



भारत सरकार/GOVERNMENT OF INDIA

विमानपत्तन स्वास्थ्य संगठन/AIRPORT HEALTH ORGANISATION

तिरुचिरापल्ली-600 007/TIRUCHIRAPALLI – 620 007

टेली फॅक्स - 0431 2340078/Tel. Fax - 0431 2340078

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SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

The Airport Health Organization (APHO), Tiruchirapalli is a subordinate office under control of Directorate General of Health Services, Ministry of Health & Family Welfare. It is primarily responsible for discharge of functions as enjoined upon the Airport Health Officer under the provisions of the Indian Aircraft (Public Health) Rules, 1954 [framed under the Indian Aircraft Act 1934 (XXII of 1934)]. It was set up in 1949 with the purpose of implementing the international Aircraft Health Rules in order to prevent the spread of epidemic diseases like plague, Yellow fever & Cholera. This organization is a subordinate organization to The Directorate General of Health Services.

ORGANISATIONAL STRUCTURE

The Organization is headed by Airport health Officer (APHO). He/She is overall in charge of the organization and is assisted by Medical Officers. He/She is the local health authority in respect of the Tiruchirapalli Airport.

The Airport Health Organization, Tiruchirapalli has the following Four working sections/units: -

1. **Administrative Unit**: - Presently located in the Old Terminal building of the Tiruchirapalli Airport. All administrative work relating to running of the Organization, 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 Sanitary supervision, flight inspection & disinsection, Health screening and quarantine work, food hygiene, dead body clearance, etc.
3. **Anti-mosquito Section**: - Supervision of Anti-mosquito and anti-rodent work inside the premises of Airport. It is mainly responsible for vector surveillance & control at the Airport and 400 meter perimeter of airport. The surveillance plan will depend on the current epidemiological situation and risk of importation/exportation of vectors and their associated pathogens at PoE.
4. **Quarantine Centre**: - It is located near the CSIF quarters and at present quarantine facility is not functional. Dr.K.A.P.Viswanatham Medical College & Mahatma Gandhi Memorial Government Hospital is the designated for referring ill passengers during routine times and during PHEICs. Those passengers who come to India from yellow fever infected countries without vaccination certificate for yellow fever are quarantined upto 6 days.

FUNCTIONS

- Health screening of international passengers and quarantine (Routinely and during Public Health Emergency of International Concern-PHEIC).
- Disinfection, disinsection of aircrafts.
- Checking of “General Declaration” issued by pilot.
- Supervision of general sanitation
- Supervision of Anti-mosquito and anti-rodent work inside the premises of airport/ports.
- Issuance of clearance certificate for Dead bodies from abroad.
- Attending onboard death
- Isolation and the quarantine arrangements.
- To attend medical emergencies.
- Maintenance of food hygiene and Licensing of eating establishments.

QUARANTINE AND ISOLATION

Anyone (except infant upto the age of six months) arriving by air without a certificate is detained for quarantine upto six days if that person:

- Arrives within six days of departure from an infected area, or
- Has been in such an area in transit (excepting those passengers and members of the crew who, while in transit through an airport situated in an infected area, remained within the airport premises during the period of their entire stay and the health officer agrees to such exemption), or
- Has come by an aircraft which has been in an infected area and has not been disinfected in accordance with the provisions laid down in the Indian Aircraft Public Health Rules, 1954 or those recommended by WHO.

No other vaccination certificate is mandatory. Precautions can be taken against Typhoid, Hepatitis, Meningitis, Measles, Mumps, Cholera, etc.

VACCINATION

Presently, yellow fever vaccination has not been administered in this Organization. However, Port Health Organization, Tuticorin, which is the nearest authorized yellow fever vaccination center where vaccination is being done on every working Tuesday, registration from 10 am to 11 am and vaccination in batches of 10 from 11 am to 12.30 pm. The cost of vaccination is Rs.300/- per dose. The contact number is 04612353341.

