



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY
WELFARE, (DIRECTORATE
GENERAL OF HEALTH SERVICES)
AIRPORT HEALTH ORGANISATION,
MUMBAI- 400099**

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), Mumbai is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO, Mumbai is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs). APHO Mumbai is the nodal organization to coordinate the PHEIC activities at C S M I Airport, Mumbai. APHO, Mumbai was established in 25th July, 1947.

Location: It is located in Andheri (E) of Mumbai Metropolitan Area.

History of C S I Airport, Mumbai: Commercial aviation commenced on October 15, 1932 at Juhu air strip, 2.5 km away from present Mumbai Airport. Since it was at the edge of the sea, it could not be expanded to war requirement in 1930 & 1940. So, a new site was selected at Santacruz. This was the beginning in 1940 of the present Mumbai Airport. In 1946, DGCA took over the aerodrome from air force.

The International Airports Authority of India (IAAI) was set up in 1972 took over the operation of the four metro airports and planned expansion. However, IAAI was merged and formed Airports Authority of India in the year 1994.

GVK/MIAL took over in 2006 and made Chhatrapati Shivaji Maharaj International Airport the biggest and modern Airport in Asia as of today.

Chhatrapati Shivaji Maharaj International Airport, an ISO 9001: 2000 certified, is the busiest airport in the country. Located in Mumbai, which is financial capital of India and Capital of Maharashtra, it is the major gateway to the international traffic to India.

Currently the airport handles on an average around 403 flights, 36000 passengers and 892 tonnes cargo per day. For handling such volume of passengers and cargo various regulatory and facilitating agencies are functioning at the airport, many of whom work round the clock basis. AAI provides various services for passenger facilitation and smooth aircraft operation.

2. **Functions:**

Routine Activities:

1. Surveillance of International Passengers and Crew for yellow fever disease
2. Quarantine of Passengers
3. Yellow Fever & Polio Vaccination
4. Public health clearance of dead body/human remains
5. VVIP Food Safety & Surveillance Duties
6. Food and Water Safety Duties
7. Vector surveillance
8. Flight Dis-insection
9. Sanitary Inspection
10. Training & Teaching
11. Protocol Duties

Emergency Duties:

1. Medical & Flight Emergencies
2. Public Health Emergency of International Importance

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

Sr No.	Activity	Day / Date & Time
Routine Activities:		
1	Yellow Fever Vaccination	Monday to Friday (Saturday, Sunday and Public Holiday closed) , Time: Registration for Vaccination : 10:00 am to 11:30 am; Vaccination: 12:00 pm to 01:00 pm
2	Oral Polio Vaccination:	Monday to Friday (Saturday, Sunday & Public Holiday closed), Time:11:00 am to 01:00 pm &02:00 pm to 04:00 pm
3	Quarantine Facility:	24 hours, all 7 days of a week
4	MI Room activity:	24 hours, all 7 days of a week
5	FSSAI Activity	Wednesday and Friday, 03:00 pm to 05:00 pm
6	Protocol Duty	As and when required
7	Training & Coordination:	As and when required
8	Yellow Fever Training	As and when required
9	Academic Visits	As and when required
10	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:

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
3. Yellow Fever & Polio Vaccination
4. Public health clearance of dead body/human remains
5. VVIP Food Safety & Surveillance Duties
6. Food and Water Safety Duties
7. Vector surveillance
8. Flight Dis-insection
9. Sanitary Inspection
10. Training & Teaching
11. Protocol Duties
12. Medical & Flight Emergencies
13. PHEICs

3. 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.

(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. 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 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. 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
11. Uniform of staff record
12. 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. Human Remain Register

14. Human Remain documents
15. HR(NOC)
16. Polio Record Register
17. Annual maintainace Register
18. Dispatch 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.

(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)):

- i. Karyalaya Rajbhasha Samiti.
- ii. Preventive Vigilance Committee.
- iii. Screening Committee for granting MACP to staff.
- iv. Purchase Committee.
- v. Condemnation Committee.
- vi. Internal Complaint Committee.

