



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

**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, Madurai

**Location:** Airport Health Organisation

Madurai International Airport,

Madurai – 625022,

Tamil Nadu.

**Link:** <https://maps.app.goo.gl/4bHvswJVZK8rvTze7>

9.838328615302542, 78.08948892439047

**1.1.1) Head of the Organisation**

Dr. Divya S.,

Controlling Officer & Head of Office,

Airport Health Officer,

Airport Health Organisation, Madurai.

**Tel.:** 0452-2690057

**Email:**

apho.mdu-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 Madurai International Airport by conducting health surveillance, enforcing sanitary measures, and ensuring rapid response to public health risks, thereby facilitating safe and healthy international travel.

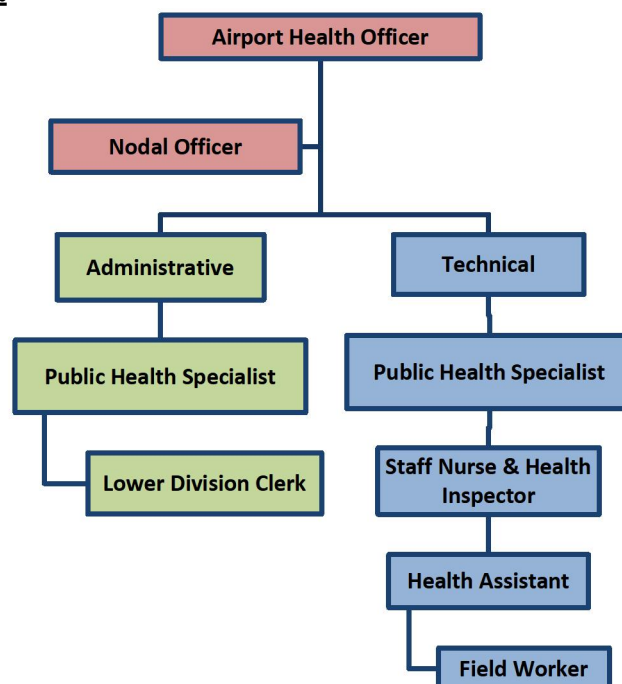
**Objective:** The primary objective of Airport Health Organisation, Madurai is to strengthen airport health surveillance systems, enhance emergency preparedness and response capabilities, and promote a hygienic airport environment through coordinated health actions. It also strives to foster awareness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

### 1.1.1) OrganisationChart



1.1.2) 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), Madurai 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 Madurai is administered by Head of Office (HOO), APHO Tiruchirappalli. A Nodal Officer from APHO Tiruchirappalli has been designated for APHO Madurai for smooth execution, maintaining inter-departmental coordination and addressing any challenges. The HOO is designated as Airport Health Officer of Madurai.

#### **Names of Head of Office of APHO Madurai:**

| <b>Head of Office &amp; DDO</b> |                            |               |            |
|---------------------------------|----------------------------|---------------|------------|
|                                 |                            | <b>Period</b> |            |
| <b>S.No</b>                     | <b>Name of the Officer</b> | <b>From</b>   | <b>To</b>  |
| 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:**

| <b>Sl. No</b> | <b>Name of the Officer</b> | <b>Designation of the Nodal Officer</b> | <b>Period</b> |            |
|---------------|----------------------------|-----------------------------------------|---------------|------------|
|               |                            |                                         | <b>From</b>   | <b>To</b>  |
| 1             | Dr. Boopathinathan.K       | Assistant Airport Health Officer        | 21.04.2023    | 11.07.2024 |
| 2             | Dr. Selvaganapathi S.      | Assistant Airport Health Officer        | 09.08.2024    | 04.03.2025 |
| 3             | Dr. Amritha M.             | Assistant Airport Health Officer        | 05.03.2025    | 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 Madurai.

