

**A FRAME WORK FOR TRANSPARENCY AUDIT  
GOVERNMENT OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE  
DIRECTORATE GENERAL OF HEALTH SERVICES  
AIRPORT HEALTH ORGANISATION  
MADURAI INTERNATIONAL AIRPORT  
MADURAI -625 022**

## **ORGANISATION AND FUNCTION**

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

### **1.1 (i) Name and address of the organisation:**

**1. Airport Health Organisation  
Madurai International Airport  
Directorate General of Health Services  
Ministry of Health and family Welfare  
Government of India  
Contact No: 8838693054  
E-mail ID: apho.mdu-mohfw@gov.in**

**1.1 (ii) Head of the Organisation** : Dr.Subin.S Airport Health Officer, APHO Tiruchirappalli.

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

The Airport Health Organization (APHO), Madurai is a subordinate office under control of Directorate General of Health Services, Ministry of Health & Family Welfare. It is primarily responsible for discharge of functions as enjoined upon the Airport Health Officer under the provisions of the Indian Aircraft (Public Health) Rules, 1954 [framed under the Indian Aircraft Act 1934 (XXII of 1934)]. It was set with the purpose of implementing the international Aircraft Health Rules in order to prevent the spread of epidemic diseases like plague, Yellow fever & Cholera. This organization is a subordinate organization to The Directorate General of Health Services.

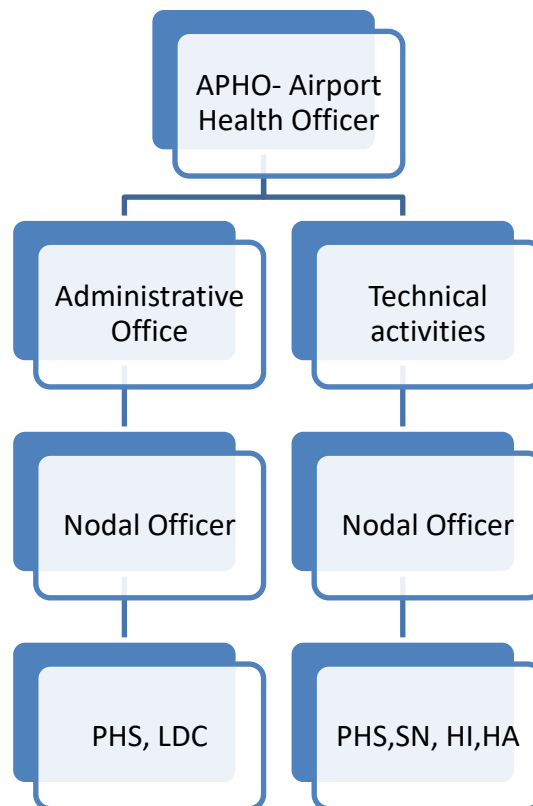
India, a Member State of World Health Organisation has adopted the International Health Regulations 2005 with some “Reservations”. The objective of ‘International Health Regulations’ is to ensure the maximum security against the international spread of Communicable disease with a minimum interference 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.

### **1.1.(iv) Functions and Duties of APHO, Madurai:**

- Health screening of international passengers and quarantine (As a routine and during Public Health Emergency of International Concern-PHEIC).
- Disinfection and disinsection of aircrafts.
- Verification of General Declaration provided by the captain/cabin crew.
- Supervision of general sanitation inside Airport premises
- Vector Surveillance activities inside the premises of airport and within 400mts perimeter of Airport.
- Mapping of the field area for Vector surveillance.
- Issuance of clearance certificate for transport of Human Remains from abroad to Madurai
- Issuance of approval certificate for transport of Human Remains from Madurai to abroad
- Attending cases of on-board death and issuance of clearance certificate for removal of dead body from airport
- Isolation and the quarantine arrangements of passengers suspected to be having diseases as notified by MoHFW/GoI
- To attend to medical emergencies.

