Airport Health Organisation
Cochin International Airport
Ministry of Health and Family Welfare
Nedumbassery, Cochin - 683111

Organization address

**IMMIGRATION SIDE OFFICE**
AIRPORT HEALTH ORGANISATION
COCHIN INTERNATIONAL AIRPORT
NEDUMBASSERY
PIN- 683111

**QUARANTINE CUM VACCINATION CENTER**
AIRPORT HEALTH ORGANISATION
QURANTINE CUM VACCINATION CENTRE
1st FLOOR OF CARGO AGENT BUILDING
COCHIN INTERNATIONAL AIRPORT
NEDUMBASSERY- 683111
Airport Health Organisation Cochin was started on 23 August 2006 with posting of an Airport Health Officer.

Presently Airport Health Organisation has evolved into a fully functional Point of Entry (POE) unit with following functional divisions.

1. Immigration side office at International arrival area (pre immigration area).
2. Quarantine centre near international cargo area around 1Km away from the T3 terminal.
3. Yellow fever vaccination centre near international cargo area around 1Km away from the T3 terminal.
4. Main office complex near international cargo area around 1Km away from the T3 terminal.
**Present staff strength of Airport Health Organisation.**

Only Airport Health Officer post is regular. All other posts are posted under outsourcing as per the Ministry Of Health guidelines.

Details of contractual staff at APHO, Cochin

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>NUMBER OF STAFFS</th>
</tr>
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<tbody>
<tr>
<td>DOCTOR</td>
<td>04</td>
</tr>
<tr>
<td>STAFF NURSE</td>
<td>02</td>
</tr>
<tr>
<td>HEALTH INSPECTOR</td>
<td>02</td>
</tr>
<tr>
<td>LDC</td>
<td>01</td>
</tr>
<tr>
<td>HEALTH ASSISTANT</td>
<td>01</td>
</tr>
<tr>
<td>FIELD WORKER</td>
<td>02</td>
</tr>
</tbody>
</table>

**I. Functions (routine and emergency)**

1. Health screening of the International Passengers
2. Isolation/ Quarantine of the suspect passengers.
3. Inspection of General Declaration of Health and clearance of International flights.
4. Maintenance of Records of International Flights
5. Inspection of Aircrafts as and when needed
7. Health Clearance Human remains
8. Sanitary inspection of the Airport Premises
10. Implementation of FSSAI at Airport premises.
11. Surveillance of Food Outlets.
13. Attending Flight Emergencies
14. VVIP Food duties
15. General Administration
16. Coordination with sub office of APHO staff for quarantine of suspected passengers.
17. Daily Health check of the quarantined passengers
18. General cleanliness, fumigation and maintenance of the Yellow fever hospital.
II. Powers and duties of APHO Office and employees
1. Port Health Officer, Port Health Organisation, Willington Island Cochin is the immediate administrative office for Airport Health Organisation, Cochin
2. Airport Health Officer is the statutory authority with powers to implement the regulation, act and rules at Airport Health organisation
3. Medical Officer – same powers and duties of Airport health officer under international health regulation (2005), Indian Aircraft and Public Health rule 1954
4. Other subordinate staff – Duties as specified under RR for the post and duties entrusted by the superiors

III. Decision Making Process
1. Port health officer is accountable for the salary drawing, disbursing and all financial functions of the airport health office.
2. Airport Health officer is accountable for decision taken in the matter related to administrative as well as substantive functions attended by him and other staff.

IV. The rules and Regulation followed
The discharge of functions of this authority and his employees is in accidence with the following act, rules and regulations.
1. Indian aircraft and public Health rule- 1954
2. Food safety and standard act -2006
3. International Health regulation- 2005

V. Statement of categories of documents under control
I. Documents related to substantive functions:

Category A: Nil

Category B: Keep – permanent
1. Copy of Acts, Rules & Regulation administrated by this public authority
2. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years:
1. Register of General declaration of Health of Aircraft
2. Register of Passenger manifest of Aircraft
3. Register of Human remains clearance and intimation register.

