



**GOVERNMENT OF INDIA.  
MINISTRY OF HEALTH & FAMILY WELFARE,  
(DIRECTORATE GENERAL OF HEALTH SERVICES)  
PORT HEALTH ORGANISATION, MUMBAI,  
MUMBAI- 400001**

## **SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005**

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

#### **Introduction and Background Information:**

Port quarantine work at Mumbai port started in September 1800 as a measure against importation of Plague from the Persian Gulf area. Port Surgeon was given duties to check health of the persons on board the vessels coming from infected or suspected ports.

In 1832 First set of Rules and Regulations for the quarantine work in the Presidency of Mumbai was published and in 1884 full time post of Health Officer of the port created and Port Health Org. Mumbai was established by British Govt. which was subsequently handed over to Govt. of India after Independence.

Port Health Org. Mumbai is covering one of the major Indian Port -Mumbai Port.

In Mumbai port there are:

- wet docks- Indira dock with 31 berths, Princess dock with 8 berths & Victoria dock with 14 berths, 2 Dry Docks and many berths for supply boats/country crafts / tugs/ barges etc.
- Jawahar Dweep 4 Jetties for POL cargo.
- Pirpau 3 Jetties for chemicals, CNG, LNG & LPG.
- 75 Anchorages.
- Many Container and cargo handling yards

#### **1.1.1) Name and Address of organisation**

Port Health Organisation, Mumbai  
Pattan Swasthya Bhavan,  
7-Mandlik Road  
Mumbai- 400 001.

Tel.: 022-22020027 (0)  
: 022-22027101 (Direct)  
Fax.: 022-22020814

**Email:** [pho.mum-mohfw@gov.in](mailto:pho.mum-mohfw@gov.in)

[porthealthmumbai@gmail.com](mailto:porthealthmumbai@gmail.com)

#### **1.1.2) Head of Organisation,**

**Dr. DHAVAL M THORAT, MD(PSM)**  
**Port Health Officer,**  
**Port Health Organisation, Mumbai**

### **1.1.3) Vision Mission And Key Objectives**

- Monitoring / Supervision and implementation of responsibilities / activities assigned under I.H.R.2005 and Indian Port Health Rules within the jurisdiction of port.
- Ensuring safe environment and sanitary conditions to prevent entry / exit and spread of any public health risk through ships, cargo and travellers.