- Supervision of general sanitation and food hygiene and issue of License for Food Business Operators inside Airport terminal.
- Vaccination for Yellow Fever and quarantine of passengers without valid YF vaccine certificate
- Polio vaccination for passengers travelling to and from polio endemic countries
- Imparting regular training to the staff of APHO and Immigration Officials for active surveillance of passengers arriving from YF endemic countries
- Attending regular meetings conducted by the stake holders such as AAI, State Health etc.

### **1.1 (v) ORGANISATIONAL CHART OF APHO, MADURAI**



#### **1.1.(vi) Details of genesis, formation of department and HoDs from time to time:**

Office Order No.L-2 1021 /29 /2021-PH(IH) dated 6<sup>th</sup> May 2022 by DDG (IH) for developing and strengthening of PoEs under PM-ABHIM Scheme designating Sr.RD, RoHFW as nodal officer for effective implementation of the budget activities

#### **List of Head of Office of APHO, Madurai**

<b>Head of Office &amp; DDO</b>			
		Period	
<b>S.No</b>	<b>Name of the Officer</b>	<b>From</b>	<b>To</b>
1	Dr Nirmal Joe	07.09.2022	05.07.2023
2	Dr Subin S	06.07.2023	Till date

**Nodal Officer:** Dr Boopathinathan.K, Assistant Airport Health Officer is the designated nodal officer for APHO Madurai from 21<sup>st</sup> April 2023 till date.

### **1.2 (i) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [SECTION 4(1)(b)(ii)]**

#### **Administrative powers**

##### **Head of Office:**

- Head of the office with statutory and administrative powers.
- Appointing and Disciplinary Authority for certain Group “C” posts.
- Controlling Officer for Medical officers and all non-gazetted staff.
- Under the Food safety and standard Act, 2006 and Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011, Airport Health Officer functions as Designated Officer and Local Health Authority for areas within Airport terminals.

#### **Financial Powers and Responsibilities**

- Airport health Officer is the designated drawing and disbursing officer for the Airport Health Organisation.
- Statutory powers delegated under Delegation of Financial Powers Rules, 1978 and from time to time by DGHS.

##### **Nodal Officer - Assistant Airport Health Officer:**

- Under the Supervision of Airport Health Officer, the Assistant Airport Health Officers performs duties such as RTI Matters, GeM Purchase, Surveillance of Quarantinable diseases and Public health emergency of International Concern , Yellow fever vaccinations , HUM Clearance , taking awareness class to other stakeholders at airport like Immigration , Customs, CISF etc. and assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health officer.

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

**Powers:** Being Subordinate staff, No independent powers.

**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.

However, routine and emergency duties as allocated by DGHS, is appended below for technical staff.

#### **MO will supervise and be responsible for all the activity.**

<b>Activity</b>	<b>Actions</b>	<b>Primary Responsibility</b>	<b>Supportive Responsibility</b>	<b>Special Need Based Responsibility</b>
<b><u>Routine Activities:</u></b>				
Inspections & Clearance of Conveyances	GD Examination/ Passenger manifest/ Disinfections cans.  Physical inspection of conveyance	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO

Surveillance of Passengers & Crew Members	Examination of documents (medical, vaccination, passport & itinerary documents)	HI under technical guidance of MO	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
Quarantine of Passengers/ Crew members	Issuance of quarantine order. Arrangement of logistic for transfer of the person.  Coordination with authorized hospital for quarantine.	HI	HA/ FW & Driver	In absence of HI, HA/FW will perform the job under guidance of MO

Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
<b>Routine Activities:</b>				
Service to the quarantined passengers at quarantine centre	Daily examination of the quarantined person.  Facilitation of the quarantine person for basic amenities. Documentation of the quarantined person.	MO & Staff Nurse	Ward Boy & Female Attendant	In absence of Staff Nurse, HI, HA /FW will perform the job under the guidance of MO
Clearance of Human remains	Examination of documents (Death certificate, NOC of Indian High Commission, Embalming certificate if required and copy of passport	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
To ensure safe general sanitation condition at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization have supervisory role  Supervisory/ Sanitary rounds	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
To ensure provision of safe food at POEHO	Inspection of food outlets. Food safety duty on VVIP flights.  Plan for inspection of	MO (DO) & HI	HA & FW	In case of need HI will independently perform the duties under guidance of MO.

	food outlets.			
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**Activities During Emergencies :-**

- To provide emergency medical aid to crews / passengers
- Disinfection of baggage and conveyances
- Demonstration of various procedural activities during training.
- Other Duties :-
  - Various other need based duties as assigned from time to time by the Airport Health Officer.

