



**Government of India
Ministry Of Health and Family Welfare
Directorate General of Health Services
Airport Health Organisation, Coimbatore**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

1. Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

Name and Address of organisation

Name: Airport Health Organisation, Coimbatore

Location: Airport Health Organisation
Coimbatore International Airport,
Airport Road, Peelamedu - Pudur Main Road,
Coimbatore – 641014,
Tamil Nadu.

Link: <https://maps.app.goo.gl/jJsRpGdbSwFfKgjC6>
[11.030778190433507, 77.03899046299388]

1.1.1) Head of the Organisation

Dr. Divya S.,
Controlling Officer & Head of Office,
Airport Health Officer, Airport Health Organisation, Coimbatore.
Tel.: 0422-2570019

Email:

apho.cbe-mohfw@gov.in
apho.trichy-mohfw@gov.in

1.1.2) Vision Mission and Key Objectives

Vision: To protect public health by preventing the international spread of communicable diseases through air travel, by enforcing health measures at points of entry in accordance with the Aircraft (Public Health) Rules, 1954 and International Health Regulations (IHR 2005).

Mission: To implement national and international public health regulations at Coimbatore International Airport by conducting health surveillance, enforcing sanitary measures, and ensuring rapid response to public health risks, thereby facilitating safe and healthy international travel.

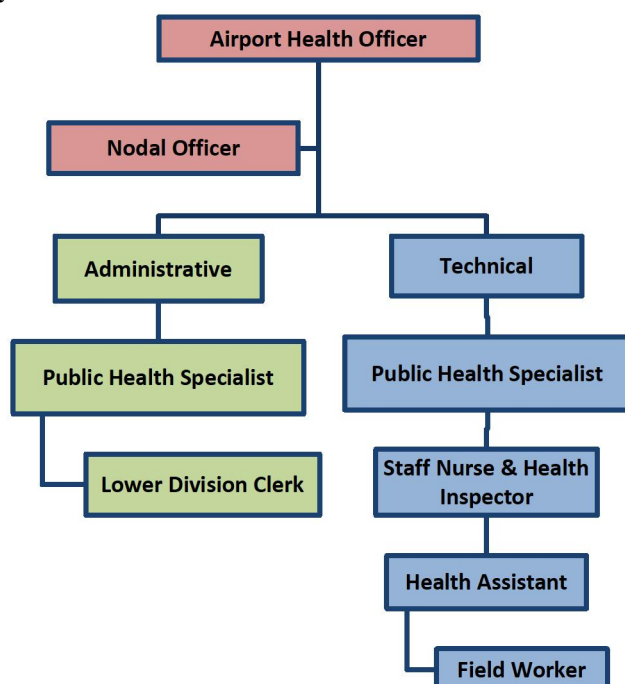
Objective: The primary objective of Airport Health Organisation, Coimbatore is to strengthen airport health surveillance systems, enhance emergency preparedness and response capabilities, and promote a hygienic airport environment through coordinated health actions. It also strives to foster awareness and capacity-

building among stakeholders to uphold global public health standards.

1.1.3) Functions & Duties:

1. Health screening of international passengers and quarantine (As a routine and during Public Health Emergency of International Concern - PHEIC).
2. Monitoring of Disinfection and Disinsection of aircraft.
3. Verification of General Declaration provided by the aircraft captain/cabin crew.
4. Supervision of hygiene and general sanitation inside Airport premises
5. Vector Surveillance activities inside the premises of airport and within 400 mts perimeter of Airport.
6. Issuance of clearance certificate for transport of Human Remains from abroad to Coimbatore
7. Attending cases of on-board death and issuance of public health clearance certificate.
8. Facilitation for Isolation and Quarantine of passengers suspected to be having diseases as notified by Ministry of Health and Family Welfare (MoHFW).
9. To attend to medical emergencies.
10. Quarantine of passengers without valid Yellow Fever vaccination certificate.
11. Vaccination against Polio for passengers travelling to and from Polio endemic or infected countries.
12. Human Resource management by imparting regular training to officials of APHO and other stakeholders such as Immigration on surveillance of Polio, Yellow Fever Disease, any other PHEIC etc.

1.1.4) OrganisationChart



1.1.5) Any other details-the genesis, inception, formation of the department and the HOOs from time to time as well as the committees or Commissions constituted from time to time have been dealt.

Introduction and Background Information:

Airport Health Organisation (APHO), Coimbatore is a subordinate office under control of Directorate General of Health Services, Ministry of Health & Family Welfare and operational from 24.07.2023. 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)]. At present APHO Coimbatore is administered by Head of Office (HOO), APHO Tiruchirappalli. A Nodal Officer from APHO Tiruchirappalli has been designated for APHO Coimbatore for smooth execution, maintaining inter-departmental coordination and addressing any challenges. The HOO is designated as Airport Health Officer

Names of Head of Office of APHO Coimbatore:

Head of Office & DDO			
		Period	
S.No	Name of the Officer	From	To
1	Dr. Roshini Arthur	19.10.2016	06.09.2022
2	Dr. Nirmal Joe	07.09.2022	05.07.2023
3	Dr. Subin S.	06.07.2023	26.02.2025
4	Dr. Divya S.	27.02.2025	Till date

Nodal Officer:

Sl. No	Name of the Officer	Designation of the Nodal Officer	Period	
			From	To
1	Dr. Vaisakh T.P.	Assistant Airport Health Officer	21.04.2023	25.01.2024
2	Dr. Divya S.	Assistant Airport Health Officer	09.08.2024	26.02.2025
3	Dr. Selvaganapthi S	Assistant Airport Health Officer	27.02.2025	Till date

1.2) Powers and duties of its officers and employees [Section 4(1)(b)(ii)]

1.2.1) Powers and duties of Officers (Administrative, Financial and Judicial)

a) Airport Health Officer:

Administrative powers:

Head of Office declared by Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by Ministry.

Appointing Authority & Disciplinary Authority for Group C posts.

Controlling Officer for all staff of APHO Coimbatore.

Financial:

Head of Office and Cheque Drawing & Disbursing Officer for the Airport Health Organisation

Statutory powers delegated under Delegation of Financial Powers Rules, 1978.

Others:

The Statutory Authority has powers to implement the Regulations, Acts and Rules administered by the authority.

All the orders are attached subsequently:

A-11019/15/2016-PH(IH)

I/3749200/2025

By Speed Post

F. No. A-11019/15/2016-PH (IH)
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
PH (IH) Section

Nirman Bhawan, New Delhi.