### **1.1.4) Functions & Duties:**

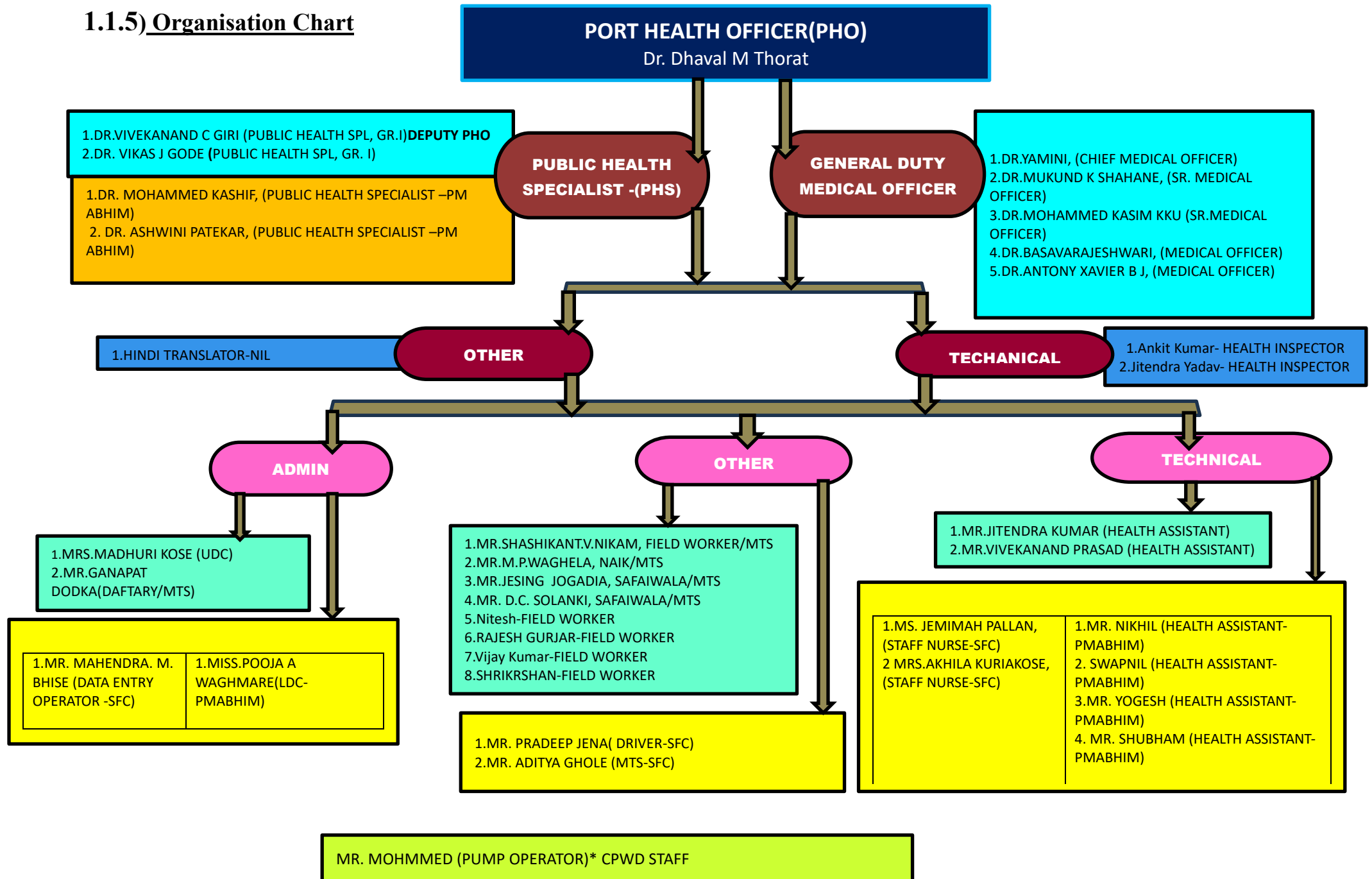
#### **Routine functions: -**

- A) Related to clearance of Vessels: -
  - a. Clearance of Vessels: - Issuance of Radio & Free Pratique, HCl.
  - b. Inspection and Issuance of Ship Sanitation Certificate to Vessels: -
  - c. Inspection of provision and Issuance of Provision certificate: -
  - d. Inspection and Issuance of Medicine chest certificate: -
  - e. Clearance of Dead body:
- B) Inspection of water supply to ships & water barges: -
- C) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control in docks and surrounding areas:
- D) Monitoring and Supervision of sanitation of facilities for port users: -
- E) Monitoring and Supervision of sanitation control of cargo handling areas and yards:-
- F) Clearance of imported used clothing and woolen rags: -
- G) Medical examination of fresh seamen as and when referred by the Shipping Master: -
- H) Vaccination for Yellow Fever Disease to International travelers: -
- I) Licensing of Catering Establishments: -
- J) Other activities: - Support in case of Local Events
  - ☐ Accidents, Chemical- Gas Leakage- On board, Port area
  - ☐ Facilitating on board/ in port first aid.
  - ☐ Facilitating quick transfer of injured/ affected.
  - ☐ Coordination with Port trust medical unit/ local hospitals etc.
  - ☐ Coordination with Customs/Immigration/Security / Port Trust / Port Operators / agent etc.
  - ☐ Clearance of Passenger ships.
  - ☐ Deployment of additional manpower.
  - ☐ Coordination with National / state /local agencies in case of emergency as per emergency.

#### **During Public Health Emergency of International Concern (PHEIC)**

- ☐ Activation of PHECP and functions as per PHECP.
- ☐ Training of other stakeholders regarding PHEIC /any health-related event about the event, prevention, control, use of PPE etc

## 1.1.5) Organisation Chart



**1.1.6) 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-**

As in introduction

## **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) Port Health Officer:**

##### **Administrative:**

1. Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with Statutory & administrative powers delegated by administrative Ministry.
2. Appointing & Disciplinary Authority for certain Group C posts.
3. Controlling Officer for officers and staff of the establishment.

##### **Financial:**

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

##### **Others:**

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

#### **B) Medical Officer:**

Same powers and duties of Port Health Officer under International Health Regulations (2005), the Indian Port Health Rules etc related to substantive functions.

### **Powers and duties common to both as above**

1. Clearance of Quarantine Ships Coming to Mumbai port.
2. Granting of Health Clearance to ships.
3. Issue of Free pratique /Radio pratique certificates to ships coming to Mumbai port.
4. Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension)
5. Inspection of Medicine Chest and issuance of Medicine Chest Certificate.
6. Dead body clearance.
7. Clearance of Imported used clothing, old woollen rags etc.
8. Inspection of water Barges & water sampling in Dock.
9. Supervision and Monitoring of Sanitation of Mumbai port premises.
10. Supervision and Monitoring of vector control and anti-rodent activities carried out by Mumbai port Trust.
11. Inspection and issuance of Licence to FBO in the Dock premises.
12. To attend Administrative work
13. Seamen's Medical Examination as and when requested by the office of the Shipping Master, Ministry of Shipping.
14. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
15. Training of Stakeholders and staff as and whenever necessary.

## **1.2.2) Power and duties of other employees:**

Powers: Being Subordinate staff, No independent powers.

Duties: 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.

## **1.2.3) Rules /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)):**

### **Acts:**

- 1). The Indian Ports Act, 1908.
- 2). The Merchant Shipping Act, 1958.
- 3). Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR).
- 4). Sea Customs Act & Regulations.
- 5). Mumbai Port Trust Act & Rules.
- 6). Epidemic Diseases Act 1897.

### **Rules:**

- 1). The Indian Port Health Rules, 1955.
- 2). The Unberthed Passenger Ships Rules, 1954.
- 3). The Merchant Shipping (Carriage of Medical Officers) Rules, 1961.
- 4). The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994.

### **Regulations:**

- 1). The International Health Regulations (2005)

## **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 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. No intermediate supervision is available.

The Port Health Officer is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him and Medical Officer/Deputy Port Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

### **1.3.2) Final Decision-Making Authority at this Office**

Dr. Dhaval M Thorat, MD (PSM)  
Port Health Officer,  
Port Health Organisation, Mumbai.

### **1.3.3) Related provisions, act, rules, Acts:**

- 1). The Indian Ports Act, 1908.
- 2). The Merchant Shipping Act, 1958.
- 3). Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR).

- 4). Sea Customs Act & Regulations.
- 5). Mumbai Port Trust Act & Rules.
- 6). Epidemic Diseases Act 1897.

**Rules:**

- 1). The Indian Port Health Rules, 1955.
- 2). The Unberthed Passenger Ships Rules, 1954.
- 3). The Merchant Shipping (Carriage of Medical Officers) Rules, 1961.
- 4). The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994.

**Regulations:**

- 1). The International Health Regulations (2005)

**1.3.4) Time limit for taking a decision, if any**

As per the requirement of work and as per need.

**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, PH (IH) Section and established for the implementation of policies of the Government of India.

At DGHS level → The Director General of Health Services → Deputy Director General (IH) → Assistant Director General (IH) → PH(IH) Division. → At Local Level → Port Health Officer, Mumbai

**1.4. Norms for the discharge of functions (Section 4(1)(b)(iv)):**

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.

