



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE,
(DIRECTORATE GENERAL OF HEALTH SERVICES)
AIRPORT HEALTH ORGANISATION
TRIVANDRUM INTERNATIONAL AIRPORT, CHACKAI**

ORGANISATION AND FUNCTION

(1) Particulars of the Organisation, functions & duties (Section 4(1) (b) (i)):

1. Introduction and Background Information:

India, a Member State of World Health Organisation has adopted the International Health Regulations 2005 with some “Reservations”. The objective of ‘International Health Regulations’ is to ensure the maximum security against the international spread of communicable disease with a minimum interference with world traffic. The “Reservations of India” to these Regulations is towards ‘Prevention of entry of Yellow Fever into India. As per these Regulations, a Member State has to maintain as many of the Sanitary Ports and Airports as practicable with organized medical and health service with adequate staff, equipment, premises etc.

Airport Health Organisation Trivandrum was established in the year 2014. Presently, Airport Health Organisation, Trivandrum has APHO counter, Transit isolation room & Office room. It is located at Arrival area, Trivandrum International Airport, Airport Road, Chackai -695008.

The Primary objective of this organization is to prevent International Spread of Diseases from one country to another as per International Health Regulations of World Health Organization. This is achieved by Implementation of Following Acts/ Rules:-

1. The Epidemic Disease Act.
2. The Indian aircraft Act, 1934.
3. IHR (2005).
4. The Indian Aircraft (Public Health) Rules 1954.
5. Food standards and safety authority of India Act, 2006.

Name and address of the organisation:

Airport Health Office, Trivandrum International Airport, Airport Road, Chackai, Thiruvananthapuram, Kerala, Pin: 695008

Head of the Organisation :

Airport Health Officer and Senior Regional Director, RoHFW, Meads Lane, cantonment Thiruvananthapuram – 695034

Email ID: rohfwvm@nic.in / aphotr2@gmail.com

Ph : 0471 – 2327335/9495217170

An Airport Health Officer (APHO) works under the overall control of the Director General of Health Services (DGHS), Govt. of India, stationed at the Ministry of Health & Family Welfare, Nirman Bhawan New Delhi. The DGHS in turn is assisted by DDG (IH) and ADG (IH). The APHO is assisted by other staff details of which are given below.

Vision Mission and Key Objectives

Airport Health organisation, Trivandrum is a 'Public Authority' established for the detailed execution of the Policies of the Government of India with the status of a 'Subordinate Office' of Directorate General of Health Services under Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi.

This Public Authority functions with the funds provided by the Government of India. Airport Health Organisation (APHO) ensures implementation of International Health Regulation, International Sanitary regulation and Indian Aircraft (Public Health) Rules.

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

The basic aim and objectives of this Organization is to control and prevent international spread of PHEIC in compliance to IHR, vis-à-vis, Indian Aircraft (Public Health) rules. We have the vision of A World Safe and Secure from Infectious Diseases threats by prevention, rapid detection, transparent reporting and mitigation of outbreaks through interconnected Global network.

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

Functions and Duties of APHO, Trivandrum:

1. Surveillance of International Passengers and Crew for Yellow fever disease-
2. Arrange for Quarantine of passengers who have embarked from or have transited through the Yellow fever endemic countries during six days prior to arriving in India and not having appropriate vaccination card against Yellow fever, are quarantined as per the Indian Aircraft (Public Health) Rules, 1955.
3. Public health clearance of dead body/human remains in accordance with “THE AIRCRAFT (PUBLIC HEALTH) RULES, 1954 PART 4”
4. Vector control/ surveillance activities primarily for Aedes aegypti mosquito, which is vector for many

Diseases including Yellow fever disease, are performed by APHO along with coordination from team

of NCDC .

