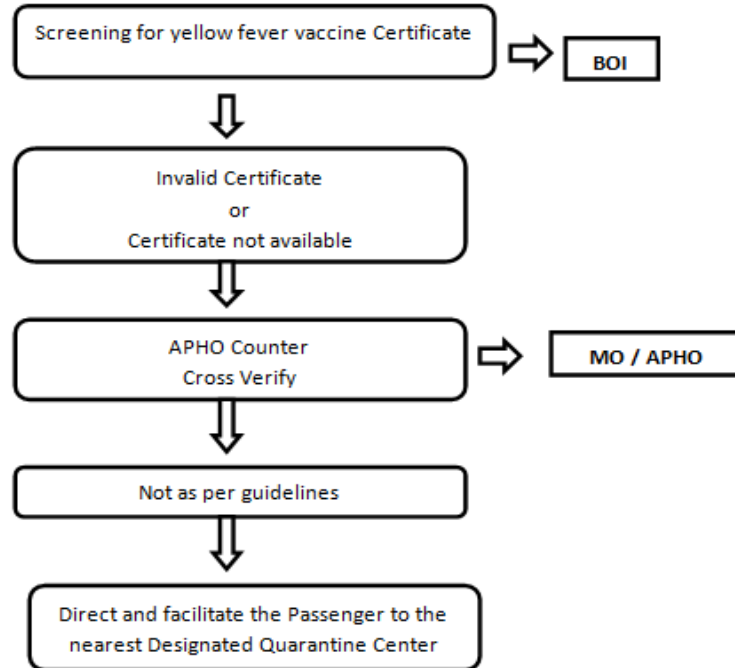
Sl.No.	Work allocated	Name of the Officers	Supporting Staffs
1.	PFMS	1) Dr. Ali Manikfan Abdullage, Airport Health Officer, 2) Dr. Vinesh Kumar V, Dy. Airport health Officer	Health Inspector, LDC
2.	GeM	1) Dr. Ali Manikfan Abdullage, Airport Health Officer, 2) Dr. Vinesh Kumar V, Dy. Airport Health Officer 3) Dr. Amritha Rajan, Dy. Airport Health Officer 4) Joshi B, Health Assistant	
3.	RTI	1) Dr. Ali Manikfan Abdullage, Airport Health Officer-FAA 2) Dr. Vinesh Kumar V, Dy. Airport Health Officer-	

		CPIO	
4.	GST	1) Dr. Ali Manikfan Abdullage, Airport Health Officer,	
5.	Food Safety	1) Dr. Vinesh Kumar V, Dy. Airport Health Officer-DO 2) Dr. Amritha Rajan, Dy. Airport Health Officer- FSO	Staff Nurse,Health Inspector,Health Assistant
6.	Vector Surveillance	1) Dr. Vinesh Kumar V, Dy. Airport Health Officer 2) Dr. Amritha Rajan, Dy. Airport Health Officer	Staff Nurse,Health Inspector,Health Assistant
7.	Sanitary Inspection	1) Dr. Vinesh Kumar V, Dy. Airport Health Officer 2) Dr. Amritha Rajan, Dy. Airport Health Officer	
8.	Human Remains Clearance	1) Dr. Vinesh Kumar V, Dy. Airport Health Officer 2) Dr. Amritha Rajan, Dy. Airport Health Officer	Public Health Specialist
9.	Water safety plan	1) Dr. Ali Manikfan Abdullage, Airport Health Officer, 2) Dr. Vinesh Kumar V, Dy. Airport Health Officer 3) Dr. Amritha Rajan, Dy. Airport Health Officer	Public Health Specialist
10.	Solid and liquid waste management		
11.	Public Health Emergency Contingency Plan		

