



GOVERNMENT OF INDIA
AIRPORT HEALTH ORGANISATION
(Dte General of Health Services)
CHENNAI – 27

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SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

The Airport Health Organisation (APHO), Chennai is a subordinate office under control of Directorate General of Health Services, Ministry of Health & Family Welfare. It was established in the year 1939. Until Mar 2006 it was functioning under the administrative control Port Health Organisation, Chennai. Due to functional requirement, it has been separated from PHO, Chennai and formed into independent organization since Apr 2006.

ORGANISATIONAL STRUCTURE

The Organization is headed by Airport health Officer (APHO). He/She is overall incharge of the organization and is assisted by Asst. APHO and Medical Officers. This organisation is the local health authority in respect of the Chennai Airport.

The Airport Health Organisation, Chennai has the following three working sections/units: -

1. **Administrative Unit:** - Presently located in the Quarantine Centre building in the old airport. It is about 8 kms away from Airport Terminals. All administrative work relating to running of the Organisation, budgeting, licensing, etc are dealt by this section.
2. **Medical Inspection Room:** - Functioning from the arrival hall of international airport terminal building. It is mainly responsible for supervision of Sanitary, flight inspection & disinsection, Health screening, quarantine work, food hygiene, dead body clearance, etc.
3. **Quarantine Centre:** - Presently one ward in RGGGH, Chennai is identified as temporary Quarantine Centre since 2017.

FUNCTIONS

- Health screening of all international arrival passengers and quarantine (Routinely and during Public Health Emergency of International Concern-PHEIC).
- Supervision of Anti-mosquito and anti-rodent work inside the premises of airport carried out by Airport Operator (AAI).
- Supervision of general sanitation.
- Supervision of Disinfection, disinsection of aircrafts carried out by concerned airlines.
- Checking of “General Declaration” issued by pilot of aircraft arriving from foreign countries and clearing.
- Issuance of clearance certificate for Dead bodies brought from aboard.
- Attending onboard death
- Issuance of licenses to all catering outlets inside the airport premises.

QUARANTINE

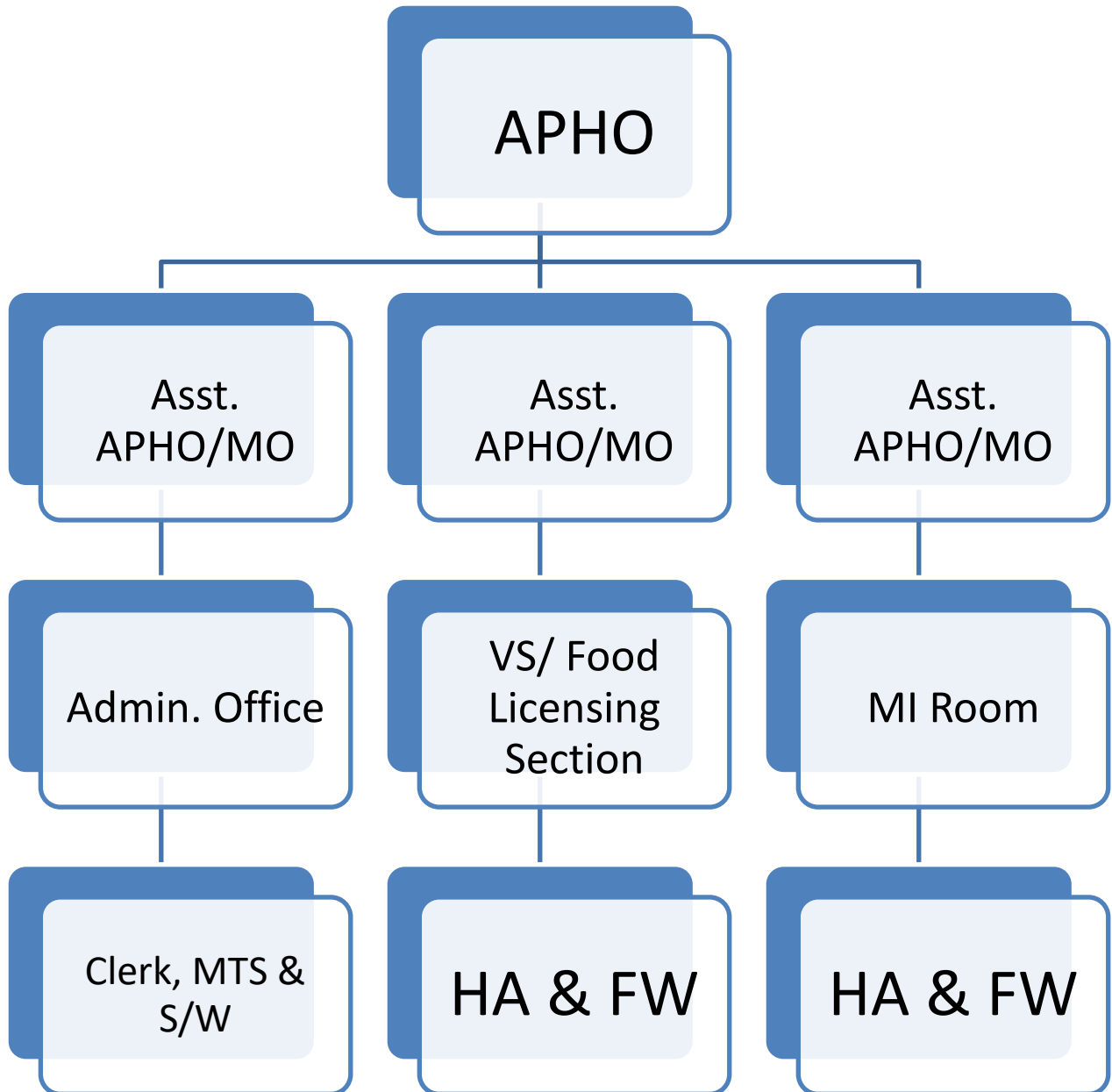
Anyone (except infant upto the age of six months) arriving by air within 06 (six) days without a valid yellow fever vaccination certificate from yellow fever endemic countries (WHO) is detained for quarantine upto six days.

