



**Government of India
Ministry Of Health and Family Welfare
Directorate General of Health Services
Airport Health Organization, Tiruchirappalli**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

Name and Address of organisation

Airport Health Organisation, Tiruchirappalli

Administrative Office Building

Location: Airport Health Organisation

1st floor, Old Terminal Building

Tiruchirappalli Airport,

Tiruchirappalli-620007

Tamil Nadu

Link: <https://maps.app.goo.gl/AXyFNu8qJztvu2q69>

[10.762286083280838, 78.70760288073463]

Medical Inspection Room

Location: Arrival Hall, New Integrated Terminal Building,

Tiruchirappalli International Airport,

Tiruchirappalli-620007

Tamil Nadu

Link: <https://maps.google.com/?q=Tiruchirappalli+International+Airport+New+Terminal+Arrival>

1.1.1) Head of the Organisation

Dr. Divya S., (Senior Medical Officer)

Airport Health Officer, Airport Health Organisation, Tiruchirappalli.

Telephone.: 0431-2340078

Email: apho.trichy-mohfw@gov.in

1.1.2) Vision, Mission and Key Objectives

Vision: To protect public health by preventing the international spread of communicable diseases through air travel, by enforcing health measures at points of entry in accordance with the Aircraft (Public Health) Rules, 1954 and International Health Regulations (IHR 2005).

Mission: To implement national and international public health regulations at Tiruchirappalli International

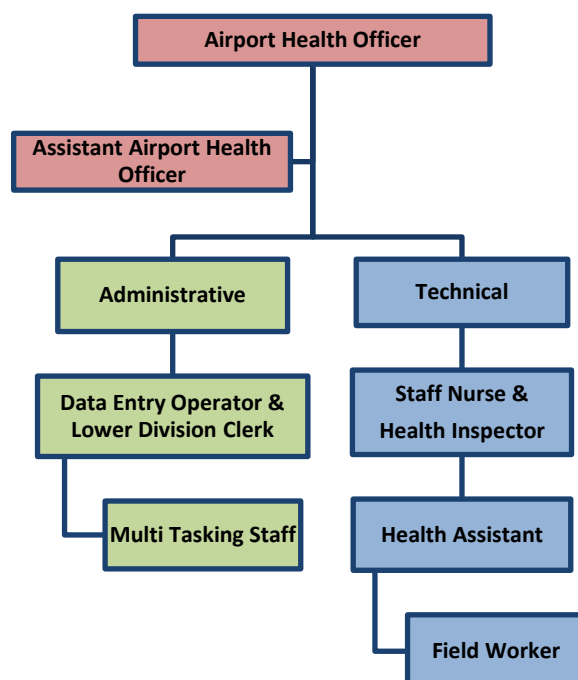
Airport by conducting health surveillance, enforcing sanitary measures, and ensuring rapid response to public health risks, thereby facilitating safe and healthy international travel.

Objective: The primary objective of Airport Health Organisation, Tiruchirappalli is to strengthen airport health surveillance systems, enhance emergency preparedness and response capabilities, and promote a hygienic airport environment through coordinated health actions. It also strives to foster awareness and capacity-building among stakeholders to uphold global public health standards.

1.1.3) Functions & Duties:

1. Health screening of international passengers and quarantine (As a routine and during Public Health Emergency of International Concern - PHEIC).
2. Monitoring of Disinfection and disinsection of aircraft.
3. Verification of General Declaration provided by the aircraft captain/cabin crew.
4. Supervision of general sanitation inside Airport premises
5. Vector Surveillance activities inside the premises of airport and within 400 mts perimeter of Airport.
6. Issuance of clearance certificate for transport of Human Remains from abroad to Tiruchirappalli.
7. Attending cases of on-board death and issuance of clearance certificate for removal of dead body from aircraft.
8. Facilitation for Isolation and Quarantine of passengers suspected to be having diseases as notified by Ministry of Health and Family Welfare (MoHFW).
9. To attend to medical emergencies.
10. Supervision of food safety & hygiene and issuance of License for Food Business Operators functioning inside Airport Terminal.
11. Quarantine of passengers without valid Yellow Fever vaccination certificate.
12. Vaccination against Polio for passengers travelling to and from Polio endemic or infected countries.
13. Human Resource management by imparting regular training to officials of APHO and other stakeholders such as Immigration on surveillance of Polio, Yellow Fever Disease, any other PHEIC etc.

1.1.4) Organisation Chart



1.1.5) Any other details-the genesis, inception, formation of the department and the HOOs from time to time as well as the committees or Commissions constituted from time to time have been dealt.

Introduction and Background Information:

The Airport Health Organisation (APHO), Tiruchirappalli, set up in 1949 is a subordinate office under the 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)].

https://www.ihpoe.mohfw.gov.in/apho_trichy.php

Name of The Airport Health Officers from August 2005 to till date:

S.no.	Name	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. Ghulam Ghouse Khan	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. Tarit Kumar Mandal	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. Nagasai Pelala	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. Nirmal Joe	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	27.02.2025
28.	Dr. Divya S.	27.02.2025	Till date.

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

1.2.1) Powers and duties of Officers (Administrative, Financial and Judicial)

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 Authority & Disciplinary Authority for Group C posts.

Controlling Officer for Medical officers and all staff of APHO Tiruchirappalli.

Financial:

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

Statutory powers delegated under Delegation of Financial Powers Rules, 1978.

Others:

The Statutory Authority has powers to implement the Regulations, Acts and Rules administered by the authority.

All the orders are attached subsequently:

By Speed Post

F. No. A-11019/15/2016-PH (IH)
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
PH (IH) Section

Nirman Bhawan, New Delhi.**Dated: 05.03.2025.****OFFICE ORDER**

It has been decided with the approval of the Competent Authority to assign the charge of Airport Health Organizations- Trichy, Coimbatore & Madurai to - (i) Dr. Divya S., MO, APHO, Trichy (for APHO, Trichy), (ii) Dr. Selvaganapathi S., MO, APHO, Trichy (for APHO, Coimbatore) & (iii) Dr. Amritha M., MO, APHO, Trichy (for APHO, Madurai); for smooth flow of work in those Offices. Accordingly, the ibid mentioned officers shall be designated as Head of Office (HOO) and Controlling Officer for those units; for the purpose of Financial Rules, Treasury Rules etc.

2. Dr. Divya S., Dr. Selvaganapathi S. & Dr. Amritha M. are also declared as Drawing & Disbursing Officer (DDO) for APHOs- Trichy, Coimbatore & Madurai, respectively, in accordance with Rule 14 & 16 of Delegation of Financial Power Rules (DFPR), 1978. Under Supplementary Rules 191 read with item 54 of Appendix 1 of P&T compilation of FRs and SRs Vol. II and they shall also be authorized to countersign T.A. bills of the staff of the said units.

3. The power of HOO/DDO granted to the Officers of APHO, Trichy as detailed is in-addition to there already assigned work at APHO, Trichy.

4. The requisite provisions of DFPR and Supplementary Rules may be kept in view while exercising the delegated powers, as above.

5. The above delegation of Powers is assigned with immediate effect until further orders and in supersession of all previous orders on the subject.

6. This issues with the approval of DGHS.

Digitally signed by
 Pankaj Kumar
 Date: 25-03-2025
 16:23:24
 Deputy Director,
 PH (IH)

By Speed Post

F. No. A-11019/15/2016-PH (IH)
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
PH (IH) Section

Nirman Bhawan, New Delhi.

Dated: 24.11.2025.

OFFICE ORDER

In partial modification of this Directorate's Office Order of even number dated 05.03.2025, it has been decided with the approval of the Competent Authority to (a) to entrust the HOO, DDO & Controlling Officer powers of APHO, Coimbatore & APHO, Madurai to Dr. Divya S., Airport Health Officer, APHO, Trichy and (b) to nominate Dr. Selvaganapathi S., MO, APHO, Trichy & Dr. Amritha M., MO, APHO, Trichy as Nodal Officer for APHO, Coimbatore & APHO, Madurai respectively, for smooth execution, maintaining inter-departmental coordination & addressing any challenges that may arise at these units. This arrangement is till such time a regular Medical Officer is posted at APHO, Coimbatore & APHO, Madurai and no additional remuneration will be paid for the proposed assignment.

2. The requisite provisions of DFPR and Supplementary Rules may be kept in view while exercising the delegated powers, as above.

3. The above delegation of Powers is assigned with immediate effect until further orders & other contents of the ibid mentioned Office Order dated 05.03.2025 shall remain unchanged.

4. This issues with the approval of DGHS.

Digitally signed by
SUNIL KUMAR MANDI
Date: 24-11-2025
17:03:14 (S. K. Mandi)
Deputy
Director, PH (IH)

Copy for information and necessary action to: -

No. Z.28011/19/2023-PH(IH)
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
PH(IH) Section

Kartavya Bhawan-01, New Delhi
New Delhi, the 13.03.2026

To

All Heads of the PoEs;
APHOs/PHOs/LPHOs.