### **1.3 Procedure followed in decision making process [Section 4(1) (b) (3)]**

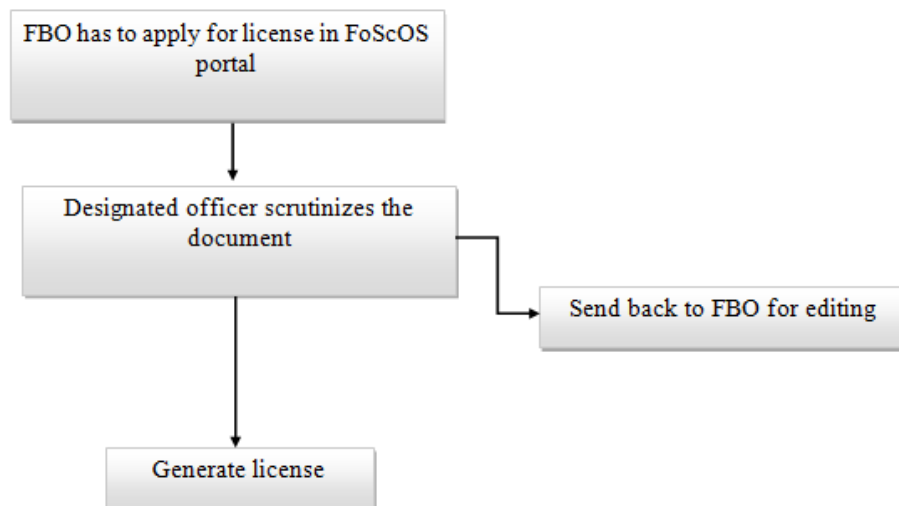
#### **1.3.1 Process of decision making Identify key decision making points**

##### **i. Yellow Fever Screening:**

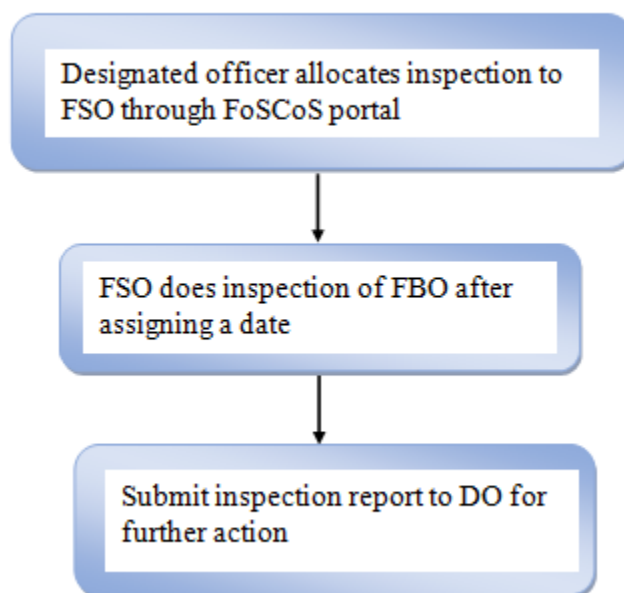


Thermal screening and surveillance of all arriving international passengers and crew during PHEIC and decide in their quarantine or isolation based on existing GOI guidelines.

##### **ii. FSSAI License issuing :**



iii. **Food safety inspection:**



**1.3.2 Final decision making authority.**

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 in the matters related to substantive functions allocated and executed by him/her at this subordinate office level.

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 matters related to administrative as well as substantive functions attended by him and Medical officers.

**1.3.3 Related provisions act rules etc.:-**

The process of decision making and the discharge of functions of this Authority and its employees is in accordance with Government of India guidelines updated from time to time.

**1.3.4 Time Limit for taking a decision, if any:-**

Time limit will vary from one to few days if the decision is to be taken at APHO level, to 7days to one month if the decision has to be taken by the Directorate.

**1.3.5 Channel of supervision and accountability.**

The Airport Health Officer is accountable for decisions taken in the matters related to administrative as well as substantive functions attended by him and Medical Officer/Deputy Airport Health Officer is accountable.

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

### **1.4.1 Nature of Functions/services offered:-**

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

#### **Process by which these services can be accessed:-**

By Submitting Application / through E-mail/ telephone.