##### **Financial:**

Head of Office and Cheque Drawing & Disbursing Officer for the Airport Health Organisation Madurai, 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  
16:23:34  
(Pankaj Kumar)  
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

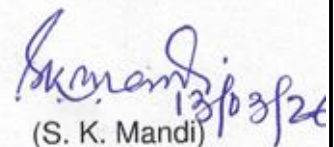
- (i) Rule 10- Re-appropriation of funds;
- (ii) Rule-15- Waiver of recovery of overpayment made to Government Servants;
- (iii) Rule 16- Appraisal and Approval of Schemes or Project

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<br>MO will supervise and be responsible for all the activity |                                                                                                                                                                                                                                                                                                                                                         |                                   |                             |                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------|-------------------------------------------------------------------------------------|
| Activity                                                                                                                                                             | Actions                                                                                                                                                                                                                                                                                                                                                 | Primary Responsibility            | Supportive Responsibility   | Special Need Based Responsibility                                                   |
| <b>ROUTINE ACTIVITIES</b>                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                         |                                   |                             |                                                                                     |
| Inspections & Clearance of Conveyances                                                                                                                               | Examination of necessary documents <ul style="list-style-type: none"> <li>APHO – GD Examination / Passenger manifest/ Disinfection Cans</li> <li>PHO – Maritime Declaration of health/port call list/crew list/nil list/ship sanitation certificate/vaccination list</li> <li>BQHO – GD/Passenger manifest</li> </ul> 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<br>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                                                                                                                               | <ul style="list-style-type: none"> <li>Issuance of quarantine order</li> <li>Arrangement of logistic for transfer of the person</li> <li>Coordination with authorized hospital for quarantine</li> </ul>                                                                                                                                                | 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                                                                                                           | <ul style="list-style-type: none"> <li>Daily examination of the quarantine person</li> <li>Facilitation of the quarantine person for basic amenities</li> <li>Documentation of the quarantined person</li> </ul>                                                                                                                                        | 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<br>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           | <ul style="list-style-type: none"> <li>Inspection of food outlets</li> <li>Food safety duty on VVIP flights</li> <li>Plan for inspection of food outlets</li> </ul>                                                                                                                                                                                    | 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 <ul style="list-style-type: none"> <li>Supervisory rounds</li> <li>Periodical sampling of drinking water</li> <li>Assisting team from Govt. Organization like NCDC for drinking water sampling</li> </ul> | 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 <ul style="list-style-type: none"> <li>Supervisory rounds, Vector Control Plan</li> </ul>                                                                                                                                 | HI & HA          | FW            | In absence of HI, HA &/or FW will perform the job under guidance of MO              |
| Medical Tourism                                         | Facster 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<br>MO will supervise and be responsible for all the activity |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|--|
| EMERGENCY ACTIVITIES                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |    |  |
| Activity during medical / flight emergency / public health emergency of international concerns                                                                       | <ul style="list-style-type: none"> <li>Briefing of all State holders at Airport</li> <li>Medical aid with assistance from MOs</li> <li>Gathering necessary information &amp; documents from conveyances operators</li> <li>Assistance for MO at screening counters</li> <li>Arranging logistics</li> <li>Disinsection/Disinfection of baggage &amp; conveyances</li> <li>Any other duty as assigned by In charge Officer during the need</li> <li>Coordination with relevant section</li> <li>Reporting on daily basis</li> </ul> | HI, HA & FW |    |  |
| Demonstration of various procedural activities during training                                                                                                       | <ul style="list-style-type: none"> <li>Demonstration of fumigation spray, document clearance of dead body, surveillance &amp; quarantine of YF/ any other quarantineable disease suspected person</li> </ul>                                                                                                                                                                                                                                                                                                                      | HI, HA & FW |    |  |
| Duty at health counter in technical area for VVIP International Flight                                                                                               | <ul style="list-style-type: none"> <li>Duty at health counter in technical area</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        | 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 organization.

### 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 organization 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 Organization, Madurai.

#### 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 organization.

#### Acts:

1. The Aircraft Act, 1934 ([ihpoe.mohfw.gov.in/assets/pdf/aphorules/aircraft1934.pdf](http://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](http://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](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](http://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](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](http://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 organization 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, Madurai

