

A FRAME WORK FOR TRANSPARENCY AUDIT

AIRPORT HEALTH ORGANISATION

MINISTRY OF HEALTH AND FAMILY WELFARE

GOVERNMENT OF INDIA

NEDUMBASSERY, COCHIN

ORGANISATION AND FUNCTION

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

Name and address of the organisation:

**Airport Health Organisation,
Ministry of Health and family Welfare,
Govt of India,
Cochin International Airport,
CHA Building,
Nedumbassery, Cochin-683111.
Contact Nos: 0484-2610255, 2611855
E-mail ID: aphocochin@gmail.com**

Head of the Organisation

: Airport Health Officer, Cochin

Vision Mission and Key Objectives

Airport Health organisation, Cochin is a 'Public Authority' established for the detailed execution of the Policies of the Government of India with the status of a 'Subordinate Office' of Directorate General of Health Services under Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi. This Public Authority functions with the funds provided by the Government of India. Airport Health Organisation (APHO) ensures implementation of International Health Regulation, International Sanitary regulation and Indian Aircraft (Public Health) Rules.

Airport Health Organisation Cochin was established on 23 August 2006. Presently Airport Health Organisation, Cochin is a fully functional unit with a quarantine facility and an yellow fever vaccination centre.

India, a Member State of World Health Organisation has adopted the International Health Regulations 2005 with some "Reservations". The objective of 'International Health Regulations' is to ensure the maximum security against the international spread of Communicable disease with a minimum interference with world traffic. The "Reservations of India" to these Regulations is towards 'Prevention of entry of Yellow Fever into India. As per these Regulations, a Member State has to maintain as many of the Sanitary Ports and Airports as practicable with organized medical and health service with adequate staff, equipment, premises etc.

Cochin international Airport is the busiest and the largest airport in the state of Kerala and It is the eighth busiest airport in India in terms of international traffic.

Functions and Duties of APHO, Cochin:

1. Surveillance of diseases notified by Govt. of India.

Disease surveillance at Airport Health Organisation basically includes 2 categories

A. Disease surveillance on regular basis like surveillance of Yellow Fever disease. As per the standard protocol all international passengers are screened by Immigration Officers. Passengers coming from Yellow fever infected countries without valied Yellow fever vaccination card are identified.

If such passengers are identified by immigration officers they are referred to APHO Pre – immigration office for decision making.

B. Disease surveillance when a PHEIC is declared by World Health Organization and Govt. of India, Ministry of Health and Family Welfare decide to initiate surveillance.

2. Passenger quarantine :

All the passengers who have transited through the Yellow fever endemic country during the last 6 days prior to arriving India and if they don't have a valied vaccination certificate, they will have to be quarantine for 6 days. The quarantine starts from the date and the time they started travel from affected country. During this period they will be monitored for any signs and symptoms for yellow fever disease. If they develop any symptoms, sample will be collected and send for testing.

3. Yellow Fever Vaccination :

APHO, Cochin is a designated yellow fever vaccination centre by Govt. of India. Vaccination is given for passengers who desires to go to the yellow fever affected countries. They have to take vaccination minimum 10 days prior to travel to these countries.

(For details of yellow fever vaccinations please see the Annex 1)

4. Polio Vaccination :

Since in India has been declared polio free, Govt. of India has decided to vaccinate passengers going to polio affected countries. This is to avoid further introduction of the wild strain of polio again in to India. Passengers who desires to take vaccination can take it preferably six weeks prior to their travel to the below mentioned countries. This is not a mandatory requirement. After vaccination a vaccination certificate will be issued which is valid for one year. The countries which are declared by WHO as Polio affected are shown in the table below.

Polio affected countries

- ❖ Afghanistan
- ❖ Nigeria
- ❖ Pakistan
- ❖ Ethiopia
- ❖ Kenya
- ❖ Somalia
- ❖ Syria
- ❖ Cameron

5. Surveillance of International Aircraft disinsection :

As per the Indian Aircraft and Public Health rule all the international flights coming to India should be disinfected. These aircraft will be carrying a certificate/ Disinsection canisters to this effect and will be shown to the pre - Immigration office for verification.

6. Human remains Clearance :

As per the Indian Aircraft and public health rule Para (4) 1954, aircraft operators/consignee should intimate APHO at least 48hrs before the HUM is brought to airport. Following documents are required to be presented (Copies) Pre - Immigration office of APHO.

- a. Indian Embassy Non-Objection Certificate.
- b. Copy of the cancelled passport.
- c. Death certificate clearly showing the cause of death.
- d. Embalm certificate.
- e. Non contagious certificate.

This office will examine the documents presented and permit/deny the request given by the aircraft operators. Intimation along with copies of the necessary documents should be send to APHO mail (aphocochinum@gmail.com) at least 48hrs before. The documents will be scrutinised and decision taken will be conveyed to the consignee/aircraft operator.

Similarly clearance certificate is issued for the on board death cases after examination of the body.

7. VVIP food surveillance

8. Implementation of FSSAI 2006 :

Airport Health Officer is the designated officer for the food outlets with in the terminal. These food outlets will be checked frequently and their food hygiene practises will be thoroughly scrutinised.

9. Vector Surveillance :

APHO staff with assistance from national Vector borne Disease control program undertake periodic monitoring of the vector control activity within the airport and 400 metre of the airport.

10. Sanitary Inspection :

Health Inspector and Field workers do the regular sanitary inspection of the food outlets, Toilets, washrooms et.. Samples of the drinking water are to be taken by the airport operator under the supervision of the APHO from the water sources for testing and the results will be monitored by this office.

11. Training :

The Immigration officers have trained periodically regarding Yellow Fever and PHEICs .