**1.4.1) Nature of Function/Service Delivery**

A) Related to clearance of Vessels: -

- a.) Clearance of Vessels: - Issuance of Radio & Free Pratique, Health Clearance.
- b.) Inspection and Issuance of Ship Sanitation Certificate to Vessels: -
- c.) Inspection of provision and Issuance of Provision certificate: -
- d.) Inspection and Issuance of Medicine chest certificate: -
- e.) Clearance of Dead body:

B) Inspection of water supply to ships & water barges: -

C) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control in Docks and surrounding areas:

D) Monitoring and Supervision of sanitation of facilities for port users: -

E) Monitoring and Supervision of sanitation control of cargo handling areas and yards: -

F) Clearance of imported used clothing and woolen rags: -

G) Medical examination of fresh seamen as and when referred by the Shipping Master: -

H) Vaccination for Yellow Fever Disease to International travelers: -

I) Licensing of Catering Establishments: -

J) Other activities: - Support in case of Local Events

- ☐ Accidents, Chemical- Gas Leakage- On board, Port area

- ☐ Facilitating on board/ in port first aid.
- ☐ Facilitating quick transfer of injured/ affected.
- ☐ Coordination with Port trust medical unit/ local hospitals etc.
- ☐ Coordination with Customs/Immigration/Security / Port Trust / Port Operators / agent etc.
- ☐ Clearance of Passenger ships.
- ☐ Deployment of additional manpower.
- ☐ Coordination with National / state /local agencies in case of emergency as per emergency.

#### **During Public Health Emergency of International Concern (PHEIC)**

- ☐ Activation of PHECP and functions as per PHECP.
- ☐ Training of other stakeholders regarding PHEIC /any health-related event about the event, prevention, control, use of PPE etc

#### **1.4.2) Norms/standards for Function Service Delivery**

This Office observes the implementation of International Health Regulation 2005 and Indian Port Health Rules 1955.the various regulatory and statutory provision in above Act/rule/Regulation this Office Issues Certification /Advisory/monitoring to existing Regulation.

#### **1.4.3) Process by which these services can be accessed**

- A) By Direct Appointment.
- B) By Fax Appointment.
- C) By Email Appointment.

#### **1.4.4) Time limit for achieving Targets**

As per need of work

#### **1.4.5) Process of Redress of Grievances**

Grievances can be redressed by approaching following authority

- A) Dr. Yamini  
Grievance Officer,  
Chief Medical Officer,  
Port Health Organisation, Mumbai
- B) Dr. Dhaval M Thorat MD(PSM)  
Port Health Officer,  
Port Health Organisation, Mumbai.
- C). PH (IH) Section,  
Directorate General of Health Services,  
Nirman Bhavan,  
Ministry of Health and Family Welfare,  
Govt. of India

## **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/ manual /instruction**

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

### **1.5.3) Acts/ Rules manuals etc.**

- 1.The Indian Ports Act, 1908.
- 2.The Merchant Shipping Act, 1958.
- 3.Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR).
- 4.Sea Customs Act & Regulations.
- 5.Mumbai Port Trust Act & Rules.
- 6.Epidemic Diseases Act 1897.

#### **Rules:**

- 1.The Indian Port Health Rules, 1955.
- 2.The Unberthed Passenger Ships Rules, 1954.
- 3.The Merchant Shipping (Carriage of Medical Officers) Rules, 1961.
- 4.The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994.

#### **Regulations:**

- 1.The International Health Regulations (2005)

### **1.5.4 Transfer policy.**

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

## **1.6) Statement of the categories of documents held under its control(Section 4(1)(b)(vi):**

### **1.6.1) Categories of documents**

<u>Sr. No</u>	<u>Objects of PoEs</u>	<u>Approved Retention Schedule</u>
<b><u>I. Shipping Section</u></b>		
1	<u>Maritime Declaration of Health forms</u>	C-1
2(i)	<u>Health certificates of ship</u>	C-3
2(ii)	<u>Register regarding Health Certificates of ships</u>	C-10
3(i)	<u>Deratting Exemption Certificate [DEC] [Replaced with Ship Sanitation Control Exemption Certificate (SSCEC)]</u>	C-3
3(ii)	<u>Register regarding Deratting Exemption Certificate (DEC) [Replaced with Ship Sanitation Control Exemption Certificate]</u>	C-1
4	<u>Telegram /fax from ships</u>	C-1
5(i)	<u>Pratique granted file/Counter folio</u>	C-3
5(ii)	<u>Register regarding Pratique granted file/Counter folio</u>	C-10



6	<u>W.H.O. chronicles</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-10 C-1
7	<u>Weekly Epidemiological Records [W.H.O. Publication] receive from Directorate General of Health Services (DGHS)</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-10 C-1
8	<u>Quarantine restriction-general</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-1
9	<u>Visiting of Ships Programme Register</u>	C-3
10	<u>Quarantine Register</u>	C-5
11	<u>Dead bodies - correspondence file</u>	C-5
12	<u>International Sanitary Regulation Booklet</u>	C-2
13	<u>Orders about confiscation of Monkeys Correspondence</u>	C-5
14(i)	<u>Medicine Chest Inspection Book</u>	C-3
14(ii)	<u>Register regarding Medicine Chest Inspection Book</u>	C-10
15(i)	<u>Provision and Water inspection n Board under Merchant Shipping Act, 1958</u>	C-3
15(ii)	<u>Register regarding provision and Water inspection on Board under Merchant Shipping Act, 1958</u>	C-10
16	<u>Haj Pilgrims outgoing and incoming Medical History Sheets</u>	C-1
17	<u>Over-Sea Medical Advice File</u>	C-3
18	<u>Woollen Rags:</u> <u>i. Fumigation Register</u> <u>ii. Bill of Entry</u>	C-3 C-1
19	<u>Indian Port Health Rules Book</u>	C-5
<b>II. Food Section</b>		
20	<u>Prevention of Food Adulteration Act,1962</u>	C-5
21(i)	<u>License to Canteen inside Dock premises</u>	C-5
21(ii)	<u>Register regarding License to Canteen inside Dock premises</u>	C-10
22(i)	<u>Food Inspection Bill of Entry for Home Consumption</u>	C-1
22(ii)	<u>Register regarding Food Inspection Bill of Entry for Home Consumption</u>	C-10
23	<u>Analysis Reports from public Analysts of Bombay Municipal Corporation [BMC]; Bhopal Atomic Research Centre</u> <u>i. Fit Report</u> <u>ii. Unit Report</u>	C-1 C-5
24	<u>Port Health Organisation [PHO]'s opinion sent to Customs Comissionerate</u>	C-3 C-5
<b>III. Seamen's Medical Examination Office (SMEO)</b>		
25	<u>Yellow fever Vaccine (TR-5 Receipts)</u>	C-3
26	<u>Yellow fever Vaccination Resister</u>	B
27	<u>Seamen's Medical Examination Rules</u>	C-5
28	<u>Seamen's Medical Examination:</u> <u>i. General Correspondence</u>	B