#### **Time-limit for achieving the targets**

Varies from one day to a month.

#### **Nature of functions/ services offered**

- (i) Surveillance activities related to PHEIC and Yellow Fever
- ii) Vector surveillance.
- iii) Sanitation inspections.
- iv) Monitoring of water sample testing reports.
- v) Reporting of screening and surveillance data and monthly report to higher authorities.
- vi) Verification of disinfection status of Airlines.
- vii) Clearance of human remains.
- viii) Co-ordination activities with important stakeholders of Airport and State Health Authority.
- ix) Training activities for paramedic staff and Immigration officials.

### **1.4.2 Norms/ standards for functions/ service delivery**

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

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

By submitting applications/ e-mail/ telephone .

#### **1.4.4 Time-limit for achieving the targets**

Varies from one day to a month.

### **1.4.5 Process of redress of grievances**

Grievances can be communicated to Airport Health officer or medical officers for redressal.

**1.5 Rules, Regulations, Instructions manual and records for discharging functions [section 4(1) (b)(5)]**

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

Physical and digital form

**1.5.2 List of rules, regulations, instruction manual and record**

**Discharge of functions of this authorities and its employees in accordance with the following Acts ,rules and regulations;**

- ☐ Indian public health act 1954.
- ☐ Indian aircraft act
- ☐ International health regulation
- ☐ Food safety and standards act.
- ☐ GFR Rules
- ☐ FRSR Rules
- ☐ Leave Rules
- ☐ Medical Attendance Rules
- ☐ Central Civil Services Pay Rules
- ☐ CCS Pension Rules
- ☐ Establishment Rules
- ☐ Receipts and Payments Rules
- ☐ Delegation of Financial Powers Rules
- ☐ GPF Rules
- ☐ LTC Rules
- ☐ HBA Rules
- ☐ FSSAI Rules & Regulation, 2011

**1.5.3 Acts/ Rules manuals etc.**

As mentioned in 1.2.3

**1.5.4 Transfer Policies and Orders [F. No. 1/6/2011-1R dt.15.04.2013]**

Transfer policy of Medical Officers, Group B and few categories of Group C employees are governed by the Transfer policy of DGHS, New Delhi.

Sl.No.	Name of the Officer	Transfer details
1.	Dr. Ali Manikfan Abdullage , CMO (SAG)	a. Transferred from LWO, Trivandrum via transfer order A.22012/07/2017-CHS-II dated 25th October , 2017 to RoHFW, Trivandrum as Sr. RD & Airport Health Officer. b. Transferred from RoHFW, Trivandrum via

		transfer order A.22012/01/2022-CHS-I dated 8 <sup>th</sup> December ,2022 to Airport Health Organization, Trivandrum.
2.	<b>Dr. E. Midilaj, SMO</b>	Transferred from Lakshadweep Admin via transfer order no.A.22012/02/2018 – CHS – I dated 26th April, 2018.
3.	<b>Dr. Amritha Rajan, SMO</b>	Transferred from IB, Delhi via transfer order A. 22012/02/2018 – CHS – I dated 4 <sup>th</sup> June, 2018
4.	<b>Dr. Vineshkumar V, SMO</b>	Transferred from M/O Labour, LWO Kannur via transfer order no.A. 22012/14/2019 –CHS – I dated 24th February, 2020

## **1.6 Categories of documents held by the authority under its control**

### **[Section 4(1)(b) (vi)]**

#### **1.6.1 Categories of documents**

**Category A:** Nil

**Category B-**Keep-Permanent:

1. Non consumable stock Register
2. Copy of Acts, Rules, & Regulations administered by this Public Authority
3. Guidelines & Instructions issued by Higher Authorities.