**Roles:-**

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 as assigned by the Health Officer.

**1.2.(iii) & (iv) Rules/orders under which powers and duty are derived 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 the following Acts, Rules Regulations is as mentioned under the heading Rules and orders above.

**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)

**1.2 (v) Work Allocation - Command Chain:-**

All Health Assistants will be working in coordination and under the supervision of the Health Inspector (HI) and Health Inspector will work under the supervision and orders of the Public Health Specialist (PHS). The Health Assistant, Health Inspector and Public Health Specialist (PHS) - The whole team will then report to the Nodal Officer who will report to Airport Health Officer (APHO) who will be Commanding Officer of the entire team at the PoE.

**Technical Work:-**

The Health Assistant, Health Inspector, Public Health Specialist 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. HA will follow all the instructions and guidelines as and when given by the HI/PHS/NO/APHO. HA/HI will also do all the activities under the directions of AHO. PHS/NO/APHO will be the overall implementing, training and supervising authority.
- **Aircraft Inspections-** The field worker will assist the PHS/APHO/Assistant APHO for the aircraft inspections as and when required and will undertake application of disinsection/decontamination measures under the order of the APHO/Assistant APHO.
- **FBOs/Water Safety-** The field worker will assist the Food Outlet inspections carried out by the APHO/NO/PHS/HI (including sample collection, packaging etc.) under the orders of the Health Officer/Food Safety officer.
- **General-** Cleaning of the Office premises, sanitation, gardening, Emergency duties as needed under APHO instruction, PHEIC related duties, assistance during any disasters, and assistance to state Health department during PHEIC.

#### **Administrative Work-**

All types of administrative work of the office as per the orders of the APHO/NO are to be carried out by the PHS, SN, HI, FW, HA. Any work respect to the organization assigned by the APHO is to be undertaken by the NO/PHS/SN/HA/HI.

#### **1.3 (i) Procedure followed in decision making process [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 by the CDDO /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/her and Medical Officer/Asst. Airport Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