	ii. Medical Records iii. Correspondence with Shipping Master	
29	Drugs, Equipments-and other consumable items register	C-3 Or 1 year after the audit is over whichever is later
30	W.H.O. fellowship-Correspondence	C-5
31	Monthly, Quarterly Report	C-1
32	Annual Report	C-5

## \* Categorization of Records:

(i) Category 'B' means 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purpose.

(ii) Category 'C' implies 'keep for specified period only'. This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years, it will be upgraded to B Category. Hence; C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

### 1.6.2) Custodian of documents/categories

Port Health Officer,

Port Health Organisation, Mumbai

Under PH(IH) Division, Directorate General of Health Services.

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

Following Committees are constituted for smooth functioning and to maintain transparency in day to day functions of office at local level.

#### **COMPOSITION OF VARIOUS COMMITTEE**

##### **OFFICE COUNCIL (Order No. PHB/G/10/2022, dt. 07/03/2022)**

1	DR. VIVEKANAND C GIRI, PHO	CHAIRMAN
2	DR. MANGESH A PATIL, DY. PHO	MEMBER
3	DR. YAMINI, CMO	MEMBER
4	DR. ANTONY XAVIER BJ, MO	MEMBER
5	MRS. MADHURI KOSE, UDC	MEMBER
6	SHRI.JITENDRA YADAV, HI	MEMBER
	Any co-opted member based in requirement/invited member	

##### **PURCHASE COMMITTEE (Order No. PHB/G/28/2024, dt.17/05/2024)**

1	DR. MANGESH A PATIL, DY. PHO	CHAIRMAN
2	DR. BASAVARAJESHWARI, SMO	MEMBER
3	MRS.MADHURI KOSE, UDC	MEMBER
4	SHRI.ANKIT KUMAR, HI	MEMBER

**CONDEMNATION & DISPOSAL (Order No. PHB/G/10/2022, dt. 07/03/2022)**

1	DR. YAMINI, CMO	CHAIRMAN
2	MRS.MADHURI KOSE, UDC	MEMBER
3	SHRI.JITENDRA YADAV, HI	MEMBER
4	SHRI.JITENDRA KUMAR, HA	MEMBER

**DPC/SCREENING COMMITTEE FOR MACP (Order No. PHB/G/10/2022, dt. 07/03/2022)**

1	DR. VIVEKANAND C GIRI, PHO	CHAIRMAN
2	DR. MANGESH A PATIL, DY. PHO	MEMBER
3	DR. ANTONY XAVIER BJ, MO	MEMBER
4	MRS.MADHURI KOSE, UDC	MEMBER
	Any co-opted member Ext to office based on requirement	

**RAJBHASHA COMMITTEE (Order No. PHB/G/10/2022, dt. 07/03/2022)**

1	DR. VIVEKANAND C GIRI, PHO	CHAIRMAN
2	DR. YAMINI, CMO	SECRETARY
3	MRS.MADHURI KOSE, UDC	MEMBER
4	SHRI. ANKIT KUMAR, HI	MEMBER
5	SHRI.VIVEKANAND PRASAD, HA	MEMBER
6	SHRI. SHRI KRISHNA YADAV, FW	MEMBER

**INTERNAL COMPLAINT COMMITTEE - POSH (Order No. PHB/G/39/2023, dt. 15/09/2024)**

1	DR. YAMINI, CMO	CHAIRMAN
2	MRS.MADHURI KOSE, UDC	SECRETARY
3	SHRI.SHASHIKANT NIKAM, MTS	MEMBER
4	MRS.USHA RAJESH NANDESHWAR, SOCIAL WORKER	EXTERNAL MEMBER
5	DR. BASAVARAJESHWARI, SMO	MEMBER

**SPECIAL CAMPAIGN 4.O COMMITTEE (Order No. PHB/G/40/2023, dt.25/09/2023)**

1	DR. BASAVARAJESHWARI, SMO	CHAIRMAN
2	DR. ANTONY XAVIER BJ, MO	MEMBER
3	MRS.MADHURI KOSE, UDC	MEMBER
4	SHRI.ANKIT KUMAR, HI	MEMBER
5	SHRI. VIJAY KUMAR, FW	MEMBER

**PREVENTIVE VIGILANCE COMMITTEE (Order No. PHB/G/09/2022, dt.04/03/2022)**

1	DR. VIVEKANAND C GIRI, PHO	CHAIRMAN
2	DR. YAMINI, CMO	MEMBER
3	DR. MUKUND K SHAHANE, SMO	MEMBER
4	SHRI.ANKIT KUMAR, HI	MEMBER
5	MRS.MADHURI KOSE, UDC	MEMBER

**FR 56(j)/(I) and Rule 48 of CCS COMMITTEE (Order No. PHB/G/09/2022, dt.04/03/2022)**

1	DR. VIVEKANAND C GIRI, PHO	CHAIRMAN
2	DR. MANGESH A PATIL, DY. PHO	MEMBER
3	DR. YAMINI, CMO	MEMBER
4	MRS.MADHURI KOSE, UDC	MEMBER
5	SHRI.ANKIT KUMAR, HI	MEMBER
6	Any co-opted member Ext to office based on requirement	

