

A Frame Work for Transparency Audit
Government of India
Ministry of Health and Family Welfare,
(Directorate General of Health Services)
Airport Health Organisation, Tiruchirappalli

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

(i) Name and address of the Organization

Airport Health Organisation, Tiruchirappalli

First Floor, Old Terminal Building, Tiruchirappalli International Airport-620007

(ii) Head of the organization: Dr. Subin.S (Senior Medical officer), Airport Health Officer

(iii) Vision, Mission and Key objectives:

The Airport Health Organization (APHO), Tiruchirappalli is a subordinate office under the control of Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India. 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 up in 1949 with the purpose of implementing the International Health Regulations 2005 (IHR 2005) in order to prevent the spread of epidemic diseases like Plague, Yellow Fever, Cholera etc.

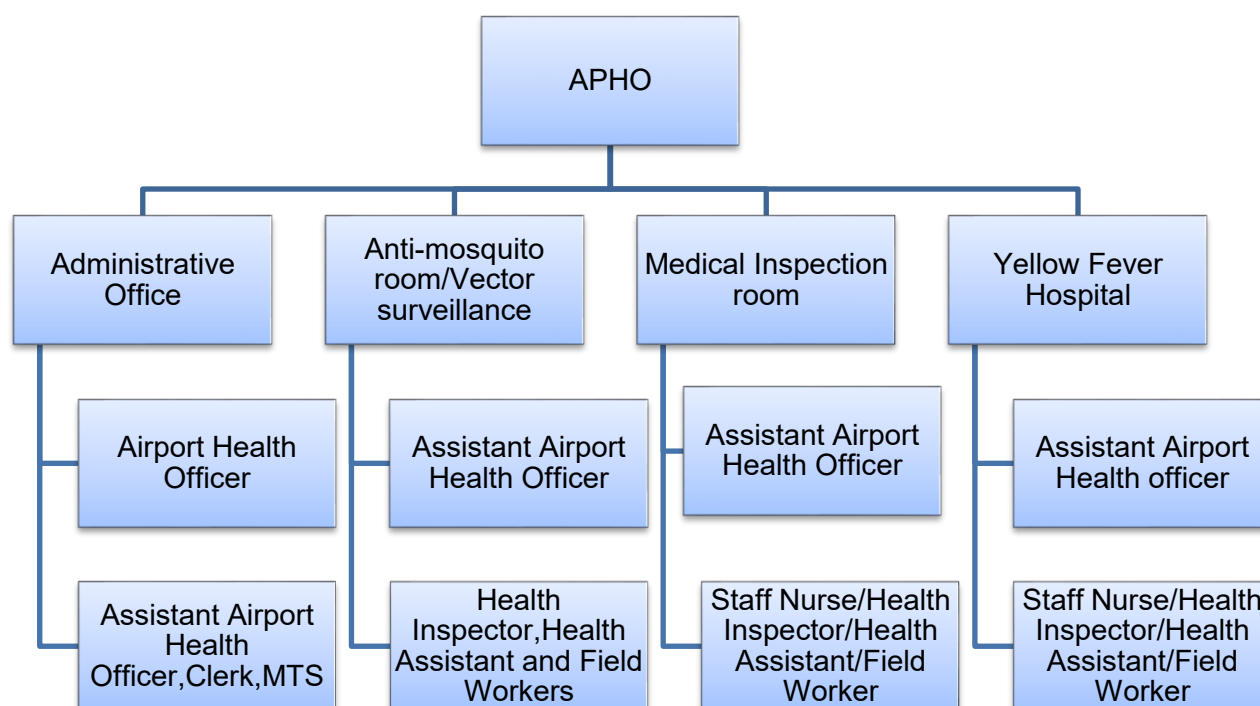
India, a member state of WHO has adopted the International Health Regulations 2005 with some reservations. The main objective is to ensure maximum security against the international spread of communicable disease with minimum interference with world traffic. The Reservations of India to these regulations is towards prevention of entry of Yellow Fever into India. As per these Regulations, a Member state has to maintain as many sanitary ports and Airports as practicable with organized medical and health service with adequate staff, equipment, premises etc.

(iv) Function and duties:

- 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 Trichy
- Issuance of approval certificate for transport of Human Remains from Trichy 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.

v) Organization Chart of APHO, Tiruchirappalli:



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:

APHO, Trichirappalli was set up in 1949 to carry out the statutory works under provisions of Indian Aircraft (Public Health) Rules, 1954 framed under Indian Aircraft Act 1934.