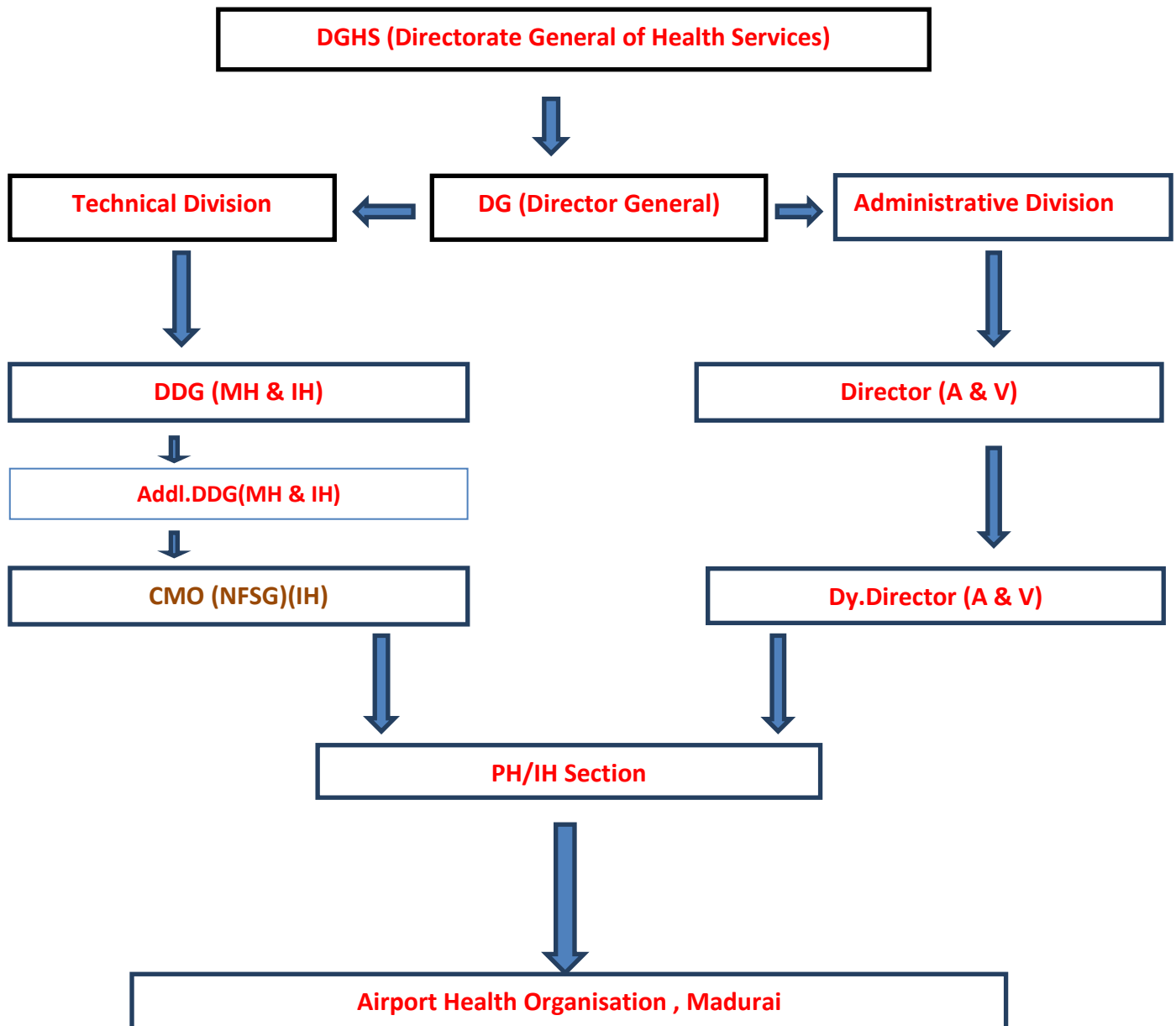
#### **Process of Decision Making**

##### **1. Quarantine of passengers coming from yellow fever endemic countries-**

- The job of initial screening/ checking of yellow fever vaccination certificate is entrusted with the staff of Immigration Department, they in turn will hand over the suspect passengers in MI Room of APHO, Madurai.
- The Medical officer/Health Inspector on duty will then scrutinize the YFV certificate of the passengers and take a decision for quarantine if needed.

**1.3 (ii):**

In case of any doubt final decision will be taken by **Airport Health Officer/Nodal Officer**.

**1.3 (iii) Related Provisions, acts, rules etc –** As mentioned 1.2 (iii) & (iv)**1.3 (v) Channel of supervision and accountability**



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

**1.4 (i)** Nature of Functions/services offered: - As mentioned under the heading “Powers and Duties of APHO” 1.2 (ii)

#### **1.4 (ii) Norms/Standards for functions/ Service Delivery**

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

Discharge of functions of these 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

#### **1.4 (iii) Process by which these services can be accessed:**

Being a statutory authority all the regulatory functions are being discharged on day-to-day basis. Technical services except vector surveillance duties available at International Arrivals in Madurai International Airport 24\*7 days a week during all days. Office and administrative matters will be dealt with only during office hours – 09.00 hrs to 17:30 hrs on all working days of Central Government Offices at the Office of APHO Madurai.