YELLOW FEVER ENDEMIC COUNTRIES

- **Central and South America:**

Argentina, Bolivia¹, Brazil¹, Colombia, Ecuador¹, French Guiana, Guyana, Panama¹, Paraguay¹, Peru¹, Suriname, Trinidad and TobagoVenezuela¹

- **Africa:**

Angola, Benin, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda

CONTACT US

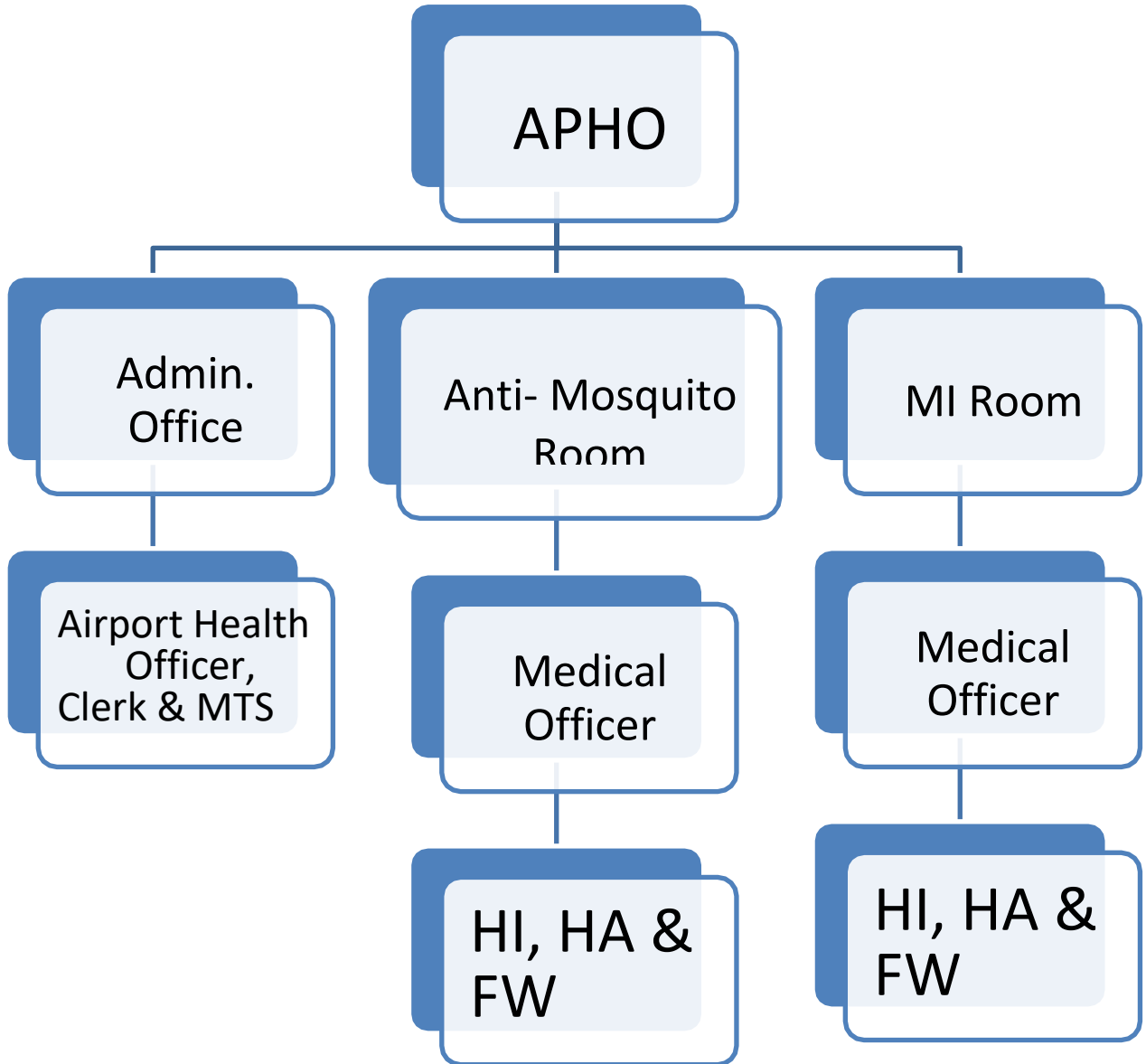
Address for communication:

The Airport Health Officer, Airport Health Organization, Old Terminal building, Tiruchirapalli Airport, Tiruchirapalli – 620007, Tamil Nadu State (India) Telephone Number: 0431-2340078, 0431-2341366, Telefax Number: 0431-2340078.