5. Aircraft disinsection details are verified for all the incoming international aircraft by examination of

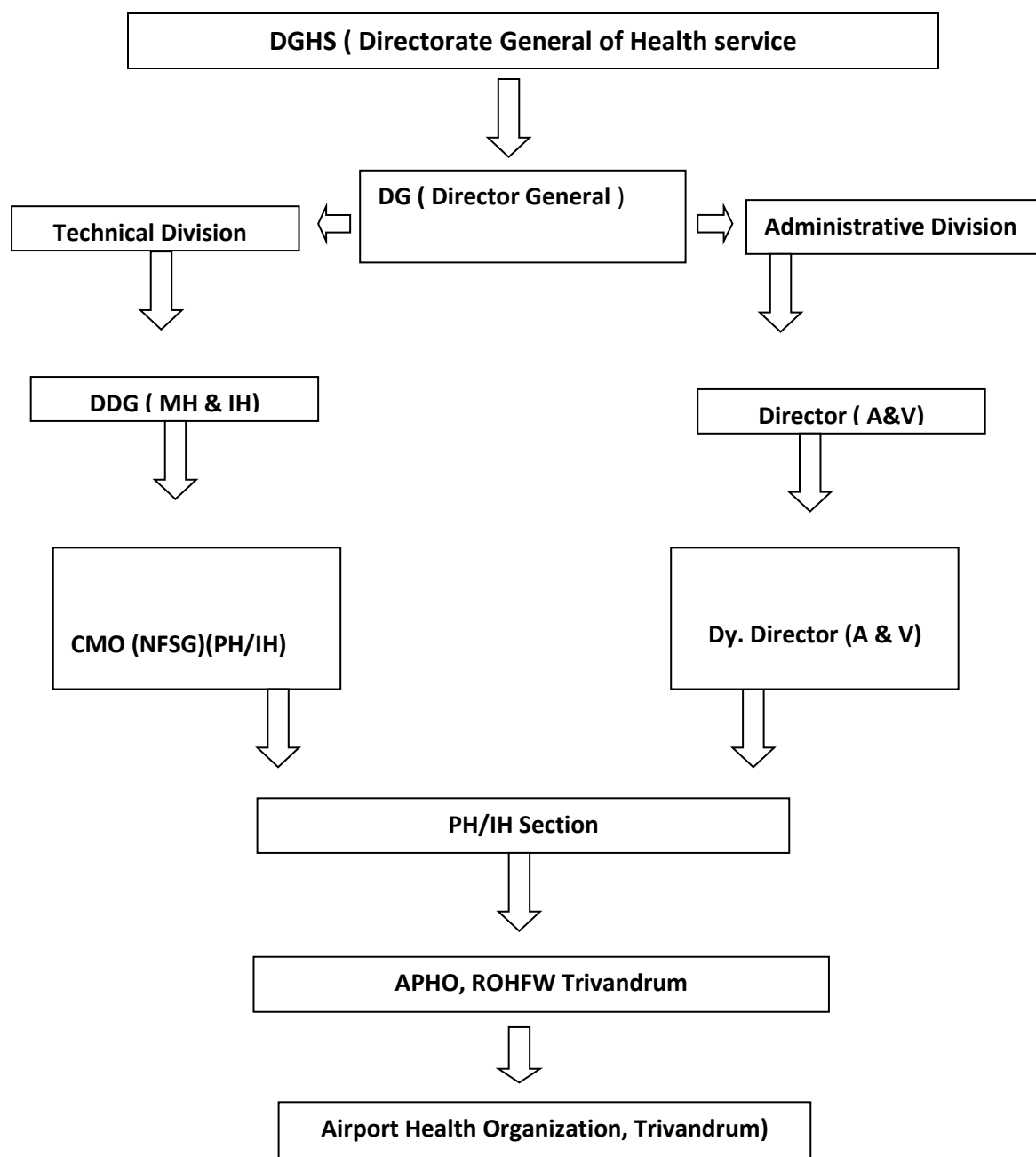
the General Declaration of Health and Passenger manifest submitted by the Crew at the time of arrival

to the Airport Health Organization.

6. Conducting Periodic sanitary inspection rounds at airports.
7. Periodic training to the Immigration officials is imparted to orient them about various steps for screening the passengers with regard to Yellow fever/PHEICs.
8. IH related health activities for non Scheduled chartered Flights.
9. Duties related with PHEIC (Public Health Emergency of International Concern).

Sl. No	Activity	Day / Date & Time
1	Transit Isolation/Quarantine room – temporary isolation of Yellow fever suspect passenger until transportation to designated facility is arranged	24 hours, all 7 days of a week
2	APHO counter activity-(inspection of General Declaration Of Health submitted by Airlines, Verification of Disinsection Status of Flight ,Passenger screening, Dead body clearance ,etc.)	24 hours, all 7 days of a week
3	Co-ordinate activities with the stake holders of Airport & state Health Authority	As and when required
4	Training & Coordination:	As and when required
5	Yellow Fever Training	As and when required

6	Thermal screening & COVID 19 Surveillance of international passengers	24 hours, all 7 days of a week during International Arrival
7	Daily reporting of Surveillance data to PH(IH)	24 hours, all 7 days of a week
8	Training of all stake holders & paramedical staff	As and when required
9	Protocol Duty	As and when required
10	Emergency	As and when required



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:-

Airport Health Organization (APHO), Trivandrum is a unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. APHO Trivandrum is a designated Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs). APHO Trivandrum is the nodal organization to coordinate the PHEIC activities at Trivandrum International Airport.