Sl.no	Name of Head of Office (Airport Health Officer)	From	To
1.	Dr.J.Thangathiruppathy	10.08.2005	08.07.2006
2.	Dr.T.ChandraMohan	09.07.2006	23.08.2006
3.	Dr.J.Thangathiruppathy	23.08.2006	24.08.2006
4.	Dr.J.Kadhirvelu	24.08.2006	06.07.2007
5.	Dr.G.Gangadhar	06.07.2007	30.10.2007
6.	Dr.GhulamGhouseKhan	30.10.2007	12.11.2007
7.	Dr.G.Maheswari	12.11.2007	01.11.2008
8.	Dr.G.Karunakaran	01.11.2008	30.04.2013

9.	Dr.P.Poornima	30.04.2013	03.08.2014
10.	Dr.M.Maheshwari	04.08.2014	01.09.2014
11.	Dr.P.Poornima	02.09.2014	28.10.2014
12.	Dr.K.S.Saranya	29.10.2014	03.06.2015
13.	Dr.N.Elangeswaran	03.06.2015	02.11.2015
14.	Dr.P.Poornima	02.11.2015	10.05.2016
15.	Dr.K.S.Saranya	10.05.2016	05.06.2017
16.	Dr.TaritKumarMandal	05..06.2017	01.01.2018
17.	Dr.P.Poornima	01.01.2018	31.01.2018
18.	Dr.A.Shenaaz	31.01.2018	24.08.2018
19.	Dr.NagasaiPelala	24.08.2018	15.10.2018
20.	Dr.A.Shenaaz	15.10.2018	25.01.2019
21.	Dr.Subin.S	25.01.2019	02.11.2019
22.	Dr.P.Poornima	02.11.2019	18.11.2019
23.	Dr.Subin.S	18.11.2019	08.03.2020
24.	Dr.NirmalJoe	08.03.2020	14.03.2020
25.	Dr.S.Gobinath	14.03.2020	30.03.2020
26.	Dr.Divya.S	30.03.2020	02.05.2020
27.	Dr.Subin.S	02.05.2020	Tilldate.

1.2) (i) Powers and duties of its officers and employees:[Section 4(1) (b)(ii)]

a.) Airport Health Officer:

Administrative powers:

Head of Office declared by Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by Ministry.

Appointing & Disciplinary Authority for certain Group C posts.

Controlling Officer for Medical officers and all non-gazetted staff.

Financial:

Head of Office and Cheque Drawing & Disbursing Officer for the Airport Health Organisation

Statutory powers delegated under Delegation of Financial Powers Rules, 1978 and from time to time by Dte.GHS.

Statutory Authority has power to implement the Regulations, Acts and Rules administered by the authority with permission from Dte.GHS.

b) Assistant Airport Health Officer:

Under the supervision of Airport Health Officer, Assistant Airport Health Officer performs duties such as Food Safety duties, RTI matters, GeM purchase, surveillance of Quarantinable diseases and Public Health Emergencies of International Concern, Yellow Fever Vaccination, Human Remains Transportation clearance, Imparting training to other stakeholders in Airport like Immigration, Customs etc, and assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health Officer.

(ii) Powers and duties of other employees:

1. **Powers:** Being subordinate staffs they do not have independent powers.

2. **Duties:** All ministerial and non-ministerial staff to perform duties allocated by the Head of Office/Assistant Airport Health Officer for works related to establishment, accounts, stores etc. including assisting officers in substantive functions. However, routine and emergency duties allocated by DGHS is appended below for the technical staff

Assistant Airport Health Officers will supervise the following activities and will be responsible for the same

Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Routine Activities:				
Inspections & Clearance of Conveyances	GD Examination/Passenger manifest/Disinfection cans. Physical inspection of conveyance	HI	HA&FW	In absence of HI, HA/FW will perform the job under guidance of MO
Conveyance Disinsection – Disinfection if Needed	Disinsectant Fumigation spray of Conveyance Use of Disinfection as presumed	FW under Guidance of HI/HA	-	In case of need HI/HA will perform the job
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