**Category C-10 Years:**

1. Cash Book
2. Old cash book

**Category C-5 Years:**

1. Bill register
2. Salary Bill Prepared
3. Zika Surveillance/ other PHEIC Surveillance records.

**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

**Category C-2 Years:**

1. Cash Receipt Book



2. Consumable stock register
3. PHEIC screening Cards
4. Flight detail Register
5. GD Document & passenger Manifest
6. Human Remain Register
7. Human Remain documents
8. Dispatch Register

**Category C-1 Years**

1. Attendance register

**1.6.2 Custodian of documents/categories**

Service books and personal files, cash book, log book and all other important documents are kept in the custody of Airport Health Officer.

The APAR and other confidential documents/ reports are kept in the safe custody of the APHO Trivandrum.

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

**1) Internal Complaint Committee for PoSH**

- i) Dr. Amritha Rajan , Deputy APHO, APHO Trivandrum – Presiding officer
- ii) Dr. Ali Manikfan, Airport Health Officer, APHO Trivandrum - Member
- iii) Dr. Vinesh Kumar V, Deputy APHO, APHO Trivandrum-Member
- iv) A Lady advocate-External Member

**2)Vector Surveillance action committee**

<b><u>Sl.No</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
<b>1.</b>	Dr. Vinesh Kumar.V	Dy.APHO, Trivandrum
<b>2.</b>	Dr. Amritha Rajan	Dy.APHO, Trivandrum
<b>3.</b>	TIAL representatives	1.Associate Manager, Environment & Sustainability Lead,TIAL 2.Associate Manager, WHM, TIAL 3.APM on duty :Terminal Manager, Thiruvanthapuram International Airport 4.Representative, E&M , TIAL 5.Representative, CWC, Thiruvanthapuram

4.	State Health	Addl.DMO/DSO, Trivandrum
5.	District Vector Control	Senior Biologist
6.	Corporation, Tvm	Health Officer
7.	Local Health Authority	Medical Officer, Kadakampally FHC
		Medical Officer, Valiyathura Coastal Speciality Hospital
		Medical Officer, Chackai UPHC
		Medical Superintendent, Fort Taluk Hospital
		NUHM Coordinator
8.	Department Of Community Medicine, Trivandrum Medical College	Head of the Department

**B Representatives of different zones:**

Sl.No	Area
1.	IAF Hanger
2.	Residential Colony
3.	Air India Hanger
4.	RGAAT
5.	BPCL
6.	Indian Oil Station

### **3)Food surveillance action committee**

<b><u>Sl.No</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
1.	Dr. Vinesh Kumar.V	Dy.APHO, Trivandrum
2.	Dr. Amritha Rajan	Dy.APHO, Trivandrum
3.	TIAL representatives	1.Associate Manager, Environment & Sustainability Lead, TIAL 2. Lead of Commercial dept., TIAL 3. Sales F&B ,TIAL

### **4) Joint Public Health and Sanitation Committee (JPHSC)**

Sl.No	Department	Designation	Name	Contact Number	Email Id
1.	Airport Health Organization	Airport Health Officer	Dr Ali Manikfan	7012891282	aphotrv2@gmail.com
		Dy. AIRPORT HEALTH OFFICER	Dr.Vinesh Kumar.V	9446365586	
2.	Chief Airport Officer, Tial	Chief Airport Officer			

<b>Sl.No</b>	<b>Department</b>	<b>Designation</b>
1.	Airport Operations, Tial	Head of Department of Operations
		AGM
		Lead – Quality
		Lead - WHM
		Lead – Environment
		Lead – Airside Ground Maintenance
		Lead – Fire Department
2.	Bureau Of Immigration	AD

3.	Air Customs	Assistant Commissioner
4.	Cisf	CASO
5.	Airline Operations	AOC Chairman
6.	Fire & Safety Fire Department	SAFETY HOD Senior MANAGER
7.	Civil Department	Associate Manager
8.	Engineering Wing	Head of E&M
9.	Pest Control Team	Lead - Operations
10.	State Health	Addl.DMO/DSO, Trivandrum
11.	District Vector Control	Senior Biologist
12.	Corporation, Tvm	Health Officer
13.	Local Health Authority	Medical Officer, Kadakampally FHC
14.		Medical Officer, Valiyathura Coastal Speciality Hospital
15.		Medical Officer, Chackai UPHC
		Medical Superintendent, Fort Taluk Hospital
16.		NUHM Coordinator
17.	Department Of Community Medicine, Trivandrum Medical College	Head of the Department