#### **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     | <b>Oral Polio Vaccination</b> | 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     | <b>Quarantine Facility</b>    | Quarantine facility not available in APHO Madurai at present. However, the situation is managed in coordination with designated hospital Government hospital Madurai 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 Madurai. However, the designated hospital may charge as per their existing practice |
| 3     | <b>Vector surveillance</b>    | 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 | <b>Medical Inspection (MI) Room Activity</b>            | 24*7                                  | MI Room                                                       | <ol style="list-style-type: none"> <li>1. Functioning from the arrival hall of international airport terminal building.</li> <li>2. It is mainly responsible for supervision of. <ul style="list-style-type: none"> <li>• Health screening</li> <li>• Sanitary inspection</li> <li>• Monitoring of Aircraft disinsection</li> <li>• Quarantine work</li> <li>• Dead body clearance.</li> <li>• On board death clearance</li> </ul> </li> </ol> |
| 5 | <b>Public health clearance of human remains</b>         | 24*7                                  | MI Room                                                       | <p>Provisional clearance is through e-CARe portal by the nodal office (APHO Delhi) and final clearance certificate is given by APHO Madurai.</p> <p>No charges are collected for this purpose.</p>                                                                                                                                                                                                                                             |
| 6 | <b>Aircraft &amp; passenger surveillance</b>            | 24*7                                  | MI Room                                                       | As per IHR norms and policy of MoHFW.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7 | <b>Training and Coordination</b>                        | Regular, as and when required         | Airport Health Officer/Nodal Officer/Public Health Specialist | NA                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8 | <b>Medical Emergency Duty</b>                           | 24*7<br>As and when required,<br>24*7 | MI Room                                                       | As per IHR norms and policy of DGHS.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 9 | <b>Implementing public health measures during PHEIC</b> | 24*7                                  | MI Room                                                       | 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 Madurai 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, Madurai International Airport, Madurai – 625022

**Tel.:** 0452-2690057

**Email:**

apho.mdu-mohfw@gov.in

B) Deputy Director, PH(IH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Govt. of India, Kartavya Bhawan, New Delhi – 110 001.

#### **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, Madurai

##### **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, Madurai  
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 20.09.2024

| S.no. | Designation                 | Stakeholder                                                | Role in committee |
|-------|-----------------------------|------------------------------------------------------------|-------------------|
| 1.    | Airport Director            | AAI                                                        | Co-Chairperson    |
| 2.    | Nodal Officer               | APHO                                                       | Co-Chairperson    |
| 3.    | DGM (OPS)                   | AAI                                                        | Member            |
| 4.    | Representative, Fire Safety | AAI                                                        | Member            |
| 5.    | Representative, Electrical  | AAI                                                        | Member            |
| 6.    | Representative, Civil       | AAI                                                        | Member            |
| 7.    | CASO                        | CISF                                                       | Member            |
| 8.    | Assistant Commissioner      | Customs                                                    | Member            |
| 9.    | Inspector of Police         | Immigration                                                | Member            |
| 10.   | Block Medical Officer       | Govt. PHC Valaiyankulam                                    | Member            |
| 11.   | Nodal Officer               | Govt. Rajaji Hospital, Madurai                             | Member            |
| 12.   | City Health Officer         | Madurai City Corporation                                   | Member            |
| 13.   | Block Health Supervisor     | State Health Department                                    | Member            |
| 14.   | Incharge                    | Pest Control Agency, Madurai International Airport         | Member            |
| 15.   | Station Manager             | Spicejet Airlines                                          | Member            |
| 16.   | Station Manager             | Air India Express                                          | Member            |
| 17.   | Station Manager             | Sri Lankan Airlines                                        | Member            |
| 18.   | Sub-Inspector Police        | Avaniyapuram Police Station                                | Member            |
| 19.   | Representative              | RBML                                                       | Member            |
| 20.   | Representative              | BPCL                                                       | Member            |
| 21.   | Representative              | IOCL                                                       | Member            |
| 22.   | Representative              | Private Health Care Service, Madurai International Airport | Member            |
| 23.   | Representative              | AIASL                                                      | Member            |
| 24.   | Representative              | 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 | 20.09.2024        |
| 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 Madurai. Medical Officers posted at APHO Tiruchirappalli are holding additional charges as HOO and Nodal Officer of APHO Madurai. 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**

| <b>S. No</b> | <b>Name &amp; Designation</b>                                                                    | <b>Telephone/ E-mail ID</b>                               |
|--------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1            | Dr. Divya.S,<br>Airport Health Officer, Drawing& Disbursing Officer<br>&<br>Administrative Head. | Phone:0431-2340078,<br>0431-2341366<br>divyas.2020@gov.in |
| 2            | Dr. Amritha M.,<br>Assistant Airport Health Officer,<br>Nodal Officer Madurai.                   | Phone: 0452-2690057<br>amritha.m@cghs.nic.in              |