<p>Quarantine of Passengers/Crewmembers</p>	<p>Issuance of quarantine order. Arrangement of logistic for transfer of the person. Coordination with authorized hospital for quarantine.</p>	<p>HI</p>	<p>HA/FW & Driver</p>	<p>In absence of HI, HA/FW will perform the job under guidance of fMO</p>
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Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Routine Activities:				
Service to the quarantined passengers at quarantine centre	<p>Daily examination of the quarantined person.</p> <p>Facilitation of the quarantine person for basic amenities.</p> <p>Documentation of the quarantined person.</p>	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	<p>Examination of documents (Death certificate, NOC of Indian High Commission, Embalming certificate if required and copy of passport)</p>	HI	HA & FW	In absence of HI, HA /FW will perform the job under guidance of MO
To ensure safe general sanitation condition at POE	<p>Overall responsibility to maintain the safe general sanitation of POE has supervisor role</p> <p>Supervisory/ Sanitary rounds</p>	HI	HA & FW	In absence of HI, HA /FW will perform the job under guidance of MO
To ensure provision of safe food at POE	<p>Inspection of food outlets. Food safety duty on VVIP flights.</p> <p>Plan for inspection</p>	MO (DO) & HI	HA & FW	In case of need HI will independently perform the duties under

	off food outlets.			guidance of MO.
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Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Routine Activities:				
To ensure the provision of safe drinking water at POE	<p>Overall responsibility to maintain the safe general sanitation POE & Health Organization has supervisory role.</p> <p>Supervisory rounds. Periodical sampling of drinking water.</p> <p>Assisting team from Govt. Organization like NCDC for drinking water sampling.</p>	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of FMO
To ensure vector control at POE	<p>Overall responsibility to control the vectors shall be of POE managing authority & Health Organization has supervisory Role.</p> <p>Supervisory rounds, Vector control plan.</p>	HI & HA	FW	In absence of HI, HA/FW will perform the job under guidance of FMO
Medical Tourism	Faster clearance of the patient & shifting of patient to the hospital	HI, HA & Driver	FW	In absence of HI, HA/FW will perform the job under guidance of FMO

AssistancetoVV IP& SeniorOfficerfro m GOI atPOE		HI,HA&F W		
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Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Emergency Activities:				
<p>Activity during medical/flight emergency/public health emergency of international concern</p>	<p>Briefing of all Stake Holders at Airport.</p> <p>Medical aid with assistance from MOs.</p> <p>Gathering necessary information & documents from conveyance operations.</p> <p>Assistance for MO at Screening counters. Arranging logistics. Disinsection/ Disinfection of baggage & conveyances.</p> <p>Any other duty as assigned by in charge Officer during the need.</p> <p>Coordination with relevant sections.</p> <p>Reporting on daily basis.</p>	<p>HI, HA & FW</p>		
<p>Demonstration of various procedural activities during training</p>	<p>Demonstration of fumigation spray, document clearance of dead body, surveillance & quarantine of YF/ any other</p>	<p>HI, HA & FW</p>		

	quarantineable disease suspected person.			
Duty at health counter in technical area for VVIP International flight	Duty at Health counter in Technical area	HI, HA	FW	
Attending VVIP & Senior Officer from GOI at POE		HI & HA	FW	
Various other duties assigned from time to time by the officer in-charge in the hours of need.		HI, HA & FW		

(iii) and (iv) Rules/ orders under which powers and duty are derived and Exercised:

Acts:

The Aircraft Act, 1934.

Food Safety and Standard Act (FSSAI), 2006

Epidemic Diseases Act, 1897.

Rules:

The Indian Aircraft (Public Health) Rules, 1954.

Aircraft Rules, 1937

Regulations:

The International Health Regulations (2005)

v) Work allocation: As per Section 1.2.(ii)

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

(i) Process of decision making Identify key decision making points and (ii) Final decision making authority:

a) Quarantine of passengers coming from Yellow Fever Endemic countries:

Initial screening / verification of the valid Yellow Fever Airport Health Officer vaccination card is done by the staff of Immigration Department on behalf of APHO. They in turn will hand over the suspect passengers to APHO, Tiruchirappalli.

The Health Officials on duty will then scrutinize the YFV card of the passengers and take a decision of quarantine if needed.

