Airport Health Organization (APHO) Bhubaneswar

Sl.N o.	Particulars	Details
1.	The particulars of its organization, functions And duties.	Airport Health Organization (APHO) Bhubaneswar: it is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO Bhubaneswar is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs) at BPIA Bhubaneswar. APHO Bhubaneswar was established in 2017.
		Location: Administrative Block: Airport Health Organization, BJ-25, BJB Nagar, Bhubaneswar -751014 Telephone: 0674-2431326 Email ID: apho.bbsr-mohfw@gov.in Medical Inspection Room: International Arrival Area adjacent to Immigration Office, Bijupatnaik International Airport, Airport Rd, Aerodrome Area, Bhubaneswar, Odisha 751020
		Head of Organization: Dr. Bisworanjan Dash, Public Health Specialist Gr I, Airport Health Organization, is the HOO of APHO, Bhubaneswar. Vision Mission and Key Objectives: Vision: To prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade. Mission: To provide efficient, high quality, dependable user-friendly airport Health Services to airport users and travellers. The Organization will strive to manage its resources for optimal economic use to Indian airport community, airport users and nation. Objective: To ensure appropriate surveillance and response measures at airport for prevention of entry and transmission of infectious diseases/ PHEIC across international borders via symptomatic crew and passengers arriving from PHEIC affected countries and for early detection, to minimize societal disruptions by providing/ensuring access to appropriate prevention, care and treatment. Functions & Duties Routine Activities:
		 Surveillance of International Passengers and Crew members for yellow fever disease. Quarantine of Passengers as and when required in assigned hospital by state IDSP, Odisha. Public health clearance of dead body/human remains. Vector surveillance (for Vectors of Aedes Mosquito mainly) both inside and 400 meter perimeter area of Airport periodically in co-ordination with AAI Bhubaneswar. Verification of Flight's Disinfection status.

- Training of Immigration staff and other stake holders on International Health, Yellow fever and on any updates as and when communicated by competent Authority.
- 7. Functioning as central Licensing Authority under FSS Act.
- 8. Monthly reporting of APHO data to IHRPOE website.

Emergency Duties:

- 1. Public Health Emergency of International Concern (eg.COVID-19).
- 2. Thermal Screening & isolation of international passengers as per GOI guidelines.
- 3. Co-ordinate with designated isolation facility –State IDSP for referral of symptomatic passengers.
- 4. Provide guidelines on disinfection of Aircraft and airport premise during PHEIC.
- 5. Ensure proper biomedical waste management by observing the shortcomings and suggesting the corrective measures to AAI.
- 5. Training of all stakeholders on PHEIC.

2. The powers and duties of its officers and Employees.

Airport Health Officer:

Administrative:

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

Financial:

- 1. Head of Office and Drawing & Disbursing Officer for the establishment.
- 2. 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.

Public Health Specialist / 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 on need.
- 3. Public health clearance of dead body / human remains.
- 4. Vector surveillance (for Vectors of Aedes Mosquito mainly) both inside and 400 meter perimeter area of Airport periodically in coordination with Airport Authority and NVBDCP, New Delhi.
- 5. Verification of Flight Disinfection status.
- 6. Sanitary Inspection of Airport and premises.
- 7. Functioning as central Licensing Authority under FSS Act.
- 8. Public Health Emergency of International concern.

Power and duties of other employees:

- 1. Powers: Being Subordinate staff, as delegated by HoD.
- 2. Duties: All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment,

accounts, stores etc. including assisting officers in substantive functions. 3. The procedure Process of decision making Identify key decision making points: This followed in the organization is a Subordinate office under the Govt. of India, Ministry Of decision making Health and Family Welfare, the Directorate General of Health Services, PH process, including channels of (IH) Section and established for the implementation of policies of the supervision and Government of India. The procedure followed is according to the existing rules, accountability. manuals etc. through the decision-making process of Dealing Assistants to DDO/Head of Office. The Airport Health Officer is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him and Medical Officer/Deputy Airport Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level. Final Decision Making Authority at this Office: Dr. Bisworanjan Dash, Public Health Specialist Gr I, Airport Health Organization, Bhubaneswar. Time limit for taking a decision, if any: Depending on work and as per requirement. Channel of supervision and accountability: This organization is a Subordinate office under the Govt. of India, Ministry 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 DGHS level: The Director General of Health Services Deputy Director General, PH (IH) Assistant Director General, PH (IH) Division Division Airport Health Officer, Bhubaneswar The norms set by The functions are in accordance with the enacted rules. The norms for the it for the discharge discharge of functions have been prescribed through rules made by the of its Government under respective acts administered by this organization. Functions. Nature of Function or Service Offered: 1. Clearance of Dead body. 2. Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control in terminals and surrounding areas. 3. Monitoring and Supervision of sanitation of facilities for Airport users. 4. Monitoring and Supervision of sanitation control of cargo handling areas and yards. 5. Licensing of Catering Establishments. 6. Other activities: - Support in case of Local Events. Accidents, Chemical- Gas Leakage- On board, Airport area. Facilitating on board/in Airport first aid. Facilitating quick transfer of injured/ affected. Coordination with local hospitals etc. Coordination with Customs/Immigration/Security/Airport Operators/agent etc. Coordination with National / state / local agencies in case of any emergency. During Public Health Emergency of International Concern (PHEIC):