#### **1.4 (v): Process of redress of grievances:**

Airport Health Officer is the decision taking authority. All the grievances will be addressed by the APHO and as mentioned in 1.3 (v)

#### **1.5 Roles, Regulations, Instructions, Manual and Records for discharging functions [Section 4(1)(b)(v)]**

##### **1.5 (i) Title and nature of the record/Manual/Instructions:**

As mentioned in 1.4(ii)

##### **1.5(ii) list of Rules, Regulations, Instructions/Manuals and Records:**

As mentioned in 1.4(ii)

##### **1.5(iii) Acts/Rules Manuals etc:**

As mentioned in 1.4(ii)

**1.5 (iv) Transfer Policy and Transfer Orders:**

The transfer policy for Central Health Services doctors is based on the Guidelines for transfer/posting of CHS doctors issued by the CHS division of MoHFW vide letter no.Z.16024/01/2020-CHS.V dated 10<sup>th</sup> December 2021. These guidelines are in harmony with Central Health Service(CHS) Rules,2014.

**1.6 Categories of Documents held by the authority Under its Control:-****I. Documents related to substantive functions****1.6 (i) Categories of Documents****Category C-3 Years:**

1. Stock Register

**Category C-1 Years:**

1. Attendance register

**1.6 (ii) Custodians of Documents/Categories-**

The documents and register are kept under the custody of PHS/Clerical Staff

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

NIL

**1.7 (ii) (iii) (iv) (v) (vi) (vii) (viii) - NA****1.8 (i) & (ii) Directory of Officers and employees [ Section 4(1) (b)(ix)]**

SL No	Name & Designation	Telephone/ E-mail ID
1	Dr.Subin.S, Airport Health Officer, Drawing & Disbursing Officer & Administrative Head.	Phone:0431-2340078, 0431-2341366 subin@cghs.nic.in
2	Dr.Boopathinathan.K, Assistant Health Officer, Nodal Officer Madurai.	Phone: 0431-2340078 boopathinathan.k@gov.in

**1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4 (1)(b) (x)]****1.9(i) List of employees with Gross monthly remuneration**

The process of establishment of APHO Madurai is under process. No regular posts have been sanctioned yet. All the technical and administrative duties are undertaken by outsourced manpower under the supervision of Nodal officer under the guidance from Airport Health Officer.

**1.9 (ii) System of Compensation as provided in its regulations - Nil**

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

**1.10 (i) & (ii) Name and Designation of the Public Information Officer**

Dr. Boopathinathan.K  
Assistant Airport Health Officer  
Phone No : 0431 – 2340078  
E-mail ID : apho.mdu-mohfw@gov.in

**Appellate Authority**

Dr. Subin. S,  
Airport Health Officer  
Phone No : 0431 – 2341366  
E-mail ID : apho.trichy-mohfw@gmail.com

**1.11 Number of employees against whom disciplinary action has been proposed/taken [Section 4 (2)]**

**Disciplinary action has been proposed/ taken [Section 4(2)]**

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

**1.11 (ii)** Finalised for minor penalty or major penalty proceedings: NIL

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

**1.12 (i) Educational Programmes – NIL**

1.12(ii) Efforts to encourage Public Authority to participate in these programmes - NIL

1.12 (iii) Training of CPIO/APIO – NIL

1.12 (iv) Update and Public guidelines on RTI by the Public Authorities concerned - NIL

**1.13 Transfer policy and transfer orders [F.No.1/6/2011-IR dt 15.04.2023]**

The transfer policy for Central Health Services doctors is based on the Guidelines for transfer/posting of CHS doctors issued by the CHS division of MoHFW vide letter no.Z.16024/01/2020-CHS.V dated 10<sup>th</sup> December 2021. These guidelines are in harmony with Central Health Service(CHS) Rules,2014. Kindly refer Annexure 1.

**2. Budget and Programme**

**2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]**

Budget for APHO Madurai has been provided under the budget scheme Pradhan Mantri Ayushman Bharat infrastructure Mission (PM-ABHIM) for FY 2023-24 under Major Head Office Expenses and Professional Services.