Dated: 05.03.2025.

OFFICE ORDER

It has been decided with the approval of the Competent Authority to assign the charge of Airport Health Organizations- Trichy, Coimbatore & Madurai to - (i) Dr. Divya S., MO, APHO, Trichy (for APHO, Trichy), (ii) Dr. Selvaganapathi S., MO, APHO, Trichy (for APHO, Coimbatore) & (iii) Dr. Amritha M., MO, APHO, Trichy (for APHO, Madurai); for smooth flow of work in those Offices. Accordingly, the ibid mentioned officers shall be designated as Head of Office (HOO) and Controlling Officer for those units; for the purpose of Financial Rules, Treasury Rules etc.

2. Dr. Divya S., Dr. Selvaganapathi S. & Dr. Amritha M. are also declared as Drawing & Disbursing Officer (DDO) for APHOs- Trichy, Coimbatore & Madurai, respectively, in accordance with Rule 14 & 16 of Delegation of Financial Power Rules (DFPR), 1978. Under Supplementary Rules 191 read with item 54 of Appendix 1 of P&T compilation of FRs and SRs Vol. II and they shall also be authorized to countersign T.A. bills of the staff of the said units.
3. The power of HOO/DDO granted to the Officers of APHO, Trichy as detailed is in-addition to there already assigned work at APHO, Trichy.
4. The requisite provisions of DFPR and Supplementary Rules may be kept in view while exercising the delegated powers, as above.
5. The above delegation of Powers is assigned with immediate effect until further orders and in supersession of all previous orders on the subject.
6. This issues with the approval of DGHS.

Digitally signed by
Pankaj Kumar
Date: 05-03-2025
(Pankaj Kumar)
16:23:34
Deputy Director,
PH (IH)

By Speed Post

F. No. A-11019/15/2016-PH (IH)
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
PH (IH) Section

Nirman Bhawan, New Delhi.

Dated: 24.11.2025.

OFFICE ORDER

In partial modification of this Directorate's Office Order of even number dated 05.03.2025, it has been decided with the approval of the Competent Authority to (a) to entrust the HOO, DDO & Controlling Officer powers of APHO, Coimbatore & APHO, Madurai to Dr. Divya S., Airport Health Officer, APHO, Trichy and (b) to nominate Dr. Selvaganapathi S., MO, APHO, Trichy & Dr. Amritha M., MO, APHO, Trichy as Nodal Officer for APHO, Coimbatore & APHO, Madurai respectively, for smooth execution, maintaining inter-departmental coordination & addressing any challenges that may arise at these units. This arrangement is till such time a regular Medical Officer is posted at APHO, Coimbatore & APHO, Madurai and no additional remuneration will be paid for the proposed assignment.

2. The requisite provisions of DFPR and Supplementary Rules may be kept in view while exercising the delegated powers, as above.

3. The above delegation of Powers is assigned with immediate effect until further orders & other contents of the ibid mentioned Office Order dated 05.03.2025 shall remain unchanged.

4. This issues with the approval of DGHS.

Digitally signed by
SUNIL KUMAR MANDI
Date: 24-11-2025
17:03:14 (S. K. Mandi)
Deputy
Director, PH (IH)

Copy for information and necessary action to: -

No. Z.28011/19/2023-PH(IH)
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
PH(IH) Section

Kartavya Bhawan-01, New Delhi
New Delhi, the 13.03.2026

To

All Heads of the PoEs;
APHOs/PHOs/LPHOs.

Subject: Delegation of Financial Powers to the Heads of the Points of Entry (PoEs); APHOs/PHOs/LPHOs under the administrative control of PH(IH) Section, Directorate General of Health Services-reg.

In supersession of all previous orders issued on the subject, the undersigned is directed to convey sanction of the President under Rule 12 (2) of the Delegation of Financial Powers Rules, 2024 to the Heads of all Points of Entry (PoEs) - namely, Airport Health Organisations (APHOs), Port Health Organisations (PHOs), and Land Port Health Organizations (LPHOs) - functioning under the administrative control of the Directorate General of Health Services (DGHS), to the extent indicated in the statement appended at **Annexure-I**, subject to the exceptions mentioned in **Annexure-II** below.

2. The powers delegated under these orders will not cover the powers vested in the Ministry in respect of

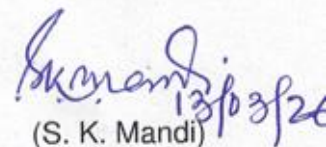
- (i) Rule 10- Re-appropriation of funds;
- (ii) Rule-15- Waiver of recovery of overpayment made to Government Servants;
- (iii) Rule 16- Appraisal and Approval of Schemes or Project

3. These delegated powers are to be exercised in the light of and in accordance with the provisions of the rules and instructions contained in the Delegation of Financial Power Rules, 2024 and General Financial Rules, 2017, as amended from time to time.

4. This sanction issues with the approval of Secretary (Health) and concurrence of IFD vide their CD No. 3624 dated 09.03.2026.

Encl. As above.

Yours faithfully,


(S. K. Mandi)
Deputy Director, PH/IH

Copy for information to: -

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Annexure-I

S.No.	Object Head	Delegated Financial Power to Heads of the Points of Entry (PoEs); APHOs/PHOs/LPHOs under DFPR, 2024
1.	13 - Office Expenses	Rs.50,00,000/- for recurring Expenditure per annum and Rs.5,00,000/- in each case of Non-recurring expenditure
2.	74 - Furniture & Fixtures	₹2.00 lakh per case (through GeM)
3.	19 - Digital Equipment	₹2.00 lakh (recurring) & ₹3.00 lakh per case (non-recurring)
4.	29 - Repair & Maintenance	₹2.00 lakh (recurring) & ₹1.00 lakh per case (non-recurring)
5.	24 - Fuel & Lubricants	Full Powers as per MoF instructions
6.	18 - Rent for Others	Full Powers through GeM with prior approval
7.	14 - Rent, Rates & Taxes	Full Powers
8.	27 - Minor Civil & Electric Works	₹5.00 lakh per case (non-recurring)
9.	16 - Printing & Publication	₹2.00 lakh (recurring) & ₹1.00 lakh per case of non-recurring
10.	21 - Materials & Supplies	₹10.00 lakh per annum
11.	71 - ICT	₹5.00 lakh per annum
12.	06 - Medical Treatment	₹2.00 lakh per case
13.	28 - Professional Services	₹1.50 lakh (recurring) / Full Powers as per DoLA
14.	26 - Advertising & Publicity	₹1.00 lakh (recurring) & ₹50,000 per case (non-recurring); excluding IEC
15.	52 - Machinery & Equipment	₹2.00 lakh per case
16.	49 - Other Revenue Expenditure	₹1.50 lakh (recurring) & ₹50,000 per case (non-recurring)