Activation of PHECP and functions as per PHECP.

Training of other stakeholders regarding PHEIC /any health related event about the event, prevention, control, use of PPE etc.

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. This office issues certification or advisory or monitoring to existing regulations.

Process by which these services can be accessed: By Direct Appointment, By Email Appointment

Time limit for achieving targets: As per need of work

Process of redress of Grievances: Grievances can be redressed by approaching the following authority

- a) Dr. Bisworanjan Dash, Public Health Specialist GrI, Airport Health Organization, Bhubaneswar.
- b) Public Health (International Health), Directorate General of Health Services, Ministry of Health and Family Welfare, Govt. of India, Nirman Bhawan, New Delhi-110011
- 5. The regulations, instructions, manuals and records, held by Acts: The Aircraft Act, 1934.: it or under its control used for Rules: by employees discharging its functions.

rules, **Exercised:** 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.

- 1. Food Safety and Standard Act, (FSSA)-2006
- 2. Epidemic Diseases Act 1897.

- 1. The Aircraft (Public Health) Rules, 1954.
- 2. Aircraft Rules, 1937

Regulations:

1. The International Health Regulations (2005)

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

6. A statement of the categories of documents that are held by it or under its control.

Documents related to substantive functions:

Category A: Nil

Category B-Keep-Permanent:

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

Category C-10 Years:

- 1. Cash Book
- 2. Old cash book & TR

Category C-5 Years:

- 1. Bill register
- 2. Salary Bill Prepared
- 3. Ebola file

- 4. Swine flu files
- 5. Covid -19 files
- 6. All personal Files
- 7. 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

Category C-2 Years:

- 1. Medicine stock Register
- 2. Cash Receipt Book
- 3. Consumable stock register
- 4. PHEIC screening Cards
- 5. Flight detail Register
- 6. GD Document & passenger Manifest
- 7. Human Remains Intimation Register
- 8. Human Remains Register
- 9. Human Remains documents
- 10. Dispatch Register
- 11. Dairy Register

Category C-1 Years:

1. Attendance register

Categorization of Records:

- 1. Category 'B' means 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purpose.
- 2. Category 'C' implies 'keep for specified period only'- This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years, it will be upgraded to B Category. Hence; C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

Custodian of documents categories B & C as above:

AirPort Health Officer, AirPort Health Organization, Bhubaneswar Under Public Health (International Health), Directorate General of Health Services

	any arrangement that exists for consultation with, or	accessed by citize Vaccination, The International Hea	ules, Forms and other doesns: Documents and Information Aircraft (Publish Regulation 2005. Or consultation with or respectively.	mation rela ic Health) epresentat	ted to Yellow Fever rules, 1954 and ion by:
	relation to the formulation of its policy or implementation thereof.	a) Members implement b) Day & tin c) Contact of provide p Dr. Bijna Airport Ho BJ 25, BJ Odisha-75	ntation: Not Applicable ne allotted for visitors: Note that the details of Information of the details of Information, B. Nagar, Bhubaneswar, 51014	Not Applica & Facilitation	ble tion Counter (IFC) to
		Public-private p	pho.bbsr-mohfw@gov.in partnerships (PPP):Bein ral of Health Services, no	_	
8.	A statement of	The CHS Officers	s of APHO Bhubaneswar	are membe	rs of different
	the boards,	committees of RC	OHFW which serves both	for offices	of APHO & ROHFW,
	councils,	Bhubaneswar.			
	committees and				
	other bodies				
	consisting of two or				
	more persons				
	constituted as its part				
	or for the purpose of				
	its advice, and as to				
	whether meetings of				
	those boards,				
	councils ,				
	committees and				
	other bodies are open				
	to the public, or the				
	minutes of such				
	meetings are				
	accessible for public; A directory of its				
9.	officers and	Name of	Designation	Contact	Email Id
	employees;	Employee	- vgwv	No.	
			Public Health Specialist,	93373242	
		Dash	Gr I		apho.bbsr-
		Dr. Bijnapad	Senior Medical		mohfw@gov.in
		Sahoo	Officer	22	1110111 VI C 80 V.1111
		Ms. Sarita	Lower Division Clerk	99052282	
		rvis. Dailta	LOWGI DIVISION CICIK	76	
				/ U	

