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**GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE
BJ- 25, BJB NAGAR, BHUBANESWAR-751014**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

1. Introduction and Background Information:

Airport Health Organisation (APHO) Bhubaneswar is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO Bhubaneswar is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs).

APHO Bhubaneswar, unit started in 2015. The Sr. Regional Director, Regional Office for Health and Family welfare, Bhubaneswar is the Head of the Organization as declared by DGHS and in charge of Airport Health organisation unit in Bhubaneswar.

Currently the unit is running with 04 no of staffs. i.e 02 Regular Medical officers and 02 outsourced staff (1 Health Assistant & 1 Data Entry Operator).

Location:

Presently APHO Bhubaneswar is working from ROHFW Bhubaneswar at BJ-25; BJB Nagar, Bhubaneswar-751014

2. Functions:

Routine Activities currently done

1. Surveillance of International Passengers and Crew members for yellow fever disease.
2. Quarantine of Passengers as and when required in assigned hospital by state IDSP, Odisha.
3. Public health clearance of dead body/human remains.
4. Vector surveillance (for Vectors of Aedes Mosquito mainly) both inside and 400 meter perimeter area of Airport periodically in co ordination with AAI Bhubaneswar.
5. Verification of Flight's Disinfection status.
6. Training of Immigration staff and other stake holders on International Health, Yellow fever and on any updates as and when communicated by competent Authority.
7. Monthly reporting of APHO data to IHRPOE website.

Emergency Duties

Public Health Emergency of International Concern (eg.EVD/COVID-19).

- (i) Thermal Screening & isolation of international passengers as per GOI guidelines.
- (ii) Co-ordinate with designated isolation facility –State IDSP for referral of symptomatic passengers.
- (iii) Provide guidelines on disinfection of Aircraft and airport premise during PHEIC.
- (iv) Ensure proper biomedical waste management by observing the shortcomings and suggesting the corrective measures to AAI.
- (v) Training of all stakeholders on PHEIC.

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

| SL.NO. | ACTIVITY | DAY / DATE & TIME |
|---------------|---|--|
| 1 | Quarantine Facility | As and when required |
| 2 | Medical Inspection Room activity- (inspection of General Declaration Of Health submitted by Airlines, Verification of Disinfection Status of Arrival Flights, passenger screening, Dead body clearance etc) | As and when required. 24 hours, all 7 days of week |
| 3 | Training & Coordination | As and when required |
| 4 | Emergency | As and when required. 24 hours, all 7 days of week |

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

1. Airport Health Officer (Sr. Regional Director) :

Administrative:

- i. Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by administrative Ministry.
- ii. Appointing & Disciplinary Authority for certain Group C posts.
- iii. Controlling Officer for officers and staff of the establishment.

Financial:

- i. Head of Office and Drawing & Disbursing Officer for the establishment
- ii. Statutory powers delegated under Delegation of Financial Powers Rules, 1978.

Others:

Statutory Authority with powers to implement the Regulations, Acts and Rules Administered by the authority

Medical Officer:

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

Powers and duties common to both as above:

1. Surveillance of International Passengers and Crew for yellow fever disease.
2. Quarantine of Passengers on need.
3. Public health clearance of dead body / human remains.
4. Vector surveillance (for Vectors of Aedes Mosquito mainly) both inside and 400 meter perimeter area of Airport periodically in coordination with Airport Authority and NVBDCP, New Delhi.
5. Verification of Flight Disinfection status.
6. Sanitary Inspection of Airport and premises.
7. Public Health Emergency of International concern.

