



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY
WELFARE, (DIRECTORATE
GENERAL OF HEALTH SERVICES)
AIRPORT HEALTH ORGANISATION, CALICUT
KARIPPUR- 673 647**

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 Organization (APHO), Calicut is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India.

APHO Calicut is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs). It is the nodal organization to coordinate the PHEIC activities at Calicut International Airport. APHO Calicut, as a regular unit started in February-2017 by deploying a Medical Officer from APHO Mumbai. Senior Regional Director, from Regional Office of Health and Family Welfare (ROHFW), Thiruvananthapuram is the Nodal Office for APHO Calicut.

Prior to February 2017, SRD Thiruvananthapuram was looking after PHEIC related activities at Calicut Airport and there was a pre-immigration Health counter ,called as Epidemic screening counter run by Kerala State Health (through District Medical Officer Malappuram) manned by Junior Health Inspectors. The service of state Junior Health Inspector was continued after establishing unit as part of inter-sectoral co-ordination.

Location: APHO is located in Karippur, Malappuram District Kerala serving Calicut, Malappuram , Wayanad and North Kerala & is operated by Airport Authority of India (AAI). Presently, Calicut Airport receives flight from Gulf co operation council countries only (6-GCC countries). Routinely, the Airport handles an average of around 27-29 international flight per Day,(Both domestic and International around 33-34) and average International passenger load per month is 90 689. Airport Authority of India provides various services for passenger facilitation and smooth aircraft operation.

2. Functions:

Routine Activities currently done

1. Surveillance of International Passengers and Crew for Yellow Fever disease.
2. Quarantine of Passengers. (No dedicated Quarantine center in the unit, passengers need to be quarantined in nearby APHO unit as needed)
3. Public health clearance of dead body / human remains.
4. Control and co-ordination during PHEIC
5. Vector surveillance (*Aedes sp.*) both inside and 100 meter perimeter area of Airport periodically in co ordination with National Center for Disease Control Calicut.
6. Verification of Flight Dis-insection status
7. Sanitary Inspection of Airport and premises
8. Training of Immigration staff and other stake holders on International Health, Yellow fever and on any updates as and when communicated by competent Authority.
9. Protocol Duties as and when required.

Emergency Duties:

1. Public Health Emergency of International Importance.
2. To Assist Airport Local Health Authority and State Health Authority in dealing with Medical & Flight Emergencies if any.

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

Sr No.	Activity	Day / Date & Time
Routine Activities:		
1	Quarantine Facility:	No dedicated Quarantine center in the unit, passengers may be quarantined in nearby APHO unit on need 24 hours, all 7 days of a week
2	Inspection of General Declaration Of Health submitted by Airlines, Verification of Disinsection Status of Flight ,passenger screening, Dead body clearance, etc)	During International Arrivals 24 hours, all 7 days of a week
4	Protocol Duty	As and when required
5	Training & Coordination:	As and when required
6	Yellow Fever Training	As and when required
8	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 (APHO):

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.

2. 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. Co-ordination of pre immigration Polio vaccination done by state Health Authority.
4. Public health clearance of dead body / human remains.
5. Vector surveillance (Aedes) both inside and 100 meter perimeter area of Airport periodically in co ordination with Airport Pest control Authority and National Center for Disease Control, Calicut.
6. Verification of Flight Dis-insection status
7. Sanitary Inspection of Airport and premises
8. To Assist Airport Local Health Authority and State Health Authority in dealing with Medical & Flight Emergencies if any.
9. Public Health Emergency of International Importance.

(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
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

Category C-5 Years:

1. Bill register
2. Salary Bill Prepared
3. Ebola file
4. Swine flu files

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

Category C-2 Years:

7. Cash Receipt Book
8. Consumable stock register
10. PHEIC screening Cards
11. Flight detail Register
12. GD Document & passenger Manifest
13. Human Remain Register
14. Human Remain documents
18. Dispatch Register

Category C-1 Years

1. Attendance register

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

Staff Strength and in Position Staff: (As on 07/03/2021):

Designation	Regular	contractual
Medical Officer	2	1
Health Inspector	0	2
Field worker	0	2

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

Sl. No.	Name & Designation	Remuneration p.m.	
Health & Family Welfare:			
1	Dr. Mohammed Jalaluddeen Thangakoya	₹124739/- p.m.	Pay Level 11
2	Dr.Sayooj C.H.	₹101435/- p.m.	Pay Level 10

Directory of officers & employees of Airport Health Office, Calicut

Sl. No.	Name & Designation	Residential address
1	Dr. Mohammed Jalaluddeen Thangakoya	Etteeth House Neetanimmal Thurakkal Kondotty - 673638 Mob. 09447960221 dr.jalu@gmail.com
2	Dr.Sayooj C.H.	Chedayambathu Puthenpurayil House, Nadapuram, Vadamara, Kozhikode

		Kerala – 673504 Mob. 09645717044 sayoojch1@gmail.com
--	--	--

(11). Budget Grant and Expenditure made (Section 4(1)(b)(xi)): Financial Year 2020-21

(Figures in Rupees)							
Sl.No.	Sub-Head	Allocation of B.E.2020-21	Expr. Upto the last month	Expr. During the month of Report 3/21	Total expr. Upto the month of report 3/21	% of utilization	Remarks
I	II	III	IV	V	VI	VII	VIII
1	Prof& Ser	2,600,000	917358	1274465	2191823	84	None
2	Salary	3,100,000	2788178	0	2788178	90	
3	O.E.	45,000	52734	1665	54399	121	
4	DTE	50,000	0	0	0	0	
5	MT	25,000	0	0	0	0	
	TOTAL	5,820,000	3,758,270	1,276,130	5034400	87	

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

NA

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

NA

(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 calicutapho@gmail.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)):

NA

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

Sr.No.	Particulars	Information
1.	Name of the Officer	Dr Ali Manikfan Abdullage (i/c APHO Calicut
2.	Designation	Senior Regional Director Trivandrum and i/c Apho Calicut
3.	Address	Regional Office Of Health and FW, Meads Lane Cantonment, Thiruvananthapuram- 695 034
4.	Telephone No / Fax No	0471 2322710/ 0483 271 2221
5.	E-Mail	calicutapho@gmail.com rohfwvm.ker@nic.in

Signature: -(Sd)-

Name: Dr Ali Manikfan Abdullage

Designation: Senior Regional Director Trivandrum and i/c Apho Calicut

Date: 13-04-2021