APHO Trivandrum unit started in **2014** . The Senior Regional Director, Regional Office of Health and Family Welfare, Trivandrum is the Administrative and Financial Head of the Organization and in charge of Airport Health organization Trivandrum .

Currently Three Regular medical officers are working at Trivandrum. Also One Medical Officer, Two Health Inspectors and Four field workers are working on contract basis. (Out sourced through Eagle Security and Personal Services)

Location: It is located in Chacka, Trivandrum District, Kerala serving people from Trivandrum, Kollam, Pathanamthitta, Alappuzha, Kottayam etc. and the near by districts of Tamil Nadu and is operated by the Airport Authority of India.

The Airport on an average handles around 17-22 International flights per Day and average the International passenger load per month is 78,000-82,000. Currently Trivandrum Airport Handles flights from Gulf co operation council countries (6-GCC countries), Maldives, Srilanka, Singapore, and Malaysia etc. However Currently due to Covid – 19 situation average number of flights reduced to 8-12 and total passenger load is 38,000-45,000 per month.

LIST OF HODs

Sl No	Name of HOD	Period of Service(From)
1	Dr. Joyce Mathew	01.01.2014 –
2	Dr. M. K Mohammed Aslam	31.01.2014 –
3	Dr. K.P Hamzakoya	19.10.2017
4	Dr.Ruchi Jain	03.01.2018 -
5	Dr. Ali ManikfanAbdullage	18.06.2018 -

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [SECTION4(1)(B)(2)]

Administrative powers

Administrative:

- i. Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by administrative Ministry.
- ii. Appointing & Disciplinary Authority for certain Group C posts.
- iii. Controlling Officer for Medical officers and staff of the establishment.

Financial:

- i. Head of Office and Drawing & Disbursing Officer for the establishment
- ii. Statutory powers delegated under Delegation of Financial Powers Rules, 1978.

Dy. Airport Health Officers:

1. Surveillance of Quarantinable diseases and Public health emergency of International Concern .
2. . Quarantine of Passengers on need.
- 3.Surveillance of passengers and crew arriving from yellow fever endemic countries.
- 4.Human body Clearance
- 5.Taking awareness class to other stakeholders at airport like Immigration ,Customs, CISF etc
- 6.Assisting Airport Health Officer in administrative matters and other day to day activities as assigned by the Airport Health office.

Power and duties of other employees

Medical Officers:

Same powers and duties of Airport Health Officer under International Health Regulations (2005), the Aircraft (Public Health) Rules 1954 etc related to substantive functions

1. Surveillance of international Passengers and Crew for Yellow fever disease .
2. Arrange quarantine of passenger at the nearest designated facility as per availability. (No dedicated quarantine centre is functional at APHO Trivandrum as of now)
3. Public health clearance of dead body/Human remains.
4. Weekly vector Surveillance done within airport terminal building
5. Co-ordinate Periodic vector surveillance within terminal building and Airport premises with Airport Pest Control Authority and National Centre for Disease Control , Calicut.
6. Verification of Flight Dis-insection status.
7. Sanitary Inspection of Airport and premises periodically .
8. Training of Immigration staff and other stake holders on International Health, Yellow fever and on any updates as and when communicated by competent Authority
9. Protocol Duties as and when required
10. Monitoring of available water sample test results done by AAI.
11. Submission of monthly report to ihrpoe site.
12. Participate & co-ordinate with health unit on the emergency mock drill conducted by AAI periodically.
13. Participate in monthly AFC meeting and review IHR related activities at airport with stake holders.

Subordinate Staffs(Health Inspector and Field Worker)

No independent powers Duties as assigned by Medical officers and Airport Health Officers.

1. Inspection of GD of Health of all arriving aircrafts.
2. Yellow Fever Surveillance activities.
3. Vector surveillance – in weekly and as per directions of Medical Officer Supervision of anti-mosquito control measures/ Vector control measures .
4. Maintenance of Registers of Airport Health (Technical Data) flight registers .
5. Duties as assigned by Medical Officers from time to time
6. Sanitation inspection.
7. Thermal Screening and surveillance activities during PHEIC
8. Assist on shifting of symptomatic passengers to designated Health facilities.