12. Flight Emergency's :

APHO staffs will be assisting if any flight emergency occurs within the airport.

13. Duties related to public Health Emergencies of International Concern (PHEIC) :

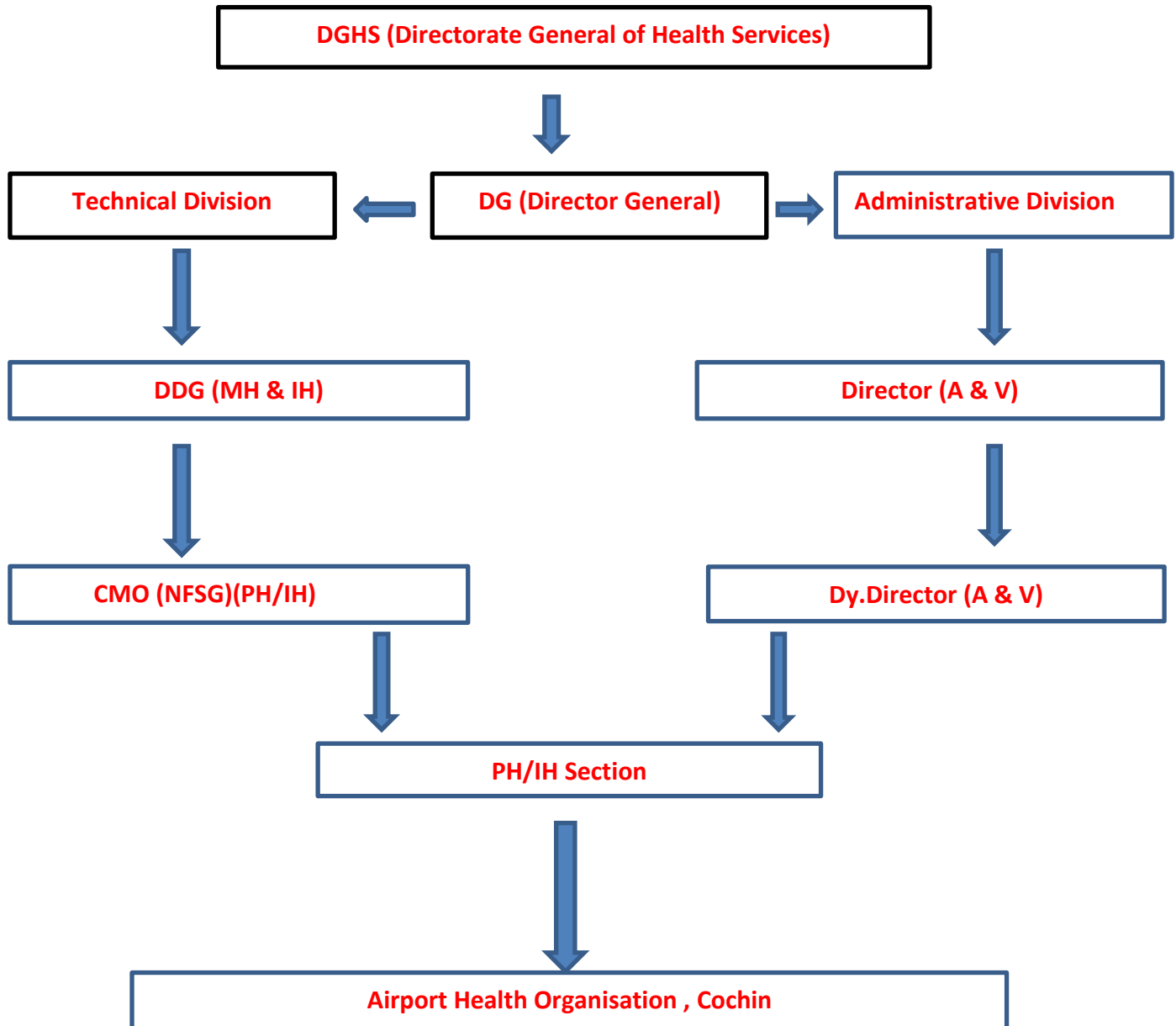
As per the International Health regulations, point of entries should be prepared for Chemical, Biological, Radiological and Nuclear emergencies CBRN approach. CIAL is fully prepared and a public health emergency contingency plan has been prepared by Airport Health organisation. This PHECP had been approved by ministry and stake holders at CIAL. This plan was initiated previously during H1N1, MERS – CoV, Zika and COVID 19 outbreak.

14. Any other task assigned by the Ministry

1. APHO Cochin has been assigned with HUM clearance responsibility of th Kannur Airport since there is no APHO there.

Organisation Chart

Organisation chart of Airport Health Organisation, Cochin



Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt:-

Airport Health Organisation Cochin was established on 23 August 2006.

HoDs :

1. Dr. Raphael Teddy (From 2007 to 16.05.2018)
2. Dr. K.P. Hamzakoya (From 17.05.2018 to 23.09.2020)
3. Dr. Raphael Teddy (From 24.09.2020- continuing)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [SECTION4(1)(B)(2)]

Administrative powers

Airport Health Officer:

- Head of the office with statutory and administrative powers.
- Appointing and Disciplinary Authority for certain Group "C" posts.
- Controlling Officer for Medical officers and all non-gazetted staff.
- Under the Food safety and standard Act, 2006 and Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011, Airport Health Officer functions as Designated Authority and Local Health Authority for areas within Airport terminals.

Financial Powers and Responsibilities

Port health Officer is the designated drawing and disbursing officer for the airport Health Organisation.

