



**GOVERNMENT OF INDIA.  
MINISTRY OF HEALTH & FAMILY WELFARE  
DIRECTORATE GENERAL OF HEALTH SERVICES  
CENTRAL INTERNATIONAL HEALTH DIVISION  
AIRPORT HEALTH ORGANISATION, COCHIN, NEDUMBASSERY - 683111**

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

### **1.ORGANIZATION AND FUNCTION**

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

**(i) Name and address of the organisation:** Airport Health Organization, Cochin  
Central International Health Division  
Directorate General of Health Services  
Ministry Of Health and Family Welfare  
Govt. Of India

**(ii) Head of the Organisation** : Airport Health Officer, Cochin

#### **(iii) Vision Mission and Key Objectives**

Airport Health organisation, Cochin is a 'Public Health Authority' established for the detailed execution of the Policies of the Government of India with the status of a 'Subordinate Office' of Central International Health Division, Directorate General of Health Services under Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi. Airport Health Organisation (APHO) ensures implementation of International Health Regulations, International Sanitary regulation, and Indian Aircraft (Public Health) Rules.

Airport Health Organisation Cochin was established on 23 August 2006. Presently Airport Health Organisation, Cochin is a fully functional unit with a Yellow Fever Quarantine facility and a Yellow Fever Vaccination Centre.

Cochin international Airport is the busiest and the largest airport in the state of Kerala and is the Third busiest airport in India in terms of international traffic.

**(iv) Functions and Duties of APHO, Cochin:**

1. Surveillance of diseases of International Significance notified by Govt. of India/WHO  
Disease surveillance at Airport Health Organisation basically includes 2 categories.
  - A. Disease surveillance on regular basis like surveillance of Yellow Fever disease. As per the standard protocol all international passengers are screened by Immigration Officers. Passengers coming from Yellow fever endemic countries without valid Yellow fever vaccination card are identified.  
If such passengers are identified by immigration officers, they are referred to APHO Pre – immigration office for further verification.
  - B. Disease surveillance when a PHEIC is declared by World Health Organization and Govt. of India, Ministry of Health, and Family Welfare.
2. Passenger quarantine:  
All the passengers who have transited through the Yellow fever endemic country during the last 6 days prior to arriving India and if they don't have a valid vaccination certificate, they will have to be quarantine for 6 days. The quarantine starts from the date and the time of start of travel from affected/endemic country. During this period, they will be monitored for any signs and symptoms for yellow fever disease. If they develop any symptoms, sample will be collected and send for testing.
3. Yellow Fever Vaccination:  
APHO, Cochin is a designated yellow fever vaccination centre by Govt. of India. Vaccination is given for passengers who desire to go to the yellow fever endemic countries. They have to take vaccination minimum 10 days prior to travel to these countries for the Yellow Fever card to be valid.
4. Polio Vaccination:  
Since in India has been declared polio free, Govt. of India has decided to vaccinate passengers going to polio affected countries. This is to avoid further introduction of the wild strain of polio again into India. Passengers who desire to take vaccination can take it preferably six weeks prior to their travel to the any polio affected countries. This is not a mandatory requirement. After vaccination a vaccination certificate will be issued which is valid for one year.
5. Surveillance of International Aircraft disinsection:  
As per the Indian Aircraft and Public Health rule all the international flights coming to India should be disinsected. These aircraft will be carrying a Disinsection/Disinfection certificate/ Disinfectant canisters will be recorded in the register in Pre-Immigration Office

6. Human Remains Clearance:

As per the Indian Aircraft and public health rule Para (4) 1954, aircraft operators/consignee should intimate APHO at least 48hrs prior to the boarding of HUM from the origin country. Following documents are required to be produced at (Copies) Pre - Immigration office of APHO.

- a. Indian Embassy Non-Objection Certificate.
- b. Copy of the cancelled passport.
- c. Death certificate clearly showing the cause of death.
- d. Embalm certificate.
- e. Noncontagious certificate.

The prior intimation and request for Clearance should be send to APHO Cochin via email ( [aphocochinhum\[at\]gmail\[dot\]com](mailto:aphocochinhum[at]gmail[dot]com) ) 48hrs prior. The office shall then examine and verify the documents. Once the documents are found to be in order, an OK TO FORWARD mail is given by this office to the Airline operator, after which they can board the HUM to Cochin International Airport. Upon arrival of the HUM, the Airline operator must produce all the documents in original for the Clearance Certificate to be issued from APHO Cochin.

Similarly, clearance certificate is issued for the on-board death cases after examination of the body.

7. VVIP food surveillance

8. Implementation of FSSAI Act

Airport Health Officer is the Designated Officer under FSSAI for the FBOs inside Airport Terminal. Two Medical Officers have been delegated the additional charge of Food Safety Officers. FSSAI Licensing of the FBOs inside the Terminal will be under the purview of APHO Cochin. These food outlets will be checked frequently, and their food hygiene practises will be thoroughly scrutinised.

9. Vector Surveillance:

APHO staff carry out regular Surveillance activities inside the airport and 400m perimeter around the Airport. In coordination with the Kerala State Health Team and District Surveillance Units periodic monitoring of the vector control activities as well as and supervision of the control measures undertaken by the Local Health Units are also done by APHO Cochin. The report is forwarded to Ministry every Fortnightly.

10. Sanitary Inspection:

Health Inspector and Field workers carry out the regular sanitary inspection of the food outlets, restrooms, Drinking water surveillance, inside the airport. Samples of the drinking water are to be taken by the airport operator under the supervision of the APHO from the water sources for testing and the results will be monitored by this office.

11. Training:

The Bureau of Immigration officers are being by trained periodically regarding Yellow Fever and PHEICs as and when declared by WHO/Govt. Of India

12. Flight Emergency:

APHO staff will be assisting if any flight emergency occurs within the airport.