Subject: Delegation of Financial Powers to the Heads of the Points of Entry (PoEs); APHOs/PHOs/LPHOs under the administrative control of PH(IH) Section, Directorate General of Health Services-reg.

In supersession of all previous orders issued on the subject, the undersigned is directed to convey sanction of the President under Rule 12 (2) of the Delegation of Financial Powers Rules, 2024 to the Heads of all Points of Entry (PoEs) - namely, Airport Health Organisations (APHOs), Port Health Organisations (PHOs), and Land Port Health Organizations (LPHOs) - functioning under the administrative control of the Directorate General of Health Services (DGHS), to the extent indicated in the statement appended at **Annexure-I**, subject to the exceptions mentioned in **Annexure-II** below.

2. The powers delegated under these orders will not cover the powers vested in the Ministry in respect of

- (i) Rule 10- Re-appropriation of funds;
- (ii) Rule-15- Waiver of recovery of overpayment made to Government Servants;
- (iii) Rule 16- Appraisal and Approval of Schemes or Project

3. These delegated powers are to be exercised in the light of and in accordance with the provisions of the rules and instructions contained in the Delegation of Financial Power Rules, 2024 and General Financial Rules, 2017, as amended from time to time.

4. This sanction issues with the approval of Secretary (Health) and concurrence of IFD vide their CD No. 3624 dated 09.03.2026.

Encl. As above.

Yours faithfully,


(S. K. Mandi)
Deputy Director, PH/IH

Copy for information to: -

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Annexure-I

S.No.	Object Head	Delegated Financial Power to Heads of the Points of Entry (PoEs); APHOs/PHOs/LPHOs under DFPR, 2024
1.	13 - Office Expenses	Rs.50,00,000/- for recurring Expenditure per annum and Rs.5,00,000/- in each case of Non-recurring expenditure
2.	74 - Furniture & Fixtures	₹2.00 lakh per case (through GeM)
3.	19 - Digital Equipment	₹2.00 lakh (recurring) & ₹3.00 lakh per case (non-recurring)
4.	29 - Repair & Maintenance	₹2.00 lakh (recurring) & ₹1.00 lakh per case (non-recurring)
5.	24 - Fuel & Lubricants	Full Powers as per MoF instructions
6.	18 - Rent for Others	Full Powers through GeM with prior approval
7.	14 - Rent, Rates & Taxes	Full Powers
8.	27 - Minor Civil & Electric Works	₹5.00 lakh per case (non-recurring)
9.	16 - Printing & Publication	₹2.00 lakh (recurring) & ₹1.00 lakh per case of non-recurring
10.	21 - Materials & Supplies	₹10.00 lakh per annum
11.	71 - ICT	₹5.00 lakh per annum
12.	06 - Medical Treatment	₹2.00 lakh per case
13.	28 - Professional Services	₹1.50 lakh (recurring) / Full Powers as per DoLA
14.	26 - Advertising & Publicity	₹1.00 lakh (recurring) & ₹50,000 per case (non-recurring); excluding IEC
15.	52 - Machinery & Equipment	₹2.00 lakh per case
16.	49 - Other Revenue Expenditure	₹1.50 lakh (recurring) & ₹50,000 per case (non-recurring)

Annexure II

A. Under Office Expenses - 13

Outsourcing of Manpower Services (including but not limited to housekeeping staff, security personnel, Data Entry Operators (DEOs), medical staff, drivers, Mali, etc.)

a. First-time Engagement: The requirement for outsourcing of manpower services, at the initial stage, shall be assessed at the level of DGHS/MoHFW and shall be approved by the Competent Authority, in consultation with the Integrated Finance Division (IFD).

b. Tendering and Contract Period: Subsequent engagement of outsourced manpower shall be undertaken through the Government e-Marketplace (GeM) portal for an initial period of two (02) years, in accordance with the provisions of the General Financial Rules (GFR) and the Delegation of Financial Powers Rules (DFPR).

Further extension of the contract may be granted for one (01) additional year i.e. upto a maximum tenure of three (03) years (02 years + 01 year), by the Head of Office subject to satisfactory performance of the service provider and compliance with the extant rules.

c. Review and Re-tendering: The outsourced services shall be reviewed at the end of every two (02) years or three (03) years where a one-year extension has been granted, as the case may be. Upon expiry of the contract period, a fresh tender shall be floated through the GEM portal.

No separate approval shall be required for any reduction in the number of outsourced manpower.

d. Increase in Manpower: Any increase in the number of manpower engaged on an outsourcing basis shall be undertaken only with the prior approval of the Competent Authority, in consultation with the Integrated Finance Division (IFD).

B. Under Printing and Publication -16

Expenditure under this Object Head shall be regulated strictly in accordance with the extant instructions issued by the Directorate of Printing, Ministry of Housing and Urban Affairs (MOHUA) from time to time.

C. Under Fuels and Lubricants- 24

The financial limits and guidelines for expenditure would be in accordance with the instructions issued by the Finance Ministry from time to time.

D. Under Advertising and Publicity -26

Powers are delegated except for Information, Education and Communication (IEC) activities and instructions issued by the Central Bureau of Communication/Ministry of I&B.

E. Under Professional Services-28

For legal charges, fees, and expenses incurred towards the engagement of legal

Signature
18/08/26

Cont. 9/3.

services, the rates and conditions shall be as notified by the Ministry of Law & Justice from time to time.

F. Under Other Revenue Expenditure -49

Powers are delegated except for payment out of a discretionary grant.

G. Other subject to conditions:

- i. The matters as indicated in the Positive List contained in the Charter for Financial Advisers. issued by DoE vide OM No. 23(3)/E, Coord/2018 dated 13th june, 2023 mentioned in Annexure-II of said O.M. under Para-21, shall not be decided without consultation of the Financial Adviser.
- ii. All expenditure shall be subject to the general conditions for incurring expenditure as contained in Annexure-II of the Delegation of Financial Powers Rules (DFPR), 2024.
- iii. Proposals where approval of the Secretary is specifically mandated under the General Financial Rules (GFRs) or any other Government of India rules, manuals, policies, guidelines, procedures, or directions, shall be submitted accordingly.
- iv. The delegation shall be subject to the provisions of the General Financial Rules, 2017. Delegation of Financial Powers Rules, 2024, and instructions issued by the Department of Expenditure from time to time.
- v. The powers are subject to instructions issued by the Ministry of Finance from time to time, fiscal Codes and procedures and the limit being within the budgetary allocation for the year.
- vi. The Heads of the PoEs shall remain under the administrative control of the Director General of Health Services. In cases where consultation with DGHS is deemed necessary, such proposals shall continue to be considered in consultation with DGHS.
- vii. The Institute shall maintain complete and proper records of each procurement and expenditure, in accordance with extant financial and audit requirements.
- viii. Prior approval of the Ministry/Dte. GHS shall be obtained before outsourcing any service falling under a new category that has not been previously approved.
- ix. The provisions relating to staff cars shall be governed strictly by the instructions issued by the Department of Expenditure, Ministry of Finance, from time to time, and no deviation shall be permitted.
- x. Hospitality matters may be regulated in terms of instructions issued by the Department of Expenditure, MoF from time to time.
- xi. No power is delegated in respect of (a) Creation of posts, (b) Write-off of losses (c) Reappropriation of funds (d) Waiving of recovery of overpayments and (e) The appraisal and approval of major new schemes or projects.

— x x —

Sk. Mansur
13/03/26

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, Human Remains Transportation clearance, Imparting training to other stakeholders in the Airport like Immigration, Airlines etc., and assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health Officer

1.2.2) Power and duties of other employees:

Power and duties of Staff Nurse, Health Inspectors, Health Assistants and Field Workers:

फा.सं. / File No.: A-11019/06/2013-PH(IH)

भारत सरकार / Government of India

स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare

स्वास्थ्य सेवा महानिदेशालय / Directorate General of Health Services

पी एच (आई एच) अनुभाग / PH (IH) Section

निर्माण भवन, नई दिल्ली
Nirman Bhavan, New Delhi
दिनांक / Dated : 11 / 11 / 2014

To,
All APHOs/PHOs/ABQ
(as per enclosed list)

Madam/Sir,

Please find enclosed the Roles & Responsibilities of Health Inspectors (HI), Health Assistants (HA) and Field Workers (FW) at Point of Entry of the Health Organizations.