Dy. Airport Health Officers:

*RTI Matters, GeM Purchase, Surveillance of Quarantinable diseases and Public health emergency of International Concern ,yellow fever vaccinations , HUM Clearance ,taking awareness class to other stakeholders at airport like Immigration ,Customs, CISF etc. and assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health officer.

Powers and Duties of other Employees:-

Subordinate staffs: No independent powers.

Duties as assigned by Airport Health Officer

- Sanitary supervision for keeping the Airport premises and Airport area free from mosquitoes in their larval and adult stages.
- Inspection of catering establishments in Airport area within the Airport terminal.
- Screening of International passengers for covid-19 symptoms at pre-immigration area and their isolation to quarantine/treatment facilities.
- Inspection and clearance of Aircrafts.
- surveillance/quarantine of passengers and crew members,
- clearance of human remains,
- to ensure safe general sanitation condition,
- Provision of safe food,
- Provision of safe drinking water,
- Vector control at POE.
- Prioritize clearance of patients with health emergency and to assist in shifting to designated hospitals
- In the absence of staff nurse care assist in vaccination of the quarantine passengers at quarantine centre.
- Food safety Duties

Activities During Emergencies :-

- To provide emergency medical aid to crews / passengers
- Disinfection of baggage and conveyances
- Demonstration of various procedural activities during training.
- Other Duties :-
 - Various other need based duties as assigned from time to time by the Airport Health Officer.

Roles and Responsibilities of the Technical Staff

Roles:- Field worker (FW) is now uniformly designated at the PoE by integrating various other names they were designated before like rat catcher, fumigation worker etc. Field Worker will carry out the field worker as assigned by the Health Officer.

Command Chain:- All Field Workers will be working in coordination and under the supervision of the Health Assistant (HA) and Field Worker will work under the supervision and orders of the Health Inspectors (HI). The Field Worker, Health Assistant, Health Inspector and Medical Officer (MO)- The whole team will then report to the Airport Health Officer (APHO) who will be Commanding Officer of the entire team at the PoE.

Technical Work:- The Field Worker, Health Assistant, Health Inspector, Assistant Health Officer will work at PoE on the following activities.

- **Vector Control Measures-** Supervision of Anti-Mosquito, Anti-Rodent Control Measures, Housefly Control measures, Cockroach Control Measures and all other vector measures by relevant agency including application of above measures if required. These includes the preventive measures, surveillance, Control activities , fumigation, Health education , follow up measures, vector surveillance charts, specimen collection, sample preparation, labelling , packing, dispatch to laboratory, safe disposal of the vectors, samples, insecticides, pesticides, supervision, training and follow up with the PoE sanitary staff or outsourced sanitary staff. FW will follow all the instructions and guidelines as and when given by the HA/HI/MO/APHO. HA/HI will also do all the activities under the directions of AHO. MO/APHO will be the overall implementing, training and supervising authority.
- **Aircraft Inspections-** The field worker will assist the APHO/Dy. APHO for the aircraft inspections as and when required and will undertake application of disinsection/decontamination measures under the order of the APHO/Dy. APHO.
- **FBOs/Water Safe-** The field worker will assist the Food Outlet inspections carried out by the APHO/MO/Hi (including sample collection, packaging etc.) under the orders of the Health Officer/Food Safety officer.
- **General-** Cleaning of the Officer premises, sanitation, gardening, Emergency duties as needed under APHO instruction, PHEIC related duties assistance during any disasters, and assistance to state Health department during PHEIC.

Administrative Work- All types of administrative work of the office as per the orders of the MO/APHO/UDC/LDC are to be carried out by the FW, HA, HI. Any work respect to the organization assigned by the APHO is to undertaken by the FW/HA/Hi/MO.

Rules/Orders under which powers and duty are derived :-

- International Health Regulations 2005
- Indian Aircraft Rules (Public Health Rules) 1954
- Indian Public Health Act
- GFR Rules
- FRSR Rules
- Leave Rules
- Medical Attendance Rules
- Central Civil Services Pay Rules
- CCS Pension Rules
- Establishment Rules
- Receipts and Payments Rules
- Delegation of Financial Powers Rules

- GPF Rules
- LTC Rules
- HBA Rules
- FSSAI Rules & Regulation, 2011

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

Process of decision making depends on the work/task to be undertaken by the APHO. Final decision making authority is Director General of Health Service, Directorate of General Services, Ministry of Health and Family Welfare, New Delhi.

Related provisions act rules etc.:- The process of decision making and the discharge of functions of this Authority and its employees is in accordance with the following Acts, Rules Regulations is as mentioned under the heading Rules and orders above.

Time Limit for taking a decision, if any :- Time limit will vary from one to few days if the decision is to be taken at APHO level, to 7days to one month if the decision has to be taken by the Directorate.

Channel of supervision and accountability

Director General of Health Services Additional DDG(PH/IH) Dy. Director(A&V) APHO
Cochin

Norms for discharge of Functions [Section 4 (1) (b) (4)]

Nature of Functions/services offered :- As mentioned under the heading "Functions and Duties of APHO"

Process by which these services can be accessed:-

By Submitting Application / through E-mail/ telephone.

Time-limit for achieving the targets

Varies from one day to a month.