13. Duties related to public Health Emergencies of International Concern (PHEIC):

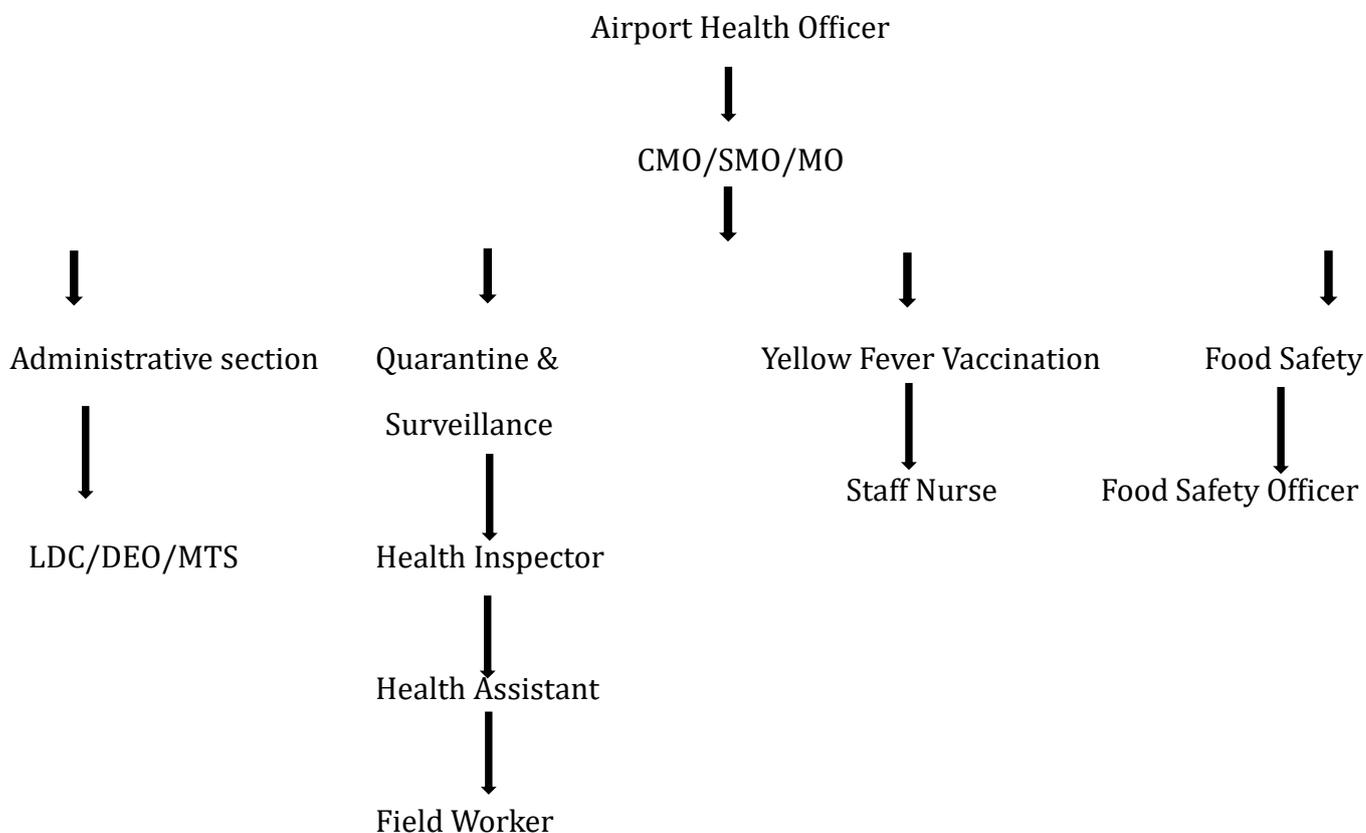
As per the International Health regulations, point of entries should be prepared for Chemical, Biological, Radiological and Nuclear emergencies CBRN approach. CIAL is fully prepared, and a public health emergency contingency plan has been prepared by Airport Health organisation. This PHECP had been approved by ministry and stake holders at CIAL. This plan was initiated previously during H1N1, MERS-CoV, Zika and COVID 19 outbreak.

14. Any other task assigned by the Ministry.

1. APHO Cochin has been delegated as the Nodal Head Office for APHO Kannur, for all the administrative and establishment functions.

**(v) Organisation Chart**

**Organisation chart of Airport Health Organisation, Cochin**



**(vi) 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 Organisation Cochin was established on 23 August 2006.**

**HoDs:**

1. Dr. Raphael Teddy (From 2007 to 16.05.2018)
2. Dr. K.P. Hamzakoya (From 17.05.2018 to 23.09.2020)
3. Dr. Raphael Teddy (From 24.09.2020- continuing)

## **1.2 [SECTION4(1)(B)(ii)] POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

APHO Cochin has 4 Group A Gazetted officers under GDMO Cadre. Viz, Airport Health Officer and HOD (1), Deputy Airport Health Officers. (3)

### **(i) Powers and duties of Officers (administrative, financial, and judicial)**

#### **Airport Health Officer**

##### **Administrative powers**

- Head of the office with statutory and administrative powers.
- Appointing and Disciplinary Authority for certain Group "C" posts.
- Under the FSSAI act, Airport Health Officer functions as Designated Officer, having the jurisdiction of FBOs inside the Terminals of Airport
- Administrative head of APHO Kannur

##### **Financial Powers**

Airport health Officer has been designated as NCDDO since January 2023. Port Health Officer is the DDO for the Airport Health Organisation.

##### **Judicial Powers**

Can issue notice and penalty under FSSAI Act to FBOs in certain circumstances of defaulting.

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

- Assist APHO in all the administrative matters.
- Head and Member of various committees constituted .eg. -Procurement Committee, Tender Committee, Purchase committee etc.
- Supervision of Yellow Fever Vaccination Session.
- Monitor the Surveillance activities, Pre-Immigration Office (International Pax Surveillance, HUM Clearance etc), Establishment works at office.
- Chairman of Official Language Implementation Committee
- Drafting of SOPs during PHEIC
- Procurement and Budgetary planning
- Conduct various Training activities for stakeholders at Airport.

### **(ii) Powers and Duties of other Employees: -**

**Subordinate staff:** Includes Nursing Officer, Health Inspector, LDC, DEO, Health Assistant, Ward Assistant, Field Worker, MTS, Safaiwala.

Duties as assigned by Airport Health Officer

- Nursing Officer is assigned with duties of Yellow Fever Vaccination Session, Inventory Management, Records Keeping
- Vector Surveillance and supervision for keeping the Airport premises and Airport area free from mosquitoes in their larval and adult stages.
- Inspection of catering establishments in Airport area within the Airport terminal and issue FSSAI license to FBOs.
- Screening of International passengers for covid-19 symptoms at pre-immigration area and their isolation to quarantine/treatment facilities.
- Inspection of disinfection and disinsection status of Aircrafts and issue clearance.
- Surveillance/quarantine of passengers and crew members,
- Clearance of human remains,
- To ensure good general sanitation inside the airport.
- Drinking water surveillance and sanitary inspection.
- Prioritize clearance of passengers with health emergency and to assist in shifting to designated hospitals.

**(iii) (iv) Rules/Orders under which powers and duty are derived and Exercised**

- CCS Conduct Rules
- 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
- International Health Regulations 2005
- Indian Aircraft Rules (Public Health Rules) 1954
- Indian Public Health Act
- FSSAI Rules & Regulation, 2011

**(v) Work Allocation**

**Activities During Emergencies: -**

- Creating SOPs at the level of PoEs, in accordance with guidelines issued from Ministry.
- Implementation of SOPs with concurrence of PHEIC core committee, and training of stakeholders for the same.
- Active Surveillance (Mass Thermal Scanning) in Pre-Immigration Area of International Passengers, segregation of high-risk Passengers / Isolation of the symptomatic Passengers.
- Coordination with State Health Authorities for referral and management of the passengers.
- Coordination with Airport authorities in setting up of lab facilities during PHEICs and monitoring the reports.
- Data compilation and reporting to Ministry/IDSP/State Health.
- Supervision of Disinfection of baggage and conveyances
- Other Duties: Any other official duties as allocated by Airport Health Officer.

### **Roles and Responsibilities of the Technical Staff**

**Field worker (FW)** is now uniformly designated at the PoE by integrating various other names they were designated before like rat catcher, fumigation worker etc. Field Worker will carry out the field works including, PHEIC surveillance activities, vector survey, drinking water survey under the guidance of Health Inspector, clerical works and other administrative & establishments works, as assigned by the Airport Health Officer.

**Command Chain:** - All Field Workers will be working in coordination and under the supervision of the Health Assistant (HA) and Field Worker will work under the supervision and orders of the Health Inspectors (HI). The Field Worker, Health Assistant, Health Inspector and Medical Officer (MO)- The whole team will then report to the Airport Health Officer (APHO) who will be Commanding Officer of the entire team at the PoE.