Yours faithfully,

(Dr. Suresh Singh)
DDG(MH&IH)
Tel No. 011-2306180

Role & Responsibilities of Health Inspectors/Health Assistants/Field Workers at POE Health Organization MO will supervise and be responsible for all the activity				
Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
ROUTINE ACTIVITIES				
Inspections & Clearance of Conveyances	- Examination of necessary documents - APHO – GD Examination / Passenger manifest/ Disinfection Cans - PHO – Maritime Declaration of health/port call list/crew list/nil list/ship sanitation certificate/vaccination list - BQHO – GD/Passenger manifest - Physical inspection of conveyance	HI	HA & FW	In absence of HI, HA &/or 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 &/or 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 &/or FW will perform the job under guidance of MO
Service to the quarantined passengers at quarantine centre	- Daily examination of the quarantine 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 &/or FW will perform the job under guidance of MO

Vaccination	Vaccination & documentation	MO & Staff Nurse	Data Operator	In absence of Staff Nurse, HI, HA &/or FW will perform the job under guidance of MO
Clearance of Human remains	Examination of documents (Death certificate, NOC Indian High Commission, Embalming Certificate if required & copy of passport)	HI	HA & FW	In absence of HI, HA &/or 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 &/or sanitary rounds	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure the provision of safe food at POEHO	- Inspection of food outlets - Food safety duty on VVIP flights - Plan for inspection of food outlets	MO (DO) & HI	HA & FW	In case of need HI will independently perform the duties under guidance of MO
To ensure the provision of safe drinking water at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization have supervisory role - Supervisory rounds - Periodical sampling of drinking water - Assisting team from Govt. Organization like NCDC for drinking water sampling	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure vector control at POEHO	Overall responsibility to control the vectors shall be of POE managing authority & Health Organization have supervisory role Supervisory rounds, Vector Control Plan	HI & HA	FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
Medical Tourism	Faster clearance of the patient & shifting of patient to the hospital	HI, HA & Driver	FW	In absence of HI, HA the FW will perform the job under guidance of MO
Assistance to VVIP & Senior Officer from GOI at POE		HI, HA & FW		

Role & Responsibilities of Health Inspectors/Health Assistants/Field Workers at POE Health Organization MO will supervise and be responsible for all the activity				
EMERGENCY ACTIVITIES				
Activity during medical / flight emergency / public health emergency of international concerns	- Briefing of all State holders at Airport - Medical aid with assistance from MOs - Gathering necessary information & documents from conveyances operators - Assistance for MO at screening counters - Arranging logistics - Disinsection/Disinfection of baggage & conveyances - Any other duty as assigned by In charge Officer during the need - Coordination with relevant section - Reporting on daily basis	HI, HA & FW		
Demonstration of various procedural activities during training	Demonstration of fumigation spray, document clearance of dead body, surveillance & quarantine of YF/ any other quarantineable disease suspected person	HI, HA & FW		
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 as assigned from time to time by the officer in-charge in the hours of need		HI, HA & FW		

3

1.2.3) Rules or orders under which power and duty are derived and exercised

Rules, Regulations, Instructions, Manuals and Records for Discharge of Function

[Section 4(1)(b)(v)]:

The functions are in accordance with the enacted acts and rules. The norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organisation.

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

1.3.1) Process of decision making:

This organisation is a subordinate office under the Govt. of India, Ministry 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.

1.3.2) Final Decision-Making Authority at this Office

Airport Health Officer, Airport Health Organisation, Tiruchirappalli.

1.3.3) Related provisions, acts, rules:

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

Acts:

1. The Aircraft Act, 1934 (ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf)

2. Food Safety and Standard Act, (FSSA)-2006 (ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT 2006.pdf)
3. Epidemic Diseases Act 1897 ([Epidemic disease act 1897.pdf \(mohfw.gov.in\)](http://mohfw.gov.in/Epidemic_disease_act_1897.pdf))
4. Right to Information Act 2005
5. The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (https://www.indiacode.nic.in/bitstream/123456789/19302/1/sexual_harrassment_of_women_at_workplace_act_2013.pdf)

Rules:

1. The Aircraft (Public Health) Rules, 1954 (ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf)
2. CCS (Conduct) Rules, 1964 (https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf)
3. CCS(CCA) Rules, 1965 (<https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf>)

Regulations:

1. The International Health Regulations (2005) (ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoihhr.pdf)

Manuals:

3. Training Manual for Field Worker ([Training Manual for Field Worker.pdf \(mohfw.gov.in\)](http://mohfw.gov.in/Training_Manual_for_Field_Worker.pdf))
4. Training Manual for International Points of Entry ([ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry \(1\).pdf](http://ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry (1).pdf))

1.3.4) Time limit for taking a decision, if any

For Public Health Emergency of International Concern and International disease surveillance related as per IHR 2005, The Aircraft Act 1934 and The Aircraft (Public Health) Rules, 1954

For RTI related as per RTI Act 2005

For Food safety related as per FSS Act 2006

For establishment and service related as per CCS rules

For other work-related, time limit for taking decision is set as per other rules and work requirement.

1.3.5) Channel of supervision and accountability

This organisation is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, the Directorate General of Health Services (Dte. GHS), PH (IH) Section and established for the implementation of policies of the Government of India.

At Dte. GHS level: The Director General of Health Services

At PH(IH) Section: Deputy Director General (IH) for technical & Director for Administration

APHO Level: Airport Health Officer, Tiruchirappalli

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

The functions are in accordance with the enacted rules. The norms for the discharge of functions have been prescribed through rules made by the Government under respective acts administered by this organisation.

1.4.1) Nature of Function or Service Delivery

[IHR POE \(mohfw.gov.in\)](http://mohfw.gov.in/IHR_POE)

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

Our Aim is to achieve the following service delivery parameters.

S. No	Services Provided	Timings and details	Responsibility	Process / Documentation Required
1.	Oral Polio Vaccination	Available 24 * 7, Vaccination will be provided to the International Passengers (travelling from/ to Polio endemic/ circulating countries) as when required as per the guidelines.	MI Room	The passengers shall be referred by immigration to APHO Health counter. Link: https://ihpoe.mohfw.gov.in/assets/pdf/advisory_Poliavirus_guideline_for_travellers_from_Endemic_Countries.pdf
2.	Quarantine Facility	Quarantine is being facilitated in coordination with Mahatma Gandhi Government Hospital Tiruchirappalli 24*7	MI Room	International passengers arriving from countries with risk of yellow fever disease transmission without valid yellow fever vaccination certificate are referred by immigration to APHO and APHO further scrutinize the documents and, refer to designated hospital. No charges are collected for this purpose by APHO Tiruchirappalli. However, the designated hospital may charge as per their existing practice
3.	Vector surveillance	6 days in a week	Vector Surveillance Unit	APHO staffs undertake vector control activity by conducting vector surveillance in and around airport under supervision of Airport Health Officer.
4.	Public health clearance of human remains	24*7	MI Room	Provisional clearance is through e-CARe portal by the nodal office (APHO Delhi) and final clearance is given by APHO Tiruchirappalli. No charges are collected for this purpose.
5.	Aircraft & passenger surveillance	24*7	MI Room	As per IHR norms and policy of MoHFW.

6.	Food safety and hygiene at airport	24*7	Designated Officer and Food Safety Officer	1. As per FSSAI act 2.No charges collected by this office. 3.FSSAI collects charges as per FSSAI norms for Licence and registration
7.	Flight Emergency	As and when required, 24*7	MI Room	As per IHR norms and policy of DGHS.
8.	Implementing public health measures during PHEIC	24*7 as per SOP of Dte. GHS / MoHFW	MI Room	NA

1.4.2) Norms or standards for Function or Service delivery

This office observes the implementation of International Health Regulations 2005 and The Aircraft (Public Health) Rules, 1954 and the various regulatory and statutory provisions in above act, rule or regulation.

1.4.3) Process by which these services can be accessed.

The public can access the above services directly from APHO Tiruchirappalli on scheduled days and time as specified in 1.4.1

1.4.4) Time limit for achieving targets.

The time limit for achieving targets is as mentioned above in table 1.4.1

1.4.5) Process of redressal of Grievances

Grievances can be redressed by approaching following authorities.

A) Dr. Divya S., Airport Health Officer, Airport Health Organisation, Old Terminal Building, Tiruchirappalli International Airport, Tiruchirappalli – 620007

Tel.: 0431-2340078, 8903261135

Email: apho.trichy-mohfw@gov.in

B) Deputy Director, PH(IH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Govt. of India, Nirman Bhavan, New Delhi – 110 011.

Email: phih.section@gov.in

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

1.5.1) Title and nature of the record or manual or instruction

1.5.2) List of Rules, regulations, instructions manuals and records

1.5.3) Acts or Rules manuals etc.

Please refer 1.3.3

Records:

Stored electronically at

1. eCARE Portal
2. e-Office
3. e-HRMS

Records are also stored manually at Airport Health Organisation, Tiruchirappalli

1.5.4) Transfer policy and Transfer orders

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

No.Z.16024/01/2020-CHS.V
Government of India
Ministry of Health and Family Welfare
(CHS Division)

Nirman Bhawan, New Delhi - 110011
Dated the 10th December, 2021

Office Memorandum

Subject: Guidelines for transfer/posting of Central Health Services (CHS) doctors-reg.

These guidelines are in harmony with the provisions of the Central Health Service (CHS) Rules 2014 and will be in supersession of all previous order/OM on the said subject. In the event of any conflict, CHS Rules 2014 and amendments therein from time to time will prevail over these guidelines.

A medical officer belonging to the Central Health Services can be transferred anywhere as per these guidelines. In order to ensure administrative accountability, in case of officers who are posted to Central Government Health Services, the CGHS transfer policy as amended from time to time will be applicable as long as they are in CGHS units.