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

b) Licensing of food outlets in and around Airport:

Process of Food Business Operator Outlet Licensing under FSSAI Act 2006:

FBO applies on FoSCoS portal of FSSAI



Forwarded to APHO online



Scrutiny/Checking of the documents & point out deficiency if any through FoSCoS online portal



Inspection of outlet

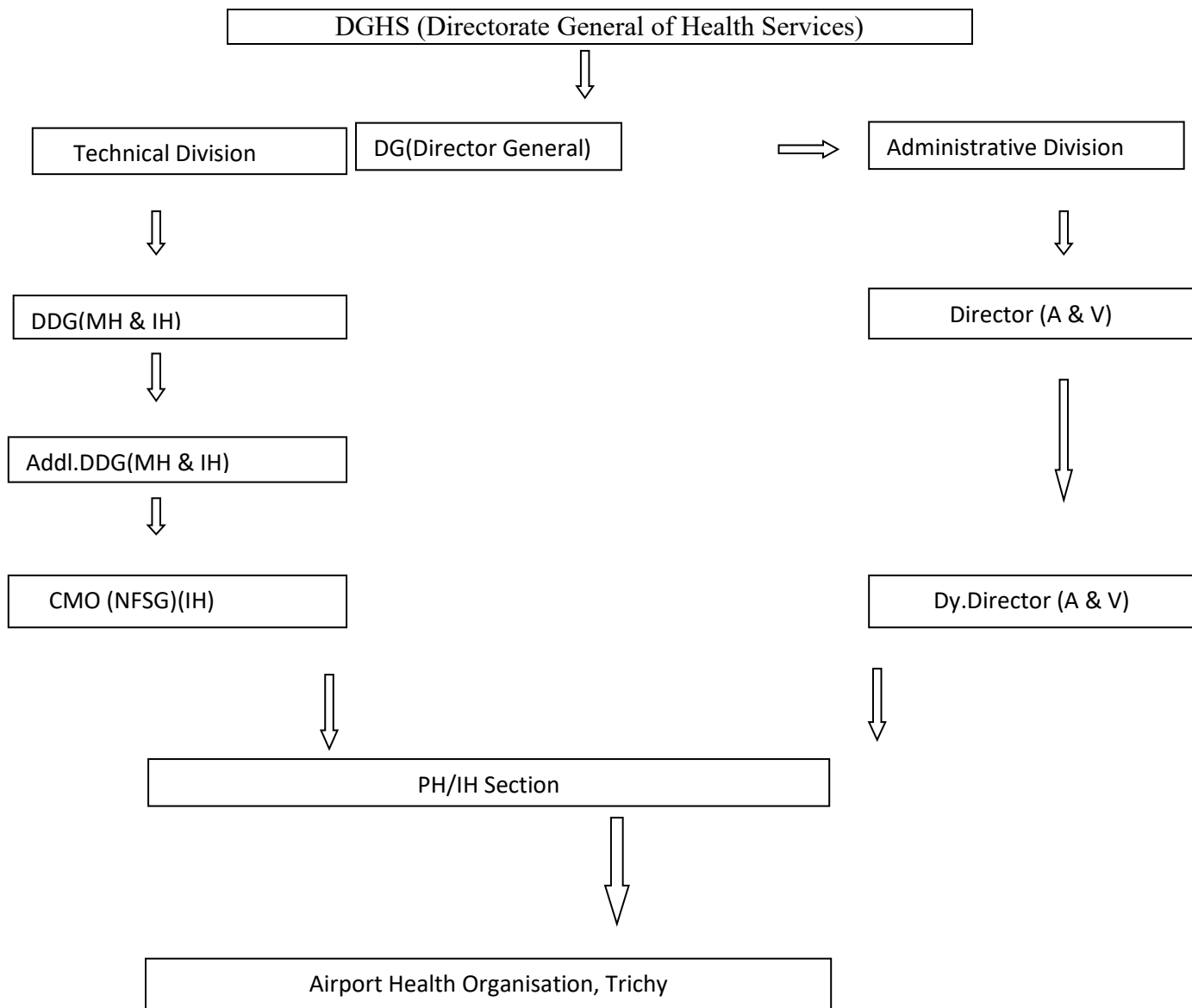


Issue of license on the basis of submitted inspection report by APHO

(iii) Related provisions, acts, rules etc.-

(iv) Time limit for taking a decisions, if any - As per extant rules and regulations.

(v) Channel of Supervision and accountability



1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]

(i) Nature of functions/ services offered- See Section 1.1.(iv)

(ii) Norms/ standards for functions/ service delivery- As per The Indian Aircraft (Public Health) Rules, 1954 and The International Health Regulations (2005)

(iii) Process by which these services can be accessed- Technical services except vector surveillance duties available at International Arrivals in Trichy 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 Tiruchirappalli.

