



GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE,
DIRECTORATE GENERAL OF HEALTH SERVICES
LAND PORT HEALTH ORGANISATION,
AGARTALA, TRIPURA – 799001
Date – 18/08/2026

PART- A Organisation and Function

1. PARTICULARS OF THE ORGANISATION [Section 4(1)(b)(i)]

Land Port Health Organisation, Agartala: It is the sub-ordinate office of Directorate General of Health services, Ministry of Health & Family Welfare, Govt. of India to ensure the implementation of International Health Regulations (IHR) 2005 in the Land Port of Agartala. This organization works under administrative and technical control of Public Health (International Health) Division of Directorate General of Health Services, Kartavya Bhawan-1, New Delhi.

1.1 Organisation Details

Head of the organization: Land Port Health Officer

Address:

1. Administrative block:

Land Port Health Organization, Integrated Check Post, Agartala, West Tripura, Tripura – 799001.

2. Medical Inspection Room: Arrival Area in Passenger Terminal Building, Agartala

E-mail ID:

(a) lbhu.agt-mohfw@gov.in

1.2 VISION, MISSION AND OBJECTIVES: Consequent upon adoption of new International Health Regulation (IHR 2005), many specific functions were mandated for member countries. IHR requires all WHO member countries to have specific core capacities at all international point of entries (POE). India, in compliance to the IHR 2005, have been advancing in development of specific core capacities for routine measures and for surveillance and response during PHEIC at all designated international POEs.

The basic aim and objectives of this Organization is to control and prevent international spread of PHEIC in compliance to IHR. We have the vision of A World Safe and Secure from

Infectious Diseases threats by prevention, rapid detection, transparent reporting and mitigation of outbreaks through interconnected Global network.

The major theme of response being Early warning system, creating awareness among people, training and education, information communication and extension methodology, screening at POEs, vector surveillance and inter sectoral coordination & collaboration.

1.3 BACKGROUND AND HISTORY OF LPHO, AGARTALA: The Organisation came into existence in 2016 with a regular sanctioned strength of 1 no. of Medical Officer and 1 no. of Health Inspector. The office of LPHO, Agartala was under the administrative control of RoHFW, Kolkata and APHO, Kolkata from 2016 to July 2024. The regular manpower (1 Medical Officer) was deployed/posted in September 2022, and other regular staff along with outsourced staff were deployed at LPHO during 2024–2025. Thereafter, the office remained under the administrative control of PHO, Kolkata from August 2024 to July 2025. The office started functioning as the HOO/DDO office from August 2025.

1.4 Functions:

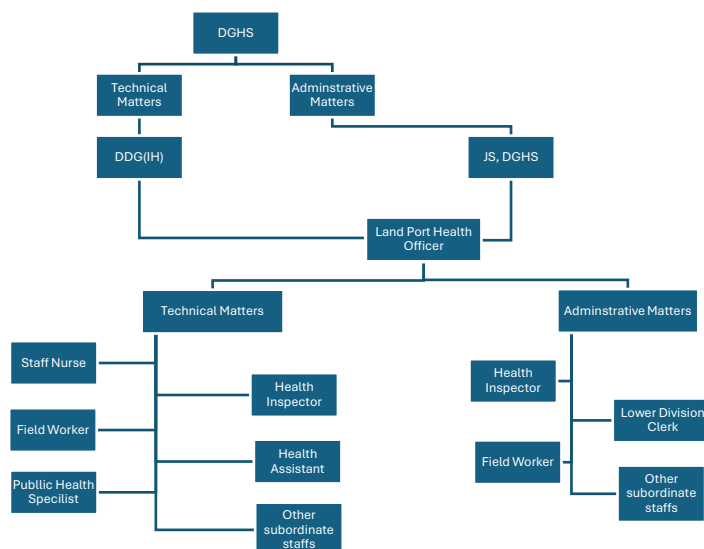
Routine Activities:

1. Surveillance of International Passenger.
2. Quarantine of Passengers: If any suspected passenger is detected, the state health authorities are contacted, and the passenger is quarantined at the Government-designated hospital in Agartala.
3. Food Safety & Surveillance Duties
4. Food and Water Safety Duties
5. Vector surveillance
6. Sanitary Inspection
7. Training
8. Administrative duties of Office of LPHO, Agartala

Emergency Duties:

1. Medical Emergencies: Medical assistance is provided only in case of an emergency of international Passengers. First aid is initially given if required and if required the passenger is referred to the nearest Government hospital.
2. Public Health Emergency of International Concern.

1.5 Organization Chart



2. Power and duties of its officers and employees [Section 4(1) (b)(ii)]

2.1 Powers and duties of officers (administrative, financial and judicial)

1. Land Port Health Officer

Administrative:

- i. Head of Office declared by Head of Department under Delegation of Financial Powers Rules, 2024 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, 2024.

Others: Statutory Authority with powers to implement the Regulations, Acts and Rules administered by the authority.