Rules, Regulations, Instructions manual and records for discharging functions [section 4(1) (b)(5)]

Discharge of functions of this authorities and its employees in accordance with the following Acts ,rules and regulations;

- Indian public health act 1954.
- Indian aircraft act
- International health regulation
- Food safety and standards act.
- GFR Rules
- FRSR Rules
- Leave Rules
- Medical Attendance Rules
- Central Civil Services Pay Rules
- CCS Pension Rules
- Establishment Rules
- Receipts and Payments Rules
- Delegation of Financial Powers Rules
- GPF Rules
- LTC Rules
- HBA Rules
- FSSAI Rules & Regulation, 2011

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 3. Yellow Fever Vaccination Register
- **Category C-5 Years:** 1. Bill register 2. Salary Bill Prepared 3. Ebola file 4. Swine flu files 5. All personal Files 6. Register of License issued to Catering Establishments under FSSA, 2006.
- **Category C-3 Years:** 1. Stock Register 2. Service Postage & Stamp Register 3. Challan Register 4. Budget Preparation 5. Expenditure Control Register 6. Sanction of Amount Register 7. PFMS Register 8. TR (Treasure Challan receipt book) 9. All contingent bill prepared 10. Uniform of staff record 11. Training register.

- **Category C-2 Years:** 1. Quarantine Order 2. Quarantine Bill book 3. Quarantine admission & Discharge Register 4. Vaccination Exemption certificate 5. Oral Polio vaccine certificate 6. Emergency Medicine stock Register 7. Cash Receipt Book 8. Consumable stock Register 9. Vaccine stock Register 10. PHEIC screening Cards 11. Flight detail Register 12. GD Document & passenger Manifest 13. Dead Body clearance Register 14. Human Remain documents 15. HR(NOC) 16. Polio Record Register 17. Annual maintenance Register 18. Dispatch Register 19. Vector Surveillance Register 20. VVIP Food supervision Register 21. Water sample Register 22. FSSAI Food License Register 23. Flight emergency call register.
- **Category C-1 Years :** 1. Attendance Register II. Administrative and financial records: All records maintained for Establishment and accounts management as prescribed under relevant rules.

Custodians of Important Documents-

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

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

Name of the Committee: Vishakha cell

Composition: Port Health Officer being the Chairperson and Dr. Dishna Vasanth and Ms. Neenu Johnson as members.

Date from which constituted : 2004

Terms / tenure : 10 years , Meetings to be held half yearly

Power and functions:-

The principle of gender equality is enshrined in the Indian Constitution. At PHO, we strongly believe that women and men have right to live as free and equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal.

- To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
- To create awareness amongst students about the issues related to the youth, girls in particular.
- To disseminate knowledge about rights and laws related to women.

- To create awareness amongst students about the problems faced by women due to gender issues.
- To enhance the self-esteem and self-confidence of girl students, women faculty and staff.
- To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes, if requested

Name of the Committee : Preventive Vigilance Committee

Composition : Dr. K.A. Shyamini, Port Health Officer, Dr. P.S. Ashraf, Dy. Port Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.

Date from which constituted : 2012

Terms / tenure : 2 years

Power and functions :

- To make sure that the staffs follow Rules & regulations without any violation.
- To make sure the staffs follow systems & procedures meticulously.
- To make sure the staffs discharge their duty sincerely, honestly and faithfully at all times.
- To always demonstrate a sense of fair play and impartiality in disposing of official matters.
- To make sure the staffs show courtesy and consideration in dealings with the public, colleagues, subordinates and superiors.
- To attend to the public grievances if any immediately.
- To pay immediate attention to the customers' demand.
- To maintain strictest secrecy regarding the office's affairs.
- To monitor each & every aspect of functional area to ensure avoidance of delay and accomplishment of the job in a time-bound schedule.
- To do intensive monitoring of delays and disposal of files.
- To ensure job rotation on periodical interval.
- To make a habit of surprise checking.
- To pay utmost attention and importance to internal control.
- To be watchful to avoid malpractices.
- To pay surprise visits to the banking hall, strong room etc.
- To ensure the integrity and devotion to duty of persons under your control and authority.
- Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes, if requested

Name of the committee : Purchase Committee

Composition : Dr. K.A. Shyamini, Port Health Officer, Dr. Dishna Vasanth (Dy. APHO) and Dr. Raphael Teddy, Airport Health Officer as its members.

Date from which constituted : 2012

Terms / tenure : 5 years

Power and functions :

- To analyse quotations provided by the department, and provide recommendation for approval by the committee.
- To ensure all documentation is accurate and complete.
- To ensure that the supplies/services quoted for comply with what was requested on the quotation.
- Seek clarification from suppliers/service providers where necessary.
- To request technical input from relevant staff as required.
- The PC should also be assigned a role within the supplier pre-qualification process
- In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations
- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Ensuring all relevant documentation is prepared prior to PC meeting
- Involvement in the evaluation discussion
- Ensuring that the Quote is complete and accurate.
- Ensuring all necessary procurement procedures are properly.

Whether the meeting / minutes of the meeting / place of the meeting open to public : No

Name of the committee : Grievance Cell

Composition : Dr. K.A. Shyamini, Port Health Officer and Dr. P.S. Ashraf, Dy. Port Health Officer, Dr. Raphael Teddy (From 2007 onwards), Airport Health Officer.

Date from which constituted : 2016

Terms / tenure : 5 years

Power and functions:

- To receive of all Public Grievances related to Port Health Organisation, Cochin on PHO website and in offline mode (physically).
- To check the Grievances for redressal & disposal.
- To coordinate work on public grievances.
- To see that RTI applications and other related matters on Public Grievances are disposed of in time.

- To look after RTI Applications related to Grievance Redressal received from the Ministry of Health and Family Welfare and Directorate General of Health Services.
- To look after any other matter or work related to Public Grievances from time to time.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes

Name of the committee : Condemnation Committee

Composition : Dr. K.A. Shyamini, Port Health Officer, Dr. Dishna Vasanth, Dy. Port Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.