1. Principles:

- 1.1 Maintain equitable distribution of Medical Officers across units to ensure optimal functioning.
- 1.2 For a satisfying career progression and varied exposure, it is desirable that officers are suitably rotated among various assignments and locations, wherever applicable. Accordingly, all Medical Officers can be transferred anywhere within the country.
- 1.3 Organizational interest shall be given highest consideration during the transfer and posting exercise. Transfer to a particular unit cannot be claimed as a matter of right.
- 1.4 Seniority, performance and integrity will be the broad parameters for posting of Medical Officers to senior administrative posts.

2. Definitions

- 2.1. **Unit:** As notified by CHS Rules 2014 from time to time. (Refer Schedule II of CHS Rules, 2014)
- 2.2. **Persons with disability:** As defined under the Rights of Persons with Disabilities Act, 2016
- 2.3. **Serious medical ailments:** As listed in **Annexure I**.

Notwithstanding anything that follows, the Competent Authority reserves the right to effect any transfer at any time **in administrative exigency and public interest**.

3. Central Health Service Cadres

There are four sub cadres in CHS:

- i. General Duty Medical Officer (GDMO).
- ii. Teaching.

- iii. Non –Teaching.
- iv. Public Health.

The details of posts are as given in CHS Rules 2014 as amended from time to time.

4. Principles of Transfer:

- a) Tenure based
- b) Request based

(a) Tenure based

- i. The transfer/posting shall be considered with an objective of rotational postings in different units. Normally, 10 percent of the doctors in a unit would be shifted to another unit as a part of rotation exercise **on annual basis**.
- ii. Rotational transfer of employees working in sensitive posts is essential pursuant to the instructions issued by the Central Vigilance Commission letter no. 004/VGL/090 dated 11.09.2013. The maximum tenure of a medical officer will be 3 years in case he/she is holding sensitive posts as given in **Annexure II**. The medical officer will be shifted to a non-sensitive post on completion of her/his tenure as far as possible. **In case of deviation proper justification for retaining on a sensitive post beyond 3 years shall be placed before the Transfer Committee.**
- iii. **All annual transfer orders shall be normally be issued by 31st March, and in any case, not later than 30th April of the year.**

(b) Request based:

- i. Transfer requests of medical officers will be decided upon on the basis of vacancy position at the requested unit and the transferee unit.
- ii. The applicant officer will give a choice of 3 units/offices in the order of preference.

5. A Transfer Committee shall recommend transfers for Central Health Service officers.

The Transfer committee will have the following composition: -

- i. Director General of Health Services : Chairman
- ii. AS&DG (CGHS) or his representative : Member
- iii. Joint Secretary (CHS) : Member
- iv. Deputy Secretary/Director (CHS) : Member-Secretary

The Transfer Committee is recommendatory in nature. The final decision rests with the Competent Authority.

6. General principles to be followed by Transfer Committee while giving recommendations to competent authority

- i. Transfers of CHS doctors will be done annually by the Transfer Committee.
- ii. If transfer is necessitated in between due to any emergency / **administrative exigency**, the same can also be considered by the competent authority without necessarily routing through the Transfer Committee.
- iii. If posts are vacant for a long period of time, then doctors may be posted there on priority. Similar principle applies in the case of excess manpower.

- iv. As far as possible, doctors returning from deputation/long leave/study leave of more than one year duration may not necessarily be posted to the same place as earlier.
- v. While recommending transfer/posting cases on own request basis, the Committee will keep in view the vacancy position along with following order of priority to consider the transfer request in cases, wherein more than one application for one particular vacancy is received:
 - a. **Spouse ground: As far as possible post both the husband and wife at the same station as per DOPT guidelines (for spouse working in Central Government/State Government/Public Sector Undertakings on permanent basis) provided it is not the same unit.**
 - b. If the medical doctor is a person with disability
 - c. If the Spouse/Children of the medical doctors are persons with disability.
 - d. Serious medical ailment of the medical officer as listed in **Annexure I.**
 - e. Serious medical ailment of the spouse /children of medical officer as listed in **Annexure I.**
 - f. **Children Education: Requests for retention at a particular station up to the end of the particular academic year on the ground that his / her child is studying in Class-X or Class-XII**

7. Procedure for requests

- i. All applications should be forwarded in attached proforma through proper channel with recommendation of the Head of the Reporting Unit.
- ii. The reporting unit should forward the transfer request of the applicant doctor to the CHS division within 10 days of receipt.
- iii. All requests received till cut-off date will be compiled and placed before the Transfer Committee which will be convened **annually**.
- iv. The recommendations of the Transfer Committee will be placed before the competent authority on the next working day subsequent to the meeting of the Transfer Committee.

8. Deputation

As per CHS Rules 2014 upto 100 CHS posts can be filled up on deputation. In case of doctors on deputation to CHS, they would be offered posting to the station/unit for which vacancy has been advertised. Thereafter, request for change of unit, **can be considered in public interest/ administrative exigency** with the approval of the competent authority.

CHS doctors who have been on deputation will have to undergo a mandatory cooling off of 2 years before proceeding on any further deputation.

9. Other Issues:

- i. Medical officers shall not bring in any outside influence regarding their transfer and postings. If such influence from extraneous source in favour of a Medical Officer is received, it will be presumed that the same has been brought in cautiously and knowingly by the Medical Officers **and will be viewed adversely and he will be liable for disciplinary action.**
- ii. It is incumbent on the Head of office of the CHS Unit to relieve the Medical Officer within 7 working days of issue of the transfer orders and submit the compliance

- report to the MoHFW failing which he will be liable for appropriate action against him.
- iii. Once a transfer order of a Medical Officer has been issued by the Competent Authority, the Medical Officer concerned will not be granted leave of any kind by his / her controlling authority **and no representation whatsoever shall be entertained before he / she join at new place of posting.**
 - iv. The Unit to which the Medical Officer has been transferred shall keep the Ministry of Health & Family Welfare informed about the status of joining of the medical officer.
 - v. Medical Officers transferred and not relieved within 7 days of such transfer orders shall be treated as deemed relieved.
 - vi. In case the medical officer still does not join the new place of posting, or gives leave application **or any other representation**, he / she shall be treated as being wilfully absent from duty and will be liable for disciplinary action.

10. Power of Relaxation of Guidelines:

Notwithstanding anything contained in the guidelines, the Competent Authority in the DoHFW may transfer any Medical Officer to any place in relaxation of any of the above provisions.

11. Date of effect:

These guidelines will become effective from the date of their issue. All the requests of transfers, received during the past six months, if not acted upon earlier, will be treated as having been submitted under these guidelines and will be acted upon as such.


(Rajeew Jaiswal)

Under Secretary to the Govt. of India
Tel. No. : 011- 2306 1986

To
All participating units of CHS (As per list attached)

Copy to:

- i. DGHS
- ii. AS&DG, CGHS
- iii. JS (CHS)
- iv. ~~Dir~~(CGHS)
- v. Director (CHS),
- vi. US (CHS.I/II), US (CHS.III/IV), US (V/VI)

Copy also to:

PS to HFM / PS to MOS (**BPP**) / Sr. PPS to Secretary (H)

Proforma for Seeking Transfer of CHS officers among the Participating units

Part I

(To be filled by the Officer seeking transfer)

1.	Name of the Officer				
2.	Designation				
3.	Date of birth				
4.	Date of appointment in CHS				
5.	Qualification				
6.	Sub-cadre in CHS				
7.	Present place of posting (since when)				
8.	Place to which transfer sought				
9.	Transfer History	From		To	
		Place	Date	Place	Date
10.	Reasons for seeking present transfer (Attach supporting documents if the transfer is requested on medical grounds)				

UNDER TAKING

I undertake that the abovementioned details are true and correct to my knowledge and the contents are based upon the record available with me and nothing material has been deliberately concealed therefrom. I also undertake that in case the request for transfer is recommended, I will not make any request for cancellation of the same.