### **5)Water safety committee**

Nodal officer: Dr. ALI MANIKFAN ABDULLAGE, Airport Health Officer

Name	Job Title	Role in WSP team	Contact details
Dr.Vinesh Kumar V	Dy. APHO	Airport Health office team-supervision of public health aspects of water safety	9495217170,
Dr. Amritha Rajan	Dy. APHO		
Dr.Kevin John	Public Health specialist		
Dr. Namitha Chandy	Public Health specialist		
Dr. Sruthi. M	Public Health specialist		
Aravind Jyothy	Staff nurse		
	Environmental and sustainability lead	Lead of Water Safety Plan, TIAL	

	Lead of Commercial dept., TIAL	Member responsible for ensuring compliance in respective departments.	
	Sales F&B ,TIAL		

## 6) **Procurement committee**

<b>Name</b>	<b>Designation</b>
Dr. Ali Manikfan, Chairperson	Airport Health Officer, APHO Trivandrum
Dr. Vinesh Kumar V, Member	Dy. Airport Health Officer, APHO Trivandrum
Dr. Amritha Rajan, Member	Dy. Airport Health Officer, APHO Trivandrum
Mr. Joshi B.	Health Assistant

## **1.8 Directory of Officers and employees [Section 4(1) (b)(9)]**

### **1.8.1 Name and Designation**

### **1.8.2 Telephone, fax and E-mail Id**

Sl. No	Name	Designation	Contact No.
1.	Dr. Ali Manikfan Abdullage	CMO(SAG)	9495217170, <a href="mailto:apho.trv-mohfw@gov.in">apho.trv-mohfw@gov.in</a>
2	Dr. Vinesh Kumar V	Senior Medical Officer	
3	Dr. Amritha Rajan	Senior Medical Officer	
4	Joshi B	Health Assistant	

### **Directory**

#### **Director General of Health Services**

Directorate General of Health Services,

Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi –110108

Phone: 011 23061438 Additional Director General (MH & IH )

Directorate General of Health Services,

Ministry of Health & Family Welfare, Nirman Bhavan,

New Delhi –110108

Phone: 011 23061806

**CMO (SAG) (IH)**

Directorate General of Health Services,  
Ministry of Health & Family Welfare, Nirman Bhavan,  
New Delhi –110011  
Phone: 011 23063850

**Director (A& V)**

Directorate General of Health Services,  
Ministry of Health & Family Welfare, Nirman Bhavan,  
New Delhi – 110108  
Phone: 011 23061015

**Dy. Director (A& V)**

Directorate General of Health Services,  
Ministry of Health & Family Welfare, Nirman Bhavan,  
New Delhi –110108  
Phone: 011-23063203

(1.7). Boards, Councils, Committees and other Bodies (Section 4(1)(b)(viii)): Nil

**1.8.3 Directory of officers and employees [Section 4[1] [b] [ix]: Staff Strength and in Position Staff: (As on 13/01/2023): Sanctioned Strength, In Position& Vacancy at APHO, Trivandrum**

Sl. No	Category of post	Sanctioned strength	In position	Vacancy (Vacant since	Remarks
1	Group A [MO/SMO/CMO/ CMO(NFSG)/SAG/HAG]	4	3	1	<p>*One Medical Officer Transferred from UT of LakshawEEP on 15.05.2018 applied for EOL for five years from 13.08.2019 (Not sanctioned) <u>Disciplinary proceedings ongoing.</u></p> <p>*One Medical Officer is on EOL for study leave for 3 years w.e.f 13.09.2021</p>
2	Group B (Staff Nurse, Health Inspector)	5	0	5	
3	Group C (LDC, Health Assistant, Field Worker)	9	1	9	<p>*One Health Assistant on temporary transfer for 5 years since 01.09.2021</p> <p>*(FW-8,HA-0 LDC-1 .Since 4 sanctioned post of Health Assistant has been temporarily transferred to</p>