MI Room:

Tiruchirapalli International Airport, New Terminal Building, Tiruchirapalli Airport, Tiruchirapalli – 620007, Tamil Nadu State (India). Telephone Number: 0431-2341683.

ORGANISATIONAL CHART OF APHO,
TIRUCHIRAPALLI.



LIST OF Head Of Office OF APHO, Tiruchirapalli.

Airport Health Officer			
Sl. No	Name of officer	Period	
		From	To
1.	Dr.J.Thanga thiruppathy	10.08.2005	08.07.2006
2.	Dr.T.Chandra Mohan	09.07.2006	23.08.2006
3.	Dr.J.Thanga thiruppathy	23.08.2006	24.08.2006
4.	Dr. J.Kadhirvelu	24.08.2006	06.07.2007
5.	Dr. G.Gangadhar	06.07.2007	30.10.2007
6.	Dr.Ghulam Ghouse Khan	30.10.2007	12.11.2007
7.	Dr.G.Maheswari	12.11.2007	01.11.2008
8.	Dr. G. Karunakaran	01.11.2008	30.04.2013
9.	Dr. P. Poornima	30.04.2013	03.08.2014
10.	Dr. M. Maheshwari	04.08.2014	01.09.2014
11.	Dr. P. Poornima	02.09.2014	28.10.2014
12.	Dr. K. S. Saranya	29.10.2014	03.06.2015
13.	Dr. N. Elangeswaran	03.06.2015	02.11.2015
14.	Dr .P. Poornima	02.11.2015	10.05.2016
15.	Dr. K. S. Saranya	10.05.2016	05.06.2017
16.	Dr. Tarit Kumar Mandal	05..06.2017	01.01.2018
17.	Dr. P. Poornima	01.01.2018	31.01.2018
18.	Dr. A. Shenaaz	31.01.2018	24.08.2018
19.	Dr. Nagasai Pelala	24.08.2018	15.10.2018
20.	Dr. A. Shenaaz	15.10.2018	25.01.2019
21.	Dr. Subin.S	25.01.2019	02.11.2019
22.	Dr. P. Poornima	02.11.2019	18.11.2019
23.	Dr. Subin.S	18.11.2019	08.03.2020
24.	Dr.Nirmal Joe	08.03.2020	14.03.2020
25.	Dr.S.Gobinath	14.03.2020	30.03.2020
26.	Dr.Divya.S	30.03.2020	02.05.2020
27.	Dr.Subin.S	02.05.2020	Till date.

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

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 Cheque 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. 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. 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 Health Organization

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. Physical inspection of conveyance	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 & Driver	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:				
Service to the quarantined passengers at quarantine centre	Daily examination of the quarantined person. Facilitation of the quarantine person for basic amenities. Documentation of the quarantined 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
To ensure safe general sanitation condition at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization 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.

Activity	Actions	Primary Responsibility	Supportive Responsibility	Special Need Based Responsibility
Routine Activities:				
To ensure the provision of safe drinking water at POEHO	<p>Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization have supervisory role.</p> <p>Supervisory rounds. Periodical sampling of drinking water.</p> <p>Assisting team from Govt. Organization like NCDC for drinking water sampling.</p>	HI	HA & FW	In absence of HI, HA/FW will perform the job under guidance of MO
To ensure vector control at POEHO	<p>Overall responsibility to control the vectors shall be of POE managing authority & Health Organization have supervisory role.</p> <p>Supervisory rounds, Vector control plan.</p>	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	<p>Briefing of all stake holders at Airport.</p> <p>Medical aid with assistance from MOs.</p> <p>Gathering necessary information & documents from conveyances operations.</p> <p>Assistance for MO at Screening counters.</p> <p>Arranging logistics.</p> <p>Disinsection/ Disinfection of baggage & conveyances.</p> <p>Any other duty as assigned by incharge Officer during the need.</p> <p>Coordination with relevant section.</p> <p>Reporting on daily basis.</p>	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 quarantine able disease suspected person.	HI, HA & FW		
Duty at health counter in technical area for VVIP International flight	Duty at Health counter in technical area	HI, 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 CDDO /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/her and Medical Officer/Asst. Airport Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

(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:

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)

(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 but do not microfilm'

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 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. 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 maintain ace Register
18. Dispatch Register

Category C-1 Years:

1. Attendance register

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

- i. Office Council
- ii. Official Language implementation committee
- iii. Screening Committee for granting MACP to staff as and when required.
- iv. Being a small unit Purchase Committee formed as per requirement
- v. Being a small unit Condemnation Committee is formed as and when required basis.

