



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY
WELFARE, (DIRECTORATE
GENERAL OF HEALTH SERVICES)
AIRPORT HEALTH ORGANISATION, CALICUT
KARIPUR- 673 647**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

(1) Particulars of the Organization, functions & duties (Section 4(1) (b) (i)):

1. Introduction and Background Information:

Airport Health Organization (APHO), Calicut is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO Calicut is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs). APHO Calicut is the nodal organization to coordinate the PHEIC activities at Calicut International Airport. APHO Calicut, as a regular unit started in February-2017 by deploying a medical officer from APHO Mumbai. Before establishing proper unit and assigning of DDO power to APHO Calicut, Senior Regional Director, and Regional office for Health & FW Trivandrum was administrative in charge of APHO Calicut. In January 2023 APHO Calicut was assigned and delegated as Head of Office and DDO power.

Location: It is located in Karipur, Malappuram District Kerala serving Calicut, Malappuram, Wayanad and North Kerala operated by Airport Authority of India.

Currently the airport handles on an average around 27-29 international flight per Day, (Both domestic and International around 36-38) and average International passenger load per month is 1, 18, 560. Currently Calicut Airport Handles flight from Gulf cooperation council countries, Malaysia. Airports Authority of India provides various services for passenger facilitation and smooth aircraft operation.

2. Functions:

Routine Activities currently done

1. Surveillance of International Passengers and Crew for yellow fever disease. Polio vaccination for needed passengers
2. Quarantine of Passengers. (No dedicated Quarantine center in the unit, passengers may be quarantined in nearby APHO unit on need)
4. Public health clearance of dead body / human remains.
5. Control and co-ordination during PHEIC
5. Vector surveillance (for Vectors of Aedis Mosquito mainly) both inside and 400 meter perimeter area of Airport periodically in coordination with National Center for Disease Control Calicut.
6. Verification of Flight Dis-insection status
7. Sanitary Inspection of Airport and premises, Food & water surveillance etc.

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. Protocol Duties as and when required.

Emergency Duties:

1. To Assist Airport Local Health Authority and State Health Authority in dealing with Medical & Flight Emergencies if any.
2. Public Health Emergency of International Importance.

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

| Sr No. | Activity | Day / Date & Time |
|----------------------------|---|---|
| Routine Activities: | | |
| 1 | Quarantine Facility: | . (No dedicated Quarantine center in the unit, passengers may be quarantined in nearby APHO unit on need) 24 hours, all 7 days of a week |
| 2 | Medical Inspection Room activity-(inspection of General Declaration Of Health submitted by Airlines, Verification of Disinsection Status of Flight ,passenger screening, Dead body clearance etc.) | 24 hours, all 7 days of a week during International Arrival |
| 4 | Protocol Duty | As and when required |
| 5 | Training & Coordination: | As and when required |
| 6 | Yellow Fever Training | As and when required |
| 8 | Emergency | As and when required 24 hours, all 7 days of week |

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

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:

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

Powers and duties common to both as above:

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.
5. Vector surveillance (for Vectors of Aedis Mosquito mainly) both inside and 400 meter perimeter area of Airport periodically in coordination with Airport Pest control Authority and National Center for Disease Control Calicut.
6. Verification of Flight Dis-insection status
7. Sanitary Inspection of Airport and premises
8. To Assist Airport Local Health Authority and State Health Authority in dealing with Medical & Flight Emergencies if any.
9. Public Health Emergency of International Importance.

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

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

(4). Norms for the discharge of functions (Section 4(1)(b)(iv)):

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

(5). Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1) (b) (v)):

Acts:

1. The Aircraft Act, 1934.
2. Food Safety and Standard Act, (FSSA)-2006
3. Epidemic Diseases Act 1897.

Rules:

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

Regulations:

1. The International Health Regulations (2005)

(6). Statement of the categories of documents under control (Section 4(1)(b)(vi)):
I. Documents related to substantive functions

Category A: Nil

Category B-Keep-Permanent:

1. Non consumable stock Register
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

Category C-5 Years:

1. Bill register
2. Salary Bill Prepared
3. Ebola file
4. Swine flu files

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:

7. Cash Receipt Book
8. Consumable stock register
10. PHEIC screening Cards
11. Flight detail Register
12. GD Document & passenger Manifest
13. Human Remain Register
14. Human Remain documents
18. Dispatch Register

Category C-1 Years

1. Attendance register

(9). Directory of Officers and Employees (Section 4(1)(b)(ix)) :

Staff Strength and in Position Staff: (As on 26/12/2024):

| Designation | Regular | contractual |
|--------------------------|----------------|--------------------|
| Medical Officer | 2 | 1 |
| Health Inspector | 0 | 1 |
| Field worker | 0 | 1 |
| Public Health Specialist | 0 | 2 |
| Staff Nurse | 0 | 3 |
| LDC | 0 | 1 |
| Health Assistant | 0 | 5 |

(10). Particulars of regular staff & Monthly remuneration received (Section 4(1) (b) (x))

:

| Serial No. | Name | Designation | Remuneration | Address |
|------------|-------------------------|---------------------|----------------------|---|
| 1. | Dr.Mohammed Jalaluddeen | APHO Calicut/SMO | 135410(Pay Level 11) | Parambatt palliali(H), Airport Junction ,Kondotty-673647 |
| 2. | Dr. Sayooj C H | Dy.APHO Calicut/SMO | 117068(Pay Level 11) | Puthan Purayil(H), Chedayambath , Nadapuram - 673504 Vadakara Kozhikode |

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

| Sr. No | Sub-Head | Budget Estimate for F Y 2024-2025 |
|--------|-----------------------------------|-------------------------------------|
| 1 | Salary, Allowance, Prof. Services | (17,90,000) (21,00,000) (20,00,000) |
| 2 | Medical Treatment | 50000 |
| 3 | LTC | 100,000 |
| 4 | Training | 10,000 |
| 5 | Direct Travel Expenses (DTE) | 250,000 |
| 6 | Office Expenses | 300,000 |
| 8 | Rewards | 10,000 |
| 9 | Supply & Material | 50,000 |
| 10 | Digital Equipment(DE) | 50,000 |
| 11 | Other Revenue Charges | 20,000 |
| 12 | Rent for others | 600,000 |
| 13 | Maintenance & Repair | 25,000 |
| | TOTAL | 73,55,000 |

(12). The manner of execution of subsidy programmes, including the amounts allocated & details of beneficiaries of such programmes (Section 4(1)(b)(xii)):

NIL

(13). Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b)(xiii)):

NIL

(14). Availability of Information in electronic form (Section 4(1)(b)(xiv)):

To refer to the website www.ihrpoe.co.in and the email id calicutapho@gmail.com apho-calicut@gov.in

(15). The particulars of facilities available to citizens for obtaining information, including the working

Hours of a library or reading room, if maintained for public use (Section 4(1)(b)(xv)):

Nil

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

| Sr.No. | Particulars | Information |
|--------|-----------------------|---|
| 1. | Name of the Officer | Dr Mohammed Jalaluddeen (APHO Calicut) |
| 2. | Designation | Airport Health Officer Calicut |
| 3. | Address | Airport Health Organization , Calicut International Airport – 673647 Kondotty, Malappuram , Kerala |
| 4. | Telephone No / Fax No | 0483 271 2221 |
| 5. | E-Mail | apho-calicut@gov.in , calicutapho@gmail.com , |

Signature: -(Sd)-

Name: Dr Mohammed Jalaluddeen

Designation Airport Health Officer Calicut

Date: 26-12-2024