CONTACT US

Address for communication: Airport Health Officer, Airport Health Organisation,
Old Airport, Meenambakkam, Chennai – 600027, Tamil Nadu State (India)
Telephone Number : 044-22560788, 044-22560789
Telefax Number: 044-22560789

MI Room: Anna International Terminal, Chennai Airport, Chennai – 600027, Tamil Nadu State (India).
Telephone Number : 044-22566245/ 044-22563899 (Counter)

ORGANISATIONAL CHART OF APHO, CHENNAI



LIST OF HODs OF APHO, CHENNAI
(Separated from PHO, Chennai and become Independent unit from April 2006)

Airport Health Officer			
S/No	Name of Officer	Period	
		From	To
1.	Dr. J. Kadhirvelu	01.04.2006	07.05.2007
2.	Dr. P. Damodaran	07.05.2007	10.06.2009
3.	Dr. G. G. Khan	10.06.2009	17.12.2009
4.	Dr. M. Gunasekaran	18.12.2009	30.06.2012
5.	Dr. S. Chitra	01.07.2012	13.08.2014
6.	Dr. Nirmal Joe	14.08.2014	04.11.2014
7.	Dr. M. Maheswari	05.11.2014	30.04.2015
8.	Dr. T. Meenatchi	01.05.2015	11.05.2015
9.	Dr. N. Elangeswaran	12.05.2015	09.08.2015
10.	Dr. Chethana Rangaraju	10.08.2015	01.04.2016
11.	Dr. M. Maheswari	01.04.2016	04.05.2017
12.	Dr. D. Swarna Kumari	05.05.2017	31.08.2019
13.	Dr. T. Meenatchi	01.09.2019	07.01.2020
14.	Dr. J. Kadhirvelu	08.01.2020	Till Date

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

1. Airport Health Officer:

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 and from time to time by DGHS.

Others:

Statutory Authority has powers to implement the Regulations, Acts and Rules administered by the authority with permission from DGHS.

2. Asst. APHO

Any work as assigned by APHO including administrative, financial as “DDO” and others.

