

CITIZEN'S CHARTER

INTRODUCTION

Airport Health organization, Trivandrum 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. Airport Health Organization, Trivandrum was established in the year 2014. Presently, Airport Health Organization, Trivandrum has APHO counter at Arrival pre-immigration area & Administrative Office room in Arrival Mezzanine floor. It is located at Trivandrum International Airport, Airport Road, Chackai, Thiruvananthapuram -695024.

ADDRESS:

CONTACT NO & E-MAIL

1	Administrative Office & Health Counter	Airport Health Office, Trivandrum International Airport, Airport Road, Chackai, Thiruvananthapuram, Kerala, Pin: 695024 Email ID: apho.trv-mohfw@gov.in aphotr2@gmail.com (For Technical activities) Ph: 9495217170
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LIST OF GENERAL DUTY MEDICAL OFFICERS

	Name	Designation	Contact Details & Email ID
1	Dr. Ali Manikfan Abdullage	Airport Health Officer, CMO(SAG)	Email ID: apho.trv-mohfw@gov.in Ph: 9495217170
2	Dr. Vinesh Kumar V	Deputy Airport Health Officer, SMO	
3	Dr. Amritha Rajan	Deputy Airport Health Officer, SMO	

Administrative Services/Functions

Sl. No	Activity	Day / Date & Time
1.	PFMS activities including Salary processing of employees	All working days (Monday-Friday)
2.	Procurement of goods and services	9.00 AM -5.30 PM
3.	Responding to queries sought under RTI act	
4.	Maintenance of service registers, stock of supplies,	

	registers, attendance etc.	
5.	Preparation of LOC, calculation of Budget utilization and requirement, processing of bills etc.	
6.	Maintaining inward and despatch register for emails and letters	

Technical

Sl. No	Activity	Day / Date & Time
1	APHO counter activity (inspection of General Declaration Of Health submitted by Airlines, Verification of Disinfection Status of Flight, Passenger screening, Human Remains clearance, etc.)	24 hours, all 7 days of a week
2	Co-ordinate activities with the stake holders of Airport & state Health Authority	As and when required
3	Training & Coordination	As and when required
4	Yellow Fever surveillance activities in co-ordination with BOI & arrangement of quarantine of suspect passengers.	As and when required(24x7)
5	Thermal screening & COVID 19 Surveillance of international passengers	24 hours, all 7 days of a week during International Arrival
6	Daily reporting of Surveillance data to PH(IH)	24 hours, all 7 days of a week
7	Fortnightly vector surveillance activities within terminal & its premises & the reporting of same to Central IH Division	As scheduled every 2 weeks.
8	Attending important meetings & co-ordination with important stakeholders in public health related matters	As & when required
9	Training of all stake holders & paramedical staff	As and when required
10	Protocol Duty	As and when required
11	Emergency	As and when required

**AVAILABILITY OF INFORMATION: INFORMATION ON THE FOLLOWING
SUBJECTS CAN BE OBTAINED FROM OUR OFFICERS LISTED BELOW**

1.	Name & location of the facility :	Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram- Pin: 695024
2.	Details of information made available	As per request
3.	Working hours of the facility	Technical activities: 24x7, Administrative activities: Monday to Friday (09.00 AM to 5.30 PM)
4.	Contact person & contact details (Phone, fax email)	Dy. Airport Health Officer (CPIO), Airport Health Organization, Trivandrum. Phone No. 9495217170, E-mail: apho.trv-mohfw@gov.in aphotrv2@gmail.com (For Technical activities)

Sl. No.	Name	Designation and other particulars of Public Information Officers
1.	Dr.Vinesh Kumar V	CPIO- , Dy. Airport Health officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram- Pin: 695024 Email ID: apho.trv-mohfw@gov.in Ph: 9495217170
2.	Dr. Ali Manikfan Abdullage	First Appellate Authority -Airport Health Officer, Airport Health Organization, Trivandrum, Trivandrum International Airport, Chackai, Thiruvananthapuram Pin:695024 Email ID: apho.trv-mohfw@gov.in Ph: 9495217170

Internal complaints Committee on Prevention of sexual harassment of woman at Workplace

In pursuance of the compliance of directions of Hon'ble Supreme Court in civil appeal no.2482 of 2014 and OM F.No. C18017/15/2023- Legal Cell of, MoHFW dated 18/08/2023 of MoHFW, New Delhi and OM Section MoHFW e-mail dated 26.06.2023 an Internal Complaints Committee for APHO Trivandrum was being constituted w.e.f 28.11.2023. The following are the details of the members of the committee in respect of APHO Trivandrum.

Sl. No.	Name	Designation	Designation in ICC
1.	Dr. Amritha Rajan	Deputy Airport Health Officer	Presiding officer
2.	Dr. Ali Manikfan Abdullage	Airport Health Officer	Member
3.	Dr. Vinesh Kumar V	Deputy Airport Health Officer	Member

- For information outside Office hours, please contact the APHO duty number Phone No. **9495217170**