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

There are no regular posts in the office of APHO Madurai

| 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. Amritha M        | MO, Asst. APHO               | 10                  | Rs. 1,30,173/-                               |

**1.9.1) System of compensation as provided in its regulations:****1.10) Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]:****1.10.1) Name and designation of the Public Information Officer (PIO), Assistant Public Information(s) & Appellate Authority****1.10.2) 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,<br>Terminal Building, International Airport,<br>Trichirappalli,<br>Tamilnadu -620007.<br>Telephone:0431-2340078; 0431-2341683<br>Email: <a href="mailto:apho.trichy-mohfw@gov.in">apho.trichy-mohfw@gov.in</a> |                                 |

**1.11) No. of employees against whom disciplinary action has been proposed or taken [Section 4(2)]****1.11.1) Pending for minor penalty or major penalty proceedings.**

Nil

**1.11.2) Finalised for minor penalty or major penalty proceedings**

Nil

**1.12) Programmes to advance understanding of RTI, [Section 26]****1.12.1) Educational programmes**

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

**1.12.2) Efforts to encourage public authority to participate in these programmes**

Not applicable



### 1.12.3) Training of CPIO or APIO

Nil

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

As per the guidelines issued from the Dte.GHS

### 1.13) 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 Madurai, budget grant of APHO Tiruchirappalli is being utilized for functioning of APHO Madurai, 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

|    | <b>PM-ABHIM Budget: Sub Head</b>       | <b>Budget Allocated RE 2025 - 26</b> | <b>Total Expenditure FY 2025 -26</b> |
|----|----------------------------------------|--------------------------------------|--------------------------------------|
| 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                               |
|    | <b>Total</b>                           | <b>20520005</b>                      | <b>20786540</b>                      |

### 2.1.3) Proposed expenditure

Available with office of Airport Health Organisation, Madurai.

**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<br>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, Madurai 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 there 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), Madurai.

As a field unit under the Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare, APHO, Madurai 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,  
Tiruchirappalli-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.mdu-mohfw@gov.in](mailto:apho.mdu-mohfw@gov.in)

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

Available (digital format)

1. Details regarding APHO Madurai ( <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 as 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) <b>English</b> - Yes(See3.4above)                                                                                                                                                                                                                                                                                                |                                                                                                                                |                   |              |
|       |                                                                                              | (ii) <b>Vernacular or Local Language</b> - Nil                                                                                                                                                                                                                                                                                       |                                                                                                                                |                   |              |
| 4.2   | When was the information Manual or Hand book last updated? [F No. 1/6/2011-IR dt. 15.4.2013] | <b>Last date of Annual updation</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                |                   |              |
|       |                                                                                              | 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)]                              | <b>(i) Details of information available in electronic form</b><br>To refer to the website <a href="https://ihpoe.mohfw.gov.in">https://ihpoe.mohfw.gov.in</a> and <a href="https://mohfw.gov.in">https://mohfw.gov.in</a> &<br>or go to <a href="https://ihpoe.mohfw.gov.in/">https://ihpoe.mohfw.gov.in/</a> → RTI → APHO → Madurai |                                                                                                                                |                   |              |
|       |                                                                                              | <b>(ii) Name or title of the document or record or other information</b><br>- Suo Moto Declaration Under Section 4 Of RTI Act2005<br>- As specified in 3.1.1)                                                                                                                                                                        |                                                                                                                                |                   |              |
|       |                                                                                              | <b>(iii) Location where available</b><br><a href="https://ihpoe.mohfw.gov.in">IHR POE (mohfw.gov.in)</a>                                                                                                                                                                                                                             |                                                                                                                                |                   |              |