2. Powers and duties common to both as above:

- Surveillance of International Passengers
- Quarantine of Passengers
- Food Safety & Surveillance Duties
- Food and Water Safety Duties
- Vector surveillance
- Sanitary Inspection

- Training
- Medical Emergencies
- PHEICs

2.2 Rules/ orders under which powers and duty are derived

1. Powers delegated under Delegation of Financial Powers Rules, 2024.
2. All other Government of India governing rules.

2.3 Work allocation: As per Requirement of the office of LPHO, Agartala

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

3.1 Process of decision making Identify key decision-making points: As per office procedures.

3.2 Final decision-making authority: As per DFPR and vested Power to respective officers as per Govt. of India Rules.

3.3 Related provisions, acts, rules etc: All Government of India governing rules.

3.4 Time limit for taking a decision, if any: As per Government of India Rules.

3.5 Channel of supervision and accountability:

- The office functions under the overall administrative and technical supervision of the competent higher authority.
- The Land Port Health Officer is responsible for supervision and implementation of assigned activities.
- All staff are accountable to the designated supervisory officer for their respective duties and responsibilities.

4. Norms for discharge of functions [Section 4(1)(b)(iv)]

4.1 Nature of functions/ services offered: The functions are performed in accordance with the provisions of the applicable Acts and rules.

4.2 Norms/ standards for functions/ service delivery: The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.

4.3 Process by which these services can be accessed: Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

4.4 Time-limit for achieving the targets: As per the Targets.

4.5 Process of redress of grievances: Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

5. Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)].

5.1 Title and nature of the record/ manual /instruction: As per Government of India Rules.

5.2 List of Rules, regulations, instructions manuals and records:

- The International Health Regulations (2005)
- All other Govt. governing rules.

5.3 Acts/ Rules manuals etc:

5.4 Transfer policy and transfer orders: As per Competent Authority Instructions.

6. Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

6.1 Categories of documents: NA

6.2 Custodian of documents/categories: NA

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

Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

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

8.1 Name and designation:

A. Regular Employees

- i. Dr. Debargha Kar Choudhury (Land Port Health Officer)
- ii. Shri. Prativesh Kumar Pandey (Health Inspector)
- iii. Shri. Pratham Dhankhar (Field Worker)
- iv. Shri. Parshant (Field Worker)
- v. Shri. Ankit Kumar (Field Worker)

B. Outsourced Employees

- i. Dr. Subhabrata Das (Public Health Specialist)
- ii. Smt. Ima Sarkar (Staff Nurse)
- iii. Shri. Subham Kar (Lower Division Clerk)
- iv. Shri. Rajib Kumar Dey (Health Assistant)
- v. Shri. Analjit Debnath (Health Assistant)
- vi. Shri. Siddhartha Sankar De (Health Assistant)

8.2 Telephone, fax and email ID: 0381-2986020, lbhu.agt-mohfw@gov.in

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

9.1 List of employees with Gross monthly remuneration:

A. Regular Employees

- i. 1 no. Medical Officer & Land Port Health Officer – Pay is as per Level 10, 7th CPC

- ii. 1 no. Health Inspector – Pay is as per Level 6, 7th CPC
- iii. 3 nos. Field Worker – Pay is as per Level 1, 7th CPC

B. Outsourced Employees

- i. 1 Public Health Specialist – Gross Salary as per GeM Contract/TOR - Rs. 1,20,666/-
- ii. 1 Staff Nurse – Gross Salary as per GeM Contract/TOR - Rs. 46,410/-
- iii. 1 Lower Division Clerk – Gross Salary as per GeM Contract/TOR - Rs. 27,846/-
- iv. 3 Health Assistant – Gross Salary as per GeM Contract/TOR - Rs. 23,205/-

9.2 System of compensation as provided in its regulations: The system of compensation is governed by the applicable rules, regulations, and terms and conditions of appointment. The remuneration is paid as per the approved rates and applicable provisions.

10. Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

10.1 Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority:

10.2 Address, telephone numbers and email ID of each designated official:

11. No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

11.1 No. of employees against whom disciplinary action has been

(i) Pending for Minor penalty or major penalty proceeding – NIL

(ii) Finalised for Minor penalty or major penalty proceedings – NIL

12. Programmes to advance understanding of RTI (Section 26)

12.1 Educational programmes - NIL

12.2 Efforts to encourage public authority to participate in these programmes - NIL

12.3 Training of CPIO/APIO - NIL

12.4 Update & publish guidelines on RTI by the Public Authorities concerned – NIL

13. Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

As per competent authority Instructions.