**Technical Work:** - The Field Worker, Health Assistant, Health Inspector, Assistant Health Officer will work at PoE on the following activities.

- **Vector Control Measures-** Supervision of Anti-Mosquito, Anti-Rodent Control Measures, Housefly Control measures, Cockroach Control Measures and all other vector measures by relevant agency including application of above measures if required. These includes the preventive measures, surveillance, Control activities, fumigation, Health education, follow up measures, vector surveillance charts, specimen collection, sample preparation, labelling, packing, dispatch to laboratory, safe disposal of the vectors, samples, insecticides, pesticides, supervision, training and follow up with the PoE sanitary staff or outsourced sanitary staff. FW will follow all the instructions and guidelines as and when given by the HA/HI/MO/APHO. HA/HI will also do all the activities under the directions of AHO. MO/APHO will be the overall implementing, training, and supervising authority.
- **Aircraft Inspections-** The field worker will assist the APHO/Dy. APHO for the aircraft inspections as and when required and will undertake application of disinsection/decontamination measures under the order of the APHO/Dy. APHO.

- **Food and Water Safety Surveillance-** The field worker will assist the Food Outlet inspections carried out by the APHO/MO/HI (including sample collection, packaging etc.) under the orders of the Health Officer/Food Safety officer.
- **Administrative Work-** All types of administrative work of the office as per the orders of the APHO/MO/NO are to be carried out by the FW, HA, HI. Any work with respect to the organization assigned by the APHO is to be undertaken by the FW/HA/HI/NO/MO.

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

#### **(i) Process of decision making, identify key decision-making points.**

APHO Cochin being a Subordinate office under CIHD, DGHS, MOHFW, the main role is to implement all the SOPs, Guidelines, and Policies by issued by MOHFW, Govt. Of India. Hence the apex authority for decision making with respect to the above is Director General, DGHS, Ministry of Health and Family Welfare.

Decisions related to All the administrative and establishment work in this office is made by Airport Health Officer. APHO Cochin.

Decision making related to Procurement in office is carried out only after the various committee approvals (e.g., Tender Committee, Purchase committee, Procurement committee, etc) are conveyed to Airport Health Officer. However, the Final Decision will be that of Airport Health Officer.

**(ii) Final Decision-making Authority:** - Airport Health Officer

**(iii) Related provisions act rules etc.:** - The process of decision making and the discharge of functions in this office and its employees is in accordance with the Acts, Rules and

Regulations mentioned above. [Refer: 1.2[SECTION4(1)(B)(ii)] sub section (iii)(iv)]

**(iv) Time Limit for taking a decision, if any:** - Time limit for finalizing a decision depends on the criticality and nature of the procedure /function.it varies from 1 day to few days.

Any Decision making that needs to be vetted or conferred from Head Quarters, by Deputy Director General CIHD, will depend on the criticality and nature of the procedure/function, varies from 1 week to Months if the approval has to be escalated further ahead to the level of Director General or Secretary of Health MOHFW

**(v) Channel of supervision and accountability**

At the level of Head Quarters (Directorate General of Health Services)



At the level of APHO Cochin. - Airport Health Officer, APHO Cochin.

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

##### **(i) Nature of Functions/services offered.**

Functions	As detailed above. Refer <i>Section 4(1) (b) (i), sub section (iv)</i>
Services	1. Yellow Fever Vaccination 2. Quarantine facility for Yellow Fever

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

By Submitting Application / through E-mail/ telephone.

##### **(iii) Time-limit for achieving the targets.**

At the discretion of Airport Health Officer and Instructions received from DGHS, MOHFW

##### **(iv) Process of redress of grievances**

For Public-Formal redressal through email or written complaint in the Complaint register kept at Reception desk or in Suggestions Drop Box to Airport Health Officer, APHO Cochin. For Staff- Can approach to Internal staff welfare committee chairman directly or via email directly to Airport Health Officer, APHO Cochin.

#### **1.5 Rules, Regulations, Instructions manual and records for discharging functions [Section 4(1) (b)(v)]**

##### **(i) Title and nature of record/manual/instructions**

Physical Record Maintenance in various Ledgers and registers.

##### **1. Administrative/Establishment**

a) Pay and Accounts- Pay Bill Register, Cash Book, Contingent Register, Reconciliation Register, Register of Payments, Challan Register, Imprest Money Register, Yellow fever Cash Book, Stamp Register, Receipt books,

- b) Procurement – GeM Diary Register, GeM Payment Register, Local Purchase File
- c) Stock Entry- Divided into Consumables and Non-Consumables and registers maintained accordingly.
- d) Employees/ Service- Service Book, Personal file, Attendance Register, Leave Register

## **2. Medical & Supplies**

- a) Yellow Fever and Polio Vaccinees Register
- b) ILR monitoring Register
- c) Quarantine Register

## **3. Functions & Duties**

- a) HUM Clearance Register
- b) Medical Emergencies Register
- c) Sanitary Inspection Registers- Food Safety (FSSAI), Drinking Water Surveillance
- d) RTI Register
- e) Official Language Registers and Files- Incoming and Dispatch Registers
- f) Monthly Reports Register and Files
- g) Aerodrome Entry Pass Register and Files
- h) Meetings and Training Registers

### Online Record Keeping

Online statistical Data records for HUM Clearance, Vector Surveillance Reports, Yellow Fever Online registry, Daily Reports of PHEICs, FSSAI Licensing Details

## **(ii) List of Rules, Regulations, Instruction and Manuals and Records**

- a) All rules as per above. Refer **1.2** [SECTION4(1)(B)(ii)], sub section (iii)
- b) Acts/Regulations/Manuals –
  - International Health Regulations 2005
  - Indian Aircraft Rules (Public Health Rules) 1954
  - Indian Public Health Act
  - FSSAI Act 2006, FSS Rules & Regulation, 2011
- c) Standard Operating Manuals/Protocols developed by APHO to be implemented at Cochin international Airport are the following
  - i. Handling of Medical Emergencies at Cochin International Airport
  - ii. Rapid Response Team in coordination with state Health and CIAL
  - iii. PHEIC contingency Plan (Ministry Approved)

**(iv) Transfer policy and transfer Orders**

Transfer policy of GDMO cadre is governed by Central Health Services, MOHFW Policy and is an All India transfer policy

**1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]****(i) Categories of documents**

Sl.No	Documents in PoE	Approved Retention schedule
<u>Pre-Immigration Office</u>		
1.	General Declaration and Passenger Manifest	C-1
2.	Human Remains Clearance Documents & Registers	C-2
3.	Yellow Fever Quarantine Referral Forms & Registers	C-2
4.	Flight Disinsection Register	C-1
5.	Training Register	C-1
6.	Duty Handover Register	C-1
7.	Medical emergency Register	C-2
8.	Drug Register	C-2
9.	Polio Vaccine register	C-2
10.	Sanitary Inspection Registers	C-2
<u>Main Office Complex- Administrative Office</u>		
1)	Consumables Register	C-2
2)	Non-Consumables Register	Category-B
3)	Pay Bill Register	C-5
4)	Salary Pay Bills	C-5
5)	Cash Book	C-10
6)	Contingent Register	C-3
7)	Reconciliation Register	C-3
8)	Register of Payments	C-3
9)	Challan Register	C-3
10)	Imprest Money Register	C-3
11)	Yellow fever Cash Book	C-2
12)	Stamp Register	C-3
13)	Receipt books	C-2
14)	Incoming and Dispatch Registers	C-2