Annexure II

A. Under Office Expenses - 13

Outsourcing of Manpower Services (including but not limited to housekeeping staff, security personnel, Data Entry Operators (DEOs), medical staff, drivers, Mali, etc.)

a. First-time Engagement: The requirement for outsourcing of manpower services, at the initial stage, shall be assessed at the level of DGHS/MoHFW and shall be approved by the Competent Authority, in consultation with the Integrated Finance Division (IFD).

b. Tendering and Contract Period: Subsequent engagement of outsourced manpower shall be undertaken through the Government e-Marketplace (GeM) portal for an initial period of two (02) years, in accordance with the provisions of the General Financial Rules (GFR) and the Delegation of Financial Powers Rules (DFPR).

Further extension of the contract may be granted for one (01) additional year i.e. upto a maximum tenure of three (03) years (02 years + 01 year), by the Head of Office subject to satisfactory performance of the service provider and compliance with the extant rules.

c. Review and Re-tendering: The outsourced services shall be reviewed at the end of every two (02) years or three (03) years where a one-year extension has been granted, as the case may be. Upon expiry of the contract period, a fresh tender shall be floated through the GEM portal.

No separate approval shall be required for any reduction in the number of outsourced manpower.

d. Increase in Manpower: Any increase in the number of manpower engaged on an outsourcing basis shall be undertaken only with the prior approval of the Competent Authority, in consultation with the Integrated Finance Division (IFD).

B. Under Printing and Publication -16

Expenditure under this Object Head shall be regulated strictly in accordance with the extant instructions issued by the Directorate of Printing, Ministry of Housing and Urban Affairs (MOHUA) from time to time.

C. Under Fuels and Lubricants- 24

The financial limits and guidelines for expenditure would be in accordance with the instructions issued by the Finance Ministry from time to time.

D. Under Advertising and Publicity -26

Powers are delegated except for Information, Education and Communication (IEC) activities and instructions issued by the Central Bureau of Communication/Ministry of I&B.

E. Under Professional Services-28

For legal charges, fees, and expenses incurred towards the engagement of legal

Signature
18/08/26

Cont. 9/3.

services, the rates and conditions shall be as notified by the Ministry of Law & Justice from time to time.

F. Under Other Revenue Expenditure -49

Powers are delegated except for payment out of a discretionary grant.

G. Other subject to conditions:

- i. The matters as indicated in the Positive List contained in the Charter for Financial Advisers. issued by DoE vide OM No. 23(3)/E, Coord/2018 dated 13th june, 2023 mentioned in Annexure-II of said O.M. under Para-21, shall not be decided without consultation of the Financial Adviser.
- ii. All expenditure shall be subject to the general conditions for incurring expenditure as contained in Annexure-II of the Delegation of Financial Powers Rules (DFPR), 2024.
- iii. Proposals where approval of the Secretary is specifically mandated under the General Financial Rules (GFRs) or any other Government of India rules, manuals, policies, guidelines, procedures, or directions, shall be submitted accordingly.
- iv. The delegation shall be subject to the provisions of the General Financial Rules, 2017. Delegation of Financial Powers Rules, 2024, and instructions issued by the Department of Expenditure from time to time.
- v. The powers are subject to instructions issued by the Ministry of Finance from time to time, fiscal Codes and procedures and the limit being within the budgetary allocation for the year.
- vi. The Heads of the PoEs shall remain under the administrative control of the Director General of Health Services. In cases where consultation with DGHS is deemed necessary, such proposals shall continue to be considered in consultation with DGHS.
- vii. The Institute shall maintain complete and proper records of each procurement and expenditure, in accordance with extant financial and audit requirements.
- viii. Prior approval of the Ministry/Dte. GHS shall be obtained before outsourcing any service falling under a new category that has not been previously approved.
- ix. The provisions relating to staff cars shall be governed strictly by the instructions issued by the Department of Expenditure, Ministry of Finance, from time to time, and no deviation shall be permitted.
- x. Hospitality matters may be regulated in terms of instructions issued by the Department of Expenditure, MoF from time to time.
- xi. No power is delegated in respect of (a) Creation of posts, (b) Write-off of losses (c) Reappropriation of funds (d) Waiving of recovery of overpayments and (e) The appraisal and approval of major new schemes or projects.

— x x —

S. K. Mondal
13/03/26

Nodal Officer:

Under the supervision of Airport Health Officer, Nodal Officer performs duties such as RTI matters, GeM purchase, surveillance of Quarantinable diseases and Public Health Emergencies of International Concern, Human Remains Transportation clearance, Imparting training to other stakeholders in the Airport like Immigration, Airlines etc, and assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health Officer

1.2.2) Power and duties of other employees:

Power and duties of Staff Nurse, Health Inspectors, Health Assistants and Field Workers:

फा.सं. / File No.: A-11019/06/2013-PH(IH)
भारत सरकार / Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare
स्वास्थ्य सेवा महानिदेशालय / Directorate General of Health Services
पी एच (आई एच) अनुभाग / PH (IH) Section
निर्माण भवन, नई दिल्ली
Nirman Bhavan, New Delhi
दिनांक / Dated : 11 / 11 / 2014

To,
All APHOs/PHOs/ABQ
(as per enclosed list)

Madam/Sir,

Please find enclosed the Roles & Responsibilities of Health Inspectors (HI), Health Assistants (HA) and Field Workers (FW) at Point of Entry of the Health Organizations.