|     |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | <p><b>(i) Name &amp; location of the facility</b><br/> Airport Health Organisation,<br/> Madurai International<br/> Airport, Madurai -625022.<br/> Telephone: 0431-2341683; 0431-2340078<br/> Email: apho.mdu-mohfw@gov.in</p> <p><b>(ii) Details of information made available</b></p> <ul style="list-style-type: none"> <li>- Suo-moto Declaration Under Section 4 Of RTI Act 2005</li> <li>- IHR 2005</li> <li>- Indian Aircraft (Public Health) rules, 1954</li> <li>- Citizens Charter</li> </ul> <p><b>(iii) Working hours of the facility</b><br/> 09.00 hrs to 17.30hrs Monday to Friday excluding Public Holidays</p> <p><b>(iv) Contact person &amp; contact details (Phone, fax email)</b><br/> Airport Health Organisation,<br/> Madurai International<br/> Airport, Madurai -625022.<br/> Telephone: 0431-2341683; 0431-2340078<br/> Email: apho.mdu-mohfw@gov.in</p>                                                              |
| 4.5 | Such other information as may be prescribed under section 4(i)(b)(xvii)                        | <p><b>(i) Grievance redressal mechanism</b><br/> Grievances received directly through post or Email or from Ministry and DGHS are processed as per the guidelines issued from time to time.</p> <p><b>(ii) Details of applications received under RTI and information provided</b><br/> From 01/04/2025 to 31/03/2026<br/> Total no. of RTI applications received directly from applicant: Nil<br/> Total no. RTI transferred from other public authority: 5<br/> All RTI have been replied meticulously<br/> Details of RTI received and reply given is mentioned below in Table 1</p> <p><b>(iii) List of completed schemes or projects or Programme</b><br/> Not Applicable</p> <p><b>(iv) List of schemes or projects or programme underway</b><br/> Not Applicable</p> <p><b>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</b><br/> Refer 2.2.3.c</p> |



|                                              |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
|----------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|------------------------------------|-------|-------------------------------|------|------------------------|----|----------------------------|-----|----------------------------|-----|---------------------|----|--------------------------------|---|---------------------|----|-------------------|---|---------------|---|-----------------|---|----------------------------------------------|---|
|                                              |                                                                                    | <b>(vi) Annual Report 01.01.2025 to 31.12.2025</b> <table><tr><td>No. of Flights arrived and disinfected</td><td>778</td></tr><tr><td>No. Passenger arrived and screened</td><td>98949</td></tr><tr><td>No. Crew arrived and screened</td><td>2595</td></tr><tr><td>Clearance of dead body</td><td>16</td></tr><tr><td>Quarantine of yellow fever</td><td>Nil</td></tr><tr><td>Medical &amp; flight emergency</td><td>Nil</td></tr><tr><td>Sanitary inspection</td><td>24</td></tr><tr><td>Food establishments inspection</td><td>0</td></tr><tr><td>Training activities</td><td>40</td></tr><tr><td>Polio vaccination</td><td>1</td></tr><tr><td>Ill passenger</td><td>0</td></tr><tr><td>No. Fever cases</td><td>0</td></tr><tr><td>No. of passengers referred for other PHEIC’s</td><td>0</td></tr></table> | No. of Flights arrived and disinfected | 778 | No. Passenger arrived and screened | 98949 | No. Crew arrived and screened | 2595 | Clearance of dead body | 16 | Quarantine of yellow fever | Nil | Medical & flight emergency | Nil | Sanitary inspection | 24 | Food establishments inspection | 0 | Training activities | 40 | Polio vaccination | 1 | Ill passenger | 0 | No. Fever cases | 0 | No. of passengers referred for other PHEIC’s | 0 |
| No. of Flights arrived and disinfected       | 778                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| No. Passenger arrived and screened           | 98949                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| No. Crew arrived and screened                | 2595                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Clearance of dead body                       | 16                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Quarantine of yellow fever                   | Nil                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Medical & flight emergency                   | Nil                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Sanitary inspection                          | 24                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Food establishments inspection               | 0                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Training activities                          | 40                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Polio vaccination                            | 1                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| Ill passenger                                | 0                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| No. Fever cases                              | 0                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| No. of passengers referred for other PHEIC’s | 0                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
|                                              |                                                                                    | <b>(vii) Frequently Asked Question (FAQs)</b><br>Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
|                                              |                                                                                    | <b>(viii) Any other information such as</b><br><b>a) Citizen’s Charter</b><br>Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
|                                              |                                                                                    | <b>b) Result Framework Document (RFD)</b><br>Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
|                                              |                                                                                    | <b>c) Six monthly reports on the Performance against the benchmarks set in the Citizen’s Charter</b><br>Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| 4.6                                          | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | <b>(i) Details of applications received and disposed</b><br>Received – 05<br>Disposed – 05<br>is given Further details on information below in Table 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
|                                              |                                                                                    | <b>(ii) Details of appeals received and orders issued</b><br>No appeal received in period 01/04/2025 to 31/03/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |     |                                    |       |                               |      |                        |    |                            |     |                            |     |                     |    |                                |   |                     |    |                   |   |               |   |                 |   |                                              |   |
| 4.7                                          | Replies to questions asked in the parliament [Section 4(1)(d)(2)]                  | <b>Details of questions asked and replies given</b><br>Received – NIL<br>Replied – Nil<br>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.<br>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.<br>a) Does your Ministry/Department/Attached Offices/Subordinate Offices engage casual labourer/daily-wages through outsourcing agencies?<br>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.<br>(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:<br>Please provide detailed information regarding the leave provisions applicable to the casual labourers/daily-wagers engaged through outsourcing, specifically:<br>(a) Are they entitled to:<br>Aid weekly off?<br>Paid gazette/public holiday?<br>Compensatory holidays?<br>Earned leave?<br>Casual Leave?<br>Any other type of leave (Please specify)?<br>b) If yes, please provide:<br>The conditions and eligibility criteria under which such leave is granted.<br>The frequency and duration of each type of leave granted.<br>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:<br>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.<br>b) Please specify whether the terms of engagement regarding leave entitlements are based on:<br>General government rules<br>Outsourcing agency contracts<br>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.