15)	EFC File	Category B
16)	GeM Diary Register	C-2
17)	GeM Payment Register	C-2
18)	Local Purchase File	C-2
19)	RTI Register	C-5
20)	Official Language Registers and Files-	C-1
21)	Monthly Reports Register and Files	C-1
22)	Aerodrome Entry Pass Register and Files	C-2
23)	Meetings and Training Registers	C-3
24)	Yellow Fever and Polio Vaccinees Register	Category B
25)	ILR monitoring Register	C-1
26)	Quarantine Register	C-2
27)	Quarantine Bill Book	C-2
28)	Covid -19 Correspondence File	C-5
29)	Ebola Correspondence file	C-5
30)	Mers Cov Correspondance File	C-5
31)	Service Book	Category B
32)	Employees Personal File	C-5
33)	Attendance Register	C-1
34)	FSSAI FBO Inspection Register	C-1

**Documents related to substantive functions: -**

- **Category A:** Nil
- **Category B-Keep-Permanent:**

**1.6 (ii)Custodians of Important Documents- Airport Health Officer, APHO Cochin**

**1.7) Boards, Councils, Committees and other Bodies (Section 4(1)(b)(viii)**

**(i)Name of Boards, Council, Committee (ii) Composition (iii)Dates from which constituted(iv)Term/Tenure(v) Powers and functions**

Sl no	Name of Committe	Composition	Date of constitutio	Tenure	Powers& Functions
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	e		n		
1.	Office Council Committee	1.Dr. Raphael Teddy , CMO (SAG) 2.Dr. Aysha Manika K A -SMO 3.Mrs. Rashmi Prasad- NO	03.01.2023	3 yrs	➤ To ensure that office functions with efficiency, sincerity, and transparency.
2.	Local Purchase Committee	Dr. P.S Ashraf , CMO (SAG) Dr. Aysha Manika K AA -SMO Dr. Dishna Vasanth -MO Mrs. Rashmi Prasad- NO	01.05.2023	3 yrs	<ul style="list-style-type: none"> <li>➤ To recommend and evaluate the purchase of goods that are not available in GeM portal, with an amount ranging from Rs.25000/- to Rs.250000/-on each occasion. (As per GFR Rule 155)</li> <li>➤ Survey and evaluate the market and ascertain the price reasonability, quality and specifications and identify appropriate supplier.</li> <li>➤ Recommend the purchase order to HOD after jointly certifying the reasonability of rates.</li> </ul>
3.	Procurement Committee	Dr. P.S Ashraf , CMO (SAG) Dr. Aysha Manika K A - SMO Dr. Dishna Vasanth -MO Mrs. Rashmi	25.07.2023	3 yrs	➤ Committee will give the recommendations on the overall requirement for the organisation including the quantity with proper justification and specifications.

		Prasad- NO			
4.	Review and Representation committee (56)	Dr. P.S Ashraf , CMO (SAG)  Dr. Aysha Manika K A - SMO  Dr. Dishna Vasanth -MO	14.07.2023	1 yr	<ul style="list-style-type: none"> <li>➤ In pursuance to the FR 56(j)/(I) and rule 48 of CCS (Pension) Rules,1972 and OM No. 25013/03/2019-Estt.A-IV dated 28.08.2020, a review and representation committee has been constituted</li> </ul>
5.	Purchase committee-	1.Dr. P.S Ashraf , CMO (SAG)  2.Dr. Aysha Manika K A - SMO  3.Dr. Dishna Vasanth -MO  3.Mrs. Rashmi Prasad- NO	01.05.2023	3 yrs	<ul style="list-style-type: none"> <li>➤ Purchase all items observing the norms of GFR 2017, DFPR &amp; Manual of Procurement through GeM.</li> <li>➤ To ensure all documentation is accurate and complete.</li> <li>➤ To ensure that the supplies/services quoted for comply with what was requested on the quotation.</li> <li>➤ Seek clarification from suppliers/service providers where necessary.</li> <li>➤ To request technical input from relevant staff as required.</li> <li>➤ Ensuring proportionality, transparency, accountability and fairness in the procurement process</li> </ul>

					<ul style="list-style-type: none"> <li>➤ Ensuring that the Quote is complete and accurate.</li> <li>➤ Ensuring all necessary procurement procedures are properly.</li> </ul>
6.	Inspection Committee	<p>1.Dr. P.S Ashraf , CMO (SAG)</p> <p>2.Dr. Dishna Vasanth -MO</p> <p>3.Mrs. Rashmi Prasad- NO</p>	01.05.2023 -	3 yrs.	<ul style="list-style-type: none"> <li>➤ To inspect the procurement and assess the quality and quantity are in line with the procurement's terms&amp; conditions and product standards are satisfactory.</li> </ul>
7.	Tender Committee	<p>1. Dr. P.S Ashraf , CMO (SAG)</p> <p>2.Dr. Aysha Manika K A - SMO</p> <p>3.Dr. Dishna Vasanth -MO</p> <p>4.Mrs. Rashmi Prasad- NO</p>	01.05.2023 -	3 yrs.	<ul style="list-style-type: none"> <li>➤ Decide the various parameters for publishing a tender.</li> <li>➤ Technical and Financial evaluation of Online and Offline BIDs</li> <li>➤ To evaluate the tenders and finalize the BID/ Tender</li> </ul>
8.	Condemnation Committee	<p>1. Dr. P.S Ashraf , CMO (SAG)</p> <p>2. Dr. Dishna Vasanth -MO</p> <p>3. Ms. Athira Mary V.J-FW</p>	01.05.2023	3 yrs	<ul style="list-style-type: none"> <li>➤ Identify the items eligible for disposal and condemnation based on the Annual Physical Verification report ,complying to the principles of GFR 2017 for disposal of items periodically.</li> </ul>

9.	Internal Complaints Committee	1. Dr. Aysha Manika K A - SMO 2. Mrs. Rashmi Prasad- NO 3. Ms. Athira Mary V.J- FW 4. External Member 5. Male member	12.04.2021	Tenure - 3yrs	Internal complaints committee (ICC) has been constituted in compliance with the order of Honourable Supreme court of India for addressing the issues of female staff members (sexual harassment and related issues) at workplace.
10	Grievance Committee	1. Dr. Raphael Teddy , CMO (SAG) 2. Dr. P.S Ashraf - CMO (SAG) 3. Mrs. Rashmi Prasad- NO	01.05.2023	3 yrs	<ul style="list-style-type: none"> <li>➤ To receive of all Public Grievances related to Airport Health Organisation, Cochin via email or through suggestions box/Complaint register.</li> <li>➤ To check the Grievances for redressal &amp; disposal.</li> </ul>
11	Official language Implementation Committee	1. Dr. P.S Ashraf , CMO (SAG) 2. Dr. Aysha Manika K A -SMO 3. Mrs. Rashmi Prasad- NO	27.06.2023	3 yrs	For implementation of the progressive use of Hindi language at APHO, Cochin

### **Joint Public Health and Sanitation Committee**

The committee is constituted under.

- APHO Co Chair
- APD/POE operator -Co-chair

The committee include the following Nodal officers from all the stakeholders as Members.