9.Screening of International passengers for covid-19 symptoms at pre-immigration area and their isolation to quarantine/treatment facilities.

Rules/Orders under which powers and duty are derived :-

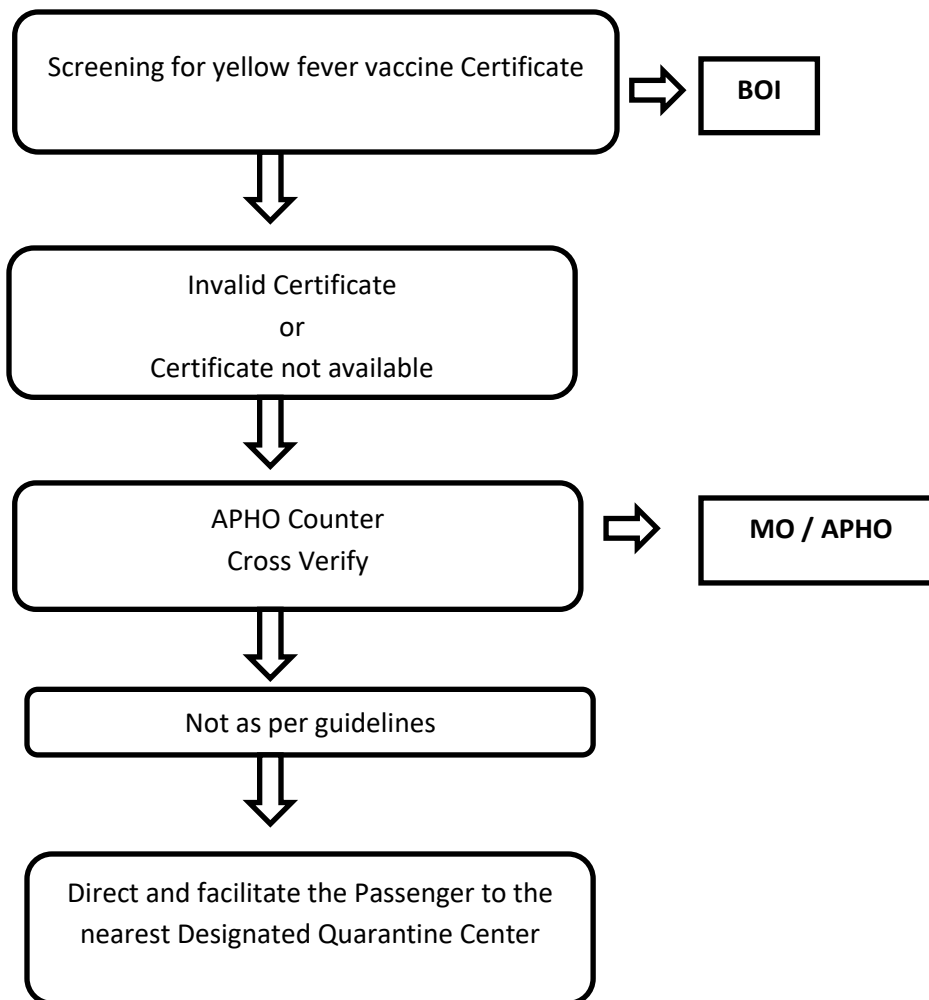
- ☐ International Health Regulations 2005
- ☐ Indian Aircraft Rules (Public Health Rules) 1954
- ☐ Indian Public Health Act
- ☐ GFR Rules
- ☐ FRSR Rules
- ☐ Leave Rules
- ☐ Medical Attendance Rules
- ☐ Central Civil Services Pay Rules
- ☐ CCS Pension Rules
- ☐ Establishment Rules
- ☐ Receipts and Payments Rules
- ☐ Delegation of Financial Powers Rules ☐ GPF Rules
- ☐ LTC Rules
- ☐ HBA Rules
- ☐ FSSAI Rules & Re

Work allocation

All Medical officer posted under the APHO (SRD,RoHFW) are equally responsible.

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

Process of decision making Identify key decision making points)



2. Thermal screening and surveillance of all arriving international passengers and crew during PHEIC and decide in their quarantine or isolation based on existing GOI guidelines.

Final decision making authority.

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 in the matters related to substantive functions allocated and executed by him/her at this subordinate office level.

The procedure followed is according to the existing rules, manuals etc. through the decision-making process of Dealing Assistants to DDO /Head of Office. No intermediate supervision is available. The Airport Health Officer is accountable for decisions taken in the matters related to administrative as well as substantive functions attended by him and Medical officers.