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

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

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

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

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

Acts:

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

Rules:

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

Regulations:

1. The International Health Regulations (2005)

(6). Statement of the categories of documents under control (Section 4(1)(b)(vi)):

I. Documents related to substantive functions

Category A: Nil

Category B-Keep-Permanent:

1. Non consumable stock Register
2. Copy of Acts, Rules, & Regulations administered by this Public Authority
3. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years:

1. Cash Book
2. Old cash book

Category C-5 Years:

1. Bill register
2. Salary Bill Prepared
3. Ebola file
4. Swine flu files
5. Covid -19 files

Category C-3 Years:

1. Stock Register
2. Service Postage & Stamp Register
3. Challan Register
4. Budget Preparation
5. Each Budget Head Register every year
6. TR (Treasure Challan receipt book)
7. All contingent bill prepared

Category C-2 Years:

1. Cash Book
2. Consumable stock register
3. PHEIC screening Cards
4. Flight detail Register
5. GD Document & passenger Manifest
6. Human Remains Intimation Register
7. Human Remains Register
8. Human Remains documents
9. Dispatch Register

Category C-1 Years

1. Attendance register

(7). Arrangement for consultation with and representation by members of the public in relation to formulation of policy or implementation thereof (Section 4(1)(b)(vii)):

Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.

(8). Boards, Councils, Committees and other Bodies (Section 4(1)(b)(viii)):

As APHO is functioning under the ROHFW Bhubaneswar so no specific committees are constituted under APHO. However the Medical Officers of APHO Bhubaneswar are members of different committees of ROHFW which serves both for office of APHO & ROHFW.

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

Staff Strength and in Position Staff: (As on 11/03/2021):

Regular – sanctioned strength in position vacant

| Name of the post | Group of Post | Sanction Strength | In position | Vacant Posts |
|------------------|---------------|-------------------|-------------|--------------|
| Medical Officer | A | 2 | 2 | Nil |
| Staff Nurse | B | 1 | Nil | 1 |
| Health Inspector | B | 2 | Nil | 2 |
| LDC | C | 1 | Nil | 1 |
| Health Assistant | C | 1 | Nil | 1 |
| Field Worker | C | 2 | Nil | 2 |

(10). Monthly remuneration received by officers and employees (Section 4(1)(b)(x)) :

Regular

| SL. NO. | NAME OF THE EMPLOYEE | DESIGNATION | PAY LEVEL (7 TH CPC) | ALLOWANCES |
|---------|---------------------------|-----------------|---------------------------------|--------------------------------|
| 1 | Dr. Bijnapad Sahoo | Medical Officer | Level-10 | As per Central Govt provisions |
| 2 | Dr. Mohammad Akhal Alisha | Medical Officer | Level-10 | |

Outsourcing

| SL. NO. | DESIGNATION | NAME OF THE AGENCY | FIXED MONTHLY REMUNERATION |
|---------|------------------|---|----------------------------|
| 1 | Health Assistant | Provided through Eagle Security Pvt. Ltd. | Rs. 19,900/- |
| 2 | DEO | Provided through Industrial Security Agency | Rs. 25,500/- |

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

| SL.NO. | SUB-HEAD | BUDGET ESTIMATE FOR FY 2020-21 |
|--------|-------------------------------|--------------------------------|
| 1 | Salary | 20,00,000 |
| 2 | Medical Treatment | 50,000 |
| 3 | DTE(Domestic travel Expenses) | 50,000 |
| 4 | Office Expenses | 1,00,000 |
| 5 | Professional Service | 7,00,000 |
| | TOTAL | 29,00,000 |

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

NIL

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

NIL

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

To refer to the website www.ihrpoe.co.in and the email id rohfwbbs@rediffmail.com

15) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use (Section 4(1)(b)(xv)):

Nil

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

| SL.NO. | PARTICULARS | INFORMATIONS |
|--------|-----------------------|---------------------------------------|
| 1 | Name of the Officer | Dr Nilam Manoharrao Somalkar |
| 2 | Designation | Regional Director |
| 3 | Address | BJ-25 , BJB Nagar, Bhubaneswar-751014 |
| 4 | Telephone No / Fax No | 0674-2434473 |
| 5 | E-Mail | rohfwbbs@rediffmail.com |

Signature

Name: Dr Sushant Kumar Kar

Designation: Senior Regional Director,

Regional office of Health and family welfare, Bhubaneswar

Date: 12-03-2021