Yours faithfully,
(Dr. Suresh Singh)
DDG(MH&IH)
Tel No. 011-2306180

Role & Responsibilities of Health Inspectors/Health Assistants/Field Workers at POE 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	Examination of necessary documents - APHO – GD Examination / Passenger manifest/ Disinfection Cans - PHO – Maritime Declaration of health/port call list/crew list/nil list/ship sanitation certificate/vaccination list - BQHO – GD/Passenger manifest Physical Inspection of conveyance	HI	HA & FW	In absence of HI, HA &/or 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 &/or 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 &/or FW will perform the job under guidance of MO
Service to the quarantined passengers at quarantine centre	- Daily examination of the quarantine 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 &/or FW will perform the job under guidance of MO

Vaccination	Vaccination & documentation	MO & Staff Nurse	Data Operator	In absence of Staff Nurse, HI, HA &/or FW will perform the job under guidance of MO
Clearance of Human remains	Examination of documents (Death certificate, NOC Indian High Commission, Embalming Certificate if required & copy of passport)	HI	HA & FW	In absence of HI, HA &/or 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 &/or sanitary rounds	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure the 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
To ensure the provision of safe drinking water at POEHO	Overall responsibility to maintain the safe general sanitation cell be of POE managing authority & Health Organization have supervisory role - Supervisory rounds - Periodical sampling of drinking water - Assisting team from Govt. Organization like NCDC for drinking water sampling	HI	HA & FW	In absence of HI, HA &/or FW will perform the job under guidance of MO
To ensure vector control at POEHO	Overall responsibility to control the vectors shall be of POE managing authority & Health Organization have supervisory role Supervisory rounds, Vector Control Plan	HI & HA	FW	In absence of HI, HA &/or 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 the FW will perform the job under guidance of MO
Assistance to VVIP & Senior Officer from GOI at POE		HI, HA & FW		

Role & Responsibilities of Health Inspectors/Health Assistants/Field Workers at POE Health Organization MO will supervise and be responsible for all the activity				
EMERGENCY ACTIVITIES				
Activity during medical / flight emergency / public health emergency of international concerns	- Briefing of all State holders at Airport - Medical aid with assistance from MOs - Gathering necessary information & documents from conveyances operators - Assistance for MO at screening counters - Arranging logistics - Disinsection/Disinfection of baggage & conveyances - Any other duty as assigned by In charge Officer during the need - Coordination with relevant section - Reporting on daily basis	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 quarantineable 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		

3

1.2.3) Rules or orders under which power and duty are derived and exercised

Rules, Regulations, Instructions, Manuals and Records for Discharge of Function

[Section 4(1)(b)(v)]:

The functions are in accordance with the enacted acts and rules. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organisation.

1.3) Procedure followed in the decision-making process, including channels of supervision and accountability [Section 4(1)(b)(iii)]:

1.3.1) Process of decision making:

This organisation is a Subordinate office under the Govt. of India, Ministry 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.

1.3.2) Final Decision-Making Authority at this Office

Airport Health Officer, Airport Health Organisation, Coimbatore.

1.3.3) Related provisions, acts, rules:

The functions are in accordance with the enacted acts and rules. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organisation.

Acts:

1. The Aircraft Act, 1934 (ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf)
2. Food Safety and Standard Act, (FSSA)-2006 (ihpoe.mohfw.gov.in/assets/pdf/aphorules/FOOD-ACT 2006.pdf)
3. Epidemic Diseases Act 1897 ([Epidemic disease act 1897.pdf \(mohfw.gov.in\)](http://Epidemic disease act 1897.pdf (mohfw.gov.in)))
4. Right to Information Act 2005
5. The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (https://www.indiacode.nic.in/bitstream/123456789/19302/1/sexual_harrassment_of_women_at_workplace_act_2013.pdf)

Rules:

1. The Aircraft (Public Health) Rules, 1954 (ihpoe.mohfw.gov.in/assets/pdf/aphorules/Indian Aircraft Health Rules, 1954.pdf)
2. CCS (Conduct) Rules, 1964 (https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf)
3. CCS(CCA) Rules, 1965 (<https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf>)

Regulations:

1. The International Health Regulations (2005) (ihpoe.mohfw.gov.in/assets/pdf/ihrrules/whoihr.pdf)

Manuals:

3. Training Manual for Field Worker ([Training Manual for Field Worker.pdf \(mohfw.gov.in\)](http://Training Manual for Field Worker.pdf (mohfw.gov.in)))
4. Training Manual for International Points of Entry ([ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry \(1\).pdf](http://ihpoe.mohfw.gov.in/assets/pdf/training/Training Manual of International Points of Entry (1).pdf))

1.3.4) Time limit for taking a decision, if any

For Public Health Emergencies of International Concern and International disease surveillance related as per IHR 2005, The Aircraft Act 1934 and The Aircraft (Public Health) Rules, 1954

For RTI related as per RTI Act 2005

For Food safety related as per FSS Act 2006

For establishment and service related as per CCS rules

For other work-related, time limit for taking decision is set as per other rules and work requirement.

1.3.5) Channel of supervision and accountability

This organisation is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, the Directorate General of Health Services (Dte. GHS), PH (IH) Section and established for the implementation of policies of the Government of India.

At Dte. GHS level: The Director General of Health Services

At PH(IH) Section: Deputy Director General (IH) and Assistant Director General (IH)

APHO Level: Airport Health Officer, Coimbatore

1.4) Norms for the discharge of functions [Section 4(1)(b)(iv)]:

The functions are in accordance with the enacted rules. The norms for the discharge of functions have been prescribed through rules made by the Government under respective acts administered by this organisation.

1.4.1) Nature of Function or Service Delivery

[IHR POE \(mohfw.gov.in\)](http://IHR POE (mohfw.gov.in))

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

Our Aim is to achieve the following service delivery parameters.

SI No	Services Provided	Timings and details	Responsibility	Process / Documentation Required
1	Oral Polio Vaccination	Available 24 * 7, Vaccination will be provided to the International Passengers as when required as per the guidelines.	Doctor on duty	The passengers referred by immigration to APHO Health counter.
2	Quarantine Facility	Quarantine facility not available in APHO Coimbatore at present. However, the situation is managed in coordination with designated hospital Government hospital Coimbatore 24*7	Doctor on duty	International passengers arriving from countries with risk of yellow fever disease transmission without valid yellow fever vaccination certificate are referred by immigration to APHO and APHO further scrutinize the documents and, refer to designated hospital. No charges are collected for this purpose by APHO Coimbatore. However, the designated hospital may charge as per their existing practice
3	Vector surveillance	All 6 days in a week	Vector Surveillance Unit	APHO staffs supervise the vector control activity by conducting vector surveillance in and around airport under supervision of airport health officer.