(Signature of the Officer)

Date: _____

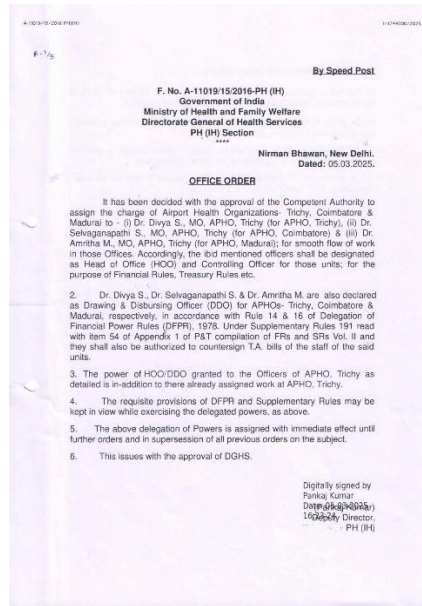
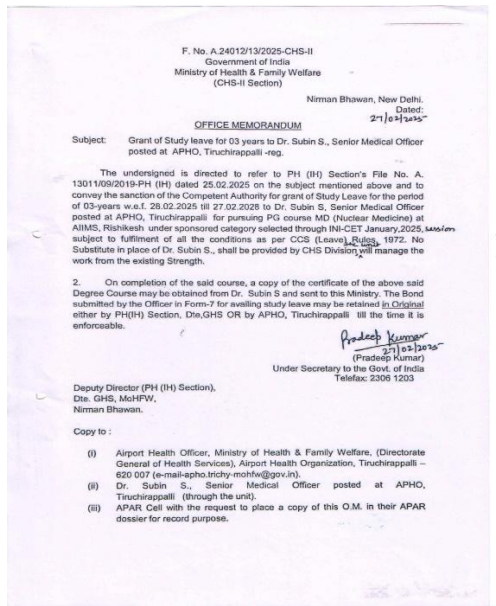
List of Medical Ailments for the purpose of consideration of Transfer/Posting of CHS doctors:

1. **Cancers:** All types of cancers leading to permanent disability of more than 40%. The term cancer includes Leukemia, Lymphoma and Hodgkins Disease.
2. **Degenerative & Progressive Neurological disorders:**
 - a. Paralytic Stroke (Cerebro Vascular Accidents): CVA including Cerebral Haemorrhage, Cerebral Thrombosis and Cerebral embolism causing more than 40% Total Permanent Disability.
 - b. Motor Neuron Disease: Irreversibly progressive Motor Neuron Disease confirmed by a Neurologist. It should be duly supported by MRI, EMG and Nerve Conduction studies.
 - c. Parkinson's Disease: Slowly Progressive degenerative neurological disorder causing Tremors, Rigidity and disturbance of balance and must be confirmed by a Neurologist.
 - d. Cerebellar Ataxia and Neuropathies leading to more than 40% disability.
3. **Person living with HIV AIDS (PLHA):** A person diagnosed with HIV AIDS and undergoing treatment.
4. **Chronic Renal Failure:** Chronic Renal Failure with irreversible damage to both kidneys requiring RRT. Haemodialysis/ R.T and it must be well documented with relevant lab investigations and certified by Nephrologist.
5. **Chronic Respiratory Failure:** Chronic Respiratory Failure with irreversible damage to both lungs requiring demiceler oxygen or ventilator support.
6. **Heart Diseases leading to Chronic Heart Failure:** Coronary Artery Disease and Valvular Heart Diseases which may be treated by CABG or Valve Replacement Surgery will be entitled for three years from the date of actual open heart surgery. Cases involving non -surgical techniques like Angioplasty will be eligible for one year from the date of intervention. Unsuccessful surgery or Fardiomopathies leading to Heart Failure will also be included.
7. **Thalasemia Major and other Blood Dyscrasia:** All Blood Dyscrasias including Thalasemia major requiring recurrent Blood Transfusions.
8. **Diabetes with complications:**
 - (a) Chronic Renal Failure; (b) Permanent loss of vision; (c) Cellulitis requiring Amputation of limbs; (d) Cerebro Vascular Accidents; (e) Coronary Artery Disease;
9. Any other disease leading to more than 40% Physical or Permanent disability certified by the Medical Board with latest records/reports within past three months.
10. Any other disorder with Mental disability of 40% or more as certified by the Medical Board & accompanied by UDID Card.
11. Acid attack victims.

List of Sensitive posts

1. Additional Directors in CGHS, posts of MOs/Sr MOs/ CMOs in the office of ADs
2. MSO including the post of MOs/Sr MOs/CMOs in the office of MSO
3. ADDL MS in Hospitals
4. CMO(Procurement) & all other medical posts involved in procurement.
5. CMO(Stores) and all other medical posts involved in stores in the office of CMO stores.

Competent Authority for grant of Study Leave for the period of 03-years w.e.f. 28.02.2025 till 27.02.2028 to Dr. Subin S., Senior Medical Officer posted at APHO, Tiruchirappalli for pursuing PG course MD (Nuclear Medicine) at AIIMS, Rishikesh.



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

1.6.1) Categories of documents

I. Documents related to substantive functions

Category A: Nil

Category B-Keep-Permanent:

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

Category C-10 Years:

1. Cash Book
2. Old cash book & TRs

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. Each Budget Head Register every year
7. TR (Treasure Challan receipt book)
8. All contingent bill prepared
9. Training register

Category C-2 Years:

1. Quarantine Order
2. Oral Polio vaccine certificate
3. Emergency Medicine stock Register
4. Cash Receipt Book
5. Consumable stock register
6. Vaccine stock Register
7. PHEIC screening Cards
8. Flight detail Register
9. GD Document & passenger Manifest
10. Human Remain Register
11. Human Remain documents
12. HR(NOC)
13. Polio Record Register
14. Dispatch Register

Category C-1 Years

1. Attendance register

II. Administrative and financial records: All records are maintained for Establishment and accounts management as prescribed under relevant rules.

1.6.2) Custodian of documents categories B & C as above:

Airport Health Officer,
 Airport Health Organisation, Tiruchirappalli
 Under PH(IH) section, Directorate General of Health Services.

1.7) Boards, Councils, Committees, and other Bodies [Section 4(1)(b)(viii)]:

1.7.1) Name of Boards, Council, Committee etc.

- i. Office Council Committee (OCC)
- ii. Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules, 1972 at APHO Tiruchirappalli
- iii. Joint Public Health and Sanitation Committee (JPHSC).
- iv. Organisational Official Language Implementation Committee
- v. Committee for selection of Manpower through GeM for Airport Health Organisation,

Tiruchirappalli under PM-ABHIM scheme

- vi. Screening Committee for granting MACP to staff.
- vii. Purchase Committee.
- viii. Condemnation Committee.
- ix. Committee for granting DPC to group C staff.
- x. Uniform Committee
- xi. Internal Complaints Committee

1.7.2) Composition

- i. Office Council Committee (OCC) on 27.03.2026

Sr N o	Name	Designation	Capacity in ICC at APHO Tiruchirap palli	Contact Number	Email ID
1	Dr. Divya S.	Airport Health Officer (SMO)	Chairman	0431- 2340078	divyas.2020@gov.in
2	Dr. Selvaganapathi S.	Assistant Airport Health Officer (MO)	Member	0431- 2340078	dr.selva@gov.in
3	Dr. Seenivasan B.	Public Health Specialist (Contract)	Member	0431- 2341683	
4	Mr. Veeramani.C.N	Health Assistant	Member	0431- 2341683	c.n.veeramani@gov. in
5	Mr. Sourav Malik	Field Worker	Member	0431- 2341683	sourav.malik05@gov. in
6	Mr. Prabhakaran.L	Health Inspector (Contract)	Member	0431- 2341683	prabhache007@gmail .com
7	Ms. Anupama.S.P	Staff Nurse (Contract)	Member	0431- 2341683	anupamamanokar201 0@gmail.com
8	Ms. Vijayalakshmi.N	Data Entry Operator (Contract)	Member	0431- 2340078	viji5416@gmail.com

- ii) Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Tiruchirappalli 12.07.2024

1.	Dr. Subin S.	Chairman
2.	Dr. Divya S.	Member
3.	Dr. Selvaganapathi S.	Member

iii) Joint Public Health and Sanitation Committee (JPHSC) constituted 25.03.2026

Participants List:

S. No	Name	Designation	Organisation
1.	Mr. S.S.Raju	Airport Director	AAI
2.	Dr. Divya S.	Airport Health Officer	APHO
3.	Dr. Selvaganapathi S.	Asst. Airport Health Officer	APHO
4.	Dr. Seenivasan B.	PHS	APHO
5.	Dr. Saral L.	PHS	APHO
6.	Mr. Arun A.S.	Health Inspector	APHO
7.	Mr. Gopalakrishnan	JGM	AAI
8.	Mr. Subravelu	JGM(ATC)	AAI
9.	Mr. Meri Raj Peter	Air India	Air India
10.	Mr. Vivek G.M	Assistant Manager	Indigo
11.	Mr. Balamurugan	Station Manager	RBML
12.	Mr. Stephen	AE	AIESL
13.	Mr. Anadurai	ASM	AVIATION
14.	Mr. Ramraj	Facility Manager	AROON AVIATION
15.	Mr. Bharath J.	IT Associate	AOCC
16.	Mr. Rahul Kumar	TA	CUSTOMS
17.	Mr. Leonard Oliver	CSO	Jenny's Hotel
18.	Mr. Manoj Kumar	JR-Officer Cs	AIASL
19.	Mr. Sakthivel	Senior Manager	Flamingo DFS
21.	Mr. Jothi Vinoth	Supervisor	Omega Enterprises
22.	Mr. Srivathsan	Manager	EBI Cash
23.	Mr. Senthil	Engineer	SITA
24.	Mr. Vinoth Kumar	Executive Security	Agile Airport Service
25.	Mr. Sundaraj	AM	Jennys Hotel
26.	Mr. Naveen Kumar	MGR	AAI
27.	Mr. Benjamin	CSO	AAI
28.	Mrs. Sudipta S.	Manager Commercial	AAI
29.	Mrs. Vigneshwari	Assistant Manager	INDIGO
30.	Mr. Arjun Rajeev	AM (OPS)	AAI