Related provisions act rules etc.:-

The process of decision making and the discharge of functions of this Authority and its employees is in accordance with Government of India guidelines updated from time to time.

Time Limit for taking a decision, if any:-

Time limit will vary from one to few days if the decision is to be taken at APHO level, to 7days to one month if the decision has to be taken by the Directorate.

Channel of supervision and accountability.

The Airport Health Officer is accountable for decisions taken in the matters related to administrative as well as substantive functions attended by him and Medical Officer/Deputy Airport Health Officer is accountable.

Norms for discharge of Functions [Section 4 (1) (b) (4)]

Nature of Functions/services offered :- As mentioned under the heading “Functions and Duties of APHO”

Process by which these services can be accessed:-

By Submitting Application / through E-mail/ telephone.

Time-limit for achieving the targets

Varies from one day to a month.

Nature of functions/ services offered

- (i) Surveillance activities related to PHEIC and Yellow Fever
- ii) Vector surveillance.
- iii) Sanitation inspections.
- iv) Monitoring of water sample testing reports.
- v) Reporting of screening and surveillance data and monthly report to higher authorities.

- vi) Verification of disinsection status of Airlines.
- vii) Clearance of human remains.
- viii) Co-ordination activities with important stakeholders of Airport and State Health Authority.
- ix) Training activities for paramedic staff and Immigration officials.

Norms/ standards for functions/ service delivery

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

Process by which these services can be accessed

By submitting applications/ e-mail/ Telephone .

Time-limit for achieving the targets

Varies from one day to a month.

Process of redress of grievances

Grievances can be communicated to Airport Health officer or medical officers for redressal.

Rules, Regulations, Instructions manual and records for discharging functions [section 4(1) (b)(5)]

Discharge of functions of this authorities and its employees in accordance with the following Acts ,rules and regulations;

- ☐ Indian public health act 1954.
- ☐ Indian aircraft act
- ☐ International health regulation
- ☐ Food safety and standards act.
- ☐ GFR Rules
- ☐ FRSR Rules
- ☐ Leave Rules
- ☐ Medical Attendance Rules
- ☐ Central Civil Services Pay Rules
- ☐ CCS Pension Rules
- ☐ Establishment Rules
- ☐ Receipts and Payments Rules
- ☐ Delegation of Financial Powers Rules
- ☐ GPF Rules
- ☐ LTC Rules
- ☐ HBA Rules
- ☐ FSSAI Rules & Regulation, 2011

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

Categories of documents

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-10 Years:

1. Cash Book
2. Old cash book

Category C-5 Years:

1. Bill register
2. Salary Bill Prepared
3. Zika Surveillance

Category C-3 Years:

1. Stock Register
2. Service Postage & Stamp Register
3. Challan Register
4. Budget Preparation
5. Expenditure Control Register
6. Sanction of Amount Register
7. PFMS Register
8. Each Budget Head Register every year
9. TR (Treasure Challan receipt book)
10. All contingent bill prepared

Category C-2 Years:

1. Cash Receipt Book
2. Consumable stock register
3. PHEIC screening Cards
4. Flight detail Register
5. GD Document & passenger Manifest
6. Human Remains Register
7. Human Remains documents
8. Dispatch Register

Category C-1 Years

1. Attendance register

Custodian of documents/categories

Service books and personal files, cash book, log book and all other important documents are kept in the custody of UDC.

The APAR and other confidential documents/ reports are kept in the safe custody of the APHO (SRD, RoHFW, Trivandrum).

Directory of Officers and employees [Section 4(1) (b)(9)]

Directory

Director General of Health Services

Directorate General of Health Services ,

Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi – 110108

Phone : 011 23061438 Additional Director General (MH & IH)

Directorate General of Health Services ,

Ministry of Health & Family Welfare, Nirman Bhavan,

New Delhi – 110108

Phone : 011 23061806

CMO (NFSG) (PH/IH)

Directorate General of Health Services ,

Ministry of Health & Family Welfare, Nirman Bhavan,

New Delhi – 110108

Phone : 011 23062167

Director (A&V)

Directorate General of Health Services,

Ministry of Health & Family Welfare, Nirman Bhavan,

New Delhi – 110108

Phone : 011 23061015

Dy. Director (A&V)