4	Medical Inspection (MI) Room Activity	24*7	MI Room duty staff	1. Functioning from the arrival hall of international airport terminal building. 2. It is mainly responsible for supervision of. • Health screening • Sanitary inspection • Monitoring of Aircraft disinsection • Quarantine work • On board death clearance
5	Public health clearance of human remains	24*7	MI Room duty staff	Provisional clearance is through e-CARe portal by the nodal office (APHO Delhi) and final clearance certificate is giving by APHO Coimbatore. No charges are collected for this purpose.
6	Aircraft & passenger surveillance	24*7	MI Room duty staff	As per IHR norms and policy of MoHFW.
7	Training and Coordination	Regular, as and when required	Airport Health Officer/Nodal Officer/Public Health Specialist	NA
9	Flight Emergency Duty	24*7 As and when required, 24*7	MI Room	As per IHR norms and policy of DGHS.
10	Implementing public health measures during PHEIC	24*7	APHO Team	as Per SOP of DGHS / MoHFW

1.4.2) Norms or standards for Function or Service delivery

This office observes the implementation of International Health Regulations 2005 and The Aircraft (Public Health) Rules, 1954 and the various regulatory and statutory provisions in above act, rule or regulation.

1.4.3) Process by which these services can be accessed.

The public can access the above services directly from APHO Coimbatore on scheduled days and time as specified in 1.4.1

1.4.4) Time limit for achieving targets.

The time limit for achieving targets is as mentioned above in table 1.4.1

1.4.5) Process of redress of Grievances

Grievances can be redressed by approaching following authorities.

A) Dr. Divya S., Airport Health Officer, Airport Health Organisation, Coimbatore International Airport, Coimbatore – 641014

Tel.: 0422-2570019

0431-2340078

Email:

apho.cbe-mohfw@gov.in

apho.trichy-mohfw@gov.in

B) Deputy Director, PH(IH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Govt. of India, Kartavya Bhavan, New Delhi – 110001.

1.5) Rules Regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

1.5.1) Title and nature of the record or manual or instruction

1.5.2) List of Rules, regulations, instructions manuals and records

1.5.3) Acts or Rules manuals etc.

Please refer 1.3.3

Records:

Stored electronically at

1. eCARE Portal
2. e-Office

Records are also stored manually at Airport Health Organisation, Coimbatore

1.5.4) Transfer policy and Transfer orders

Being a subordinate office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India. At present, there are no sanctioned post at this office

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

1.6.1) Categories of documents

I. Documents related to substantive functions

Category A: Nil

Category B-Keep-Permanent:

1. Non consumable stock Register
2. Copy of Acts, Rules, & Regulations administered by this Public Authority
3. Guidelines & Instructions issued by Higher Authorities.

Category C-5 Years:

1. Ebola file
2. PHEIC files

Category C-3 Years:

1. Stock Register
2. Service Postage & Stamp Register
3. Training register

Category C-2 Years:

1. Quarantine Order
2. Oral Polio vaccine certificate
3. Emergency Medicine stock Register
4. Consumable stock register
5. Vaccine stock Register
6. PHEIC screening Cards
7. Flight detail Register
8. GD Document & passenger Manifest
9. Human Remain Register
10. Human Remain documents
11. HR(NOC)
12. Polio Record Register
13. Dispatch Register

Category C-1 Years

1. Attendance register

II. Administrative and financial records: All records are maintained for Establishment and accounts management as prescribed under relevant rules.

1.6.2) Custodian of documents categories B & C as above:

Airport Health Officer,
Airport Health Organisation, Coimbatore
Under PH(IH) section, Directorate General of Health Services.

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

1.7.1) Name of Boards, Council, Committee etc.

- i. Joint Public Health and Sanitation Committee (JPHSC).
- ii. Internal Complaints Committee (ICC)

1.7.2) Composition

- i) Joint Public Health and Sanitation Committee (JPHSC) constituted 25.03.2025

S.no.	Designation	Stakeholder	Role in committee
1.	Airport Director	AAI	Co-Chairperson
2.	Airport Health Officer	APHO	Co-Chairperson
3.	DGM (OPS)	AAI	Member
4.	DGM, Electrical	AAI	Member
5.	DGM, Civil	AAI	Member
6.	Senior Manager, Fire Safety	AAI	Member
7.	Commandant	CISF	Member
8.	Assistant Commissioner	Customs	Member
9.	Chief Immigration Officer	Immigration	Member
10.	Dean	Coimbatore Medical College & Hospital	Member
11.	DDHS	DPH	Member
12.	District Epidemiologist	DPH	Member
13.	City Health Officer	Coimbatore City Corporation	Member
14.	Nodal Officer	DPH	Member
15.	Block Medical Officer	Govt. PHC SS kulam	Member
16.	Food Safety Officer	District Food Safety Department	Member
17.	Block Health Supervisor	State Health Department, PHC SS kulam	Member
18.	Medical Officer	Health care provider, Coimbatore International Airport	Member
19.	Facility Manager	Sanitary Department	Member
20.	In charge	Pest Control Agency, Coimbatore International Airport	Member
21.	Station Manager	Indigo	Member
22.	Station Manager	Spicejet Airlines	Member
23.	Station Manager	Air India	Member
24.	Station Manager	Scoot Airlines	Member
25.	Station Manager	Air Arabia	Member
26.	Sub-Inspector of Police	E-2 Peelamedu Police Station	Member
27.	Representative	RBML	Member
28.	Station Incharge	BPCL	Member
29.	Senior APTM	IOCL	Member

30.	Manager	Confectionery shops	Member
31.	Operational Manager	Food Business Operators	Member

ii) Internal Complaints Committee (ICC) constituted 28.01.2026

S. No	Name	Designation	Post	Email id
1.	Dr. Amritha M.	Assistant Airport Health Officer, APHO Tiruchirappalli	Presiding Officer	amritha.m@cghs.nic.in
2.	Dr. Divya S.	Assistant Airport Health Officer, APHO Tiruchirappalli	Member	divyas.2020@gov.in
3.	Dr. Selvaganapathi S.	Assistant Airport Health Officer, APHO Tiruchirappalli	Member	dr.selva@gov.in
4.	Smt. D. Narmadha	Managing Trustee Desh Charitable Trust	External Member	narmadha080721@gmail.com

1.7.3) Dates from which constituted:

S.No.	Name of the committee	Constitution date
1.	Joint Public Health and Sanitation Committee (JPHSC) constituted	11.08.2023
2.	Internal Complaints Committee	28.01.2026

1.7.4) Term/ Tenure

S.No.	Name of the committee	Term/ Tenure
1.	Joint Public Health and Sanitation Committee (JPHSC)	Reconstituted as and when required
2.	Internal Complaints Committee	3 years

1.7.5) Power and functions;

Power and functions of each committee is derived from relevant acts and as per the directions issued by the Airport Health Officer.

1.7.6) Whether their meetings are open to the public?