|    |                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |           |           |             |              |                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------|-----------|-------------|--------------|---------------------|
| 0. | Information Sought                                                                                                                                                                                                                                                                                                                                                                 | Reply<br>(Information Sought pertains to APHO Trichy) |           |           |             |              |                     |
|    | Legal expenses on Recruitment/Employment cases:<br>-Year-wise total expenses (legal fees, litigation costs, settlements; other costs) for court/tribunal cases in recruitment/employment matters (e.g., promotions, terminations, reservations).<br>-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 | <p><b>Cadre Control &amp; Governance Structures:</b></p> <p>“Cadre Control Authorities”: Bodies managing cadre, postings, service rules</p> <p>“Governing Bodies”: and changes (2019–2025)<br/>Composition (members, designations, tenures), decision-making powers (e.g., recruitment, policy), and changes (2019-2025)</p> <p>- Table format: Institute, Authority/Body, Composition, Powers, Legal Provisions, Provide by Laws/ notifications if available</p> | <p>DGHS</p> <p>Not Available in this Office</p> <p>Not Available in this office</p> |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

**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,<br>Old Terminal Building,<br>International Airport,<br>Trichirapalli-620007.<br>Telephone: 0431-2340078; 0431-2341683<br>Email: <a href="mailto:apho.trichy-mohfw@gov.in">apho.trichy-mohfw@gov.in</a> |
| 4.    | Telephone No        | <b>0431-2340078</b>                                                                                                                                                                                                                 |
| 5.    | Fax                 | -                                                                                                                                                                                                                                   |
| 6.    | E-Mail              | <a href="mailto:apho.trichy-mohfw@gov.in">apho.trichy-mohfw@gov.in</a>                                                                                                                                                              |

**Current FAAs:**

| S.No. | Particulars         | Information                                                                                                                                                                                                                         |
|-------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Name of the Officer | Dr. Divya S.                                                                                                                                                                                                                        |
| 2.    | Designation         | Airport Health Officer                                                                                                                                                                                                              |
| 3.    | Address             | Airport Health Organisation,<br>Old Terminal Building,<br>International Airport,<br>Trichirapalli-620007.<br>Telephone: 0431-2340078; 0431-2341683<br>Email: <a href="mailto:apho.trichy-mohfw@gov.in">apho.trichy-mohfw@gov.in</a> |
| 4.    | Telephone No        | <b>0431-2340078</b>                                                                                                                                                                                                                 |
| 5.    | Fax                 | -                                                                                                                                                                                                                                   |
| 6.    | E-Mail              | <a href="mailto:apho.trichy-mohfw@gov.in">apho.trichy-mohfw@gov.in</a>                                                                                                                                                              |

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

| S.No. | Name of the CPIOs     | Period     |            |
|-------|-----------------------|------------|------------|
| 1.    | Dr. Boopathinathan K  | 24.07.2023 | 03.12.2023 |
| 2.    | Dr. Divya S           | 04.12.2023 | 19.09.2024 |
| 3.    | Dr. Amritha M         | 20.09.2024 | 10.11.2025 |
| 4.    | 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, Madurai**