					PHO Kolkata & 4 Field Worker posts from PHO Kolkata transferred to APHO Trivandrum)
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**1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4[1] [b] [x]: Name, Designation and Pay Matrix of Employees – APHO, Trivandrum as on 13.01.2023.**

Sl. No	Name	Designation	Pay matrix	Allowance
1.	Dr. Ali Manikfan Abdullage	CMO(SAG)	14	As admissible as per Central Government norms.
2	Dr. Vinesh Kumar V	Senior Medical Officer	11	-do-
3	Dr. Amritha Rajan	Senior Medical Officer	11	-do-
4	Joshi B	Health Assistant	2	-do-

**1.10 Name, designation and other particulars of public information officers**

**[Section 4(1) (b) (xvi)]**

Sl. No.	Name	Designation and other particulars of Public Information Officers
1.	Dr.Vinesh Kumar V	<b>CPIO-</b> , Dy. Airport Health officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram- Pin: 695024 Email ID: apho.trv-mohfw@gov.in Ph: 9495217170
2.	Dr. Ali Manikfan	<b>First Appellate Authority</b> -Airport Health Officer, Airport Health



	Abdullage	Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram Pin:695024 Email ID: <a href="mailto:apho.trv-mohfw@gov.in">apho.trv-mohfw@gov.in</a> , Ph: 9495217170
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**1.11 No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**

**:- 01 Disciplinary proceeding is ongoing**

- i) Pending for Minor penalty or major penalty proceedings : NIL
- ii) Finalized for minor penalty or major penalty proceedings : NIL

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

**1.12.1) Educational programmes**

Not Applicable

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

Not Applicable

**1.12.3) Training of CPIO/APIO: Not Applicable**

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

Not Applicable

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

Being a Subordinate Office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India. The transfer details are same as mentioned in 1.5.4.

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

(Figures in Rupees)						
Sl. No.	Sub-Head	Allocation of B.E.23-24	Expr. Upto the last month	Expr. During the month of Report 11/23	Total expr. Upto the month of report 11/23	% of utilization
1	II	III	IV	V	VI	VII
1.	Salary	45,00,000	30,57,884	3,76,250	34,34,134	76%
2.	Allowance	49,25,000	30,03,409	3,63,299	33,66,708	68%

3.	PS	34,00,000	12,93,905	69,534	13,63,439	40%
4.	OE	4,00,000	1,06,370	25,680	1,32,050	33%
5.	LTC	2,00,000	0	0	0	0
6.	MT	1,00,000	0	0	0	0
7.	DTE	3,00,000	15,563	0	15,563	5%
8.	DE	1,00,000	0	0	0	0
9.	M&S	50,000	0	0	0	0
10.	R&M	50,000	0	0	0	0
11.	Rent for others	2,00,000	0	0	0	0

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

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

Rs . 3,00,000 (In Actual)

### **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.**

No Foreign tours or domestic tours undertaken by the official of this organization during the period 2022-2023

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

- a) Notice/ tender enquiries, and corrigenda if any thereon: GeM portal
- b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured Services: S& C multicommercial Pvt. Ltd procured through GeM from Designated nodal office.  
Goods – Through GeM
- c) The works contract concluded- in any such combination of the above- NIL
- d) The rate/ rates and the total amount at which such procurement or works contract is to be executed-Data available with the designated nodal office

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

- Name of the programme of activity – N.A
- Objective of the programme – N.A
- Procedure to avail benefits – N.A
- Duration of the programme/ scheme – N.A
  - Physical and financial targets of the programme – N.A
  - Nature/ scale of subsidy /amount allotted – NIL
  - Eligibility criteria for grant of subsidy – N.A
- Details of beneficiaries of subsidy programme (number, profile etc) – N.A