**1.8). Directory of Officers and Employees (Section 4(1)(b)(ix) :**

**(i) Name and designation**

**(ii) Telephone, fax and email ID**

Name of Employee	Designation	Contact No.	Email Id
Dr. Dhaval M Thorat	Port Health Officer	9444274486	<a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>
Dr Vivekanand C Giri	Public Health Specialist Grade I	8510006257	
Dr. Vikas J Gode	Public Health Specialist Grade I	6309792670	
Dr Yamini	Chief Medical Officer	9930840114	
Dr. Mukund Shahane	Senior Medical Officer	7588237593	
Dr. Mohammed Kasim KGU	Senior Medical Officer	9987997447	
Dr Basavarajeshwari	Medical Officer	8828398600	
Dr Antony Xavier	Medical Officer	6383833690	
Mrs. Madhuri R.Kose	LDC	022-22020027	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>
Sh. G.S. Dodka	Daftary		
Sh. MP. Waghela	MTS		
Sh. S.V.Nikam	MTS		
Sh. V.D.Sawant	MTS		
Smt. Nirmala D. Maru	MTS		
Sh.Dawood Solanki	MTS		
Sh.J.N.Jogadia	MTS		
Sh.Jitendra Kumar	MTS		
Sh. Vivekanand Prasad	MTS		
Mr.Ankit Kumar	Health Inspector		
Mr.Jitender Yadav	Health Inspector		
Mr.Nitesh	Field Worker		
Mr. Rajesh Kumar Gurjar	Field Worker		
Mr. Shri Krishan Yadav	Field Worker		
Vijay Kumar	Field Worker		

## **Directory of Contractual Employees**

PORT HEALTH ORGANITION MUMBAI PORT HEALTH OFFICER (DIRECT) S.M.E.O./Y.F.CENTRE	022-22020027, (FAX )022-22020814 022-22027101 E-mail : 022-22612256 <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:apptphomumbai@gmail.com">apptphomumbai@gmail.com</a>
DR. MOHAMMED KASHIF, PUBLIC HEALTH SPECIALIST	(M) 9551093161
DR.ASHWINI PATEKER, PUBLIC HEALTH SPECIALIST	(M) 7798592071
MR.PRADEEP JENA, DRIVER	(M) 9029934517, (M) 9869834517
MR.MAHENDRA.M.BHISE, DATA ENTRY OPERATOR	(M) 8691869120
MR.MILIND GAIKWAD, STAFF NURSE	(M) 7030733727
MS. JEMIMAH PALLAN, STAFF NURSE	(M) 9152559295
MRS.AKHILA KURIAKOSE, STAFF NURSE	(M) 9847383414
MISS.POOJA A WAGHMARE, LDC	(M) 8652580928, (M) 9136277011
MR. NIKHIL, HEALTH ASSISTANT	(M) 9702427989
MR. SWAPNIL, HEALTH ASSISTANT	(M) 9833938683
MR. YOGESH, HEALTH ASSISTANT	(M) 9920891920
MR. SHUBHAM, HEALTH ASSISTANT	(M) 9321868726
MR. ADITYA GHOLE, MTS	(M) 7276504180
MR. MOHMMED (PUMP OPERATOR)	(M)8080476742, (M) 7565876924

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

### **1.9.1) List of employees with Gross monthly remuneration**

Name of Employee	Designation	7 <sup>TH</sup> PAY COMMISSION Pay level	Basic Salary	Allowances
Dr.Dhaval Thorat	Port Health Officer	L-14	218200	
Dr.Vivekanand Giri	Public health Specialist	L-13	147000	
Dr Vikas Gode	Medical Officer - Public health Specialist	L-13	130600	
Dr. Yamini	Chief Medical Officer	L-12	142400	
Dr. Mukund Shahane	Sr.Medical Officer	L-11	83300	
Dr. Basavarajeshwari	Medical Officer	L-10	63100	
Dr. Antony Xavier B J	Medical Officer	L-10	57800	
Mrs. Madhuri R. Kose	LDC	L-5	46800	
Sh. G.S.Dodka	MTS	L-4	43500	
Sh. M. P.Waghela	MTS	L-4	42200	
Sh. D.S.Mamchand	MTS	L-4	41000	
Sh. S.K.Zanjare	MTS	L-4	42200	
Sh. S.V.Nikam	MTS	L-4	41000	
Sh. V.D.Sawant	MTS	L-3	36100	
Smt. Nirmala D. Maru	MTS	*	*	
Sh. Dawood Solanki	MTS	L-3	38300	
Sh. J.N.Jogadia	MTS	L-3	38300	
Sh. Jitendra Kumar	MTS	L-2	24500	
Sh. Vivekanand Prasad	MTS	L-2	24500	

\* Unauthorised absence from 2007.

### **List of employees with Gross monthly remuneration (Contractual)**

Sr.No.	Name of Employee	Designation	Basic Salary
1	DR. MOHAMMED KASHIF	PUBLIC HEALTH SPECIALIST	120666
2	DR. ASHWINI PATEKAR	PUBLIC HEALTH SPECIALIST	120666
3	MR. MILIND GAIKWAD	STAFF NURSE	46410
4	MS. JEMIMAH PALLAN	STAFF NURSE	40498
5	MRS.AKHILA KURIAKOSE	STAFF NURSE	40498
6	MR. MAHENDRA.M. BHISE	DATA ENTRY OPERATOR	29172

7	MISS.POOJA A WAGHMARE	LOWER DIVISION CLERK	27846
8	MR. NIKHIL	HEALTH ASSISTANT	23205
9	MR. SWAPNIL	HEALTH ASSISTANT	23205
10	MR. YOGESH	HEALTH ASSISTANT	23205
11	MR. SHUBHAM	HEALTH ASSISTANT	23205
12	MR.PRADEEP JENA	DRIVER	22766
13	MR. ADITYA GHOLE	MTS	20592