(iv) Time-limit for achieving the targets: As per extant rules and regulations.

(v) Process of redress of grievances: As per the Channel of Supervision and accountability as per 1.3.(v)

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]:

(i) Title and nature of the record/ manual /instruction.

Instruction Manual & records:

1. Point of Entry Technical Field Manual (issued by Central International Health Division)
2. WHO guide to Aircraft Sanitation
3. WHO guide to Drinking Water Quality
4. PHEIC SOPs

(ii) List of Rules, regulations, instructions manuals and records.

Rules:

1. The Indian Aircraft (Public Health) Rules, 1954.
2. Aircraft Rules, 1937
3. Aircraft Rules, 2015

Regulations:

- 1.TheInternationalHealthRegulations(2005)
- 2.Food safety and Standard Regulations 2011

(iii)Acts/ Rules manuals etc.

Rules:

- 1.The Indian Aircraft(PublicHealth)Rules,1954.
- 2.AircraftRules,1937
- 3.AircraftRules,2015

(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 10th 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 [Section 4(1)(b) (vi)]

i)Categories of documents

Category A: Nil

Category B:'Keep but do not microfilm'

1. Non consumable stock Register
2. Service book of all staff
3. All pension papers of old staff
4. EFC file
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 & TR

Category C-5 Years:

1. Bill register
2. Salary Bill Prepared
3. Ebola file
4. Swine flu files
5. All personal Files
6. Register of License issued to Catering Establishments under FSSA, 2006.

Category C-3 Years:

1. Stock Register
2. Service Postage & Stamp Register
3. Challan Register
4. Budget Preparation
5. Expenditure Control Register
6. Sanction of Amount Register
7. PFMS Register
8. Each Budget Head Register every year
9. TR (Treasure Challan receipt book)
10. All contingent bill prepared
11. Uniform of staff record
12. Training register

Category C-2 Years:

1. Quarantine Order
2. Quarantine Bill book
3. Quarantine admission & Discharge register
4. Vaccination Exemption certificate
5. Oral Polio vaccine certificate
6. Emergency Medicine stock Register
7. Cash Receipt Book
8. Consumable stock register
9. Vaccine stock Register
10. PHEIC screening Cards
11. Flight detail Register
12. GD Document & passenger Manifest
13. Human Remain Register
14. Human Remain documents
15. HR(NOC)
16. Polio Record Register
17. Annual maintain ace Register
18. Dispatch Register

Category C-1 Years:

1. Attendance registe

ii) Custodian of Documents/registers:

1. Service Books and Personal Files, Cash Book, Log Books and all other important documents are kept in custody of Clerical Staff
2. The APAR and other confidential Documents/Reports are kept in custody of APHO.

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

- i. Office Council
- ii. Official Language Implementation Committee
- iii. Screening Committee for granting MACP to staffs and when required.
- iv. Being a small unit Purchase Committee formed as per requirement
- v. Being a small unit Condemnation Committee/ committee for weeding out of records formed as and when required basis.
- vi. DPC as and when required.

These committee meetings are not open for the Public, Hence the Minutes of the meeting of these are not open to public as well.

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]:

Sl. No	Name	Designation	Contact number	Email id
1	Dr.Subin.S	Airport Health Officer(SMO)	0431-2340078	subin@cghs.nic.in
2	Dr.Divya.S	Assistant Airport Health Officer(MO)	0431-2341683	divyas.2020@gov.in
3	Dr. Boopathinathan. K	Assistant Airport Health Officer(MO)	0431-2340078	boopathinathan.k@gov.in
4	Dr. Vaisakh. T. P	Assistant Airport Health Officer(MO)	0431-2340078	vaisakh.tp@gov.in
5	Mr.C.N. Veeramani	Health Assistant	0431-2341683	c.n.veeramani@gov.in
6	Mr.Sidhik.B	Health Assistant	0431-2341683	siddhik.b@gov.in
7	Mr.Nazeer.M	Field Worker	0431-2340078	nazeer.m@gov.in

1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

The Monthly remuneration of regular officers/staff is fixed as per 7th CPC as under

S/No	Name	Designation	PayMatrix Level	Allowance
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1.	Dr.Subin.S	SMO, AirportHealthOff icer.	11	As admissible as Per Central Govt. norms
2.	Dr.Divya.S	MO,Asst.APHO	10	-do-
3.	Dr.Boopathinathan.K	MO,Asst.APHO	10	-do-
4.	Dr.VaisakhT.P	MO,Asst.APHO	10	-do-
5.	Shri.C.N.Veeramani	FieldWorker	04	-do-
6.	Shri. B.Siddhik	FieldWorker	02	-do-
7.	Shri. M.Nazeer	FieldWorker	04	-do-