No

1.7.7) Whether the minutes of the meetings are open to the public?

No

1.7.8) Place where the minutes if open to the public are available?

NA

1.8) Directory of Officers and Employees [Section 4(1)(b)(ix)]:

Sanctioned Strength and In position: As on 31.03.2026

There are no regular post sanctioned for APHO Coimbatore. Medical Officers posted at APHO Tiruchirappalli are holding additional charges as HOO and Nodal Officer of APHO Coimbatore. All the technical and administrative duties are undertaken by outsourced manpower under the supervision of Nodal officer under the guidance from Airport Health Officer

i) Name and designation

ii) Telephone, fax and email ID

S. No	Name & Designation	Telephone/ E-mail ID
1	Dr. Divya.S, Airport Health Officer, Drawing& Disbursing Officer & Administrative Head.	Phone:0431-2340078, 0431-2341366 divyas.2020@gov.in
2	Dr. Selvaganapathi S., Assistant Health Officer, Nodal Officer Coimbatore.	Phone: 0422-2570019 dr.selva@gov.in

1.9) Monthly remuneration received by officers and employees [Section 4(1)(b)(x)]:

Sr No	Name of the employee	Designation	Pay Level (VII CPC)	Gross Monthly Remuneration before deductions
1.	Dr. Divya S.	SMO, Airport Health Officer.	11	Rs. 1,57,869/-
2	Dr. Selvaganapathi S	MO, Asst. APHO/Nodal Officer	10	Rs. 1,39,634/-

1.10)

1.10.1) System of compensation as provided in its regulations: According to Pay and Pension rules

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

1.11.1) Name and designation of the Public Information Officer (PIO), Assistant Public Information(s) & Appellate Authority

1.11.2) Address, telephone numbers and email ID of each designated official

Sr No	Particulars	Information	
		Central Public Information Officer (CPIO)	First Appellate Authority (FAA)
1	Name	Dr. Selvaganapathi S.	Dr.Divya S.
2	Designation	Asst. APHO	Airport Health Officer
3	Address	Airport Health Organisation, Terminal Building, International Airport, Trichirappalli, Tamilnadu -620007. Telephone:0431-2340078; 0431-2341683 Email: apho.trichy-mohfw@gov.in	

1.12) No. of employees against whom disciplinary action has been proposed or taken [Section 4(2)]

1.12.1) Pending for minor penalty or major penalty proceedings.

Nil

1.12.2) Finalised for minor penalty or major penalty proceedings

Nil

1.13) Programmes to advance understanding of RTI, [Section 26]

1.13.1) Educational programmes

No educational programmes are being conducted to advance the understanding of RTI by this organisation

1.13.2) Efforts to encourage public authority to participate in these programmes

Nil

1.13.3) Training of CPIO or APIO

No

1.13.4) Update & Publish guidelines on RTI by the public authorities concerned.

As per the guidelines issued from the Dte.GHS

1.14) Transfer policy and transfer orders [F No. 1/6/2011 – IR dt. 15.04.2013]

Being a subordinate office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India.

2) Budget and Programme

2.1) Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made, etc.

2.1.1) Total Budget for the public authority

2.1.2) Budget for each agency and plan & programmes

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

There is no separate budget grant for APHO Coimbatore, budget grant of APHO Tiruchirappalli is being utilized for functioning of APHO Coimbatore, the budget scheme Pradhan Mantri Ayushman Bharat infrastructure Mission (PM-ABHIM) for FY 2025-26 under Major Head Office Expenses for all 3 APHO: APHO Tiruchirappalli, APHO Coimbatore and APHO Madurai

	PM-ABHIM Budget: Sub Head	Budget Allocated RE 2025 - 26	Total Expenditure FY 2025 -26
1.	Furniture & Fixtures	358043	341373
2.	Information Computer Telecommunication	409715	404703
3.	Machinery & equipment	78132	78132
4.	Digital Equipment	8900	8900
5.	Materials & Supplies	94565	93365
6.	Professional services	0	0
7.	Rent for others	0	0
8.	Office Expenses	19570650	19561530
9.	Motor Vehicle	300000	298537
	Total	20520005	20786540

2.1.3) Proposed expenditure

Available with office of Airport Health Organisation, Coimbatore.

2.1.4) Revised budget for each agency, if any

Not applicable

2.1.5) Report on disbursements made and place where the related reports are available

Not applicable

2.2) Foreign and domestic tours

Budget for Domestic travel Expenses (allocated): Not applicable

2.2.1) 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.

No official at the rank of Joint Secretary at this organisation.

2.2.2) Information related to procurements

a) Notice or tender enquiries, and corrigenda if any thereon,
nil

b) Details of the bids awarded comprising the names of the suppliers of goods or services being procured

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

d) The rate or rates and the total amount at which such procurement or works contract is to be executed.

All items procured in strict accordance with the GFR-2017 norms, and through GeM portal.

Bids awarded:

FY 2025-2026:

S. No	Bid No	Name of the Supplier of service	Concluded or Not (Yes/No)	Contract Value	Contract Close Date
1	GEM/2025/B/6109998 Dated 09.04.2025	M/S Sigma Infotech	No	Rs.1,74,47,130.77/-	31.03.2026

2.3) Manner of execution of subsidy programmer [Section 4(i)(b)(xii)]

Not Applicable

2.4) Discretionary and non-discretionary grants [F.No.1/6/2011-IRdt.15.04.2013]

Not Applicable

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

Not Applicable

2.6) CAG & PAC paras [FNo.1/6/2011-IRdt.15.4.2013]

No CAG and PAC with respect to Airport Health Organisation, Coimbatore have been laid on the table of both houses of the parliament

3) Publicity Band and Public interface

3.1) 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 of Section 4(1)(b)(vii) [F. No. 1/6/2011- IR dt. 15.04.2013]

There is no formal arrangement for consultation with or representation by members of the public in the formulation of policies or their implementation at the level of Airport Health Organisation (APHO), Coimbatore.

As a field unit under the Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare, APHO, Coimbatore functions primarily as an implementing agency for policies and regulations framed at the central level. However, feedback and grievances from stakeholders are addressed as per government norms through appropriate channels.

3.1.1) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens.

Please refer 1.3.3

3.1.2) Arrangements for consultation with or representation by

a) Members of the public in policy formulation or policy implementation

Not Applicable.

b) Day & time allotted for visitors

Not Applicable.

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

Central Public Information Officer (CPIO):

Dr. Selvaganapathi S.