31.	Mr. Vijaya Prabhakaran	ACIO	AAI
32.	Mr. Srinivasan	SM	Air India Express
33.	Mr. Mahesh Kumar	Ensolops	CISF
34.	Mr. Alagu Natarajan	Station Security Head	Air India Express
35.	Mr. Sameer Bogam	SM	BAS
36.	Babu Sundar	Asst. Manager	AAI
37.	Subhash Chander	AGM	AAI
38.	G.R. Saravanan	DGM (OPS)	AAI
39.	N. Paari	DGM	AAI
40.	S.R. Jagadeesan	JGM	AAI
41.	Harshit Gandhi	AEM	AAI
42.	Shree Ram	JAN	AAI

iv) Committee for selection of Manpower through GeM for Airport Health Organisation, Tiruchirappalli under PM-ABHIM scheme constituted on 23.04.2025

S.No.	Name	Designation	Capacity in committee
1.	Dr. Selvaganapathi S.	Assistant Airport Health Officer (MO)	Member Secretary
2.	Dr. Amritha M.	Assistant Airport Health Officer (MO)	Member
3.	Mr. Kalaichelvan G.	Health Inspector	Member
4.	Mr. Arun A.S.	Health Inspector	Member

v) Organisational Official Language Implementation Committee on 06.04.2025

1.	Dr. Divya S.	Chairman
2.	Dr. Selvaganapathi S.	Member
3.	Mr. Arun.A.S	Member
4.	Mr. Kalaichelvan.G	Member
5.	Mr. Abhishek Gupta	Member
6.	Mr. Ram Naresh Meena	Member
7.	Mr. Nitesh Kumar	Member
8.	Mr. Sourav Malik	Member

vi) Local Purchase Committee

S.No.	Name	Designation	Capacity in committee
1.	Dr. Selvaganapathi S.	Assistant Airport Health Officer (MO)	Member Secretary
2.	Dr. Amritha M.	Assistant Airport Health Officer (MO)	Member
3.	Mr. Kalaichelvan G.	Health Inspector	Member
4.	Mr. Arun A.S.	Health Inspector	Member
5.	Mr. Veeramani C.N.	Health Assistant	Member

vii) Uniform committee 29.02.2025

1.	Dr. Divya S.	Chairwoman
2.	Dr. Selvaganapathi S.	Member
3.	Dr. Amritha M	Member
4.	Mr. G. Kalaichelvan	Member
5.	Mr. Arun A S	Member
6.	Mr. C.N.Veeramani	Member
7	Mr. B.Siddhik	Member

viii) Internal Complaints Committee (ICC) constituted 28.01.2026

S. No	Name	Designation	Post	Email id
1.	Dr. Amritha M.	Assistant Airport Health Officer, APHO Tiruchirappalli	Presiding Officer	amritha.m@cghs.nic.in
2.	Dr. Divya S.	Assistant Airport Health Officer, APHO Tiruchirappalli	Member	divyas.2020@gov.in
3.	Dr. Selvaganapathi S.	Assistant Airport Health Officer, APHO Tiruchirappalli	Member	dr.selva@gov.in
4.	Smt. D. Narmadha	Managing Trustee Desh Charitable Trust	External Member	narmadha080721@gmail.com

1.7.3) Dates from which constituted:

S.No.	Name of the committee	Constitution date
1.	Office Council Committee (OCC)	27.03.2026
2.	Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Tiruchirappalli	12.07.2024
3.	Joint Public Health and Sanitation Committee (JPHSC)	25.03.2025

4.	Committee for selection of Manpower through GeM for Airport Health Organisation, Tiruchirappalli under PM- ABHIM scheme constituted	19.06.2024
5.	Official Language Implementation Committee	06.04.2025
6.	Local Purchase Committee.	15.10.2025
7.	Uniform Committee	29.02.2025
8.	Internal Complaints Committee	28.01.2026

1.7.4) Term/ Tenure

S.No.	Name of the committee	Term/ Tenure
1.	Office Council Committee (OCC)	Reconstituted as and when required
2.	Review committee for Periodic review of Central government Employees for strengthening of administration under Fundamental rule (FR) 56(j) and Rule 48 of CCS (Pension) rules,1972 at APHO Tiruchirappalli	
3.	Joint Public Health and Sanitation Committee (JPHSC)	
4.	Committee for selection of Manpower through GeM for Airport Health Organisation, Tiruchirappalli under PM- ABHIM scheme constituted	
5.	Official Language Implementation Committee	
6.	Local Purchase Committee.	
7.	Uniform Committee	
8.	Internal Complaints Committee	3 years

1.7.5) Power and functions;

Power and functions of each committee is derived from relevant acts and as per the directions issued by the Airport Health Officer.

1.7.6) Whether their meetings are open to the public?

No

1.7.7) Whether the minutes of the meetings are open to the public?

Only the reports of the Committee for selection of Manpower through GeM for Airport Health Organisation, Tiruchirappalli under PM-ABHIM scheme is available to the public

1.7.8) Place where the minutes if open to the public are available?

Only the reports of the Committee for selection of Manpower through GeM for Airport Health Organisation, Tiruchirappalli under PM-ABHIM scheme is available to the public and the same is available in GeM portal.

1.8) Directory of Officers and Employees [Section 4(1)(b)(ix)]:

Sanctioned Strength and In position: As on 31.03.2026

S. No.	Name of the post	Classification Group A B C D	Sanctioned Strength		In Position	Vacant posts	Remarks
1.	Medical Officer	A (Gazetted)	04		04	00	
2.	Staff Nurse	B	01		00	01	
3.	Health Inspector	B	DR	Promotional	DR 02	Promotional 02	
			02	02			
4.	Health Assistant	C	02		02	00	
5.	LDC	C	02		00	02	One LDC resigned on 06.08.2025
6.	Field Worker	C	05		04	01	One Field worker underwent voluntary retirement from his service on 30.06.2025
7.	MTS	C	01		00	01	
Total			19		12	07	

i) **Name and designation**

ii) **Telephone, fax and email ID**

Sr No	Name of the employee	Designation	Telephone	Email ID
1.	Dr. Subin.S	Senior Medical Officer (SMO)	0431-2340078	subin@cghs.nic.in

2.	Dr. Divya S.	Airport Health Officer (SMO)	0431-230078	divyas.2020@gov.in
3.	Dr. Selvaganapathi S.	Assistant Airport Health Officer (MO)	0431-230078	dr.selva@gov.in
4.	Dr. Amritha M	Assistant Airport Health Officer (MO)	0431-230078	amritha.m@cghs.nic.in
5.	Mr. Kalaichelvan.G	Health Inspector	0431-2341683	kalaichelvan.g@gov.in
6.	Mr. Aurn A.S	Health Inspector	0431-2341683	arun.as@gov.in
7.	Mr. C.N.Veeramani	Health Assistant	0431-2341683	c.n.veeramani@gov.in
8.	Mr. Siddhik.B	Health Assistant	0431-2341683	siddhik.b@gov.in
9.	Mr. Ram Naresh Meena	Field Worker	0431-2341683	ramnaresh.meena2001@gov.in
10.	Mr. Abhishek Gupta	Field Worker	0431-2341683	abhishek.gupta10@gov.in
11.	Mr. Sovrav Malik	Field Worker	0431-2341683	sourav.malik05@gov.in
12.	Mr. Nithesh Kumar	Field Worker	0431-2341683	nitesh.kumar20@gov.in

1.9) Monthly remuneration received by officers and employees [Section 4(1)(b)(x)]:**1.9.1) List of employees with Gross monthly remuneration: as on 31.03.2026**

Sr No	Name of the employee	Designation	Pay Level (VII CPC)	Gross Monthly Remuneration before deductions
1.	Dr. Subin.S	SMO	11	Rs. 1,49,392/-
2.	Dr. Divya S.	MO, Airport Health Officer.	11	Rs. 1,57,869/-
3.	Dr. Selvaganapathi S	MO, Asst. APHO	10	Rs. 1,39,634/-
4.	Dr. Amritha M	MO, Asst. APHO	10	Rs. 1,30,173/-
5.	Mr. Kalaichelvan.G	Health Inspector	06	Rs. 73,119/-
6.	Mr. Aurn A.S	Health Inspector	06	Rs. 73,119/-
7.	Shri. C.N.Veeramani	Health Assistant	04	Rs. 85,579/-
8.	Shri. B.Siddhik	Health Assistant	02	Rs. 58,701/-
9.	Mr. Ram Naresh Meena	Field Worker	01	Rs. 39,657/-
10.	Mr. Abhishek Gupta	Field Worker	01	Rs. 39,657/-
11.	Mr. Sourav Malik	Field Worker	01	Rs. 39,657/-
12.	Mr. Nithesh Kumar	Field Worker	01	Rs. 39,657/-

1.9.2) System of compensation as provided in its regulations:

According to Pay and Pension rules

1.10) Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]:**1.10.1) Name and designation of the Public Information Officer (PIO), Assistant Public Information(s) & Appellate Authority****1.10.2) Address, telephone numbers and email ID of each designated official**

Sr No	Particulars	Information	
		Central Public Information Officer (CPIO)	First Appellate Authority (FAA)
1	Name	Dr. Selvaganapathi S.	Dr.Divya S.
2	Designation	Asst. APHO	Airport Health Officer

3	Address	Airport Health Organisation, Terminal Building, International Airport, Trichirappalli, Tamilnadu -620007. Telephone:0431-2340078; 0431-2341683 Email: apho.trichy-mohfw@gov.in
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1.11) No. of employees against whom disciplinary action has been proposed or taken [Section 4(2)]

1.11.1) Pending for minor penalty or major penalty proceedings.