### **1.9.2) System of compensation as provided in its regulations**

Not Applicable

## **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.**

#### **A) Public information officer (PIO),**

Sr.No.	Particulars	Information
1.	Name of the Officer	Dr. Vivekanand C Giri
2.	Designation	Dy. Port Health Officer.
3.	Address	Port Health Organisation, Pattan Swasthya Bhavan, 7-Mandlik Road, Mumbai 400001
4.	Telephone No	022-22020027, 022-22027101
5.	Fax	022-22020814
6.	E-Mail	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a> , <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a>

#### **B) First Appellate Authority,**

1.	Name of the Officer	Dr. Dhaval M Thorat
2.	Designation	Port Health Officer
3.	Address	Port Health Organisation, Pattan Swasthya Bhavan, 7-Mandlik Road, Mumbai 400001
4.	Telephone No	022-22020027, 022-22027101
5.	Fax	022-22020814
6.	E-Mail	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a> , <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a>

**1.11) No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))**

NIL

**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**

Not Applicable

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

Not Applicable

**1.12.3) Training of CPIO/APIO - will nominate soon for offline/online trainings**

**1.12.4) Update & publish guidelines on RTI by the Public Authorities concerned**

Not Applicable

**1.13) Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**

Being a Subordinate Office under the Directorate General of Health Services, MoHFW,  
Following the transfer policy of Government of India.

**Employee Transfer in & Out F.Y. 2024-25**

Sr. No	Name of Employee	Order No.	Transfer In	Transfer Out
1	Dr. Kaveri M, Medical Officer	order No. A.22012/10/2023-CHS-I-Part (1)/FTS-826229, Ministry of Health & Family Welfare, (CHS Division), Nirman Bhavan, New Delhi, dated 5 <sup>th</sup> July, 2024	-	Relieved from this Organisation on afternoon of 11/07/2024 to join RoHFW, Thiruvananthapuram.
2	Dr. Vikas Janardan Gode, Public	Order No. A. 22012/4/2024-CHS-III-Part (1), Govt. of India,	Assumed the charge of Public Health Specialist,	-



	Health Specialist, Gr-I,	Ministry of Health and Family Welfare, (CHS Division), dated 26/07/2024 and Office Order from Ministry of Health & Family Welfare, Regional Leprosy Training and Research Institute, Lalpur, Raipur No. GE-55/2023-2024/278-284 dated 12/07/2024	Gr-I at Port Health Organisation, Mumbai, w.e.f. 29.07.2024 (F.N). against the vacant post of GDMO.	
3	Dr. Dhaval M Thorat Port Health Officer	order No A.11019/4/2024-CHS-III, Govt. of India, Ministry of Health & Family Welfare, (CHS Division), Nirman Bhavan, New Delhi, dated 12/02/2025	-	Relieved from this organisation on 20/02/2025 (A.N.) to as Director, National Institute of Public Health Training Research (NIPHTR), Mumbai.

## 2) Budget and Programme

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

Object Head	Minor Head/Sub Head	Budget Estimate for 2024-2025	Revised Estimate for 2024-2025	Progressive Total Expenditure	Percentage of utilization
1	Salaries	24000.000	17663.000	16849.054	95%
2	Wages	30.000	50.000	26.700	53%
5	Rewards	75.000	75.000	69.080	92%
6	Medical Treatment	600.000	150.000	149.555	100%
7	ALLOWANCES	23000.000	17600.000	17570.552	100%
8	LEAVE TRAVEL CONCESSION	400.000	503.000	500.560	100%
9	TRAINING EXPENSES	50.000	20.000	7.700	39%
11	Domestic Travel Expenses	500.000	300.000	295.555	99%
13	Office Expenses	2750.000	2500.000	2421.290	97%
14	R.R.T for Land and Building	150.000	150.000	13.035	9%
16	Printing & Publication	120.000	59.000	68.456	116%
19	Digital Equipment	200.000	90.000	141.062	157%
21	Material & Supplies	3130.000	3250.000	3092.725	95%
24	Fuels and Lubricants	120.000	100.000	92.072	92%
26	Advt. and Publicity	30.000	30.000	0.000	0%
27	Minor Civil and Electric Works	2500.000	1800.000	1741.762	97%
28	Professional Services	2400.000	8900.000	8558.861	96%
29	Repair and Maintenance	155.000	41.000	40.183	98%
49	Other Revenue Expenditure	20.000	0.000	0.000	0%
49	Swachata Action Plan (SAP) Other Charges	10.000	15.000	6.720	45%
	Total	60240.000	53296.000	51644.922	97%

## 2.2) Foreign and domestic tours

### 2.2.1) Budget for Domestic travel Expenses (Allocated)Rs. In Thousands

B.E. 2024-25 Rs 500.000 R.E. 2024-25 Rs. 300.000 (In Thousand)

### 2.2.2.) 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 Foreign Tours, Only Domestic Tours undertaken by the officials of this organisation. Total Expenditure under the Head Domestic Tour Expenses up to 31/03/2025 is Rs.**295.555 (in thousand)**

### 2.2.3) Information related to procurements

#### a) Notice/tender enquires, and corrigenda if any thereon,

Nil

#### b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,

#### b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,

Following details of procurement. done by PHO, Mumbai for period 1/4/2024 to 31/03/2025

Gem Invoice No.	Gem Invoice dt.	Itme Name	Quantity	Amount
GEM-52010916	27/12/2024	Stainless steel electric kettle	1	1450
GEM- 52010990	27/12/2024	A4 Size ream plain paper	5	1800
GEM-52011255	27/12/2024	Facial Tissue paper	10	850
GEM- 52011341	27/12/2024	Foolscap paper	12	840
GEM-51903776	24/12/2024	1000GB Removable storage media	1	8250
GEM- 52226721	1/1/2025	Pen Drive 32 GB	5	2925
GEM-52226497	1/1/2025	Tumbler type	10	550
GEM-52227795	1/1/2025	Hand Gloves	10	5250
GEM-52227697	1/1/2025	Washable Cloth Face Mask	1000	2500
GEM-52226605	1/1/2025	Electric Box Extension	4	3504
SFM/M/46049	5/2/2025	Safety Helmet Yellow	10	2065