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

Sl.No	Name and designation		Contact Details
1	Dr.Divya.S Asst.APHO	Central Public information officer (CPIO)	APHO,Old Terminal Building,International Airport,Trichirapalli-620007 0431-2340078 divyas.2020@gov.in
2	Dr.Subin.S AirportHealthOfficer	Appellate Authority	Airport Health Officer, Airport Health Organisation, Old Terminal Building,International Airport,Trichirapalli-620007 0431-2340078 subin@cghs.nic.in

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

- (i) Pending for Minor penalty or major penalty proceedings: NIL
- (ii) Finalised for Minor penalty or major penalty proceedings: Action was taken against one employee

1.12 Programmes to advance understanding of RTI: (Section 26) :NIL

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

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 10th 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)]:

1. Details of allocation of Budget during the year 2022-23 & 2023-24

S.No	Object Head	Budget allocation during 2022-23	Expenditure 2022-23	Budget allocation during 2023-24
1	2	3	4	5
1	Total Budget	14163000	12659441	12805000

1. Details of allocation of PM-ABHIM Budget during the year 2022-23 & 2023-24

S.No	Object Head	Budget allocation during 2022-23	Expenditure 2022-23	Budget allocation during 2023-24
1	2	3	4	5
1	Total Budget	4247959	3192005	11829616

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

i) **Budget** : The budget allocated for Domestic Travel Expenses for FY 2023-2024 is Rs.3,00,000/- only w.r.t. Airport Health Organisation ,Tiruchirappalli

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**

Sl.No	Name & designation of the officer	Place of Visit	Purpose of Visit	Period Of visit	No.of people included in the Official	Total cost of the visit
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					delegation	
1.	Dr.Subin.S(APHO)	Mumbai	To attend induction training of Designated Officers of FSSAI	09.05.2022to 13.05.2022	1	Rs.21,362/-
2.	Dr.Subin.S(,APHO)	Chandigarh	To attend Annual Review meeting of PoEs	04.04.2022 to 07.04.2022	1	Rs.33,869/-
3.	Dr.Subin.S(,APHO)	Mumbai	To attend Refresher Training for DO	09.05.2022 to 13.05.2022		Rs.17,727/-
4.	Dr.Boopathinatha.K (Asst.APHO)	Chennai	To attend training program conducted by INGAF	17.05.2022 To 18.05.2022	1	Rs.6,066/-
5.	Dr.Vaisakh.T.P (Asst.APHO)	Odisha	To attend induction training of Food Safety Officers	20.06.2022 to 29.06.2022	1	Rs.45,999/-
6.	Dr.Subin.S(APHO)	Chennai	Official visit for screening committee	22.02.2023	1	Rs.6,276/-
7.	Dr.Subin.S(APHO)	New Delhi	To attend workshop on public health preparedness	05.09.2022 to 08.09.2022	1	Rs.2,174/-
8.	Dr.Boopathinatha.K (Asst.APHO)	Madurai	Official visit to Madurai Airport	26.06.2023 to 27.06.2023	1	Rs.5,542/-
9.	Dr.Vaisakh.T.P (Asst.APHO)	Coimbatore	Official visit to Coimbatore Airport	27.06.2023 to 29.06.2023	1	Rs.7,198/-

(iii)Information related to procurements

a)Notice/tender enquiries, and corrigenda if any thereon

b)Details of the bids awarded comprising the names of the suppliers of goods/ services being procuredc)The works contracts concluded – in any such combination of the above-

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

S.No	Bid No	Name of the Supplier of service	Concluded or Not (Yes/No)	Contract Value	Contract Close Date
1	GEM/2022/B/2162744	Khushboo Security Service	No	Rs. 760165/-	-
2	GEM/2022/B/2565055	PSR Tours & Travels	No	Rs.466896/-	-
3	GEM/2022/B/2849779	Shri Dauji Maharaja Placement Service	Yes	Rs.1852325.53 /-	31.03.2023
4	GEM/2023/B/3371378	Sigma Infotech	No	Rs.5485406.75/-	-
5	GEM/2023/B/3533418	Sigma Infotech	No	Rs.11943483.55/-	-