No minor penalty or major penalty proceedings pending against any employee

1.11.2) Finalised for minor penalty or major penalty proceedings

No minor penalty or major penalty proceedings pending against any employee

1.12) Programmes to advance understanding of RTI, [Section 26]

1.12.1) Educational programmes

Not applicable

1.12.2) Efforts to encourage public authority to participate in these programmes

Not applicable

1.12.3) Training of CPIO or APIO

No

1.12.4) Update & Publish guidelines on RTI by the public authorities concerned.

As per the guidelines issued from the Dte.GHS

1.13) Transfer policy and transfer orders [F No. 1/6/2011 – IR dt. 15.04.2013]

Refer section 1.5.4

2) Budget and Programme

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

2.1.1) Total Budget for the public authority

2.1.2) Budget for each agency and plan & programmes

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

Regular Budget.

	Sub-Head	RE Budget Allocated FY 2025 -26	Total Expenditure FY 2025 -26
1.	Salary	6100000	6067367
2.	Wages	20000	19168
3.	Rewards	27000	26481
4.	Medical Treatment	200000	152535
5.	Allowances	6900000	6853312
6.	LTC	140000	138899
7.	Training Expenses	0	0
8.	Domestic Travel Expenses (DTE)	300000	299885
9.	Office Expenses	2800000	2721406
10.	Printing & Publications	23000	22520
11.	Rent for others	485000	479532
12.	Digital Equipment	7000	6167
13.	Supplies and Materials	19000	18060
14.	Fuels & Lubricants	50000	40743
15.	Advertising & Publicity	0	0
16.	Minor civil & Electric Work	0	0
17.	Professional Services	0	0
18.	Repair & Maintenance	23000	22776
19.	Other Revenue Expenditure	37000	36777
20.	Information, Computer and Telecommunication	0	0
21.	Swacha Action Plan (SAP) Other charges	7000	6537
22.	Rent, Rate, Taxes	0	0
	Total	17138000	16912165

	PM-ABHIM Budget: Sub Head	Budget Allocated RE 2025 - 26	Total Expenditure FY 2025 -26
1.	Furniture & Fixtures	358043	341373
2.	Information Computer Telecommunication	409715	404703
3.	Machinery & equipment	78132	78132
4.	Digital Equipment	8900	8900
5.	Materials & Supplies	94565	93365
6.	Professional services	0	0
7.	Rent for others	0	0
8.	Office Expenses	19570650	19561530
9.	Motor Vehicle	300000	298537
	Total	20820005	20786540

2.1.3) Proposed expenditure

Available with office of Airport Health Organisation, Tiruchirappalli.

2.1.4) Revised budget for each agency, if any

Not applicable

2.1.5) Report on disbursements made and place where the related reports are available

Not applicable

2.2) Foreign and domestic tours

2.2.1) Budget for Domestic travel Expenses (allocated): Mentioned in 2.1.2

2.2.2) 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 official at the rank of Joint Secretary at this organisation.

2.2.3) Information related to procurements

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

b) Details of the bids awarded comprising the names of the suppliers of goods or services being procured

c) The works contract concluded- in any such combination of the above- and

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

All items procured in strict accordance with the GFR-2017 norms, and through GeM portal.

Bids awarded:

FY 2025-2026:

S. No	Bid No	Name of the Supplier of service	Concluded or Not (Yes/No)	Contract Value	Contract Close Date
1.	GEM/2025/B/6118616 Dated 07.04.2025	M/S Pandian R Security Agency	No	Rs.27,16,429.97/-	31.03.2026
2.	GEM/2025/B/6109998 Dated 09.04.2025	M/S Sigma Infotech	No	Rs.1,74,47,130.77/-	31.03.2026

2.3) Manner of execution of subsidy programmer [Section 4(i)(b)(xii)]

Not Applicable

2.4) Discretionary and non-discretionary grants [F.No.1/6/2011-IRdt.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 [FNo.1/6/2011-IRdt.15.4.2013]

No CAG and PAC with respect to Airport Health Organisation, Tiruchirappalli have been laid on the table of both houses of the parliament

3) Publicity Band 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]

There is no formal arrangement for consultation with or representation by members of the public in the formulation of policies or their implementation at the level of Airport Health Organisation (APHO), Tiruchirappalli.

As a field unit under the Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare, APHO, Tiruchirappalli functions primarily as an implementing agency for policies and regulations framed at the central level. However, feedback and grievances from stakeholders are addressed as per government norms through appropriate channels.

3.1.1) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens.

Please refer 1.3.3

3.1.2) Arrangements for consultation with or representation by

a) Members of the public in policy formulation or policy implementation

Not Applicable.

b) Day & time allotted for visitors

Not Applicable.

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

Central Public Information Officer (CPIO):

Dr. Selvaganapathi S.

Asst. Airport Health Officer,

Airport Health Organisation,

Terminal Building,

International Airport,

Trichirapalli-620007.

Telephone:0431-2340078; 0431-2341683

Airport Health Organisation

Email: apho.trichy-mohfw@gov.in

3.1.3) Public-private partnerships (PPP)

Not applicable

3.2) Are the details of policies or decisions, which affect public, informed to them [Section 4(1) (c)]

Not applicable

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

Yes

3.3.1) 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.trichy-mohfw@gov.in

3.4) Form of accessibility of information manual or hand book[Section 4(1)(b)]

Available (digital format)

1. Citizen Charter for APHO Tiruchirappalli

(<https://ihpoe.mohfw.gov.in/citizen%20charter/APHO%20Trichy.pdf>)

2. Details regarding APHO Tiruchirappalli (<https://ihpoe.mohfw.gov.in/>)

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

3.5.1) List of materials available Free of cost

Yes, above mentioned documents are Available as free of cost to download from the internet

4 E- Governance

S .No.	Item	Details of disclosure
4.1	Language in which	(i) English – Yes (See3.4above)

	Information Manual or Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(ii) Vernacular or Local Language - Nil
4.2	When was the information Manual or Hand book last updated? [F No. 1/6/2011-IR dt. 15.4.2013]	Last date of Annual updation – 2015
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 https://ihpoe.mohfw.gov.in and https://mohfw.gov.in & or go to https://ihpoe.mohfw.gov.in/ → RTI → APHO → Trichy (ii) Name or title of the document or record or other information - Suo Moto Declaration Under Section 4 Of RTI Act2005 - As specified in 3.1.1)

		(iii) Location where available IHR POE (mohfw.gov.in)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility Airport Health Organisation, Old Terminal Building, International Airport, Trichirapalli-620007. Telephone:0431-2340078; 0431-2341683 Email: apho.trichy-mohfw@gov.in (ii) Details of information made available - Suo-moto Declaration Under Section 4 Of RTI Act 2005 - IHR 2005 - Indian Aircraft (Public Health) rules, 1954 - Citizens Charter (iii) Working hours of the facility 09.00 hrs to17.30hrs Monday to Friday excluding Public Holidays for administrative office MI room at Airport Terminal is functional 24*7

		(iv) Contact person & contact details (Phone, fax email) Airport Health Officer Airport Health Organisation, Old Terminal Building, International Airport, Trichirapalli-620007. Telephone:0431-2340078; 0431-2341683 Email: apho.trichy-mohfw@gov.in																								
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism Grievances received directly through post or Email or from Ministry and DGHS are processed as per the guidelines issued from time to time.																								
(ii) Details of applications received under RTI and information provided From 01/04/2025 to 31/03/2026 Total no. of RTI applications received directly from applicant: Nil Total no. RTI transferred from other public authority: 5 All RTI have been replied meticulously Details of RTI received and reply given is mentioned below in Table 1																										
(iii) List of completed schemes or projects or Programme Not Applicable																										
(iv) List of schemes or projects or programme underway Not Applicable																										
(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.c																										
(vi) Annual Report 01.01.2025 to 31.12.2025 <table><tr><td>No. of Flights arrived and disinfected</td><td>4841</td></tr><tr><td>No. Passenger arrived and screened</td><td>710759</td></tr><tr><td>No. Crew arrived and screened</td><td>30739</td></tr><tr><td>Clearance of dead body</td><td>436</td></tr><tr><td>Quarantine of yellow fever</td><td>0</td></tr><tr><td>Medical & flight emergency</td><td>1</td></tr><tr><td>Sanitary inspection</td><td>12</td></tr><tr><td>Food establishments inspection</td><td>4</td></tr><tr><td>Training activities</td><td>57</td></tr><tr><td>Polio vaccination</td><td>0</td></tr><tr><td>Ill passenger</td><td>0</td></tr><tr><td>No. Fever cases</td><td>22</td></tr><tr><td>No. Of passengers referred for other PHEIC's</td><td>3</td></tr></table>		No. of Flights arrived and disinfected	4841	No. Passenger arrived and screened	710759	No. Crew arrived and screened	30739	Clearance of dead body	436	Quarantine of yellow fever	0	Medical & flight emergency	1	Sanitary inspection	12	Food establishments inspection	4	Training activities	57	Polio vaccination	0	Ill passenger	0	No. Fever cases	22	No. Of passengers referred for other PHEIC's
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Polio vaccination	0																									
Ill passenger	0																									
No. Fever cases	22																									
No. Of passengers referred for other PHEIC's	3																									