### **2.4 Discretionary and non-discretionary grants [F.No.1/6/2011-1R dt.15.04.2013]**

- Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions – NIL
  - Annual accounts of all legal entities who are provided grants by public authorities – NIL
- Recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xii)] Concessions, permits or authorizations granted by public authority – N.A • For each concessions, permit or authorization granted – N.A
  - Eligibility criteria – N.A
  - Procedure for getting the concession/ grant and/ or permits of authorizations permits or authorisations – N.A
  - Name and address of the recipients given concessions – N.A
  - Date of award of concessions /permits of authorizations – N.A

### **2.5 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 [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

- Arrangement for consultations with or representation by the members of the public
- Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens – These rules, acts, forms and other documents are available No citizens has come to access these till date. RTI queries and their requirements are either sent by post or E-mail.
- Arrangements for consultation with or representation by – 1. Members of the public in policy formulation/ policy implementation – policy formulation/ policy implementation are done by DGHS, New Delhi.

2. Day & time allotted for visitors – can be done by prior appointment
3. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants – Available on the website [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in) or 9495217170

## **2.6 CAG & PAC paras [F.No.1/6/2011-1R dt.15.4.2013]**

➤ CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament – N.A

### **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**

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

##### **3.1.2) Arrangements for consultation with or representation by**

a) **Members of the public in policy formulation/ policy implementation:** Not Applicable

b) **Day & time allotted for visitors:** Not Applicable

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

##### **3.1.3 Public Private Partnership**

▪ Not applicable to APHO, Trivandrum

➤ Details of Special Purpose Vehicle (SPV), if any – NA

➤ Detailed project reports (DPRs) – NA

➤ Concession agreements. – NA

➤ Operation and maintenance manuals – NA

➤ Other documents generated as part of the implementation of the PPP – NA

➤ Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government

➤ Information relating to outputs and outcomes

➤ The process of the selection of the private sector party (concessionaire etc.) – NA

➤ All payment made under the PPP project – NA

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

➤ Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive.

➤ Policy decisions/ legislations taken in the previous one year – No Policy decisions/ legislations is taken by APHO, Trivandrum. Done by DGHS/MOH&FW

➤ Outline the Public consultation process – Not done in APHO, Trivandrum

➤ Outline the arrangement for consultation before formulation of policy – Not done in APHO, Trivandrum.

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

➤ Information are widely communicated to the public through websites : [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)) and other electronic medias.

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

To refer to the website: <https://ihpoe.mohfw.gov.in/> and <https://mohfw.gov.in/> the email id: [apho.trv-mohfw@gov.in](mailto:apho.trv-mohfw@gov.in)

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

Information manual/handbook available in

➤ Electronic format – In CDs and pen drive if required and requested

➤ Printed format – Arrangement can be made as per requirements on payment.

### **3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**

Free of cost - NA

## **4. E- Governance**

### **4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]:** English.

### **4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]** – NA

### **4.3 Information available in electronic form[Section 4(1)(b)(xiv)]**

Information available in the electronic format through the websites [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)

**4.4 Particulars of facilities available to citizen for obtaining information**  
**[Section 4(1)(b)(xv)]**

1.	Name & location of the facility :	Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram- Pin: 695024
2.	Details of information made available	As per request
3.	Working hours of the facility	Technical activities: 24x7, Administrative activities: Monday to Friday (09.00 AM to 5.30 PM)
4.	Contact person & contact details (Phone, fax email)	Dy. Airport Health Officer (CPIO), Airport Health Organization, Trivandrum. Phone No. 9495217170, E-mail: <a href="mailto:apho.trv-mohfw@gov.in">apho.trv-mohfw@gov.in</a> <a href="mailto:aphotrv2@gmail.com">aphotrv2@gmail.com</a> ( For Technical activities)

**4.5 Such other information as may be prescribed under section 4(i)**  
**(b)(xvii)**

**(i) Grievance redressal mechanism:** Grievances received directly through post/Email/ through telephone or from Ministry and DGHS are processed as per the guidelines issued from time to time.