SFM/M/46041	5/2/2025	Life Jacket Inflatable	5	33600
SFM/M/46050	5/2/2025	LED Torch Rechargeable	10	4130
SFM/M/46048	5/2/2025	Reflecting Jacket	10	3675
GEM-56665064	18/03/2025	A4 Size ream plain paper	20	6300
GEM-56772185	19/03/2025	Fiber optic patch cord	8	19960
GEM-56612073	18/03/2025	Brother Printer	1	48500
GEM-55812756	6/3/2025	Digital Signature	4	10000
298268007*1	18/03/2025	BEST Bill (Vacant Flat)	1	50
298268021*6	18/03/2025	BEST Bill (Vacant Flat)	1	70
298268009*5	18/03/2025	BEST Bill (Vacant Flat)	1	100
PHO/OE/21	20/03/2025	MTNL Bill	6	5694
AXX3580007	7/3/2025	Water Bill	1	948
AXX3570002	7/3/2025	Water Bill	1	4870

**c) The works contracts concluded – in any such combination of the above-and  
ANNUAL MAINTENANCE CONTRACT F.Y.2024-25**

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

SR.NO	NAME OF COMPANY	DESCREPTION	PERIOD	AMOUNT IN RS.
01	LAXMI AUTOMATION	MATRIX DIGITAL IP EPABX SYSTEMS  (Matrix Eternity NENX6SAC 4 C.O. LINE 16 S.L.T. EXTENSTION 4 IP phone)	01/07/2024 To 30/06/2025	Rs.16520/-
02	VEDANT SERVICE	1. Split AC-5 qty 2. Window ac-2 qty 3. Water cooler-2 qty	21/10/2024 To 21/10/2025	Rs.26314/-
03	APEX SOLUTIONS	1. Non-Comprehensive AMC for Computer-11 qty 2. Printer-11 qty	01/01/2025 To 31/12/2025.	Rs.77880/-

### Contractual Manpower through SFC

<u>Sr.No.</u>	<u>Name of Post</u>	<u>No of Posts</u>	<u>Through Agency</u>	<u>Contract GeM No.</u>
1	Staff Nurse	02	M/s Preeminence Security	GEMC- 511687740684414
2	Data Entry Operator	01		
3	MTS	01		
4	DRIVER	01		

### Contractual Manpower through PM-ABHIM

<u>Sr.No.</u>	<u>Name of Post</u>	<u>No of Posts</u>	<u>Through Agency</u>	<u>Contract GeM No.</u>
1	Public Health Specialist	02	M/s.Care Zest Services	GEMC- 511687765380669
2	Staff Nurse	01		
3	LDC	01		
4	Health Assistant	04		

## **2.3) Manner of execution of subsidy programme [Section 4 (i) (b) (xii)]**

Not Applicable

## **2.4) Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 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

## **3) Publicity Band Public interface**

### **3.1) Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof of Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

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

Documents and Information related to Yellow Fever Vaccination, Indian Port Health Rules and International Health Regulation-2005

#### **3.1.2) Arrangements for consultation with or representation by**

##### **a) Members of the public in policy formulation/ 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**

**CPIOs**

Dr. Vivekanand C Giri  
Deputy. Port Health Officer,  
Port Health Organisation,  
7, Mandlik Road,  
Colaba 400001  
**022-22020027, 022-22027101**

[porthealthmumbai@gmail.com](mailto:porthealthmumbai@gmail.com)  
[pho.mum-mohfw@gov.in](mailto:pho.mum-mohfw@gov.in)

**3.1.3) Public-private partnerships (PPP)**

Being a Subordinate Office under the Directorate General of Health Services,

No Public Private Partnership at local level so far.

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

Yes

**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 [www.ihrpoe.co.in](http://www.ihrpoe.co.in) and <https://mohfw.gov.in/> the email id-[porthealthmumbai@gmail.com](mailto:porthealthmumbai@gmail.com),  
[pho.mum-mohfw@gov.in](mailto:pho.mum-mohfw@gov.in),  
<https://www.ihrpoe.co.in/pdf/RTI/PHOMumbai.pdf>

**3.4) Form of accessibility of information manual/ handbook[Section 4(1)(b)]** Being Subordinate office, not published / prepared at local level but prepared/published at Central level and available for use in Digital Form from above mentioned websites.

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

Yes

## 4) E-Governance

S.No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) English -Yes (See 3.4 above) Being Subordinate office, not published / prepared at local level but prepared/published at Central level and available for use in Digital Form</p> <p>(ii) Vernacular/ Local Language-- No</p>
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 at local level.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	<p>(i) Details of information available in electronic form  To refer to the website <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> and <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a> the email id <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>, <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> SuoMoto Declaration available on website <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> in RTI Section.</p> <p>(ii) Name/ title of the document/record/ other information - Suo Moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 -Indian Port Health Rules</p> <p>(iii) Location where available <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> and <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a></p>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	<p>(i) Name &amp; location of the faculty Port Health Organisation, Mumbai Pattan Swasthya Bhavan 7-Mandlik Road. Mumbai- 400 001 Tel. : 022-22020027 (0) : 022-22027101 (Direct)Fax.: 022-22020814 <b>Email:</b> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a></p> <p>(ii) Details of information made available -Suo-moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 -Indian Port Health Rules -Yellow Fever Vaccination</p> <p>(iii) Working hours of the facility 0930 hrs to 1800hrs Monday to Friday Except Holidays</p> <p>(iv) Contact person &amp; contact details (Phone, fax email) Port Health Officer Tel.: 022-22020027 (0) : 022-22027101 (Direct)Fax.: 022-22020814 <b>Email:</b> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a></p>
4.5	Such other information as may be prescribed under	<p>(i) Grievance redressed mechanism Grievances received directly through post/Email/in Complaint Box or from Ministry and DGHS are processed as per the guidelines issued from time to time.</p>





