

A FRAMEWORK FOR TRANSPARENCY AUDIT

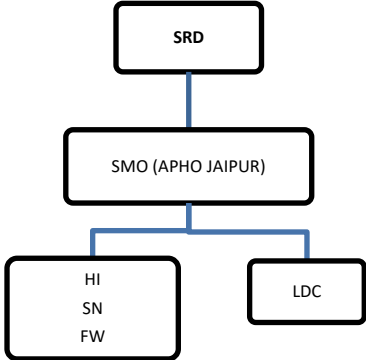
The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation , functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Airport Public Health Organization, Jaipur Jaipur International Airport, Sanganer, Jaipur (Rajasthan)
		(ii) Head of the organization	Dr. Deepak Saxena, Senior Regional Director
		(iii) Vision, Mission and Key objectives	Basic aim is proper implementation of IHR at the international airport to control and prevent international spread of PHEIC. Vision is of a world safe and secure from infectious diseases threats by prevention, rapid detection, transparent reporting and mitigation of outbreaks through interconnected global network. Major theme of response is early warning system, creating

			awareness among people, screening at POEs, vector surveillance and intersectoral coordination and collaboration.
		(iv) Function and duties	<ul style="list-style-type: none"> •Screening of International Passengers as per requirement •Surveillance of international passengers and crew for yellow fever disease. •Public health clearance of dead body/human remains. •Assistance in medical and flight emergencies. •Periodic monitoring of vector control activities to ensure that vector indices such as aedes aegypti index are regularly maintained as per the prescribed international norms. • In case of public health emergencies outbreak: activation of PHECP, screening, coordination with national/state/local agencies and reporting of data. <p>Coordination with various stakeholders at the Airport for supervision and maintenance of basic health and sanitation measures</p>
		(v) Organization Chart	Organization Chart is as follows:

			 <pre> graph TD SRD[SRD] --> SMO[SMO (APHO JAIPUR)] SMO --> HI[HI SN FW] SMO --> LDC[LDC] </pre>
		<p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p>	<p>APHO Jaipur was sanctioned in 2016.</p> <p>The Head of Department (Senior Regional Director) is as follows:</p> <ol style="list-style-type: none"> 1. Dr. Rakesh Gupta: 2016-2018 2. Dr. Umesh Kumar: 2018-2019 3. Dr. Deepak Saxena: 2019-till date
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>Administrative: APHO Jaipur is under the administrative control of the ROHF&W, Jaipur, Rajasthan</p> <p>1.Head of Office:</p> <ol style="list-style-type: none"> i. Statutory & administrative powers delegated by administrative Ministry. ii. Appointing & Disciplinary Authority for certain Group C posts. iii. Controlling Officer for officers and staff of the establishment. <p>Financial:</p> <ol style="list-style-type: none"> i. Head of Office and Drawing & Disbursing Officer for the establishment ii. Statutory powers delegated under Delegation of Financial Powers Rules, 1978. <p>Other: Statutory Authority with</p>

		<p>powers to implement the Regulations, Acts and Rules administered by the authority</p> <p>2. Medical Officer: Same powers and duties of Airport Health Officer under International Health Regulations (2005), the Aircraft (Public Health) Rules 1954 etc related to substantive functions.</p> <p>Other duties:</p> <ol style="list-style-type: none"> 1. Screening of International Passengers as per requirement 2. Surveillance of International Passengers and Crew for yellow fever disease 3. Public health clearance of dead body/human remains 4. Food and Water Safety Duties 5. Vector surveillance 6. Training 7. Protocol Duties 8. Medical & Flight Emergencies 9. PHEICs coordination 	
	(ii) Power and duties of other employees		<p>Powers: Being Subordinate staff, No independent powers.</p> <p>All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment, accounts, stores etc. including assisting officers in substantive functions</p>
	(iii) Rules/ orders under which powers and duty are derived and		<p>Central Civil Service Rules and Regulations of the GOI</p>

		(iv) Exercised	As per the directives of the competent authorities issued from time to time.
		(v) Work allocation	As per the directives of the Senior Regional Director issued from time to time.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	This organization is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, the Directorate General of Health Services, PH (IH) Section and established for the implementation of policies of the Government of India. The procedure followed is according to the existing rules, manuals etc through the decision-making process of Dealing Assistants to DDO /Head of Office/ADG/DDA/Dir/DDG/DGH S.
		(ii) Final decision making authority	Senior Regional Director, ROH&FW Rajasthan
		(iii) Related provisions, acts, rules etc.	Government of India Rules and Regulations
		(iv) Time limit for taking a decisions, if any	As the case maybe and as per the matter of priority as per the GOI Rules & Regulations
		(v) Channel of supervision and accountability	Hierarchal channel of supervision and accountability
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	The functions are in accordance with the enacted Acts. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.
		(ii) Norms/ standards for functions/ service delivery	As per the norms/ standards laid out by DGHS/MOHF&W from time to time
		(iii) Process by which these services can be accessed	Senior Regional Director/APHO in-charge can be approached
		(iv) Time-limit for achieving the targets	As per the orders/applicability
		(v) Process of redress of grievances	CPIO for APHO Jaipur: Dr. Malvika Sharma FAA for APHO Jaipur: Dr. Deepak