Date from which constituted : 2016

Terms / tenure : 5 years

Power and functions :

- To declare an item surplus or obsolete or unserviceable if the same is of no use to the Office.
- To give reason and record before declaring the item surplus or obsolete or unserviceable.
- To work out the book value, guiding price and reserved price, while disposing of the surplus goods.
- To prepare a report of stores for disposal to be prepared in Form GFR-17.
- In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes, if requested

Directory of Officers and employees [Section 4(1) (b)(9)]

Directory

Director General of Health Services
Directorate General of Health Services ,
Ministry of Health & Family Welfare, Nirman Bhavan,
New Delhi – 110108
Phone : 011 23061438

Additional Director General (MH & IH)
 Directorate General of Health Services ,
 Ministry of Health & Family Welfare, Nirman Bhavan,
 New Delhi – 110108
 Phone : 011 23061806

CMO (NFSG) (PH/IH)
 Directorate General of Health Services ,
 Ministry of Health & Family Welfare, Nirman Bhavan,
 New Delhi – 110108
 Phone : 011 23062167

Director (A&V)
 Directorate General of Health Services,
 Ministry of Health & Family Welfare, Nirman Bhavan,
 New Delhi – 110108
 Phone : 011 23061015

Dy. Director (A&V)
 Directorate General of Health Services ,
 Ministry of Health & Family Welfare, Nirman Bhavan,
 New Delhi – 110108
 Phone: 011-23063203

SL No	Name & Designation	Telephone/E-mail ID
1	Dr. K.A. Shyamini, Sr CMO(SAG) Port Health Officer, Drawing & Disbursing Officer for APHO	Phone : 0484-2666060 shyamini.ka@gov.in pho.cochin-dghs@gov.in
2	Dr. Raphael Teddy, CMO(NFSG), Airport Health Officer and Administrative head.	Phone : 0484-2610255 teddy.rafael@gov.in
3	Dr. Ebrahim B B, CMO(NFSG) Dy. Airport Health Officer	Phone : 0484-2610255 bb.ebrahim@cghs.nic.in
4	Dr. Dishna Vasanth, GDMO, Dy. Airport Health Officer	Phone : 0484-2610255
5	Neenu Johnson, Field Worker	Phone : 0484-2610255
6	Anusree Sudheer, Field Worker	Phone : 0484-2610255
7	Athiramy V.J, Field Worker	Phone : 0484-2610255

Monthly Remunerations Received By Officers And Employees

<u>SL NO</u>	<u>Name and Designation</u>	<u>Group</u>	<u>Scale of pay</u>
1	Dr. Raphael Teddy	Group A	Level-13
2	Dr. Ebrahim B.B	Group A	Level-13
3	Dr. Dishna Vasanth	Group A	Level-10
4	Neenu Johnson	Group C	Level-1
5	Anusree Sudheer	Group C	Level-1
6	Athira Mary V.J	Group C	Level-1

Term of Compensation as provided in Regulation

1. Ex gratia lump sum compensation to families of Central Government

Civilian employees who die in harness

The families of Central Government Civilian employees, who die in harness in the performance of their bona fide official duties under various circumstances, shall be paid the following ex gratia lump sum compensation.

Performance of their bona fide official duties under various circumstances, shall be paid the following ex gratia lump sum compensation.

Death occurring due to accidents in the course of performance off duties ----- ₹ 25 lakhs

1. Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc. ----- ₹ 25 lakhs

2. Death occurring during (a) enemy action in international war or border skirmishes and (b) action against militants, terrorists, extremists, etc. ----- ₹ 35 lakhs

3. Death occurring while on duty in the specified high altitude, inaccessible border posts, etc., on account of natural disasters, extreme weather conditions ----- ₹ 35 lakhs
The compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties.

Conditions governing payment of lump sum compensation.

1. The death of the employee concerned should have occurred in the actual performance of bona fide official duties. In other words, a casual connection should be established between the occurrence of death and Government service.

2. Even, if an employee had died in such circumstances that a medical report could not be secured, the nexus and casual connection with Government service would need to be adequately established in determining the entitlements to the ex gratia lumpsum payment. All evidence (both direct and circumstantial) shall be taken into account and the benefit of reasonable doubt given to the claimant.

3. The ex gratia lumpsum compensation is not admissible if the death of the employees is due to accidents while travelling on duty commercial aircraft, national or private.

4. The ex gratia lumpsum compensation is admissible if the death of the employees is due to accidents while travelling on duty by service aircraft without prejudice to the Bond required to be executed by the employees indemnifying the Government against any claims on account of death while travelling by service aircraft.

5. In the case of death of an employee while travelling on duty by Railways due to train accidents, the amount of ex gratia lumpsum compensation admissible will be reduced by the compensation, if any, received by the next of kin of the employees from the Railways.

From 1-1-2006, there will be no ceiling for grant of ex gratia lumpsum compensation paid from Sundry Government sources such as the Prime Minister's Relief Fund, Chief Minister's Relief Fund etc., to the families of deceased Government servants.

Ex gratia lumpsum compensation is in addition to other benefits._

Admissible in addition to such other benefits as may be admissible under CCS (Extraordinary Pension) Rules, or the Liberalized Pensionary Awards Scheme, CCS (Pension) Rules, 1972, General/ Contributory P.F Rules, Central Government Employees' Group Insurance Scheme.

Sanctioning Authority._ Concerned Administrative Ministries in consultation with their Financial Advisers.

Name, Designation and other particulars of public Information Officers

Central Public information Officer

Dr. B.B Ebrahim, Dy.APHO

Phone No: 0484-2610255

E-mail ID : aphocochin@gmail.com

Appellate Authority

Dr. Raphael Teddy, Airport Health Officer

Phone No : 04874-2610255

E-mail ID : aphocochin@gmail.com

Disciplinary action has been proposed/ taken[Section 4(2)]

Name of the Employees against whom Disciplinary action has been proposed / taken

1. i) Pending for Minor penalty or major penalty proceedings : NIL
2. ii) Finalised for minor penalty or major penalty proceedings : NIL

Programmes to Advance Understanding of RTI(Section 26)

(i)Educational Programmes

Attending various awareness programmes and workshops to understand latest developments in the field of RTI.