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

Staff Strength and in Position Staff: (As on 30/06/2020):

Name of the Post	Group of Post	Sanctioned Strength	In Position	Vacant Posts
Airport Health Officer	A	01	01	Nil
Medical Officers	A	07	02	05
Health Inspectors	B (Non-Gazetted)	08	00	08
Health Assistant	C	08	04	04
UDC	C	01	00	01
LDC	C	02	01	01
Motor Driver	C	03	00	03
Food Safety Officer	C	01	00	01
Staff Nurse	C	04	00	04
Lab Technician	C	02	00	02
Data Entry Operator	C	01	00	01
Field Worker	C (MTS Technical)	08	08	00
Ward Attendant Male	C	04	01	03
Ward Attendant Female	C	04	02	02
MTS (Peon, Mali, Safaiwala)	C	03	01	02
Chowkidar	C	03	01	02
Total		60	21	39

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

Sr. No	Name of the Employee	Designation	Pay Level (VII CPC)	Allowances
1	Dr. Achhelal R. Pasi	APHO	12	As per Govt. Provisions
2	Dr. Kanchan P. Khandare	Dy APHO	10	
3	Dr. Pragati B. Gaikwad	Dy APHO	10	
4	Mr. Sudarshan Kamat	LDC	7	
5	Mr. Subhash D. Gawas	Health Assistant	6	
6	Mr. Mukaranna T. Muddapogu	Health Assistant	4	
7	Mr. Prakash V. Shelar	Health Assistant	4	
8	Mr. Dyanesh G. Ghag	Health Assistant	4	
9	Mr. Anant S. Surve	Field Worker	3	
10	Mr. Shailendra E. Kamble	Field Worker	4	
11	Mr. K. P. Sagairaj	Field Worker	4	
12	Mr. Gangadhar S Shivtarkar	Field Worker	4	
13	Mr. Chandrakant T. Chavan	Field Worker	4	
14	Mr. Suresh B. Shengal	Field Worker	4	
15	Mr. Ramesh N. Bhagat	Field Worker	4	
16	Mr. Kamalakar D. Chavan	Field Worker	4	
17	Mr. Rajesh R. Kshirsagar	Field Worker	4	
18	Mr. Palji M. Maru	Safaiwala	4	
19	Mr. Sundaraju R. Cimparisavala	Chowkidar	4	
20	Mr. Dilip P. Mode	Ward Attendant (Male)	4	
21	Smt. Vimal Sampat Mandve	Ward Attendant (Female)	3	
22	Smt. Sarika Nitin Shinde	Ward Attendant (Female)	1	

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

Sr. No	Sub-Head	Budget Estimate for F Y 2020-2021 (Amounts in thousands)
1	Salary	25000.000
2	Medical Treatment	200.000
3	Wages	000.000
4	O.T.A.	-
5	Direct Travel Expenses (DTE)	250.000
6	Office Expenses	7000.000
7	Prof. Services	1800.000
8	Rents, Rates & Taxes	-
9	Supply & Material	3500.000
10	Other Charges	-
11	Minor Work	-
12	Motor Vehicle	-
13	Maintenance & Repair	-
14	Swatchhta Action Plan (Other Charges)	10.000
	TOTAL	37760.000

(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 mumbaiapho@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)):

Reading material for Officers, staff and other stakeholders.

(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. Achhelal R. Pasi
2.	Designation	Airport Health Officer
3.	Address	Airport Health Organisation, CSI Airport, Next to Ambassador Sky Chef, Sahar Road, Andheri (E) , Mumbai- 400099
4.	Telephone No / Fax No	022 28392429
5.	E-Mail	mumbaiapho@gmail.com

Signature: -(Sd)-

Name: Dr. A. R. Pasi

Designation: Airport Health Officer, Mumbai

Date: 30.09.2019