Sl.	Stakeholder	Functions
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no		
1	APHO	<ol style="list-style-type: none"> <li>1. To monitor the vector control activities inside and outside (400m) of the POE</li> <li>2. To assess the safe environment for travellers, general sanitation, catering establishments, potable water supply, public washroom's facilities, solid &amp; liquid wastes disposal services and other potential risk areas.</li> <li>3. To support and coordinate the removal/ clearing of potential vector breeding habitats/ areas in the POE.</li> <li>4. To assist the vector survey teams to conduct surveillance in the target areas.</li> <li>5. Monitor and evaluate the implementation of public health programs and services.</li> <li>6. Advise and make recommendations to relevant stakeholders for effective implementation of the vector control programs at POE.</li> <li>7. Develop and implement emergency response plans for vector surveillance and control at individual POE.</li> <li>8. Assist in implementing training programs for staff at POEs and stakeholders.</li> <li>9. Monitor and evaluate the impact of vector surveillance and control programs.</li> <li>10. Any other as deemed appropriate by APHO.</li> </ol>
2	APD, CIAL	
3	Fire and Safety, CIA	
4	Indian Cost Guard, CIA	
5	Navy, CIA	
6	Customs, CIA	
7	Immigration, CIA	
8	CISF, CIA	
9	Pest control agency (DOWS)- CIAL	
10	CIAL Electrical department	
11	CIAL Civil department	
12	CIAL cleaning staff	
13	Airline operators (AOCC)	
14	MO- PHC Nedumbassery	
15	MO- PHC Kanjoor	
16	MO- PHC Sreemoolanagaram	
17	MO- CHC Angamaly	
18	Nedumbassery Grama Panchayath	
19	Kanjoor Grama Panchayath	
20	Sreemoolanagaram Grama Panchayath	
21	Angamaly Municipality	
22	FSO/DO	
23	DVC unit/Entomologist	

**(vi) Whether their meetings are open to the public:** No

**(vii) Whether the minutes of the meetings are open to the public:** Only for those meetings which involve the participation of members of the public/external member of the committee.

**(viii) Place where the minutes if open to the public are available:** Public participants will receive the minutes via email.

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

SL No	Name & Designation	Telephone/E-mail ID
1.	Dr.Raphael Teddy, CMO(SAG) Airport Health Officer and Administrative head.	Phone: 0484-2610255 apho[dot]cochin- dghs[at]gov[dot]in
2.	Dr. P.S Ashraf CMO(SAG)	Phone: 0484-2610255 apho[dot]cochin- dghs[at]gov[dot]in
3.	Dr.Aysha Manika K.A Senior Medical Officer	Phone: 0484-2610255 apho[dot]cochin- dghs[at]gov[dot]in
4.	Dr.Dishna Vasanth, Medical Officer	Phone: 0484-2610255 apho[dot]cochin- dghs[at]gov[dot]in
5.	Anusree Sudheer, Field Worker	Phone: 0484-2610255
6.	Athiramary V.J, Field Worker	Phone: 0484-2610255
7.	Dhanyaraj P.K,Field Worker	Phone: 0484-2610255

**1.9 Monthly Remunerations Received by Officers and Employees including system of compensation [Section 4(1)(b)(x)]****(i) List of employees with gross monthly remuneration**

**1.9.(ii)  
System of  
compens  
ation as  
provided  
in its regulations -**

SL NO	Name and Designation	Group	Scale of pay -7 <sup>th</sup> GPC
		19	
1	Dr. Raphael Teddy	Group A	Level-14
2	Dr. P.S Ashraf	Group A	Level-14
3	Dr.Aysha Manika K.A	Group A	Level-11
4	Dr. Dishna Vasanth	Group A	Level-10
5	Anusree Sudheer	Group C	Level-1
6	Athira Mary V.J	Group C	Level-1
7	Dhanyaraj P.K	Group C	Level-1

As per CCS (Pension) Rules, 1972 [Amended as per GSR 868(E) dated 20th December 2021] for those employees covered under the Rule.

<https://pensionersportal.gov.in/Document/CCS-Pension-Rules%202021-English.pdf>

Details of system of compensation for all employees, including those not covered under above Rule, available on

[https://pensionersportal.gov.in/Document/Terminal\\_Benefits\\_FP.pdf](https://pensionersportal.gov.in/Document/Terminal_Benefits_FP.pdf)

**1.10 Name, Designation, and other particulars of public information officers [Section 4(1)(b)(xvi)]**

**(i) Name and designation of the Public Information Officer (PIO), Assistant Public Information(s) & Appellate Authority**

**Central Public information Officer**

Dr. Aysha Manika K.A  
Senior Medical Officer  
Government of India  
Airport Health Organization, Cochin  
Central International Health Division  
Directorate General of Health Services  
Ministry Of Health and Family Welfare  
Cochin International Airport, Nedumbassery  
Phone No: 0484-2610255.  
E-mail ID : aphocochin[at]gmail[dot]com

**Assistant PIO**

Dr. Dishna Vasanth  
Medical Officer  
Government of India  
Airport Health Organization, Cochin  
Central International Health Division  
Directorate General of Health Services  
Ministry Of Health and Family Welfare

Cochin International Airport, Nedumbassery

Phone No: 0484-2610255.

E-mail ID : aphocochin[at]gmail[dot]com

**First Appellate Authority**

Dr. Raphael Teddy, Airport Health Officer

Government of India

Airport Health Organization, Cochin

Central International Health Division

Directorate General of Health Services

Ministry Of Health and Family Welfare

Cochin International Airport, Nedumbassery

Phone No: 0484-2610255.

E-mail ID: aphocochin[at]gmail[dot]com

**1.11 No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**

**1.11.(i)** Pending for Minor penalty or major penalty proceedings NIL

**1.11(2))** Finalised for Minor penalty or major penalty proceedings NIL

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

**(i)** Educational programmes Officers and employees encouraged to further their knowledge of the relevant sections of the RTI Act 2005 through available online educational material -NIL Attended

**(ii)** Efforts to encourage public authority to participate in these programmes- CIHD encourages its officers to participate in RTI workshops by nominating them on rotation basis.

**(iii)** Training of CPIO/APIO Training of CPIO/APIO- NIL ATTENDED

**(iv)** Update & publish guidelines on RTI by the Public Authorities concerned - RTI guidelines available at [https://rti.gov.in/rticorner/guide\\_2013-issue.pdf](https://rti.gov.in/rticorner/guide_2013-issue.pdf)

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

1. Dr. Raphael Teddy transferred from PHO, Cochin to APHO Cochin as per F.No. 22012/10/2018-CHS.I dated 14.01.2019.
2. Dr. Aysha Manika K A transferred from CGHS Bangalore to APHO Cochin vide F.No. A.22012/6/2020-CHS.I dated 30.03.2021.
3. Mrs. Neenu Johnson temporarily transferred from APHO Cochin to PHO Cochin vide F.No. A-22012/01/2021-PH(IH) dated 11.08.2021.
4. Dr. Ebrahim B B transferred from APHO Cochin to PHO Cochin and Dr. P.S Ashraf transferred from PHO Cochin to APHO Cochin vide F.No. A.22012/01/2023-CHS.I. dtd 12.04.2023.