Directorate General of Health Services ,

Ministry of Health & Family Welfare, Nirman Bhavan,

New Delhi – 110108

Phone: 011-23063203

1	Dr.Vinesh Kumar V	Medical Officer	9495217170	Vayalattu House, S.N.Puram P.O. Pampady, Kottayam 686502 vineshpampady[dot]v[at]gmail[dot]com v.vineshkumar[at]gov[dot]in Mob.9446365586
2	Dr.Amrita Rajan	Medical Officer	9495217170	Flat No. 8D, Artech Courtyard Flats, Samithi Nagar, Ambalamukku, Trivandrum-5 amritharajan24792[at]gmail[dot]com amritha[dot]rajan[at]gov[dot]in Mob. 9495409511
3	Dr.LekshmiBejoy	Medical Officer	9495217170	Manu vikas, Kottiyam P.O. Kollam – 691571 dr[dot]lekshmibejoy[at]gmail[dot]com lekshmi[dot]bejoy[at]gov[dot]in Mob.7356637555

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

(Figures in Rupees)							
Sl.No.	Sub-Head	Allocation of B.E.20-21	Expr. Upto the last month	Expr. During the month of Report 3/21	Total expr. Upto the month of report 3/21	% of utilization	Remarks
1	II	III	IV	V	VI	VII	VIII
1	Prof. & Spl.	1,300,000	1019643	678389	1698032	131	
2	Salary	3,500,000	3741505	0	3741505	107	
3	0E	300,000	310601	11790	322391	107	
4	MT	0	10164	0	10164	#DIV/0!	
5	DTE	100,000	0	0	0	0	
6	SAP	10,000					
	TOTAL	5,210,000	5,081,913	690,179	5772092	111	

Monthly Remuneration received by officers & employees including system of compensation

[Section 4(1) (b) (x)]

Sl. No.	Name & Designation	Remuneration p.m.	
Health & Family Welfare:			
1	Dr.Vinesh Kumar V, SMO	₹107222/- p.m.	Level 10
2	Dr.Amritha Rajan ,MO	₹101435/- p.m.	Level 10
3	Dr.Lekshmi Bejoy, MO	₹ 101435/- p.m.	Level 10

Name, designation and other particulars of public information officers

[Section 4(1) (b) (xvi)]

CPIO-Dr.AliManikfanAbdullage,Airport Health officer & Senior Regional Director, Regional Office of Health and Family Welfare, Ministry of Health& Family Welfare, Government of India, Meads Lane cantonment,Trivandrum-695034

Email ID: rohfwvm[dot]ker[at]nic[dot]in,aphotvm[at]gmail[dot]com

Ph: 0471 – 2322710

Appellate Authority-Dr.PK Sen, Additional DG ,PH(IH) Section . Directorate General of Health services, NirmanBhavan, NewDelhi-

110011

Email ID: pk[dot]sen59[at]gov[dot]in

Ph:011-23062401(O)

Fax: 011-23062648(F)

No. Of employees against whom Disciplinary action has been proposed/ taken:- Nil

(Section 4(2))

1. i) Pending for Minor penalty or major penalty proceedings : NIL
2. ii) Finalised for minor penalty or major penalty proceedings : NIL

Transfer Policies and Orders [F.No. 1/6/2011-1R dt.15.04.2013]

Transfer policy of Medical Officers, Group B and few categories of Group C employees are governed by the Transfer policy of DGHS, New Delhi.

Dr. K.P Hamzakoya CMO (SAG)

Transferred from Lakshadweep Admin via transfer order
A. 22012/02/2016 – CHS – II dated 21st March, 2016.

Dr. Aslam

Dr. Ruchi Jain, Public health specialist Grade II

Transferred from NCDC, Delhi via transfer order A.22012/01/2017-CHS-III dated 19th December , 2017.

Dr. Ali Manikfan Abdullage , CMO (NFSG)

Transferred from LWO, Trivandrum via transfer order A.22012/07/2017-CHS-II dated 25th October , 2017.

Dr. E. Midilaj, SMO

Transferred from Lakshadweep Admin via transfer order
22012/02/2018 – CHS – I dated 26th April, 2018.

Dr. Amritha Rajan,MO

Transferred from IB, Delhi via transfer order A. 22012/02/2018 – CHS – I dated 4th June, 2018

Dr. Vineshkumar V, MO

Transferred from M/O Labour, LWO Kannur via transfer order A. 22012/14/2019 – CHS – I dated 24th February, 2020

Signature: -(Sd)-

Name: Dr Ali Manikfan Abdullage

Designation: Senior Regional Director Trivandrum and i/c Apho Calicut

Date: 19-04-2021