Transfer Policies and Orders [F.No. 1/6/2011-1R dt.15.04.2013]

Transfer policy of Medical Officers, Group B and few categories of Group C employees are governed by the Transfer policy of DGHS, New Delhi.

[Transfer order of Dr. Raphael Teddy, CMO \(NFSG\) from CGHS, Trivandrum to APHO COCHIN](#)

[Transfer order of Dr. Ebrahim B.B, CMO \(NFSG\), from CGHS, Trivandrum to APHO COCHIN](#)

[Transfer order of Dr. K.P Hamzakoya, CMO\(SAG\) from NCDC, Calicut to APHO COCHIN](#)

S.No.	Details of funds	2017-18		2018-19		2019-20	
		Received	Utilized	Received	Utilized	Received	Utilized
1.	Major Works	0	0	0	0	0	0
2.	Professional Services	4400000	4362068	7500000	5941652	6000000	5443872
3.	Office expenses	600000	609456	800000	586844	900000	893007
4.	Training/Workshop	0	0	0	0	0	0
5.	Salaries	2000000	0	10000000	7515353	15000000	11569312
6.	Medical	100000	0	200000	141280	50000	0
7.	Wages	0	0	0	0	0	0
8.	TE	200000	133521	200000	90334	300000	160018
9.	RRT	300000	167739	200000	87745	470000	277415
10.	M&S	250000	244016	50000	38293	500000	500000
11.	Other charges	35000	0	0	0	0	0
12.	SAP	0	0	20000	0	0	0

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]

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

Budget for Domestic Travel Expense

Financial Year	Organisation	Budget	Expenditure
2016-17	APHO, Cochin	1,00,000/-	75,764/-
2017-18	APHO, Cochin	2,00,000/-	1,33,521/-
2018-19	APHO, Cochin	2,50,000/-	90,334/-
2019-20	APHO, Cochin	2,50,000/-	1,60,018/-

Domestic Tours by APHOs and Deputy APHOs of APHO, Cochin

Name of the Office	Year	Sl. No.	Details of the tour	The period of visit	The number of members in the official delegation	Expenditure on the visit
APHO, Cochin	2016-17	1	Bhopal – Review meeting of PHO and APHO	11.04.2016 to 14.04.2016	1	Rs. 38,450/-
		2	Trivandrum – Review meeting	15.07.2016	1	Rs. 2,494/-
		3	New Delhi - Review meeting	22.11.2016 to 24.11.2016	1	Rs. 24,474/-
		4	Bhubaneswar – Review meeting	15.12.2016 to 16.12.2016	1	Rs. 70,016/-
	2017-18	1	Trivandrum – Review meeting	31.05.2017 to 03.06.2017	1	Rs. 25,133/-
	2019-20	1	Goa – Preventive vigilance, E-procurement and RTI	18.12.2019 to 22.12.2019	1	Rs. 55,500/-

Information related to procurements

- Notice/tender enquires, and corrigendum if any thereon,
- Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
- The works contracts concluded – in any such combination of the above-and
- The rate /rates and the total amount at which such procurement or works contract is to be executed.

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

- Name of the programme of activity – N.A
- Objective of the programme – N.A
- Procedure to avail benefits – N.A
- Duration of the programme/ scheme – N.A
- Physical and financial targets of the programme – N.A
- Nature/ scale of subsidy /amount allotted – NIL
- Eligibility criteria for grant of subsidy – N.A
- Details of beneficiaries of subsidy programme (number, profile etc) – N.A

Discretionary and non-discretionary grants [F.No.1/6/2011-1R dt.15.04.2013]

- Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions – NIL
- Annual accounts of all legal entities who are provided grants by public authorities – NIL

Recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xii)]

Concessions, permits or authorizations granted by public authority – N.A

- For each concessions, permit or authorization granted – N.A
 - Eligibility criteria – N.A
 - Procedure for getting the concession/ grant and/ or permits of authorizations permits or authorisations – N.A
 - Name and address of the recipients given concessions – N.A
 - Date of award of concessions /permits of authorizations – N.A

CAG & PAC paras [F.No.1/6/2011-1R dt.15.4.2013]

- CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament – N.A

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]

- Arrangement for consultations with or representation by the members of the public
 - Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens – These rules, acts, forms and other documents are available No citizens has come to access these till date. RTI queries and their requirements are either sent by post or E-mail.
 - Arrangements for consultation with or representation by –
 1. Members of the public in policy formulation/ policy implementation – policy formulation/ policy implementation are done by DGHS, New Delhi.
 2. Day & time allotted for visitors – can be done by prior appointment
 3. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants – Available on the website of PHO, Cochin and www.ihrpoe.co.in or 0484 2610255, 0484 2611855

Public Private Partnership

- Not applicable to APHO, Cochin
 - Details of Special Purpose Vehicle (SPV), if any – NA
 - Detailed project reports (DPRs) – NA
 - Concession agreements. – NA
 - Operation and maintenance manuals – NA
 - Other documents generated as part of the implementation of the PPP – NA
 - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government
 - Information relating to outputs and outcomes
 - The process of the selection of the private sector party (concessionaire etc.) – NA
 - All payment made under the PPP project – NA

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

- Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive.
 - Policy decisions/ legislations taken in the previous one year – No Policy decisions/ legislations is taken by APHO, Cochin. Done by DGHS/MOH&FW
 - Outline the Public consultation process – Not done in APHO, Cochin.
 - Outline the arrangement for consultation before formulation of policy – Not done in APHO, Cochin

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

- Information are widely communicated to the public through websites (www.porthhealthcochin.org and www.ihrpoe.co.in) and other electronic medias.