<b>S.No</b>	<b>Scheme</b>	<b>Sub Head</b>	<b>Budget Estimate 2023-24</b>
1	PM ABHIM	Office Expenses*	1317266
2	PM ABHIM	Prof. Services*	10512350

\*OE & Prof. Services BE is inclusive of Budget allocation of APHO Trichy, APHO Madurai and APHO Coimbatore.

**2.2 Foreign and domestic tours [F.No.1/8/2012-IR dt 11.09.2012]**

(i) (ii) & Budget & Foreign and domestic tours – NIL

**2.2 (iii) Information related to procurements**

a) **Notice/Tender enquiries** – GeM Bid No. GeM/2023/B/3533418 dt 06.06.2023 placed for procurement of outsourced manpower under PM-ABHIM scheme

b) **Details of the Bids awarded** – GeM Bid No. GeM/2023/B/3533418 dt 06.06.2023 has been awarded to M/s Sigma Infotech through the process of QCBS in GeM portal for the service of Public Health Specialist, Staff Nurse, Health Inspector, Health Assistant and Lower Division Clerk

c) **The works contract concluded** – NIL

d) **The rate/rates and the total amount at which such procurement or works contract is to be executed** – 11943483.55\*

\* Bunch Bidding placed for procurement of outsourced manpower agency for APHO Madurai and APHO Coimbatore. The rates include the procurement rate of manpower for both the APHOs.

**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-IR 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

**2.5 Recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]**

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

**2.6 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. Public Band Public Interface:**

#### **3.1 (i) 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(i)(b)(vii)] {F.No. 1/6/2011- IR dt 15.04.2013}**

##### **Public Private Partnerships (PPP)**

- Not applicable to APHO, Madurai
  - 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 the policies/decisions which affect public, informed to them [Section 4 (1)(c)] - NA**

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

- To refer to the website [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)

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

##### **Information manual /handbook available in**

(i) **Electronic Format** – available in website [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)

(ii) **Printed Format** – Nil

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

##### **List of materials available**

(i) Free of cost – in website [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)

(ii) At a reasonable cost of the medium – NA

### **4. E.Governance**

#### **4.1 Language in which information manual/Handbook available [F.No.1/6/2011-IR dt 15.04.2013]**

**4.1 (i) English** – Yes available in website [www.ihpoe.mohfw.gov.in](http://www.ihpoe.mohfw.gov.in)

**(ii) Vernacular/Local Language** –\_NA.

#### **4.2 Last date of annual updation of manual/hand book**

Sl.No	Name of the manual/handbook	Language	Last updated
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1	The Manual of Public Health Measures for All Hazards Approach Under International Health Regulation for Global Health Security	English	2015
2	Point of Entry Technical Field Manual	English and Hindi	2015
3	International health Regulations, 2005	English	2007
4	WHO Aircraft Disinsection Methods and Procedures	English	2021

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

The detailed information regarding Airport Health Organisation and its functions are available in the website of Central International Health Division under Directorate General Of Health Services ,Ministry of Health & Family Welfare namely [IHR POE \(mohfw.gov.in\)](http://IHR_POE(mohfw.gov.in))

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

Sl.No	Particulars	Details
1	Name of the facility	Airport Health Organisation
2	Location	Terminal Building, International Airport, Madurai -622 025
3	Details Of information made available	<a href="http://IHR_POE(mohfw.gov.in)">IHR POE (mohfw.gov.in)</a> CIHD website under DGHS of MoHFW
4	Working hours	Administrative office: 09:00 to 17:30 Hrs (Saturday and Sunday are holidays) Medical Inspection room: 00:00 to 24:00 Hrs from Monday to Sunday
5	Contact person & contact details (Phone, fax email)	Dr.Boopathinathan.K (Nodal Officer) 0431-2340078 apho.mdu-mohfw@gov.in

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

**i)Grievance redressal mechanism:** The grievances received are forwarded to the section of Central Health Services-I(CHS-I) through the Airport Health Officer of Airport Health Organisation .