Asst. Airport Health Officer,

Airport Health Organisation,

International Airport,

Tiruchirapalli-620007.

Telephone:0431-2340078; 0431-2341683

Email: apho.trichy-mohfw@gov.in

3.1.3) Public-private partnerships (PPP)

Not applicable

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

Not applicable

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

Yes

3.3.1) Use of the most effective means of communication Internet (website)

To refer to the website: <https://ihpoe.mohfw.gov.in/> and <https://mohfw.gov.in/>

the email id: apho.cbe-mohw@gov.in

3.4) Form of accessibility of information manual or hand book [Section 4(1)(b)]

Available (digital format)

1. Details regarding APHO Coimbatore (<https://ihpoe.mohfw.gov.in/>)

3.5) Whether information manual or handbook available free of cost or not

3.5.1) List of materials available Free of cost

Yes, above mentioned documents are available free of cost to download from the internet

4 E- Governance

S.No.	Item	Details of disclosure			
4.1	Language in which Information Manual or Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English - Yes(See3.4above)			
		(ii) Vernacular or Local Language - Nil			
4.2	When was the information Manual or Hand book last updated? [F No. 1/6/2011-IR dt. 15.4.2013]	Last date of Annual updation			
		S.No	Name of the manual/handbook	Language	Last updated
		1	The Manual of Public Health Measures for All Hazards Approach Under International Health Regulation for Global Health Security	English	2015
		2	Point of Entry Technical Field Manual	English and Hindi	2015
		3	International health Regulations, 2005	English	2007
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form To refer to the website https://ihpoe.mohfw.gov.in and https://mohfw.gov.in & or go to https://ihpoe.mohfw.gov.in/ → RTI → APHO → Coimbatore			
		(ii) Name or title of the document or record or other information - Suo Moto Declaration Under Section 4 Of RTI Act2005 - As specified in 3.1.1)			
		(iii) Location where available IHR POE (mohfw.gov.in)			

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility Airport Health Organisation, Coimbatore International Airport, Coimbatore - 641014. Telephone: 0431-2341683; 0431-2340078 Email: apho.cbe-mohfw@gov.in apho.trichy-mohfw@gov.in (ii) Details of information made available - Suo-moto Declaration Under Section 4 Of RTI Act 2005 - IHR 2005 - Indian Aircraft (Public Health) rules, 1954 (iii) Working hours of the facility 09.00 hrs to 17.30hrs Monday to Friday excluding Public Holidays (iv) Contact person & contact details (Phone, fax email) Airport Health Organisation, Coimbatore International Airport, Coimbatore - 641014. Telephone: 0431-2341683; 0431-2340078 Email: apho.cbe-mohfw@gov.in apho.trichy-mohfw@gov.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism Grievances received directly through post or Email or from Ministry and DGHS are processed as per the guidelines issued from time to time. (ii) Details of applications received under RTI and information provided From 01/04/2025 to 31/03/2026 Total no. of RTI applications received directly from applicant: Nil Total no. RTI transferred from other public authority: 5 All RTI have been replied meticulously Details of RTI received and reply given is mentioned below in Table 1 (iii) List of completed schemes or projects or Programme Not Applicable (iv) List of schemes or projects or programme underway Not Applicable (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract Refer 2.2.3.c

		<table><tr><td colspan="2">(vi) Annual Report 01.01.2025 to 31.12.2025</td></tr><tr><td>No. of Flights arrived and disinfected</td><td>995</td></tr><tr><td>No. Passenger arrived and screened</td><td>156226</td></tr><tr><td>No. Crew arrived and screened</td><td>3126</td></tr><tr><td>Clearance of dead body</td><td>03</td></tr><tr><td>Quarantine of yellow fever</td><td>1</td></tr><tr><td>Medical & flight emergency</td><td>0</td></tr><tr><td>Sanitary inspection</td><td>12</td></tr><tr><td>Food establishments inspection</td><td>0</td></tr><tr><td>Training activities</td><td>43</td></tr><tr><td>Polio vaccination</td><td>0</td></tr><tr><td>Ill passenger</td><td>0</td></tr><tr><td>No.of fever cases</td><td>0</td></tr><tr><td>No. of passengers referred for other PHEIC’s</td><td>0</td></tr></table>	(vi) Annual Report 01.01.2025 to 31.12.2025		No. of Flights arrived and disinfected	995	No. Passenger arrived and screened	156226	No. Crew arrived and screened	3126	Clearance of dead body	03	Quarantine of yellow fever	1	Medical & flight emergency	0	Sanitary inspection	12	Food establishments inspection	0	Training activities	43	Polio vaccination	0	Ill passenger	0	No.of fever cases	0	No. of passengers referred for other PHEIC’s	0
(vi) Annual Report 01.01.2025 to 31.12.2025																														
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Polio vaccination	0																													
Ill passenger	0																													
No.of fever cases	0																													
No. of passengers referred for other PHEIC’s	0																													
		(vii) Frequently Asked Question (FAQs) Not Applicable																												
		(viii) Any other information such as a) Citizen’s Charter Nil																												
		b) Result Framework Document (RFD) Not Applicable																												
		c) Six monthly reports on the Performance against the benchmarks set in the Citizen’s Charter Nil.																												
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	<table><tr><td>(i) Details of applications received and disposed Received – 05 Disposed – 05 is given Further details on information below in Table 1</td></tr><tr><td>(ii) Details of appeals received and orders issued No appeal received in period 01/04/2025 to 31/03/2026</td></tr></table>	(i) Details of applications received and disposed Received – 05 Disposed – 05 is given Further details on information below in Table 1	(ii) Details of appeals received and orders issued No appeal received in period 01/04/2025 to 31/03/2026																										
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4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given Received – NIL Replied – NIL Details of questions asked and reply given is mentioned below in Table 1																												

Table 1: Information sought in RTI

1.

Point No.	Point of query	Reply w.r.t APHO, Trichy
ii.	How Many MTS has joined the Ministry/Regional Offices/Subordinate Offices from 01.01.2014 to 14.04.2025. List of the employees and date of joining. If, anyone of them promoted to LDC/JSA during 01.01.2014 to 14.04.2025, name of the employee, Date of Promotion and by way of promotion either by departmental exam or regular promotion.	Nil

2.