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

**Staff Strength and in Position of Regular Staff: (As on 31/05/2020):
Sanctioned Strength, In Position & Vacancy at APHO, Tiruchirapalli**

S/No.	Name of the Post	Group	Total Sanctioned Strength	In Position	Vacancy (Vacant Since)
1.	Medical Officer	A	04	02	02
2.	Health Inspector	B	03	Nil	03
3.	Staff Nurse	B	01	Nil	01
4.	LDC	C	01	Nil	01
5.	Health Assistant	C	04	Nil	04
6.	Field Worker	C	04	04	Nil
7.	Peon	C	01	Nil	01
8.	Chowkidar	C	01	Nil	01
9.	Safaiwala	C	01	Nil	01

(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, APHO, Tiruchirapalli as on 31.05.2020

S/No	Name	Designation	Pay Matrix Level	Allowance
1.	Dr. Subin.S	MO, Airport Health Officer.	10	As admissible as per Central Govt. norms
2.	Dr. Divya.S	MO, Asst.APHO	10	-do-
3.	Dr.Boopathinathan.K	MO, Asst.APHO	10	-do-
4.	Dr.Vaisakh T.P	MO, Asst.APHO	10	-do-
5.	Shri V.Sivabalan	Field Worker	02	-do-
6.	Shri.C.N.Veeramani	Field Worker	03	-do-
7.	Shri M.Nazeer	Field Worker	02	-do-
8.	Shri B.Siddhik	Field Worker	01	-do-

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

FINAL ESTIMATE OF EXPENDITURE FOR F.Y. 2019-20
DEPARTMENT OF HEALTH & FAMILY WELFARE
GRANT NO: 42

BUDGET ALLOCATION FOR THE FY 2019-20

(in Rupees)

Sub-head	Budget Estimates 2019-20	Final Estimate under RE 2019-20
1. Salary	9500000	4500000
2. Medical Treatment	150000	50000
3. Wages	50000	0
4. O.T.A.	0	0
5. Domestic Travel Expenses (DTE)	100000	200000
6. Office Expenses	300000	300000
7. Prof. Services	2000000	4300000
8. Rents, Rates and Taxes	50000	65000
9. Supplies and Materials	50000	50000
10. Other Charges	0	0
11. Minor Works	0	0
12. Swatcha Action Plan (SAP) Other charges	15000	10000
TOTAL	12215000	9475000

BUDGET ALLOCATION FOR THE FY 2020-21

Sub-Head	Budget Estimate 2020- 21 (Rs. in thousands)
Salaries	5000
Medical Treatment (MT)	75
Wages	50
Overtime Allowance (OTA)	0
Domestic Travel Expenses (DTE)	100
Office Expenses (OE)	300
Professional Services (PS)	2300
Rent, Rates & Taxes (RRT)	50
Supply & Materials (S&M)	40
Other Charges	0

Minor Work	0
Swatcha Action Plan (SAP) Other Charges	10
Total	7925

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)):

There is no library or reading room maintained for public use. However, reading material in connection technical matters, for Officers, staff and other stakeholders are available with Airport Health Officer.

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

The Designated Public Information Officer for this Organization is:

S.No.	Particulars	Information
01.	Name of the Officer	Dr.DIVYA.S
02.	Designation	Assistant Airport Health officer
03.	Address	Old Terminal building, Tiruchirapalli Airport, Tiruchirapalli – 620007, Tamil Nadu State (India)
04.	Telephone No	0431-2340078
05.	Fax No	0431-2340078
06.	E-Mail	aphotrichy2008@gmail.com
07.	Direct Telephone	0431-2341366

Appellate Authority: - Dr, Subin.S,
Airport Health Officer,
Airport Health Organization,
Tiruchirapalli International Airport,
Tiruchirapalli-620 007.

Sd/-
(Dr. SUBIN.S)
Airport Health Officer
Tiruchirapalli