10. The of its officers and employees, including the system of compensation as provided in regulations.

The monthly remuneration received by each of the monthly results of employees with Gross monthly remuneration: Regular:

d n	Sl · N	Name Of The Employee	Designation	Pay Level (7 th	Allowanc es
ıs	0.			CPC)	
ts	1	Dr. Bisworanjan Dash	Public Health Specialist, Gr I	Level- 13	As per
	2	Dr. Bijnapad Sahoo	Senior Medical Officer	Level- 11	Central Govt. provision s
	3	Ms. Sarita	Lower Division Clerk	Level-2	

Outsourcing (SFC):

Sl. No	Designatio n	Name Of The Agency	Fixed Monthly Remuneration
1	Field	Provided through Eagle	Rs. 18,720/-
	Worker	Security Pvt. Ltd.	
2	Data	Provided through Eagle	Rs. 26,520/-
	Entry	Security Pvt. Ltd.	
	Operator		

Outsourcing (PM_ABHM):

Sl.	Designation	Name Of The	Fixed Monthly
N o.		Agency	Remuneration
1	Public Health Specialist	Provided through Eagle Security Pvt. Ltd.	Rs. 1,20,666/-
2	Health Assistant	Provided through Eagle Security Pvt. Ltd.	Rs. 23,205/-
3	Lower Division Clerk	Provided through Eagle Security Pvt. Ltd.	Rs. 27,846/-

System of compensation as provided in its regulations: Not Applicable

			•	L	<u> </u>	0
11.	The	budget	Total	BE Grant and Exp	enditure made FY	2023-24:
	allocated to	each of		•		
	its agency,		a.	3.60 TT 1/G 1	DE EX 2022 24:	T. 10
	Indicating	the	S1.	Minor Head/Sub	BE FY 2023-24 in	-
	particulars	of all	No.	Head	INR	in INR
	· ·	proposed	1	Salaries	23,00,000	
	expenditure	and	2	Allowance	23,00,000	
	reports	on	3	LTC	200,000	
	disbursemer	nts made.	4	Medical Treatment	· · · · · · · · · · · · · · · · · · ·	

le ll	Sl. No.	Minor Head/Sub Head	BE FY 2023-24 in INR	Expenditure FY 2023-24 in INR
d	1	Salaries	23,00,000	21,96,426
d	2	Allowance	23,00,000	21,42,149
n	3	LTC	200,000	0
€.	4	Medical Treatment	100,000	3,923
	5	DTE(Domestic	2,00,000	1.29.055

	Travel Expenses)			
6	Office Expenses		7,00,000	4,92,625
7	Professional Service		6,00,000	4,34,381
8	Material & Supplies		50,000	2,231
	Total	•	64,50,000	54,00,790
	PM ABHIM Budget:			
Sl.	PM ABHIM Budge	et:	BE FY 2023-24	4 Expenditure FY 2023-
Sl. No.	PM ABHIM Budge Sub Head			Expenditure FY 2023- 24 in INR
		j	BE FY 2023-2	-
	Sub Head	j	BE FY 2023-24 in INR	24 in INR

Total BE Grant and proposed Expenditure made FY 2024-25:

Sl. No.	Minor Head/Sub Head	BE F	Y 2024-25 R	_	osed Expenditure FY -25 in INR		
1	Salaries	20	00 000		3000000		
			0,00,000				
2	Allowance		2,00,000		3200000		
3	LTC		50,000		100000		
4	Medical	4	25,000		100000		
	Treatment						
5	DTE(Domestic	2.	,00,000		200000		
	Travel Expenses)						
6	Office Expenses	7.	,00,000		400000		
7	Professional	12	2,00,000		1200000		
	Service						
8	Material &	4	50,000		50000		
	Supplies						
9	Digital Equipment	2	25,000		25,000		
10	Reward	1	10,000	0,000 700			
	Total	84,60,000			82,82,000		
Sl.	PM ABHIM Budg	get:	BE FY 2024	-25	Proposed Expenditure		
No.	Sub Head		in INR		FY 2024-25 in INR		
1	Office expense	es	2980293	3	295000		
2	Furniture & Fixt		250000)	200000		
3	ICT		80000		80000		
4	M&S		105000)	100000		
	Total		34,15,29	3	33,30,000		