Category C-5 Years
1. Quarantine Register- Details of passengers quarantined

Category C-3 Years
1. Licenses to Catering Establishments in Airport area.
2. Dead Body Clearance Certificates.
3. Certificates of Health Inspection
4. Case sheet of Quarantined passenger

**Category C-1 Year:**

1. General Declaration of Health of aircraft
2. Letters from immigration
3. General correspondence on quarantine matters
4. all screening forms and referral letter pertaining to PHEIC Surveillance. Since these documents contain some sensitive data, it may require prior permission from the concerned for disclosure to public.
5. All other routine correspondence on substantive functions.

**II. Administrative and financial records:**

All records maintained for Establishment and accounts management as prescribed under relevant rules. Financial records are kept by PHO Cochin since the DDO is Port Health Officer, Cochin.

**G. Arrangement for consultation with and representation by members of the public in relation to formulation of policy or implementation thereof –**

i) Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.

**H. Boards, Councils, Committees and other Bodies:**

No Board, Council, or body consisting of two or more persons existing as a part of this authority however APHO will attend the monthly security committee and facilitation committee meetings of CIAL for updating the status of the organisation and receiving any general suggestions by the committee members for the organisation.

**I. Procurement:** Procurement policy is as per General Financial Rules, 2017 through PHO, Cochin.

**J. Public Private Partnership:**

Subordinate Office – no such scheme is in operation so far.

**K. Transfer Policy & Transfer Orders:**

Being subordinate office, authority is bound to implement orders of Head of department – no separate policy is maintained.

**L. RTI Applications:**

Original applications and applications received on transfer basis are disposed of as per RTI Act, 2005.

**M. CAG & PAC Para’s:** Nil

**N. Citizen Charter:**

Notified by Head of Department, no separate charter established by this subordinate office.

**O. Discretionary and non-discretionary grant:**

No grant is administered by this authority.

**P. Foreign Tours:** AS on 1.1.2018, Nil.

**Q. Subsidy Programmes and beneficiaries:**
No subsidy programme is being administered by this Authority.

**R. Grant of Concessions, Permits or Authorisations:**
No Scheme of Concession, Permit or Authorisation is managed by this Authority.

**S. Availability of Information in electronic form:**
Information regarding this organisation is available in www.ihrpoe.co.in and www.phocochin.co.in

**T. Library and Reading Room Facilities:**
A Gallery has been arranged in the vaccination centre to convey the information regarding the duties and functions of the APHO, Yellow fever disease details and its vaccination details, Mosquito – its lifecycle and how to contain it etc

**U. Public Information Officers:** The Public Information Officer (being the Head of Office) for this Organisation is (By order of PHO cochin): -

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the officer</td>
<td>DR. P S ASHRAF</td>
</tr>
<tr>
<td>2.</td>
<td>Designation</td>
<td>Deputy Port Health officer</td>
</tr>
<tr>
<td>3.</td>
<td>Address</td>
<td>Port Health Organisation Willington island Kochi-682009</td>
</tr>
<tr>
<td>4.</td>
<td>Telephone No</td>
<td>0484-2666060</td>
</tr>
<tr>
<td>5.</td>
<td>Fax No</td>
<td>0484-2666020</td>
</tr>
<tr>
<td>6.</td>
<td>E-mail</td>
<td><a href="mailto:Pho.cochin-dghs@gov.in">Pho.cochin-dghs@gov.in</a></td>
</tr>
<tr>
<td>7.</td>
<td>Direct Telephone</td>
<td></td>
</tr>
</tbody>
</table>

Appellate Authority: - Dr, K.A. Shyaminy,  
Port Health Officer,  
Port Health Organisation,  
Willington Island, Kochi-682009
YELLOW FEVER VACCINATION CENTRE DETAILS

*Following are the Mode of Operation of Vaccination centre.*

1. Tuesdays and Thursdays (excluding public holidays) will be vaccination days for APHO, Cochin.
2. Registration will start at 0930Hrs and will be closed by 1130Hrs.
3. Copy of the passport will be required for registration.
4. Fee will be Rs.300/- per vaccine.
5. Vaccination will be given in a group of 10 people. If the registered people is below ten they will have to come on next vaccination date for the same.
6. Contact No. 0484 2610255

**Public Health Emergency contingency plan**

Public Health Emergency Contingency Plan has been prepared and it has been circulate to all stake holders.

**E-mail ID/ Phone**

E-mail – aphocochin@gmail.com

Phone – 0484 2611855 (APHO office)

0484 2610255 (Quarantine cum Vaccination Centre)