

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
(DIRECTORATE GENERAL OF HEALTH SERVICES)
AIRPORT HEALTH ORGANISATION PUNE

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

Airport Health Organisation Pune: It is the sub-ordinate office of Directorate General of Health services, Ministry of Health & Family Welfare, Govt. of India to ensure implementation of International Health Regulation and The Aircraft (Public Health) Rules at Pune International Airport. This organization works under administrative and technical control of Public Health (International Health) section of Directorate General of Health Services, Nirman Bhawan, New Delhi.

Address: Administrative Office
Airport Health Organisation Pune,
Regional Office of Health and Family Welfare
GPRA Colony, U Building, Type IV Qtrs No 3/4/5/6,
Pradhikaran, Akurdi, Pune 411044
Maharashtra
Contact No& E-mail ID: apho.pune-mohfw@gov.in
Tel: +91-20-27642271
Fax: +91-20-27642273

(2) Head of the organization:

Dr. A.G.Alone
Sr. Regional Director,
Regional Office for Health and Family Welfare, Pune

(3) Functions:

Routine Activities:

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. Flight Dis-insection
6. Sanitary Inspection
7. Training & Teaching
8. Protocol Duties

Emergency Duties:

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

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

1. Head of Office:

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. Public health clearance of dead body/human remains
4. Vector surveillance
5. Flight Dis-insection
6. Sanitary Inspection
7. Training & Teaching
8. Protocol Duties
9. Medical & Flight Emergencies
10. 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.

(5) 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, 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 Head of Office is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him and Medical Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

(6) 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)

(7) 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. 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. COVID-19 file
4. All personal Files

Category C-3 Years:

1. Stock Register
2. Budget Preparation
3. Expenditure Control Register
4. Sanction of Amount Register
5. All contingent bill prepared

Category C-2 Years:

1. Consumable stock register

2. PHEIC screening Cards
3. Flight detail Register
4. GD Document & passenger Manifest
5. Human Remain Register
6. Human Remain documents
7. HR(NOC)

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.

(8) 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.

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

Staff Strength and in Position Staff: (As on 01/04/2021):

Name of the Post	Group of Post	Sanctioned Strength	In Position	Vacant Posts
Medical Officers	A	02	02	00
Staff Nurse	B (Non-Gazetted)	01	00	01
Health Inspectors	B (Non-Gazetted)	01	00	01
Health Assistant	C	01	00	01
LDC	C	01	00	01
Field Worker	C	02	00	02
Total		08	02	06

(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 Pramil Madhukar Kamble	Public Health Specialist Gr II	12	As per Govt. Provisions
2	Dr Basavarajeshwari	Medical Officer	10	

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

Sr. No	Sub-Head	Budget Estimate for F Y 2021-2022 (Amounts in thousands)
1	Salary	3000
2	Medical Treatment	50
3	Domestic Travel Expenses	125
4	Office Expenses	400
5	Prof. Services	1000
Total		4575

(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: apho.pune-mohfw@gov.in

(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)):

Sr.No.	Particulars	Information
1.	Name of the Officer	Dr Prani Madhukar Kamble
2.	Designation	Public Health Specialist Gr II
3.	Address	Airport Health Organisation Pune, Regional Office of Health and Family Welfare GPRA Colony, U Building, Type IV Qtrs No 3/4/5/6, Pradhikaran, Akurdi, Pune 411044 Maharashtra
4.	Telephone No / Fax No	+91-20-27642271/ +91-20-27642273
5.	E-Mail	apho.pune-mohfw@gov.in

Signature:

Name: Dr A. G. Alone

Designation: Sr. Regional Director, Regional Office for Health and Family Welfare, Pune

Date: 03/05/2021