Total RE Grant and Expenditure made in FY 2023-24:

		Minor Head/Sub Head	RE FY INR		Expe 24 in	
	1	Salaries	23	3,00,000		21,96,426
	2	Allowance	23	3,00,000		21,42,149
	3	LTC		0		0
	4	Medical Treatment	-	10,000		3,923
	5	DTE(Domestic Travel Expenses)	1.	,75,000		1,29,055
	6	Office Expenses	5.	,00,000		4,92,625
	7	Professional Service		,50,000		4,34,381
	8	Material & Supplies	-	10,000		2,231
		Total	57	,45,000		54,00,790
	Sl. No.	PM ABHIM Bud Sub Head	0	RE FY 2023 in INR	3-24	Expenditure FY 2023- 24 in INR
	1	Office expens		4,00,00	0	1,20,905
	2	Professional ser	vices	13,60,00	00	13,46,715
		Total		17,60,00	00	14,67,620
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. 13. Particulars of		Applicable				
recipients of concess ions, Permits or authorizations granted by it.	Not	Applicable				

4. Details in respec	ct of Detail	s of info	rmation available in elec	ctronic forn	ı:	
the information,	, To re	fer to the	website https://ihpoe.mo	hfw.gov.in a	and https://mohfw.gov	v.in/
available	Name	/ title of	the document/record/ of	ther inform	ation:	
to or held by it,	- Suo	Moto De	claration Under Section 4	Of RTI Act	2005	
reduced in an	-IHR 2	2005				
electronic form.	-India	n AirPort	t Health Rules			
			re available:			
				1.0	,	
15. The particulars			ohfw.gov.in and https://n ion of the facility:	nohfw.gov.ir	1/	
facilities avai	ilable		•			
to citizens	forAirpor	t Health	Organization, Bj-25, BJB	Nagar, Bhul	oaneswar, Odisha -751	1014
obtaining information,	Detail	s of info	rmation made available	•		
including	the-Suo-1	noto Dec	claration Under Section 4	Of RTI Act	2005	
working hours	of a-IHR 2	2005				
library or rearroom, if mainta	ading India	n AirPor	t Health Rules			
for public use.	amea Work	ing hour	rs of the facility:			
for paone ase.		_	8:00 hrs. from Monday to	Friday exce	pt Public Holidays	
			n & contact details (Pho			
		_	n Dash, PHS, Gr I,	-, , -	- /-	
			Organization, Bhubanesv	var		
			-2431326	, 41		
	101.11	0 007 1	2131320			
	E-Mai	1 ID: <u>aph</u>	o.bbsr-mohfw@gov.in			
16. The names,	Sl.	Particul		Information		_
designations	No.		a Central Public Informa			
and	140.	rs	Officer (CPIO)		irst Appellate uthority (FAA)	
other	e 1	Name	Dr. Bijnapad Sahoo		r. Bisworanjan Dash	
Particulars of the			i Senior Medical Officer		ublic Health Specialist	+
Public Information	2	on	i Schioi Wicdicai Officci		r I	
Officers.	3	Address	Airport Health Organiza		1 1	
Officers.		ridaress	BJ 25, BJB Nagar, Bhu		disha-751014	
			Tel. No.: 0674-2431320		disiia 751014	
			101.1100074-2431320	o .		
			Email ID: apho.bbsr-mo	ohfw@gov.i	<u>n</u>	
17. Such other	Earlie	r CPIO	s & FAAs from 01/01/20	15 to till dat	te:	
information as r prescribed.	may	Sl.No.	Name of the CPIO at		Period	
preserioed.			APHO,			
			Bhubaneswar			
				From	То	
		1.	Dr. N.M. Somalkar	01/01/2015		
		2.	Dr. Bijnapad Sahoo	01/05/2024	Till Date	
			T	1		
		S.No.	Name of the FAAs		Period	
		1	1	From	То	
		1.	Dr. S. K Kar	01/01/2017		
		1. 2. 3.	Dr. S. K Kar Dr. Suchitra Sasmal Dr. Bisworanjan Dash	01/01/2017 22/07/2022 01/05/2024	30/04/2024	

Details of third party audit of voluntary disclosure: Not applicable
Appointment of Nodal Officers not below the rank of Joint secretary or
Additional HoD:
Not Applicable
Consultancy committee of key stake holders for advice on Suo-Moto
disclosure: Not applicable
Committee of CPIOs or FAAs with rich experience in RTI to identify
frequently sought information under RTI.: Not applicable