			Saxena
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	As per DGHS/MOHF&W instructions
		(ii) List of Rules, regulations, instructions manuals and records.	Government of India Instructions as applicable to the office.
		(iii) Acts/ Rules manuals etc.	Acts & Rules: 1. The Indian Aircraft Act, 1934 (XXII). 2. The Indian Aircraft (Public Health) Rules, 1954 2. Food Safety and Standard Act, (FSSA)-2006 Regulations: 1. The International Health Regulations (2005)
		(iv) Transfer policy and transfer orders	Centralized at DGHS/MOH&FW for Medical Officers, Health Inspectors and Field workers
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Service records, account books, technical activities registers/files and administrative files
		(ii) Custodian of documents/categories	Regional Office of Health and Family Welfare, Jaipur
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Furnished in Annexure I
		(ii) Composition	-do-
		(iii) Dates from which constituted	-do-
		(iv) Term/ Tenure	Depending on the purpose and need of the office.
		(v) Powers and functions	As per approval of concerned committee
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No

		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	1.Dr. Deepak Saxena, Senior Regional Director 2.Dr. Malvika Sharma, Senior Medical Officer 3.Ramkesh Meena, Health Inspector
		(ii) Telephone , fax and email ID	Phone:0141-2236845, 0141-2992830 Fax. No.-0141-2236818 ROH&FW Rajasthan E-mail ID: - rdrhojp-rj[at]nic[dot]in APHO Jaipur E-mail ID: apho[dot]jp-mohfw[at]gov[dot]in
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Furnished in Annexure II
		(ii) System of compensation as provided in its regulations	As per GOI norms
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	CPIO for APHO Jaipur: Dr. Malvika Sharma, Senior Medical Officer First Appellate Authority: Dr. Deepak Saxena, Senior Regional Director
		(ii) Address, telephone numbers and email ID of each designated official.	Address: Regional Office for Health & Family Welfare, Kendriya Sadan, Block-B, Sector 10, Vidyadhar Nagar, Jaipur-302023 (Rajasthan) Contact No & E-mail ID: Phone: 0141-2236845, 0141-2992830 E-mail ID: - rdrhojp-rj[at]nic[dot]in .

			apho[dot]jp-mohfw[at]gov[dot]in
1.1 1	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	Nil Nil
1.1 2	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes Yes Not undertaken at the level of this office Updated as and when instructed by DGHS/MOHF&W/CIC
1.1 3	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Centralized at DGHS / MOH&FW for Medical Officers, Public Health Specialists and Health Inspectors.

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Furnished in Annexure III
		(ii) Budget for each agency and plan & programmes	Furnished in Annexure III
		(iii) Proposed expenditures	Furnished in Annexure III
		(iv) Revised budget for each agency, if any	Nil
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Furnished in Annexure III
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Domestic tours as per the official instructions and as per the requirement
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	a) Nil b) Manpower bidding done under PM ABHIM budget Service provider selected: Stallion Security c) Nil d) Rate as per the GeM procurement norms Total estimated amount is Rs.

			1470315.21
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not applicable to this office
		(ii) Objective of the programme	Not applicable to this office
		(iii) Procedure to avail benefits	Not applicable to this office
		(iv) Duration of the programme/ scheme	Not applicable to this office
		(v) Physical and financial targets of the programme	Not applicable to this office
		(vi) Nature/ scale of subsidy /amount allotted	Not applicable to this office
		(vii) Eligibility criteria for grant of subsidy	Not applicable to this office
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable to this office
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable to this office
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable to this office
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable to this office
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Not applicable to this office
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Nil

		government	
		(vii) Information relating to outputs and outcomes	Not applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not applicable
		(ix) All payment made under the PPP project	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	This office being a sub ordinate office in not engaged in such activity and functions as per the instructions of DGHS/MOHF&W
		(ii) Outline the Public consultation process	-do-
		(iii) Outline the arrangement for consultation before formulation of policy	-do-
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	As per the DGHS/IHR POE/MOHF&W website
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Not applicable
		(ii) Printed format	Not applicable
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not applicable
		(ii) At a reasonable cost of the medium	Not applicable