2.3)Manner of execution of subsidy programme:[Section 4(i)(b)(xii)]: NA

2.4)Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]: NA

2.5)Particulars of recipients of concessions, permits of authorizations granted by the public authority:[Section 4(1) (b) (xiii)]: NA

2.6)CAG& PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]: NA

3.Publicity Band 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]: NA

3.2)Are the details of 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)]; 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))

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

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

4.E.Governance

4.1)Language in which Information Manual/Handbook Available:

Sl.No	Name of the manual/handbook	Language	Last updated
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	First Floor,Old Terminal Building, International Airport,Trichy -620007
3	Details Of information made available	IHR POE (mohfw.gov.in) 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.Subin.S (APHO) 0431-2340078 apho.trichy-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: Annexure 2

iii) List of completed schemes/ projects/ Programmes: NA

iv) List of schemes/ projects/ programme underway: The proposal to construct new office cum yellow fever quarantine building for Airport health Organisation Tiruchirappalli inside the premises of Tiruchirappalli International Airport has been submitted for approval to the DGHS of MoHFW as currently this APHO does not have a functional Quarantine building. The approval for commencement of Vaccination against Yellow Fever by APHO Tiruchirappalli also has been proposed.

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

S.No	Bid No	Name of the Supplier of service	Concluded or Not (Yes/No)	Contract Value	Contract Close Date
1	GEM/2022/B/2162744	Khushboo Security Service	No	Rs. 760165/-	-
2	GEM/2022/B/2565055	PSR Tours & Travels	No	Rs.466896/-	-
3	GEM/2022/B/2849779	Shri Dauji Maharaja Placement Service	Yes	Rs.1852325.53 /-	31.03.2023
4	GEM/2023/B/3371378	Sigma Infotech	No	Rs.5485406.75/-	-
5	GEM/2023/B/3533418	Sigma Infotech	No	Rs.11943483.55/-	-

(i) Annual Report – No separate annual report prepared by this organisation. The information as requested from Dte.GHS is furnished yearly to Dte.GHS for compilation and preparation of Annual Report of MoHFW.

(ii) Frequently Asked Question (FAQs): NA

(iii) Any other information: NA.

4.6) Receipt & Disposal of RTI applications & appeals:

i) Details of applications received and disposed : Refer **Annexure 2**

ii) Details of appeals received and orders issued : No appeal has been received

4.7) Replies to questions asked in the parliament

i) Lok Sabha questions: Refer Annexure 3

ii) Rajya Sabha questions: Refer Annexure 4

5.Information as may be prescribed

i) Name & details of

a) Current CPIOs & FAA: Please see section 1.10.

Earlier CPIO & FAAs from 1.1.2015:

1. Dr.Shenaaz,
AirportHealthOfficer,
AirportHealthOrganisation,,
Trichy-620007.
Phone No.04312340078
E-mail : aphotrichy2008@gmail.com
2. Dr. Divya. S
Asst. Airport Health Officer
Airport Health Organisation,
Trichy -620007
Phone No. 0431 - 2340078
Email- aphotrichy2008@gmail.com
- 3.Dr.Boopathinathan.K,
Asst.Airport Health Officer,
Airport Health Organisation,
Trichy-620007.
Phone -0431 2340078
Email : boopathinathan.k@gov.in

PREVIOUS FAA

1. Dr.Shenaaz,
AirportHealth Officer,
AirportHealthOrganisaiton,,
Trichy620007.
Phone No.04312340078
E-mail : aphotrichy2008@gmail.com

ii)Details of third party audit of voluntary disclosure : Nil

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

iv) Consultancy committee of key stake holders for advice on suo-motu 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:

S.NO	NAME OF OFFICAL	DESIGNATION
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

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

- (a) Dates from which constituted
Name & Designation of the Officers

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**

i) Whether STQC certification obtained and its validity. No.

ii) Does the website show the certificate on the Website: No

Enclosures: Annexure 1-4

Sd/-

डॉ. वैशाखटी.पी / Dr. Vaisakh.T.P (I/C)
सहायक विमानपत्तन स्वास्थ्य अधिकारी / Asst. Airport Health Officer
विमानपत्तन स्वास्थ्य संगठन-त्रिची / Airport Health Organisation-Trichy
स्वास्थ्यसेवा महानिदेशालय / Directorate General of Health Services
स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare
भारत सरकार / Government of India