**(ii) Details of applications received under RTI and information provided:**

A total of 20 RTI received to this from 25.07.2022 to till date and reply submitted to all the applications.

**(iii) List of completed schemes/ projects/ Programmes**

Not Applicable

**(iv) List of schemes/ projects/ programme underway**

Not Applicable

**(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract: NIL**

**(vi) Annual Report**

S. No.	Activities	TOTAL
1	Flights Arrived/ Inspected	5634
2	Aircrafts Disinfected	5509
3	Surveillance of International Passengers and Crew for YF	2682
4	Number of crew arrived	19106
5	Number of passenger arrived	859409
6	Quarantine of Passengers for YF	0

7	Yellow Fever Vaccinations	0
8	Clearance of Dead Bodies	418
9	VVIP Food Surveillance	0
10	Food Sampling for International Tour (Indian VVIP)	0
11	Head of Foreign State	0
12	Food Sampling for Domestic tour (Indian VVIP)	0
13	Medical and Flight Emergencies	2
14	Vector Surveillance	147
15	Sanitary Inspection	191
16	Food Establishments Inspected	29
17	Water Sample Collected	106
18	Training Activities/ Courses Performed	27
19	Other Specific Activities (Polio Vaccination)	0
20	Quarantine for PHEIC other than YF	0

(vii) **Frequently Asked Question (FAQs):** Not Applicable

(viii) **Any other information such as a) Citizen's Charter:** Following MOHFW and DGHS Citizen Charter

**b) Result Framework Document (RFD) :** Not Applicable

**c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter:** Not evaluate

**4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]:** As mentioned in 4.5 (ii)

**4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]:** 7

### **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]**

**a) Name & details of Current CPIO & FAA**

Sl. No.	Name	Designation and other particulars of Public Information Officers
1.	Dr. Vinesh Kumar V	<b>CPIO-</b> , Dy. Airport Health officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram- Pin: 695024 Email ID: <a href="mailto:apho.trv-mohfw@gov.in">apho.trv-mohfw@gov.in</a> , Ph: 9495217170
2.	Dr. Ali Manikfan Abdullage	<b>First Appellate Authority</b> -Airport Health Officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram Pin:695024, Email ID: <a href="mailto:apho.trv-mohfw@gov.in">apho.trv-mohfw@gov.in</a> , Ph: 9495217170

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

Sl. No.	Name	Designation and other particulars of Public Information Officers
1.	Dr. Amritha Rajan	<b>CPIO-</b> , Dy. Airport Health officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram- Pin: 695024 Email ID: apho.trv-mohfw@gov.in Ph: 9495217170
2.	Dr.Vinesh Kumar V	<b>First Appellate Authority</b> -Airport Health Officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram Pin:695024 Email ID: <a href="mailto:apho.trv-mohfw@gov.in">apho.trv-mohfw@gov.in</a> , Ph: 9495217170

**5.1.2 Details of third party audit of voluntary disclosure**

➤ Details of audit carried out : Not done and requested DGHS for the guidance and details

➤ Report of the audit carried out : NA

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

➤ Date of appointment : NIL

➤ Name & Designation of the officers : NA Name & Designation of the officers : NA

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

No committee constituted; However Suo-Moto Disclosure prepared in Consultation with all Dy. APHOs of the organisation.

(a) **Dates from which constituted:** Not Applicable

(b) **Name & Designation of the officers:** Not Applicable

**5.1.5) Committee of CPIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**:Not Applicable

(a) **Dates from which constituted:** Not Applicable

(b) **Name & Designation of the Officers:**Not Applicable



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

**6.1) Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information :** Yes, through the website:  
[www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)

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

No Local website. Website run and maintained by DGHS.

**6.2.1 Whether STQC certification obtained and its validity :** No

**6.2.2 Does the website show the certificate on the Website? :** No

**Signature: - (Sd)-**

**Name:** Dr Ali Manikfan Abdullage

**Designation:** Airport Health Officer, Trivandrum

**Date:** 08.01.2024