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Not Applicable
		(ii) Vernacular/ Local Language	Not Applicable
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Not Applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	As pertaining to this office the information is nil.
		(ii) Name/ title of the document/record/ other information	Not Applicable
		(iii) Location where available	Not applicable
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Designated CPIO and FAA as described Regional Office for Health and Family Welfare, Jaipur
		(ii) Details of information made available	As per nature of information sought
		(iii) Working hours of the facility	9.30 am to 6 pm
		(iv) Contact person & contact details (Phone, fax email)	CPIO for APHO Jaipur: Dr. Malvika Sharma, Senior Medical Officer First Appellate Authority: Dr. Deepak Saxena, Senior Regional Director Address: Regional Office for Health & Family Welfare, Kendriya Sadan, Block-B, Sector 10, Vidyadhar Nagar, Jaipur-302023 (Rajasthan) Contact No & E-mail ID: Phone: 0141-2236845, 0141-2992830 E-mail ID: - rdrhojp-rj@nic.in , apho.jp-mohfw@gov.in
4.5	Such other information as may be prescribed under section 4(i)	(i) Grievance redressal mechanism	CPIO for APHO Jaipur: Dr. Malvika Sharma, Senior Medical Officer
		(ii) Details of applications received	Furnished in Annexure IV

	(b)(xvii)	under RTI and information provided	
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	Not applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	Not applicable
		(vii) Frequently Asked Question (FAQs)	Not applicable
		(viii) Any other information such as a) Citizen's Charter	Not applicable
		b) Result Framework Document (RFD)	Not applicable
		c) Six monthly reports on the	Not applicable
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Refer to annexure IV
		(ii) Details of appeals received and orders issued	Refer to annexure IV
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Information with respect to this office is sent to the concerned authority in time bound manner

4. E. Governance

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	a) CPIO for APHO Jaipur: Dr. Malvika Sharma, Senior Medical Officer First Appellate Authority: Dr. Deepak Saxena, Senior Regional Director b) APHO Jaipur sanctioned in 2016
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Nil
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Nil
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Nil
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Nil

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Nil
6.2	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)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Nil

ANNEXURE I

Name of Committees for APHO Jaipur:

1. Technical evaluation committee for manpower bidding under PM AB-HIM (formed on 27/4/2023):
 - i. Dr. Deepak Saxena, SRD: Chairperson
 - ii. Dr. Malvika Sharma, SMO: Member
 - iii. Mr. Chandraprakash Bhaskar, JSO: Member
 - iv. Mr. Mahipal Singh, UDC: Member

2. ICC committee for APHO Jaipur (Formed on 12/7/2023):
 - i. Dr. Meeta Bhasin, AD CGHS Jaipur: Chairperson
 - ii. Dr. Malvika Sharma, SMO: Member
 - iii. Sh. Vishnu Goyal, Secretary, Apna Ghar Ashram, NGO, Jaipur: Member
 - iv. Ramkesh Meena: Health Inspector

3. Joint Public Health and Sanitation Committee (Formed in May 2023):
 - i. Dr. Malvika Sharma, SMO: Co chair
 - ii. Mr. Imran Lakdawala, Operations in-charge, Jaipur International Airport Adani Group: Co chair
 - iii. Smt. Vandana Singh, AM(Ops.,AAI): Member
 - iv. Mr. Rameshwar Dayal, AFRRO,BOI, Jaipur International Airport: Member
 - v. Dr. Dhaneshwar Sharma,BCMO Sanganer Jaipur: Member
 - vi. Dr. Sameer Samar, SMO, ROH&FW Jaipur: Member
 - vii. Mr. Sonu Goswami, Hi care group(private agency), Jaipur International Airport: Member
 - viii. Mr. Anil, BVG group(private agency), Jaipur International Airport: Member

ANNEXURE II

List of employees with Gross monthly remuneration:

S.No.	Name of the employee	Designation	Pay level (7 th CPC)	Basic Monthly salary	Allowances
1.	Dr. Malvika Sharma	Senior Medical Officer	Level 11	Rs.71800	As per the government provisions
2.	Ramkesh Meena	Health Inspector	Level 7	Rs.47600	

ANNEXURE III

Budget allocated (Regular):

S.No.	Name of head	Head wise budget allotted 2023-24	Total estimated expenditure up to March 2024
1.	Salaries	3200000	3200000
2.	Allowances	2000000	2000000
3.	LTC	200000	200000
4.	Wages	0	0
5.	Medical Treatment	100000	100000
6.	Training exp.	0	0
7.	DTE	150000	150000
8.	OE	300000	300000
9.	RRT	0	0
10.	Professional Service	200000	200000
11.	SAP	0	0
	TOTAL	6150000	

BUDGET ALLOCATED UNDER PM ABHIM FOR APHO JAIPUR

S.No.	HEAD	AMOUNT ALLOCATED
1.	Professional Services	3425702
2.	OE	91150

ANNEXURE IV

Details of applications received from April 2023 to till date:

S.No.	Name of the applicant	Received through/Direct	Date of receipt	Date of disposal	Information provided
1.	Ms. Seema	Through PH(IH)	12/6/2023	22/6/2023	Requisite information provided to the applicant
2.	Sh. Tejashwi Kumar Verma	Through PH(IH)	12/6/2023	22/6/2023	
3.	Sh.Rahul.P	Through PH(IH)	14/7/2023	25/7/2023	