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

Year	No. of Application received	No. of Applications disposed
2023-24	2	2

**4.5 (iii)List of completed schemes / projects / Programmes :** Not applicable

**4.5 (iv) List of schemes / projects / programme underway** : Not applicable

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

GeM Bid No. GeM/2023/B/3533418 dt 06.06.2023 has been awarded to M/s Sigma Infotech through the process of QCBS in GeM portal for the service of Public Health Specialist, Staff Nurse, Health Inspector, Health Assistant and Lower Division Clerk. The contract period is from 10.07.2023 to 10.07.2024.

**4.5 (vi) Annual Report** – Not Available as the process of establishment of the organisation is underway

**4.5 (viii) Airport Health organization, Madurai – (a) Citizen Charter Service Provided-**

1. Surveillance of International Passengers and Crew for yellow fever disease (& other disease as directed by Govt. of India)
2. Quarantine (For Yellow Fever & Other Public Health emergencies of international concern)
3. Public Health clearance of dead body/human remains.

**4.6 Receipt & disposal of RTI applications & appeals {F.No 1/6/2011 – IR dt 15.04.2013}**

**4.6 (i) Details of applications received and disposed**

Year	No. of Application received	No. of Applications disposed
2023-24	02	02

**4.6 (ii) Details of appeals received and orders issued**

SL No.	Year	No. of Appeals received	No. of orders issued
1	2023	00	00

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

➤ **Details of questions asked and replies given**

Nil

**5. Information as may be prescribed**

**5.1 Such other information as may be prescribed [F.No.1/2/2016-IR dated 17.8.2016, F.No.1/6/2011-IR dt 15.04.2013]**

**5.1 (i)(a) Name & details of Current CPIOs & FAAs – Information furnished in section 1.10**

**5.1 (ii) (b) Earlier CPIO & FAAs from 1.1.2015 – Not applicable**

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

**5.1 (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD**

- Date of appointment : NIL
- Name & Designation of the officers : NA

**5.1 (iv) Consultancy committee of key stake holders for advice on suo-moto disclosure**

A meeting for updation of Suo Moto Disclosure under section 4 of Right to Information Act (RTI) 2005 for Point of Entry Health Units was doneto

- To review the suo moto disclosure documents uploaded in the web portal
- Transparency audit of Disclosures u/s 4 of RTI Act.

The participants were as follows:

<b>S.NO</b>	<b>NAME OF OFFICAL</b>	<b>DESIGNATION</b>
1.	Dr.K.A. Shyamini, Sr.CMO(SAG), PHO Cochin	Chairperson
2.	Dr. Anit Gayen, CMO(SAG), PHO Visakhapatnam	Co-Chairperson
3.	Dr.Vivekanand Giri, PHS-I, PHO Mumbai	Co-Chairperson
4.	Dr.Nisith Ghosh, CMO (SAG), PHO Kolkata	Member
5.	Dr.Vinaykumar Sukhija, CMO (NFSG), LPHO Attari Amritsar	Member
6.	Dr.Praveen Madala, PHS-II, PHO Chennai	Member
7.	Dr.Subin S, SMO, APHO, Trichy	Member
8.	Dr.Rajdeep Das, SMO, LPHO Petrapole	Member
9.	Dr.Aysha Manika K.A, SMO, APHO, Cochin	Member
10.	Dr.Divya.O, MO, APHO Delhi	Member
11.	Dr.Selvaganapathi S,MO,APHO Mumbai	Member
12.	Dr.Neenu Robin, MO, PHO Goa	Member
13.	Ms.Priyanka Gera, TO(IT), CIHD	Member

**5.1 (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**

**(a) Dates from which constituted; Nil**

**(b) Name and designation of the officers: NIL**

**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 - NIL**

**6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the central secretariat manual of office procedures (CSMOP) by Department of**



**Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)**

**6.2 (i) Whether STQC certification obtained and its validity: NA**

**6.2 (ii) Dose the website show the certificate on the website? : NA**

Sd/-

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स्वास्थ्य सेवा महानिदेशालय / Directorate General of Health Services  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare  
भारत सरकार / Government of India