Form of accessibility of information manual/ handbook[Section 4(1)(b)]

Information manual/handbook available in

- Electronic format – In CDs and pen drive if required and requested
- Printed format – Arrangement can be made as per requirements on payment.

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

List of materials available

- Free of cost - NA
- At a reasonable cost of the medium – @ Rs. 2/- per page and the actual cost of pen drive /CD

Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

English.

When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] – NA**Information available in electronic form[Section 4(1)(b)(xiv)]**

Information available in the electronic format through the websites, www.porthhealthcochin.org and www.ihrpoe.co.in

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

Name & location of the facility : Airport Health Organisation, CIAL, Nedumbassery Cochin – 683111.

- **Details of information made available** : As per request
- **Working hours of the facility** : 09.00 AM to 05.30 PM. For RTI Queries 10.00 am to 03.00 pm
- **Contact person & contact details (Phone, fax email)** : Dy. Airport Health Officer (CPIO), Airport Health Organisaition, Cochin. Phone No. 0484 2610255, E-mail : aphocochin@gmail.com

Such other information as may be prescribed under section 4(i) (b)(xvii)

Sl. No.	Year	Establishment related	Appointment / Recruitment related	Office assets related	Office quarter accommodation related	Contractual staff related	Vacancy related	Appeal
1	2018	01	02					
2	2019	03	04				01	
3	2020	03	03					01

Grievance redressal mechanism :

- Grievances of the public is taken on every Wednesday after 3 pm. it is an open house and anybody having any complaints regarding the functioning of the office, behaviour of the staffs or on any other matter related to Airport Health Functions are undertaken. Complaints should be addressed to Airport Health Officer, Airport Health Organisation, Cochin by post or in person.
- A Vishakha cell is functioning under the chairmanship of port health officer and Dr.Dishna Vasanth, Dy. APHO and Neenu Johnson , field worker as members.
- A Preventive Vigilance Committee is functioning with Dr. K.A. Shyamini, Port Health Officer, Dr. B.B. Ebrahim, Dy. Airport Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.

Details of applications received under RTI and information provided

- List of completed schemes / projects / Programmes : Not applicable
- List of schemes / projects / programme underway : Not applicable
- Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

Details of applications received and disposed

Year	No. of Application received	No. of Applications disposed
2018	03	03
2019	08	08
2020 till date	06	06

Details of appeals received and orders issued

SL No.	Year	No. of Appeals received	No. of orders issued
1	2020	01	01

Replies to questions asked in the parliament

➤ Details of questions asked and replies given

Year	Details of Questions	Reply given
2011	Rajya Sabha Provisional Starred/unstarred Question Dy.No.S. 6184 for 20.12.2011 reg' Guidelines on Filling up of Backlog Vacancies	Yes
2012	1.Lok Sabha Starred Unstarred Question Dy.No.7358 for 02/12/2011 regarding employment of dependents of deceased by Dr Bali Ram	Yes
	2.Lok Sabha Unstarred question No.4749 for 4.5.2012 regarding "absenteeism Rate of Medical Workers"	Yes
	3.Rajya Sabha Unstarred Question No. 3025 for 15.05.2012 regarding "CASES AGAINST STAFF AND OFFICERS"	Yes
	4.Rajya Sabha Secretariat Notice for Provisionally admitted Dy No. S4560 for 30.08.2012 by shri Praveen Rastrapal reg delay in grievance cases	Yes
	5.Rajya Sabha Unstarred Question No. U271for 13.03.2012 reg Reservation in promotion policy.	Yes
	6.Rajya Sabha Unstarred Question No. 299 for 02.08.2012 reg sanctioned staff strength	Yes
2013	1.Rajya Sabha Unstarred Question No. 115 for 13.03.2011 regarding "Reservation in promotion policy"	Yes
	2. Lok Sabha Starred / Unstarred Question Dy.No.6485 due for reply on 07/03/2013 aske	Yes

	d by Sh.Nishikant Dubey, MP “ Welfare of Women ”	
	3.Rajya Sabha Unstarred Question No.299 for 02/08/2011 regarding sanctioned staff strength filling up of assurances.	Yes
	4.Rajya Sabha Unstarred Question No.299 for 02/08/2011 regarding “sanctioned staff strength fulfillment of assurance ”.	Yes
2014	NIL	Yes
2015	NIL	Yes
2016	NIL	Yes
2017	NIL	Yes
2018	1.Parliament Question regarding Promotion and demotion of SC & ST’S By Dr. Satyanarayan Jatiya	Yes
	2. Rajya Sabha Provisionally Admitted Question Dy. No. S1365 for 20.12.2018 asked by Sh. Dharmapuri Srinivas regarding -“Review of Implementation of Central Schemes – inputs sought by NITI Aayog.	Yes
	3.Rajya Sabha Provisionally Admitted Starred Question Dy. No. S1365 for 20.12.2018 asked by Shri Dharmapuri Srinivas regarding “Review of Implementation of Central Schemes” – inputs sought by NITI Aayog.	Yes
	4.Assurance given in Rajya Sabha Unstarred Question No. 928 for 18.12.2018 asked by Shri Ritabrata Banerjee regarding “Hiring of Consultants by the Ministry”	Yes
2019	1.Rajya Sabha Unstarred Question No. 108 raised by Dr. Vinay P. Sahasrabuddhe Member of Parliament, regarding “Inter-Development Litigations”. 2. Rajya Sabha Unstarred Question No. 103 raised by Sh. Javed Ali Khan Member of Parliament, regarding “Litigation on Direction of Supreme Court”.	Yes
	2.Assurance in r/o Lok Sabha Unstarred Question No. 1965 answered on 28.07.2016 regarding Inter-Ministerial Litigation raised by Dr. Udit Raj, MP.	Yes
	3.Rajya Sabha Unstarred Question No. 1189 for 02.07.2019 regarding “Vacancies in Health Sector” asked by Prof. M.V Rajeev Gowda, Hon’ble MP.	Yes
	4.Assurance in r/o Lok Sabha Unstarred Question No. 1965 answered on 28.07.2016 regarding Inter-Ministerial Litigation raised by Dr. Udit Raj, MP.	Yes