## 2) BUDGET AND PROGRAMME

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

Sr.No	Minor Head/Sub Head	B.E. 2022-23	R.E. 2022-23	B.E. 2023-24
1.	Salaries	13000.000	13000.000	7500.000
2.	Medical Treatment	200.000	200.000	200.000
3.	Wages	0	0	0
4.	D. Travel Expenses	100.000	600.000	500.000
5.	Office Expenses	1000.000	1200.000	1100.000
6.	Prof. & Spl. Services	6500.000	7000.000	7000.000
7.	R.R.T.	300.000	215.000	0
8.	Material & Supplies	800.000	1500.000	900.000
9.	Other Charges	0	0	0
10.	Minor work	100.000	0	100.000
11.	Swachata Action Plan (SAP) Other Charges	8.000	8.000	5.000
	Total	22008.000	23723.000	17305.000

Budget allocated under PM-ABHIM plan for 2022-23 (Rs. in Thousands)

Sr.No	Minor Head/Sub Head	B.E. 2022-23	R.E. 2022-23	B.E. 2023-24
1.	Office Expenses	976.500	5629.500	1869.500
2.	Prof. & Spl. Services	1887.959	1887.959	28186.071
	Total	2864.459	7517.459	30055.571

### 2.2 Foreign and domestic tours (F. No 1/8/2012-IR dt.11.9.2012)

#### (i) Budget (Allocated) Rs. In Thousands

B.E. 2022-23 Rs 100.000 R.E. 2022-23 Rs. 600.000 (In Thousands) for domestic tours.

No Budget allocation for foreign tours.

**(ii) 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 undertaken by the officials of this organisation during the period 2022-2023.

Details of domestic tours undertaken by the officials of this organisation are as given below.

Sl.no.	Places visited	The period of visit	No. of members in the official delegation	Expenditure on the visit (in rupees)
1	Chandigarh, Punjab (Review meeting of PoEs)	05.04.2022, 06.04.2022	1	38371
2	Mumbai (FSSAI training for DO)	08.05.2022 to 14.05.2022	1	81574
3	Kozhikode (Inspection of proposed vaccination centre) of YF	21.11.2022 to 23.11.2022	1	22166
4	Odisha (FSSAI induction training)	19.06.2022 to 30.06.2022	2	84577
5	Trichy (Review meeting)	28.02.2023 to 04.03.2023	1	20913
6	Kannur (Site inspection of newly proposed APHO building)	02.05.2023 to 04.05.2023	1	17877

**(iii) Information related to procurements**

a) Notice/tender enquires, and corrigenda if any thereon, NIL

b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured All items procured in strict accordance with GFR-2017 norms, and through GeM portal to the maximum possible extent except contingent circumstances on account of Covid-19

<b>PRODUCTS PROCUREMENT FY 2022-2023</b>							
<b>SL NO</b>	<b>CRA C Date</b>	<b>Contract Number</b>	<b>Item Name</b>	<b>Seller Org Name</b>	<b>Buying Mode</b>	<b>Is MSME</b>	<b>CRAC Amount</b>
1	16/09/2022	GEMC-511687715425906	Office Suite Software (Version 2.0)	V S N INTERNATIONAL	Direct	MSE	6490
2	11/11/2022	GEMC-511687746794742	Tablet Based Biometric Attendance System	GANGA CORPORATION	Direct	MSE	19987
3	15/11/2022	GEMC-511687727676028	biometric identification equipment	GANGA CORPORATION	Direct	MSE	2989
4	03/01/2023	GEMC-511687778098818	Office Suite Software (Version 2.0)	IFI TECHSOLUTIONS PRIVATE LIMITED	Direct	MSE	6495
5	22/02/2023	GEMC-511687790569031	Electrical Box Extension (V2)	DIGITAL MARK	Direct	MSE	1399
6	07/03/2023	GEMC-511687748799979	Disposable Syringes as per IS 10258	P J ENTERPRISES	Tender	Non-MSE	10908
7	16/03/2023	GEMC-511687748799979	Disposable Syringes as per IS: 10258 & IS: 10258	P J ENTERPRISES	Tender	Non-MSE	706
8	13/03/2023	GEMC-511687701805211	OEM / Compatible Cartridge / Consumable	ANKITA ELECTRONICS	Direct	Non-MSE	12454
9	13/03/2023	GEMC-511687725571504	computer mouse or trackballs	fronix innovation llp	Direct	MSE	600
10	14/03/2023	GEMC-511687777042989	Paper Shredding Machines (V2)	PANTHER INDIA	Direct	MSE	19500
11	15/03/2023	GEMC-511687782118679	OEM / Compatible Cartridge / Consumable	ANKITA ELECTRONICS	Direct	Non-MSE	1260
12	15/03/2023	GEMC-511687776457063	OEM / Compatible Cartridge / Consumable	ANKITA ELECTRONICS	Direct	Non-MSE	840
13	15/03/2023	GEMC-511687795342393	OEM / Compatible Cartridge / Consumable	ANKITA ELECTRONICS	Direct	Non-MSE	840
14	15/03/2023	GEMC-511687714352433	OEM / Compatible Cartridge / Consumable	ANKITA ELECTRONICS	Direct	Non-MSE	840
<b>TOTAL</b>							<b>85308</b>

<b>SERVICE HIRING THROUGH GEM FOR APRIL 2022 – MAY 2023</b>					
<b>SL NO</b>	<b>Order date &amp; Contract Number Service Category Agency Name</b>	<b>Month &amp; Year</b>	<b>Buying Mode</b>	<b>Is MSME</b>	<b>Total Value</b>
1	10/06/2022 GEMC-511687737034209 Manpower Outsourcing Services - Fixed Remuneration SITS INTERNATIONAL PRIVATE LIMITED	July 2022	Bid	MSE	98265
2		August 2022			98265
3		September 2022			98265
4		October 2022			76016
5		November 2022			63409
6		December 2022			67858
7		January 2023			64892
8		February 2023			70516
9		March 2023			71567
10	30/01/2023 Manpower Outsourcing Services - Fixed Remuneration GEMC-511687738567523 S AND C MULTI COMMERCIALS PRIVATE LIMITED	February 2023	Bid	MSE	487356
11		March 2023			618349
12		April 2023			617037
13		May 2023			620407
<b>TOTAL</b>					<b>3052202</b>

**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] - Nil

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

3.1.(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens Documents and Information related to Yellow Fever Vaccination, Indian Port Health Rules and International Health Regulation-2005

<https://ihpoe.mohfw.gov.in/vaccination.php>,

<https://ihpoe.mohfw.gov.in/rules&regulations.php>

3.1.(ii) 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 During Office hours on any working day Mon-Fri between 9.00hrs to 17.30 hrs

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

### **3.1 Public-private partnerships (PPP)**

Being a Subordinate Office under the Directorate General of Health Services, no Public Private Partnership at local level so far.

**3.2) Are the details of policies / decisions, which affect public, informed to them**

[Section 4(1) (c)]

Yes, available on the website <https://ihpoe.mohfw.gov.in/> and <https://mohfw.gov.in/>

**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.(i) 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[dot]cochin-dghs[at]gov[dot]in

aphocochin[at]gmail[dot]com

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

Only Central level publication available for use in Digital Form from above mentioned websites at 3.3.1.

**3.5) Whether information manual/ handbook available free of cost or not.**

Yes, electronic form available for download.