Point No.	Point of query	Reply w.r.t APHO, Trichy
1	Please specify the no. of Sanctioned strength of Head Clerk in PoEs?	As per the records available in this office, no post designated as "Head Clerk" currently exists in the approved staffing pattern of Airport Health Organisation, Trichy.
2	How many posts of HCs are filled up (With details of PoEs wise)?	Not Applicable
3	How many posts of HCs are vacant (in PoEs)?	Not Applicable
	The criteria to fill-up the vacant posts of HCs? Please Provide the detail RRs of HC.	The Recruitment Rules and criteria for filling the post of Head Clerk, wherever applicable, are governed by the service rules issued by the competent authority. This office does not hold a separate copy of the detailed RRs for the said post.

3.

Point No.	Point of query	Reply w.r.t APHO, Trichy
1	Engagement of Casual Laborers thought Outsourcing. a) Does your Ministry/Department/Attached Offices/Subordinate Offices engage casual labourer/daily-wages through outsourcing agencies? b) If yes, please provide the name of the outsourcing agencies currently providing casual laborers in your Ministry/Department/Attached Offices/Subordinate Offices	(a) As per the records available in this office, there is no post designated as 'casual labourer' under the approved staffing pattern of Airport Health Organisation, Trichy. (b) While daily wage personnel may be engaged occasionally, this office does not engage such staff through any outsourcing agency as on date.
2	Leave Entitlements: Please provide detailed information regarding the leave provisions applicable to the casual labourers/daily-wagers engaged through outsourcing, specifically: (a) Are they entitled to: Aid weekly off? Paid gazette/public holiday? Compensatory holidays? Earned leave? Casual Leave? Any other type of leave (Please specify)? b) If yes, please provide: The conditions and eligibility criteria under which such leave is granted. The frequency and duration of each type of leave granted. c) If such leave is not granted, please clarify whether there are any provision for compensatory benefits or payments in lieu of leave.	Not Applicable
3	Legal/Policy basis: a) Please provide copies of the relevant rules, government orders, notifications, or contractual clauses under which the above-mentioned leave benefits are granted (if applicable) to outsourced casual Laborers. b) Please specify whether the terms of engagement regarding leave entitlements are based on: General government rules Outsourcing agency contracts Any other guidelines (please specify)	Not Applicable

4.

Point No.	Point of query	Reply w.r.t APHO, Trichy
(i)	All the Govt. employees such as Health Inspector, Health Assistant and Field Worker under APHOs. What is the last date or time duration for them to take their compensatory leave?	Compensatory Leave is granted to a non Gazetted staff in lieu of duty performed on Sundays or holidays. Such Leave is to be allowed within a month of its becoming due.

Compensatory Leave is granted only to the employees under the administrative control of Airport

5.

o.	Information Sought	Reply (Information Sought pertains to APHO Trichy)					
	Legal expenses on Recruitment/Employment cases: -Year-wise total expenses (legal fees, litigation costs, settlements; other costs) for court/tribunal cases in recruitment/employment matters (e.g., promotions, terminations, reservations). -Table format: Institute, Year (2019-20 to 2024 -25). Case Type, No. of Cases, Amount spent (INR, by category), Funding source	Institute	Year	Case Type	No.of Cases	Amount Spent	Funding Source
		APHO Trichy	2019-2020	Nil			
			2020-2021	Civil	1	38,800	Government of India
			2021-2022	Civil	1	60,000	Government of India
			2022-2023	Nil			
			2023-2024	Nil			
			2024-2025	Nil			
	-For cases lost due to non-compliance with DoPT/institute rules: No. of cases, Non-Compliance reason, Costs (INR)	NIL					

2	Cadre Control & Governance Structures: “Cadre Control Authorities”: Bodies managing cadre, postings, service rules “Governing Bodies”: and changes (2019–2025) Composition (members, designations, tenures), decision-making powers (e.g., recruitment, policy), and changes (2019-2025) - Table format: Institute, Authority/Body, Composition, Powers, Legal Provisions, Provide by Laws/ notifications if available	DGHS Not Available in this Office Not Available in this office
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1.1) 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]

Name & details of

(a) Current CPIO & FAAs

Current CPIOs:

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Selvaganapathi S.
2.	Designation	Asst.Airport Health Officer
3.	Address	Airport Health Organisation, Old Terminal Building, International Airport, Trichirapalli-620007.
4.	Telephone No	0431-2340078,0431-2341683
5.	Fax	-
6.	E-Mail	apho.trichy-mohfw@gov.in

Current FAAs:

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Divya S.
2.	Designation	Airport Health Officer
3.	Address	Airport Health Organisation, Old Terminal Building, International Airport, Trichirapalli-620007.
4.	Telephone No	0431-2340078,0431-2341683
5.	Fax	-
6.	E-Mail	apho.trichy-mohfw@gov.in

(b) Earlier CPIOs & FAAs from 01/01/2015 to till date

S.No.	Name of the CPIOs	Period	
4.	Dr. Boopathinathan K	24.07.2023	03.12.2023
5.	Dr. Divya S	04.12.2023	19.09.2024
6.	Dr. Amritha M	20.09.2024	10.11.2025
7.	Dr. Selvaganapathi S.	11.11.2025	Till Date

PREVIOUS FAA

S.No.	Name of the FAAs	Period	
1.	Dr. Subin S	24.07.2023	29.04.2025
2.	Dr. Divya S	30.04.2025	Till Date

5.1.2) Details of third-party audit of voluntary disclosure

(a) Dates of audit carried out

(b) Report of the audit carried out

As a common website is being maintained for all subordinate offices under PH(IH) Section, Directorate General of Health Services, it has been decided with the approval of competent authority that third party audit shall be conducted at central level in Dte. GHS as per PH(IH) section letter no. No. G-25014/01/2025-PH (IH) dated 06.10.2025.

5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary or Additional HoD

Not Applicable

(a) Date of appointment

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.4) Consultancy committee of key stake holders for advice on Su-Moto disclosure

(a) Dates from which constituted

(b) Name & Designation of the officers

Not Available

5.1.5) Committee of CPIOs or FAAs with rich experience in RTI to identify frequently sought information under RTI.

(a) Dates from which constituted

(b) Name & Designation of the Officers

Not Available

2. Information Disclosed on own Initiative

2.1) Item or information disclosed so that public have minimum resort to use of RTI Act to obtain information

Suo-Moto Declaration Under Section 4 Of RTI Act 2005,
go to <https://ihpoe.mohfw.gov.in> RTI → APHO → Trichy

2.2) 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)

2.2.1) Whether STQC certification obtained and its validity.

No

2.2.2) Does the website show the certificate on the Website?

No

Name: Dr. Divya S.

Designation: Airport Health Officer, Coimbatore