	5.Assurance in respect of Lok Sabha Unstarred Question No. 3833 answered 09.08.2017 regarding 'Contempt Cases against Government' raised by Shri Tathagata Satpathy, M.P	Yes
	6.Assurance in r/o Rajya Sabha Dy. question Q. No. U2603 for 23.07.2019 regarding – "Engagement of non – Governmental agencies / individuals to organise health awareness"- reg.	Yes
	7.Lok Sabha Unstarred Question Dy. No. 6892 for 24.07.2019 regarding Non – availability of suitable candidate – reg.	Yes
	8.Rajya Sabha Unstarred Question No. 588 for 21.11.2019 on the "Ongoing litigation cases in courts" raised by Hon'ble Member Sh. Amar Patnaik.	Yes
	9..Provisionally Admitted Rajya Sabha Unstarred Question Dy. No. U1595 on the subject – "High expenses on Government Litigation" – raised by Hon'ble Member Sh. Amar Patnaik	Yes
2020 to till date	1.Rajya Sabha Provisionally Admitted Question Diary No. S4405 for answer on 05.12.2019 regarding "Prosecution of Government employees asked by Shri Binoy Viswam".	Yes
	2. Assurance given in reply to Rajya Sabha admitted Unstarred Q. No. 2652 due for answer on 17.03.2020 regarding "Innovative measures undertaken by the Ministry" asked by Dr. Vinay P. Sahasrabuddhe, Hon'ble MP.	Yes

Such other information as may be prescribed under section 4(i) (b)(xvii)

Name & details of Current CPIOs & FAAs

Current CPIO

Dr. Ebrahim B.B
Dy. Airport Health Officer
Airport Health Organisation,
Cochin-68311
Phone No.04842610255
Email- aphocochin@gmail.com

Current FAA

Dr. Raphael Teddy
Airport Health Officer
Airport Health Organisation,
Cochin-68311

Phone-04842610255

Email- aphocochin@gmail.com

Previous CPIO

Dr. P.S. Ashraf,
Dy. Port Health Officer,
Port Health Organisaition,
Willingdon island,
Cochin – 682009.
Phone No. 0484 2666060
E-mail : pho.cochin-dghs@gov.in

PREVIOUS FAA

Dr. K.A. Shyamini,
Port Health Officer,
Port Health Organisaition,
Willingdon island,
Cochin – 682009.
Phone No. 0484 2666060
E-mail : pho.cochin-dghs@gov.in

Details of third party audit of voluntary disclosure

- Details of audit carried out : Not done and requested DGHS for the guidance and details
- Report of the audit carried out : NA

Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD

- Date of appointment : NIL
- Name & Designation of the officers : NA

Name & Designation of the officers : NA

Consultancy committee of key stake holders for advice on suo-motu disclosure

- Dates from which constituted : 1st August 2012
- Name & Designation of the officers :

i) Dr. K.A. Shyamini,
 Port Health Officer,
 Port Health Organisation,
 Willingdon island,
 Cochin – 682009.
 Phone No. 0484 2666060
 E-mail : pho.cochin-dghs@gov.in

ii) Dr. P.S. Ashraf,
 Port Health Officer,
 Port Health Organisation,
 Willingdon island,
 Cochin – 682009.
 Phone No. 0484 2666060
 E-mail : pho.cochin-dghs@gov.in

iii) Dr. Raphael Teddy,
 Airport Health Officer,
 Airport Health Organisation,
 CIAL, Nedumbassery
 Phone : 0484 2611855
 E-mail : apho.cochin-dghs@gov.in

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

- Dates from which constituted : 1st August 2012
- Name & Designation of the Officers:

i) Dr. K.A. Shyamini,
 Port Health Officer,
 Port Health Organisation,
 Willingdon island,
 Cochin – 682009.
 Phone No. 0484 2666060
 E-mail : pho.cochin-dghs@gov.in

ii) Dr. P.S. Ashraf,
 Port Health Officer,
 Port Health Organisation,
 Willingdon island,
 Cochin – 682009.
 Phone No. 0484 2666060
 E-mail : pho.cochin-dghs@gov.in

iii) Dr. Raphael Teddy,
 Airport Health Officer,

Airport Health Organisation,
CIAL, Nedumbassery
Phone : 0484 2611855
E-mail : apho.cochin-dghs@gov.in

iv)Dr.Ebrahim B.B (From 2018 onwards)
Dy.Airport Health Officer,
Airport Health Organisation,
CIAL, Nedumbassery
Phone : 0484 2611855
E-mail : apho.cochin-dghs@gov.in

Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Yes, through the website of PHO, Cochin (www.porthhealthcochin.org) and through (<http://www.ihrpoe.co.in/>)

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)

- Whether STQC certification obtained and its validity. : No
- Does the website show the certificate on the Website? : No