## **5. E GOVERNANCE**

Sl .No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English -Yes (See 3.4 above)
		(ii) Vernacular/ Local Language-- No
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation Not applicable at local level.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form 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://ihpoe.mohfw.gov.in/RTIPHO/Vizag.pdf">https://ihpoe.mohfw.gov.in/RTIPHO/Vizag.pdf</a>

		(ii) Name/ title of the document/record/ other information - Suo Moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 - IAPH 1954
		(iii)Location where available and <a href="https://ihpoe.mohfw.gov.in/">https://ihpoe.mohfw.gov.in/</a> <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty Airport Health organization, Cochin Cochin International Airport Nedumbassery Central International Health Division Directorate General of Health Services Ministry Of Health and Family Welfare Govt.Of India

		<p>(ii) Details of information made available          -Suo-moto Declaration Under Section 4 Of RTI Act 2005          -IHR 2005          -IAPH 1954</p>																																												
		<p>(iii) Working hours of the facility          0900 hrs to 1730 hrs Monday to Friday except Holidays</p>																																												
		<p>(iv) Contact person &amp; contact details (Phone, fax email)          Dr. Raphael Teddy,          Airport Health Officer          Phone No : 0484-2610255          E-mail ID : <a href="mailto:aphocochin[at]gmail[dot]com">aphocochin[at]gmail[dot]com</a></p>																																												
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	<p>(i) Grievance redressal mechanism          Grievances received directly through post/Email/in Complaint Box or from Ministry and DGHS are processed as per the guidelines issued from time to time.</p> <p>(ii) Details of applications received under RTI and information provided From 01/01/2020 till date</p> <table border="1"> <thead> <tr> <th>S.N</th> <th>RTI Applicant</th> <th>Date of Receipt</th> <th>Date of Reply</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sh. Abhay Nitin Singh</td> <td>02.02.2022</td> <td>15.02.2022</td> </tr> <tr> <td>2</td> <td>Sh. Denny John</td> <td>30.07.2022</td> <td>08.08.2022</td> </tr> <tr> <td>3</td> <td>Sh. Amitava Dutta Roy</td> <td>18.08.2022</td> <td>23.08.2022</td> </tr> <tr> <td>4</td> <td>Sh. L.D Agarwal</td> <td>02.09.2022</td> <td>21.09.2022</td> </tr> <tr> <td>5</td> <td>Adv. Saurabh Sharma</td> <td>26.09.2022</td> <td>01.10.2022</td> </tr> <tr> <td>6</td> <td>Sh.Kota Venkateswarulu</td> <td>15.10.2022</td> <td>25.10.2022</td> </tr> <tr> <td>7</td> <td>Sh.Radhakrishnan</td> <td>22.10.2022</td> <td>09.11.2022</td> </tr> <tr> <td>8</td> <td>Sh. Vipin Boselal</td> <td>04.11.2022</td> <td>10.11.2022</td> </tr> <tr> <td>9</td> <td>Sh. Akhil George</td> <td>21.11.2022</td> <td>03.12.2022</td> </tr> <tr> <td>10</td> <td>Ms. Arsh</td> <td>06.12.2022</td> <td>20.12.2022</td> </tr> </tbody> </table> <p>(iii) List of completed schemes/ projects/ Programmes          No schemes/projects/programmes</p> <p>(iv) List of schemes/ projects/ programme underway          No schemes/projects/programmes underway</p>	S.N	RTI Applicant	Date of Receipt	Date of Reply	1	Sh. Abhay Nitin Singh	02.02.2022	15.02.2022	2	Sh. Denny John	30.07.2022	08.08.2022	3	Sh. Amitava Dutta Roy	18.08.2022	23.08.2022	4	Sh. L.D Agarwal	02.09.2022	21.09.2022	5	Adv. Saurabh Sharma	26.09.2022	01.10.2022	6	Sh.Kota Venkateswarulu	15.10.2022	25.10.2022	7	Sh.Radhakrishnan	22.10.2022	09.11.2022	8	Sh. Vipin Boselal	04.11.2022	10.11.2022	9	Sh. Akhil George	21.11.2022	03.12.2022	10	Ms. Arsh	06.12.2022	20.12.2022
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10	Ms. Arsh	06.12.2022	20.12.2022																																											

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

Refer 2.2.3.b & 2.2.3.d

(vi) Annual Report January 2022 to December 2022

<b>Sl. No</b>	<b>Particulars of work</b>	<b>Nos</b>
1	Total No. of Flights arrived/ inspected.	12253
2	Total No. of Aircrafts disinfected	12253
3	Total No. of Surveillance of international passengers and crew for YF	1906132
4	Total No. of Quarantine passenger for YF	5
5	Total No. of Yellow fever vaccination	2798
6	Total No. of Polio vaccination	758
7	Total No. of Clearance of Dead Bodies	597
8	Total No. of Medical and Flight Emergencies	2
9	No. of Vector surveillance	20
10	Total No. of Sanitary Inspection	50
11	Total No. of Food Establishment Inspected	11
12	No. Water samples collected.	10
13	Total No. of Training activities performed.	13
14	Total No. of Number of crew arrived.	51536
15	Total No. of Number of passengers arrived.	1854596

		16	Total No. of Non - scheduled flight	9	
		17	Total No. of Number of entomological survey undertaken	20	
		18	Total No. of Training activities/number trained.	13	
		19	Total No. of symptomatic Travellers reported to APHO.	1058	
		(vii) Frequently Asked Question (FAQs) Information available at <a href="https://ihpoe.mohfw.gov.in/index.php">https://ihpoe.mohfw.gov.in/index.php</a>			
		(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 Evaluated			
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed From 01/01/2022 till date			
		S.N	RTI Applicant	Date of Receipt	Date of Reply
		1	Sh. Abhay Nitin Singh	02.02.2022	15.02.2022
		2	Sh. Denny John	30.07.2022	08.08.2022
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		5	Adv. Saurabh Sharma	26.09.2022	01.10.2022
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		7	Sh.Radhakrishnan	22.10.2022	09.11.2022
		8	Sh. Vipin Boselal	04.11.2022	10.11.2022
		9	Sh. Akhil George	21.11.2022	03.12.2022
		10	Ms. Arsh	06.12.2022	20.12.2022
		(ii) Details of appeals received and orders issued NIL			

4.7	Replies to questions asked in the parliament [Section. 4(1)(d)(2)]	<p>Details of questions asked and replies given</p> <p style="text-align: center;">Question During - 2022</p> <p><b>1. Lok Sabha unstarred question 2954 for 12.03.2021 raised by Shri.Ganesh Singh,</b> <b>Information sought:</b></p> <p>A) Information in respect of posts filled, vacant, backlog vacancies in Hospitals and Central Health Institutes for the period from 8/9/1993 to 15/2/2021.</p> <p>Information in respect of No. of Students admitted in various courses in Central Health Institutes, Medical Colleges, and Hospitals for the period from 8/9/1993 to 15/2/2021.</p> <p>Reply given: In the prescribed format.</p> <p><b>1. Lok Sabha unstarred question No.1086 for 22.07.2022.</b> <b>Information sought:</b></p> <p>(a) The names of the schemes being rolled out by this Ministry which have been renamed after 2014: and (b)The budget allocation made to respective schemes since 2014?</p> <p><b>Reply given:</b> This Office is not aware of renaming any Healthcare Schemes. Hence any budget allocation in this respect is not allotted for Airport Health Organization, Cochin.</p> <p><b>2. Lok Sabha Admitted Untarred Question No. 3278 due for answer on 05/08/2022 regarding "Centrally Schemes in Telangana".</b> <b>Information sought:</b></p> <p>(a) The details of Centrally Sponsored Schemes and Central Sector Schemes being implemented by the Ministry in the State of Telangana during the last five years and the current year, year-wise, scheme-wise, district-wise. (b) The details of funds allocated, sanctioned, released, and utilized for each of the above Schemes during the last five years and the current year, year-wise, scheme-wise and district wise. (c) The details of physical targets set and achieved while implementing above schemes in Telangana during the last five years and the current year, year-wise, scheme-wise, district wise. (d) Whether his Ministry has found any shortcomings while implementing above Schemes in Telangana and if so, the details thereof along with necessary steps taken to fix such shortcomings; and (e) Whether there is time and cost overrun in completion of</p>
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targets under any of the above Schemes and if so, the reasons therefor?