		(vii) Frequently Asked Question (FAQs) Not Applicable
		(viii) Any other information such as a) Citizen's Charter https://ihpoe.mohfw.gov.in/citizen%20charter/APHO%20Trichy.pdf
		b) Result Framework Document (RFD) Not Applicable
		c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter Nil.
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 Received – 05 Disposed – 05 is given Further details on information below in Table 1
		(ii) Details of appeals received and orders issued No appeal received in period 01/04/2025 to 31/03/2026
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given Received – NIL Replied – NIL Details of questions asked and reply given is mentioned below in Table 1

Table 1: Information sought in RTI

1.

Point No.	Point of query	Reply w.r.t APHO, Trichy
ii.	How Many MTS has joined the Ministry/Regional Offices/Subordinate Offices from 01.01.2014 to 14.04.2025. List of the employees and date of joining. If, anyone of them promoted to LDC/JSA during 01.01.2014 to 14.04.2025, name of the employee, Date of Promotion and by way of promotion either by departmental exam or regular promotion.	Nil

2.

Point No.	Point of query	Reply w.r.t APHO, Trichy
1	Please specify the no. of Sanctioned strength of Head Clerk in PoEs?	As per the records available in this office, no post designated as "Head Clerk" currently exists in the approved staffing pattern of Airport Health Organisation, Trichy.
2	How many posts of HCs are filled up (With details of PoEs wise)?	Not Applicable
3	How many posts of HCs are vacant (in PoEs)?	Not Applicable
	The criteria to fill-up the vacant posts of HCs? Please Provide the detail RRs of HC.	The Recruitment Rules and criteria for filling the post of Head Clerk, wherever applicable, are governed by the service rules issued by the competent authority. This office does not hold a separate copy of the detailed RRs for the said post.

3.

Point No.	Point of query	Reply w.r.t APHO, Trichy
1	Engagement of Casual Laborers thought Outsourcing. a) Does your Ministry/Department/Attached Offices/Subordinate Offices engage casual labourer/daily-wages through outsourcing agencies? b) If yes, please provide the name of the outsourcing agencies currently providing casual laborers in your Ministry/Department/Attached Offices/Subordinate Offices	(a) As per the records available in this office, there is no post designated as 'casual labourer' under the approved staffing pattern of Airport Health Organisation, Trichy. (b) While daily wage personnel may be engaged occasionally, this office does not engage such staff through any outsourcing agency as on date.
2	Leave Entitlements: Please provide detailed information regarding the leave provisions applicable to the casual labourers/daily-wagers engaged through outsourcing, specifically: (a) Are they entitled to: Aid weekly off? Paid gazette/public holiday? Compensatory holidays? Earned leave? Casual Leave? Any other type of leave (Please specify)? b) If yes, please provide: The conditions and eligibility criteria under which such leave is granted. The frequency and duration of each type of leave granted. c) If such leave is not granted, please clarify whether there are any provision for compensatory benefits or payments in lieu of leave.	Not Applicable
3	Legal/Policy basis: a) Please provide copies of the relevant rules, government orders, notifications, or contractual clauses under which the above-mentioned leave benefits are granted (if applicable) to outsourced casual Laborers. b) Please specify whether the terms of engagement regarding leave entitlements are based on: General government rules Outsourcing agency contracts Any other guidelines (please specify)	Not Applicable

4.

Point No.	Point of query	Reply w.r.t APHO, Trichy
(i)	All the Govt. employees such as Health Inspector, Health Assistant and Field Worker under APHOs. What is the last date or time duration for them to take their compensatory leave?	Compensatory Leave is granted to a non Gazetted staff in lieu of duty performed on Sundays or holidays. Such Leave is to be allowed within a month of its becoming due.

5.

o.	Information Sought	Reply (Information Sought pertains to APHO Trichy)					
	Legal expenses on Recruitment/Employment cases: -Year-wise total expenses (legal fees, litigation costs, settlements; other costs) for court/tribunal cases in recruitment/employment matters (e.g., promotions, terminations, reservations). -Table format: Institute, Year (2019-20 to 2024 -25). Case Type, No. of Cases, Amount spent (INR, by category), Funding source	Institute	Year	Case Type	No.of Cases	Amount Spent	Funding Source
		APHO Trichy	2019-2020	Nil			
			2020-2021	Civil	1	38,800	Government of India
			2021-2022	Civil	1	60,000	Government of India
			2022-2023	Nil			
			2023-2024	Nil			
			2024-2025	Nil			
	-For cases lost due to non-compliance with DoPT/institute rules: No. of cases, Non-Compliance reason, Costs (INR)	NIL					

2	Cadre Control & Governance Structures: "Cadre Control Authorities": Bodies managing cadre, postings, service rules "Governing Bodies": and changes (2019-2025) Composition (members, designations, tenures), decision-making powers (e.g., recruitment, policy), and changes (2019-2025) - Table format: Institute, Authority/Body, Composition, Powers, Legal Provisions, Provide by Laws/ notifications if available	DGHS Not Available in this Office Not Available in this office
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1.1) 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

Current CPIOs:

S. N o.	Particulars	Information
1.	Name of the Officer	Dr. Selvaganapathi S.
2.	Designation	Asst. Airport Health Officer
3.	Address	Airport Health Organisation, Old Terminal Building, International Airport, Trichirapalli-620007. Telephone:0431-2340078; 0431-2341683 Email: apho.trichy-mohfw@gov.in
4.	Telephone No	0431-2340078
6.	E-Mail	apho.trichy-mohfw@gov.in

Current FAAs:

S.N o.	Particulars	Information
1.	Name of the Officer	Dr. Divya S.
2.	Designation	Airport Health Officer
3.	Address	Airport Health Organisation, Old Terminal Building, International Airport, Trichirapalli-620007. Telephone:0431-2340078; 0431-2341683 Email: apho.trichy-mohfw@gov.in
4.	Telephone No	0431-2340078
6.	E-Mail	apho.trichy-mohfw@gov.in

(b) Earlier CPIOs & FAAs from 01/01/2015 to till date

S.No.	Name of the CPIOs	Period	
1.	Dr. Shenaaz	-	25.01.2019
2.	Dr. Subin S	25.01.2019	20.10.2020
3.	Dr. Divya S	21.10.2020	17.08.2022
4.	Dr. Boopathinathan K	18.08.2022	03.12.2023
5.	Dr. Divya S	04.12.2023	19.09.2024
6.	Dr. Amritha M	20.09.2024	10.11.2025
7.	Dr. Selvaganapathi S.	11.11.2025	Till Date

PREVIOUS FAA

S.No.	Name of the FAAs	Period	
1.	Dr. Subin S	20.10.2020	29.04.2025
2.	Dr. Divya S	30.04.2025	Till Date

5.1.2) Details of third-party audit of voluntary disclosure

(a) Dates of audit carried out

(b) Report of the audit carried out

As a common website is being maintained for all subordinate offices under PH(IH) Section, Directorate General of Health Services, it has been decided with the approval of competent authority that third party audit shall be conducted at central level in Dte. GHS as per PH(IH) section letter no. No. G-25014/01/2025-PH (IH) dated 06.10.2025.

5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary or Additional HoD

Not Applicable

(a) Date of appointment

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.4) Consultancy committee of key stake holders for advice on Su-Moto disclosure

(a) Dates from which constituted

(b) Name & Designation of the officers

Not Available

5.1.5) Committee of CPIOs or FAAs with rich experience in RTI to identify frequently sought information under RTI.

(a) Dates from which constituted

(b) Name & Designation of the Officers

Not Available

2. Information Disclosed on own Initiative

2.1) Item or 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,
go to <https://ihpoe.mohfw.gov.in> RTI → APHO → Trichy

2.2) 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)

2.2.1) Whether STQC certification obtained and its validity.

No

2.2.2) Does the website show the certificate on the Website?

No

Name: Dr. Divya S.

Designation: Airport Health Officer, Tiruchirappalli