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

3. Medical Officer:

Any work as assigned by APHO including administrative, financial as “DDO” and others.

Same powers and duties of Airport Health Officer under International Health Regulations (2005), the Indian 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
3. Public health clearance of dead body/human remains
4. Vector surveillance
5. Supervision of flight Dis-insection by airlines
6. Supervision of Sanitary Inspection
7. Training & Teaching
8. Protocol Duties
9. PHEICs

4. Other subordinate staff:

1. Powers: Being Subordinate staff, No independent powers.
2. Duties: All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment, accounts, stores etc. including assisting officers in substantive functions. However, routine and emergency duties as allocated by DGHS, is appended below for technical staff.

Role & Responsibilities of Health Inspectors/ Health Assistants/ Field Workers at Point of Entry:

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	GD Examination/ Passenger manifest/ Disinfections cans	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
Conveyance Disinsection – disinfection if needed	Disinsectant Fumigation spray of conveyance Use of disinfection as presumed	FW under guidance of HI/ HA	-	In case of need HI/HA will perform the job
Surveillance of Passengers & Crew Members	Examination of documents (medical, vaccination, passport & itinerary documents)	HI under technical guidance of MO	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
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	In absence of HI, HA/FW will perform the job under guidance of MO
Service to the quarantine passengers at quarantine centre	Daily examination of the quarantined person. Facilitation of the quarantine person for basic amenities. Documentation of the quarantine person.	MO & Staff Nurse	Ward Boy & Female Attendant	In absence of Staff Nurse, HI, HA /FW will perform the job under the guidance of MO
Clearance of Human remains	Examination of documents (Death certificate, NOC of Indian High Commission, Embalming certificate if required and copy of passport	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO

Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Routine Activities:				
To ensure safe general sanitation condition at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organisation have supervisory role Supervisory/ Sanitary rounds	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
To ensure provision of safe food at POEHO	Inspection of food outlets. Food safety duty on VVIP flights. Plan for inspection of 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 Organisation have supervisory role. Supervisory rounds. Periodical sampling of drinking water. Assisting team from Govt. Organisation like NCDC for drinking water sampling.	HI	HA & FW	In absence of HI, HA/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 Organisation have supervisory role. Supervisory rounds, Vector control plan.	HI & HA	FW	In absence of HI, HA/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/FW will perform the job under guidance of MO
Assistance to VVIP & Senior Officer from GOI at POE		HI, HA & FW		

Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Emergency Activities:				
Activity during medical/ flight emergency/ public health emergency of international concerns	Briefing of all stake holders at Airport. Medical aid with assistance from MOs. Gathering necessary information & documents from conveyances operations. Assistance for MO at Screening counters. Arranging logistics. Disinsection/ Disinfection of baggage & conveyances. Any other duty as assigned by Incharge 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	HA, 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		

(1.3). 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/ADG/DDA/Dir/DDG/DGHS.

(1.4). 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.

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

Acts & Rules:

1. The Indian Aircraft Act, 1934 (XXII).
2. The Indian Aircraft (Public Health) Rules, 2015.
2. Food Safety and Standard Act, (FSSA)-2006

Regulations:

1. The International Health Regulations (2005)

(1.6). 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. Service book of all staff
3. All pension papers of old staff
4. EFC file
5. Copy of Acts, Rules, & Regulations administered by this Public Authority
6. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years:

1. Cash Book
2. Old cash book & TR

Category C-5 Years:

1. Bill register
2. Salary Bill Prepared
3. Ebola file
4. Swine flu files
5. All personal Files
6. Register of Licence 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. Budget Control Register
6. TR (Treasure Challan receipt book)
7. All contingent bill prepared

Category C-2 Years:

1. Oral Polio vaccine certificate
2. Emergency Medicine stock Register
3. Consumable stock register
4. Flight detail Register
5. GD Document & passenger Manifest
6. Human Remain Register
7. Human Remain documents
8. Polio Record Register
9. Annual maintainace Register
10. Dispatch Register
11. Vector Surveillance Register
12. Water Sample Register
13. FSSAI Food License Register

Category C-1 Years:

1. Attendance register

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

Nil

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

Staff Strength and in Position Staff: (As on 01/06/2020): Sanctioned Strength, In Position & Vacancy at APHO, Chennai

S/No.	Category of Post	Total Sanctioned Strength	In Position	Vacancy (Vacant since)	Remarks
1.	Group 'A'	04	04	Nil	
2.	Group 'B'	06	Nil	06	
3.	Group 'C'	22	11	11	
4.	Group 'D'	Nil	Nil	Nil	

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

Name, Designation and Pay Matrix of Employees – APHO, Chennai as on 01.06.2020

S/No	Name	Designation	Pay Matrix Level	Allowance
1.	Dr. J. Kadirvelu	Sr. CMO (SAG), Airport Health Officer	14	As admissible as per Central Govt. norms
2.	Dr. K. S. Saranya	MO, Asst. APHO	10	-do-
3.	Dr. T. Meenatchi	Medical Officer	10	-do-
4.	Dr. Abdul Khader. S.	Medical Officer	10	-do-
5.	Shri Balaji. S.R.V.	LDC	05	-do-
6.	Shri A. Parthasarathy	Health Assistant	03	-do-
7.	Shri V. Arumugam	Field Worker	02	-do-
8.	Shri N. Varadharasu	Field Worker	02	-do-
9.	Shri R. Govindaraj	Field Worker	02	-do-
10.	Shri N. Durai	Field Worker	02	-do-
11.	Shri S. Panneerselvam	MTS	02	-do-
12.	Shri D. Kannan	Field Worker	01	-do-
13.	Shri Praveen Kumar	Field Worker	01	-do-
14.	Shri Sudhir Kumar	Field Worker	01	-do-

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

**FINAL ESTIMATE OF EXPENDITURE FOR F.Y. 2019-20
GRANT NO. 42- DEPARTMENT OF HEALTH & FAMILY WELFARE
(NON-PLAN)**

(Rs. in thousands)

Scheme/ Institution/ Programme	BE 2019-20	RE 2019-20	Final Estimate in 2019-20
Salaries	15,000.00	19000.00	13120.080
Medical Treatment (MT)	500.00	150.00	121.977
Wages	250.00	230.00	227.685
Overtime Allowance (OTA)	-	-	-
Domestic Travel Expenses (DTE)	250.00	200.00	-
Office Expenses (OE)	1,000.00	600.00	405.216
Professional Services (PS)	2,500.00	1,086.00	709.114
Rent, Rates & Taxes (RRT)	400.00	-	-
Supply & Materials (S&M)	-	-	-
Other Charges	-	-	-
Minor Work	25.00	-	-
SAP Other charges	15.00	15.00	14.086
Total	19,940.00	21,281.00	14,598.088

BUDGET ALLOCATION FOR THE FY 2020-21

Sub-Head	Budget Estimate 2020-21 (Rs. in thousands)
Salaries	19000
Medical Treatment (MT)	150
Wages	300
Overtime Allowance (OTA)	0
Domestic Travel Expenses (DTE)	100
Office Expenses (OE)	1500
Professional Services (PS)	1000
Rent, Rates & Taxes (RRT)	400
Supply & Materials (S&M)	0
Other Charges	0
Minor Work	25
Swatchhta Action Plan (SAP) Other Charges	10
Total	22085

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

NIL

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

NIL

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

To refer to the website www.ihrpoe.co.in

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)):

Not applicable.

(1.10). Name, Designation and other particulars of Public Information Officers [Section 4[1] [b] [ix]]:

S/No	Name, Designation & Particulars of Public Information Officers
1.	<u>CPIO</u> Dr. K. S. Saranya Asst. Airport Health Officer Airport Health Organisation Old Airport, Opp. Gate No.6, Meenambakkam, Chennai – 600027 Contact No.044-22560788 E-Mail: apho.chn-dghs@gov.in
2.	<u>Appellate Authority</u> Dr. P. K. Sen DDG (MH/IH) DGHS, Nirman Bhavan New Delhi -110011 Contact No.011-23061806 E. Mail: pk.sen59@gov.in

Sd/-xxxx
Airport Health Officer
Chennai