**Reply given:** Question is regarding "Centrally Sponsored Schemes in Telangana", hence reply can be taken as "Nil" with respect to Airport Health Organization, Cochin.

**3. Rajya Sabhi provisionally admitted question diary no. S3886 due for answer on 22.03.2022 regarding "vacancies in various institutions under Ministry of Health & Family Welfare" asked by Dr. V. Sivadasan, Hon'ble MP.**

**Information sought:**

1. Number of vacant posts in each PoE.
2. Number of recruitments done in each of the PoE since 2010, year wise.

Name of Institute:

S.No.	Name of PoE	No. of vacant posts	Concerned JS/AS

Name of the Institute:

Sl. No.	Year (2010 onwards)	Total number of recruitments done	Concerned JS/AS

**Reply given:**

Number of vacant posts in each PoE

SNo	Name of PoE	No. of vacant posts	Concerned JS /AS
1	Airport Health Organisation, Cochin	6 (HI-4, SN-1& LDC-1)	Shri. Rajiv Manjhi, Joint Secretary

**Reply given:**

Number of recruitments done in each of the PoE since 2010, year wise

Sl. No	Year (2010 onwards)	Total No. of recruitments done	Concerned JS /AS
.			

1	2019	4 *	Shri. Rajiv Manjhi, Joint Secretary
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\*Direct recruitment of four Field Workers through written test.

**4. Lok Sabha Provisionally Admitted starred/unstarred Diary no. - 5058 for 16.12.2022 'regarding Prevention from Drowning'.**

**Information sought:**

(a) whether the Government is implementation WHO's guidelines drafted on the prevention of drowning trough provision of day-care and basic swimming and water safety skills to prevent drownings;

(b) If so, the details thereof; and

(c) the number of Indian individuals/ experts are part of the guidelines committee provision of the day-care basic swimming and water safety skills to prevent drowning?

**Reply given:** Nil at APHO Cochin, Directorate may replay.

**5. Rajya Sabha Admitted unstarred question no. - 744 for 13.12.2022 regarding Hospital accreditation for Medical Tourism.**

**Information sought:**

a) the details of the that measures that are being taken by Government to rope in more hospitals under Joint Commission on International Global Accreditation as there are toughly 39 such Hospitals in the Country, which is abysmally low for a Country like India ; and

(b) whether Government has framed a pricing policy to issue a broad range to International patients in order to weed out predatory practices, if so, the details thereof?

**Reply given:** Nil at APHO Cochin, Directorate may replay.

**6. Rajya Sabha Unstarred Question No. 1868 raised by Hon'ble MP Shri Ashok Bajpai to be answered on 16.03.2023.**

Sr. No	Question asked	Answer
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		a.	The details of the institution, pendency and disposal of matters/cases during the last five years in the various High Court and the Supreme Court, wherein, the Central Government is a party, year-wise and ministry/Department-wise	'NIL' with respect to this Organization.
		b.	The details of policy, if any, to ensure the early disposal of cases by the High Courts and the Supreme Court, wherein, the Central Government is a party; and	NA
		c.	Whether Government is aware that the delay often occurs on account of non-filing responses by Government?	NA

## **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

डॉ. अयशा मनिका के.ए / Dr.Aysha Manika K.A  
हवाई अड्डा स्वास्थ्य संगठन/Airport Health Organization,  
स्वास्थ्य और परिवार कल्याण मंत्रालय/Ministry of Health and Family Welfare,  
भारत सरकार, कोचीन अंतर्राष्ट्रीय हवाई अड्डा/Govt. of India, Cochin International Airport,  
नेदुंबस्सेरी 683111/Nedumbassery 683111.  
फोन: 0484-2610255/2611855/Phone: 0484-2610255/2611855

FAA

डॉ. राफेल टेडी/ DR. RAPHAEL TEDDY  
 हवाई अड्डा स्वास्थ्य अधिकारी/AIRPORT HEALTH OFFICER  
 हवाई अड्डा स्वास्थ्य संगठन/Airport Health Organization,  
 स्वास्थ्य और परिवार कल्याण मंत्रालय/Ministry of Health and Family Welfare,  
 भारत सरकार, कोचीन अंतर्राष्ट्रीय हवाई अड्डा/Govt. of India, Cochin International Airport,  
 नेदुंबस्सेरी 683111/Nedumbassery 683111.  
 फोन: 0484-2610255/2611855/Phone: 0484-2610255/2611855

(b) Earlier CPIO & FAAs from 2018 to 19.04.2023

Dr.Ebrahim B.B/डॉ. इब्राहिम बी.बी  
 Dy. Airport Health Officer/ उप. हवाई अड्डा स्वास्थ्य अधिकारी  
 Airport Health Organization/ हवाई अड्डा स्वास्थ्य संगठन  
 Dte. Gen of Health Services/ स्वास्थ्य सेवा महानिदेशालय  
 Ministry of Health and Family Welfare/ स्वास्थ्य और परिवार कल्याण मंत्रालय  
 Cochin International Airport/ कोचीन अंतर्राष्ट्रीय हवाई अड्डा  
 Kerala- 683111/ केरल- 683111

FAA

डॉ. राफेल टेडी/ DR. RAPHAEL TEDDY  
 हवाई अड्डा स्वास्थ्य अधिकारी/AIRPORT HEALTH OFFICER  
 हवाई अड्डा स्वास्थ्य संगठन/Airport Health Organization,  
 स्वास्थ्य और परिवार कल्याण मंत्रालय/Ministry of Health and Family Welfare,  
 भारत सरकार, कोचीन अंतर्राष्ट्रीय हवाई अड्डा/Govt. of India, Cochin International Airport,  
 नेदुंबस्सेरी 683111/Nedumbassery 683111.  
 फोन: 0484-2610255/2611855/Phone: 0484-2610255/2611855

5.1.(ii) Details of third-party audit of voluntary disclosure

Not done

(a) Dates of audit carried out in 2021-22- NIL.

(b) Report of the audit carried out - NIL.

5.1.(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD- Not Applicable

(a) Date of appointment -Not Applicable

(b) Name & Designation of the officers -Not Applicable

5.1.(iv) Consultancy committee of key stake holders for advice on Suo-Moto disclosure -No committee constituted,

- (a) Dates from which constituted Not Applicable
- (b) Name & Designation of the officers Not Applicable

5.1.(v) Committee of PIOs/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 Suo-Moto Declaration Under Section 4 Of RTI Act 2005,

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.(i) Whether STQC certification obtained and its validity. NO

6.2.(ii) Does the website show the certificate on the Website? - Not Applicable