			16	No. of entomological surveys undertaken	125	
			17	No. of Medical chest inspected	157	
			18	No. of passengers screened	14953	
			19	No. of crew screened	65917	
			20	No. of medical emergencies attended	0	
			21	No of Ships from Rodent endemic areas screened for Rodents	288	
			22	No of Bells /Tons of old clothing and woolen rags cleared	0	
			23	No of Bells /Tons of old clothing and woolen rags Fumigated	176	
			24	No.of Yellow Fever Vaccination given	17182	
			(vi)	Frequently Asked Question (FAQs) Not Applicable		
(vii)	Any other information such as a) Citizen’s Charter Following MOHFW and DGHS Citizen Charter b) Result Framework Document (RFD) Not Applicable c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen’s Charter Not Evaluated					
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 From 01/04/2024 to 31/03/2025			
			Sr. No	RTI Applicant	Date of Receipt	Date of Reply
			1	Shri. Ezhilarasu	10/04/2024	.15/04/2024
			2	Shri. Pithadia Rajat Ramesh	12/04/2024	17/04/2024
			3	Shri. Sanjay Kumar	19/04/2024	03/05/2025
			4	Shri. Ajay Goyal	19/04/2024	03/05/2024
			5	Shri. Tulsi Ram	19/04/2024	03/05/2024
			6	Shri. Satish,	07/05/2024	08/05/2024
			7	Sh. Didar	11/06/2024	23/06/2024
			8	Ms. Nikita Dayaram Kushwaha	09/07/2024	23/07/2024
			9	Shri. Krishna,	07/06/2024	23/07/2024
			10	Shri. Ravi Shankar	07/08/2024	14/08/2024
			11	Shri. Ravi Pandei	16/08/2024	23/08/2024
			12	Shri. Sumit Kumar Jha	04/09/2024	04/09/2024
			13	Dr. Nitesh Tripathi	30/09/2024	07/10/2024
			14	SMT. Keya Paul	24/10/2024	06/11/2024
		(ii)	Details of appeals received and orders issued NIL.			
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given Question During 2024-2025 NIL				

## 5) Information as may be prescribed

### 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] (F.Y.2024-25)

#### Name & details of (a) Current CPIO & FAAs

##### 1) Current CPIOs

S.N o.	Particulars	Information
1.	Name of the Officer	Dr. Vivekanand C Giri
2.	Designation	Dy. Port Health Officer.
3.	Address	Port Health Organisation, Pattan Swasthya Bhavan, 7-Mandlik Road, Mumbai 400001
4.	Telephone No	022-22020027, 022-22027101
5.	Fax	022-22020814
6.	E-Mail	porthealthmumbai@gmail.com, pho.mum-mohfw@gov.in

#### Current FAAs

##### 2) Appellate Authority,

1.	Name of the Officer	Dr. Dhaval M Thorat
2.	Designation	Port Health Officer
3.	Address	Port Health Organisation, Pattan Swasthya Bhavan, 7-Mandlik Road, Mumbai 400001
4.	Telephone No	022-22020027, 022-22027101
5.	Fax	022-22020814
6.	E-Mail	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a> , <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a>

#### (b) Earlier CPIO & FAAs from 01/01/2015 to 31/03/2025

Sr.No .	Name of the CPIO at PHO, Mumbai	Period	
		From	To
1	Dr. P.D. Parmar	01/01/2015	30/06/2015
2.	Dr. Deepak Sule	01/07/2015	05/03/2018
3.	Dr. Milind Hanchate	06/03/2018	24/05/2018
4.	Dr. Vivekanand C. Giri	25/05/2018	27/05/2019
5.	Dr. Deepak Sule	27/05/2019	05/01/2021
6.	Dr. Vivekanand C. Giri	06/01/2021	09/11/2021
7	Dr. Dhaval Thorat.	10/11/2021	05/11/2024

8	Dr. Vivekanand C. Giri	06/11/2024	20/02/2025
9	Dr. Vikas Gode	21/02/2025	16/04/2025

Sr.No	Name of the FAAs	Period	
		From	To
1	Dr. Sujit Singh	01/01/2015	05/03/2018
2.	Dr. Deepak Sule	06/03/2018	15/04/2019
3.	Dr. P.K. Sen	15/04/2019	22/01/2021
4.	Dr Alok Mathur	22/01/2021	23/11/2021
5	Dr Sudarshan Mandal	24/11/2021	23/09/2022
6	Dr Senthil Nathan Subramanian	24/09/2023	05/11/2024
7	Dr. Dhaval M Thorat	06/11/2024	20/02/2025
8	Dr. Vivekanand C Giri	21/02/2025	Till Date

### **5.1.2) Details of third-party audit of voluntary disclosure**

Done by National Institute of Health and Family Welfare, Munirka, New Delhi in 2020

#### **(a) Dates of audit carried out**

In 2020 (FY-2019-2020)

#### **(b) Report of the audit carried out**

Available on Central Information Commission website (<https://cic.gov.in/>)

### **5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary/ 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 Suo-Moto disclosure-**

No committee constituted, However Suo-Moto Disclosure prepared in Consultation with other officials of the organisation and uploaded on the IHR -POE web Site.

#### **(a) Dates from which constituted**

Not Applicable

#### **(b) Name & Designation of the officers**

Not Applicable

### **5.1.5) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**

Not Applicable

#### **(a) Dates from which constituted**

Not Applicable

#### **(b) Name & Designation of the Officers**

Not Applicable

## **6. Information Disclosed on own Initiative**

### **6.1) Item / 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,  
<https://ihpoe.mohfw.gov.in/RTIPHO/>

### **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)**

PHO Mumbai is subordinate office of DGHS, MOHFW. No separate website of PHO Mumbai. Central website run and maintained by DGHS.

#### **6.2.1) Whether STQC certification obtained and its validity.**

Not Applicable

#### **6.2.2) Does the website show the certificate on the Website?**

Not Applicable