PART- B Budget and Programme

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

Budget Estimate(BE) for F Y 2025-26 (Amounts in thousands)

Sl. No.	Sub - Head	BUDGET ESTIMATE
1.	221006001020001 (Salary)	1800
2.	221006001020007 (ALLOWANCES)	1800
3.	221006001020006 (Medical Treatment)	100
4.	221006001020011 (DTE)	150
5.	221006001020013 (O.E.)	400
6.	221006001020028 (P.S.)	50
7.	221006001020005 (Rewards)	0
8.	221006001020049 (ORE)	25
9.	221006001020021 (M&S)	50
10.	221006001029649 (SAP)	0
11.	221006001020008 (LTC)	0
12.	221006001020018 (RO)	75
13.	221006001020019 (DE)	0
14.	221006001020009 (TE)	25
15.	221006001020029 (RM)	50
16.	4210042003303715 (PM-ABHIM-ICT)	100
17.	4210042003303745 (PM-ABHIM-F&F)	200
18.	221006101630419 (PM-ABHIM-DE)	30
19.	2221006101630413 (PM-ABHIM-OE)	3640
20.	221006101630421 (PM-ABHIM-M&S)	70
TOTAL:		8470

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

2.1 Budget (BE- 2025-26) – 1,50,000/-

2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

a) Places visited – Hyderabad, Kolkata, Kolkata, Cochin, New Delhi

b) The period of visit – F.Y. 2025-26

c) The number of members in the official delegation - 2

d) Expenditure on the visit – 1,04,511/-

2.3 Information related to procurements

a) Notice/tender enquires, and corrigenda if any thereon - 0

b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured- 1 (Colonel Shishupal Security Consultancy & Services)

c) The works contracts concluded – in any such combination of the above-and -

d) The rate /rates and the total amount at which such procurement or works contract is to be executed: - 29,40,630/-

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

- 3.1 Name of the programme of activity - NA
- 3.2 Objective of the programme - NA
- 3.3 Procedure to avail benefits - NA
- 3.4 Duration of the programme/ scheme - NA
- 3.5 Physical and financial targets of the programme - NA
- 3.6 Nature/ scale of subsidy /amount allotted - NA
- 3.7 Eligibility criteria for grant of subsidy - NA
- 3.8 Details of beneficiaries of subsidy programme (number, profile etc) - NA

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

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

5. Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

- 5.1 Concessions, permits or authorizations granted by public authority - NA
- 5.2 For each concession, permit or authorization granted
 - a) Eligibility criteria - NA
 - b) Procedure for getting the concession/ grant and/ or permits of authorizations - NA
 - c) Name and address of the recipients given concessions/ permits or authorisations - NA
 - d) Date of award of concessions /permits of authorizations- NA

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

- 6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament - NA

PART- C Publicity Band Public interface

1. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

- 1.1 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 - NA
- 1.2 Arrangements for consultation with or representation by

- Members of the public in policy formulation/ policy implementation - NA
- Day & time allotted for visitors - NA
- Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants - NA

1.3 Public- private partnerships (PPP)

- 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 - NA
- Information relating to outputs and outcomes - NA
- The process of the selection of the private sector party (concessionaire etc.) - NA
- All payment made under the PPP project- NA

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

2.1 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 - NA
- Outline the Public consultation process - NA
- Outline the arrangement for consultation before formulation of policy - NA

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

3.1 Use of the most effective means of communication

- Internet (website) - NA

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

4.1 Information manual/handbook available in

- Electronic format - NA
- Printed format - NA

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

5.1 List of materials available

- Free of cost - NA
- At a reasonable cost of the medium- NA

PART – D E. Governance

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

1.1 English - NA

1.2 Vernacular/ Local Language - NA

2. When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt. 15.4.2013]

2.1 Last date of Annual updation - NA

3. Information available in electronic form [Section 4(1)(b)(xiv)]

Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

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

4.1 Name & location of the facility – Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

4.2 Details of information made available – Citizen Charter

4.3 Working hours of the facility – 7 AM to 6 PM

4.3 Contact person & contact details (Phone, fax email) – Land Port Health Officer, Telephone – 0381-2986020.

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

5.1 Grievance redressal mechanism – Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

5.2 Details of applications received under RTI and information provided - NIL

5.3 List of completed schemes/ projects/ Programmes - NIL

5.4 List of schemes/ projects/ programme underway - NIL

5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract - NIL

5.6 Annual Report - Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).

5.7 Frequently Asked Question (FAQs) - NIL

5.8 Any other information such as

- **Citizen's Charter** - Information available at IHR PoE portal (<https://ihpoe.mohfw.gov.in/>).
- **Result Framework Document (RFD)** - NA

- Six monthly reports on the - NA
- Performance against the benchmarks set in the Citizen's Charter - NA

6. Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

6.1 Details of applications received and disposed - NIL

6.2 Details of appeals received and orders issued - NIL

7. Replies to questions asked in the parliament [Section 4(1)(d)(2)]

7.1 Details of questions asked and replies given - NIL

PART- E Information as may be prescribed

1. Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

1.1 Name & details of

- **Current CPIOs & FAAs** - CPIO - Deputy Director, PHIH Section, Dte.GHS & FAA - Director, PHIH Section, Dte.GHS
- **Earlier CPIO & FAAs from 1.1.2015**

1.2 Details of third-party audit of voluntary disclosure

- **Dates of audit carried out - NA**
- **Report of the audit carried out - NA**

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

- **Date of appointment**
- **Name & Designation of the officers**

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

- **Dates from which constituted**
- **Name & Designation of the officers**

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

- **Dates from which constituted**
- **Name & Designation of the Officers**

PART- F Information Disclosed on own Initiative

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

2. 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)

2.1 Whether STQC certification obtained and its validity.

2.2 Does the website show the certificate on the Website?