

## **PORT HEALTH ORGANISATION, WILLINGDON ISLAND, INDIRA GANDHI ROAD, COCHIN , PIN – 682009**

Head of the Organisation : Port Health Officer, Cochin

### **VISION , MISSION AND KEY OBJECTIVES**

This organisation is a ‘Public Authority’ established for the detailed execution of the Policies of the Government of India with the status of a ‘Subordinate Office’ to 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.

The Port Health Organisation, Cochin was established in the year 12th December 1942 to ensure prevention of entry of Quarantinable diseases (Diseases subjected to International Health Regulations) into the country under Indian Port Health Rules 1955.

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.]

Cochin Port is an all-weather natural sea port. Among all the Indian Ports, Cochin is located closest to the international routes, being only 11 nautical miles from the Gulf to Singapore route and 70 nautical miles from the Suez Canal – Far East route. **PHO, Cochin is a designated and approved Port for issue of ‘*Ship Sanitation Control Exemption Certificate, Ship Sanitation Control Certificate and Ship Sanitation Extension Certificate to Ships*’**

Cochin seaport is one of the major sea port designated by World Health Organisation as International Sanitary Port in the western Coastline of the Indian subcontinent.

### **FUNCTIONS AND DUTIES**

### **FUNCTIONS OF PORT HEALTH OFFICER, PORT HEALTH ORGANISATION, COCHIN.**

## SURVEILLANCE OF QUARANTAINABLE DISEASES AND PUBLIC HEALTH EMERGENCY OF INTERNATIONAL CONCERN (PHEIC)

### I) Precautionary Measures Against Quarantainable Diseases

#### a) Yellow Fever

(Precautionary measures taken for Yellow Fever)

1.
  1. Control of Mosquito-*Aedes aegypti* within 400 meters of the Port Area.
  2. Ships coming from Yellow Fever affected areas within 30 days to be limited by pratique.
  3. Check for Yellow Fever Vaccination certificates of crews and passengers coming from Yellow Fever affected areas
  4. Vaccination of crews and passengers for Yellow Fever.

#### b) Plague

(Precautionary measures taken for Plague)

1.
  1. All ships foreign/coastal must have a valid Ship Sanitation Exemption/ Control Certificate.
  2. Issual of Ship Sanitation Exemption/ Control Certificate.

#### c) Cholera

(Precautionary measures taken for Cholera)

1.
  1. Water, if suspect is bacteriologically and chemically analysed.
  2. Anti-fly measures and proper sanitation of the ship is checked
  3. Water is tested for residual chlorine.
  4. Ships water tanks are checked and asked to be cleaned and cement coated and dated.

## II) ISSUE PRATIQUE

1. No ships are to be permitted to berth without pratique.
2. Standard Quarantine Message to be sent by all ships coming from foreign ports and free pratique is granted.
3. Check pratique certificate, if coming from other Indian Ports.

## III) Dis-embarkation of crew on medical grounds/ Radio-medical Aid to seafarers at High seas.

At times, medical advice is sought by seafarers at high seas in case of illness or injury. Port Health Officer gives them the necessary instructions regarding treatment and hospitalisation as the case may be on receipt of such messages.

## IV) Medical examination of crew

The medical examination of pre-entrants as well as crew/ seamen is done as and when required.

## V) Health & Sanitary Inspection of the vessels

Inspection for Health and Sanitary conditions on board the ships is mainly directed to ascertain the sanitary and hygienic standard of ships and to take remedial measures when deficiency is noted. This inspection is usually done on arrival of ship. This enables the Master of a ship to rectify the defects noticed during inspection before sailing.

## VI) Inspection of Medicine Chest on board the vessels

Inspection of Medicine Chest on ships is carried out to ensure that sufficient stock of medicines and medical appliances are kept on board, which might be essential for ailing seafarers, particularly at high seas as per the schedule prescribed in International Medical Guide for ships (WHO). The certificate issued is valid for 1 year.

## VII) Grant of Radio Pratique to the Ships

Master desiring Radio-Free Pratique has to send a pratique message giving all information as required under the Indian Port Health Rules 1955 within the stipulated time before arrival. If the wireless message is complete and have negative answers to all the health questions, the ships are granted Radio Pratique from the time of its arrival at the outer-roads and the fact will be intimated to the

concerned steamer agents, who in turn will communicate to the Master of the vessel. Now because of COVID-19 free pratique and free radio pratique is not granted limited pratique is given on arrival.

VIII) Inspection of ships for issue of Ship Sanitation Control Exemption Certificate / Ship Sanitation Control Certificate

This Inspection is carried out under the provisions of Indian Port Health Rules 1955/International Health Regulations (2005). When the Ship Sanitation Exemption Certificate or their extension has expired or about to be expired, a thorough inspection of ships is carried out when the ship is empty or has little cargo. The ship sanitation exemption/ control certificate is then issued, which remains valid for 6 months. An extension of one month is granted if for any reason the ship sanitation inspection cannot be carried out. Tankers and Containerised vessels can be inspected when fully loaded or with water ballast.

IX) Issual of Health Clearance certificate for Clearance of Human Remains brought from Abroad or Death on board.

Human remains coming from abroad are cleared after verifying the death certificates and embalming certificates and clearance certificates certifying that the human remains is free from Quarantainable diseases. Health clearance certificate is issued to relatives to take the dead body. Similarly health clearance certificate for death on board the ship are issued.

X) Vaccination against Yellow Fever

Yellow Fever Vaccination is given on Wednesdays and Fridays except holidays at a nominal fee of 300 rupees. Online registration is mandatory for yellow fever registration. Passport or copy of the passport should be brought. Yellow fever exemption certificate is also issued. Duplicate yellow fever vaccination certificate is also issued.

XI) Issual of Central FSSAI Licence to food Business operators operating in Cochin Seaport.

Port Health Officer, Port Health Organisation, Cochin is the designated officer for FSSAI in Cochin seaport for issual of FSSAI licence in the port

XII) Health and sanitary inspection of port area.

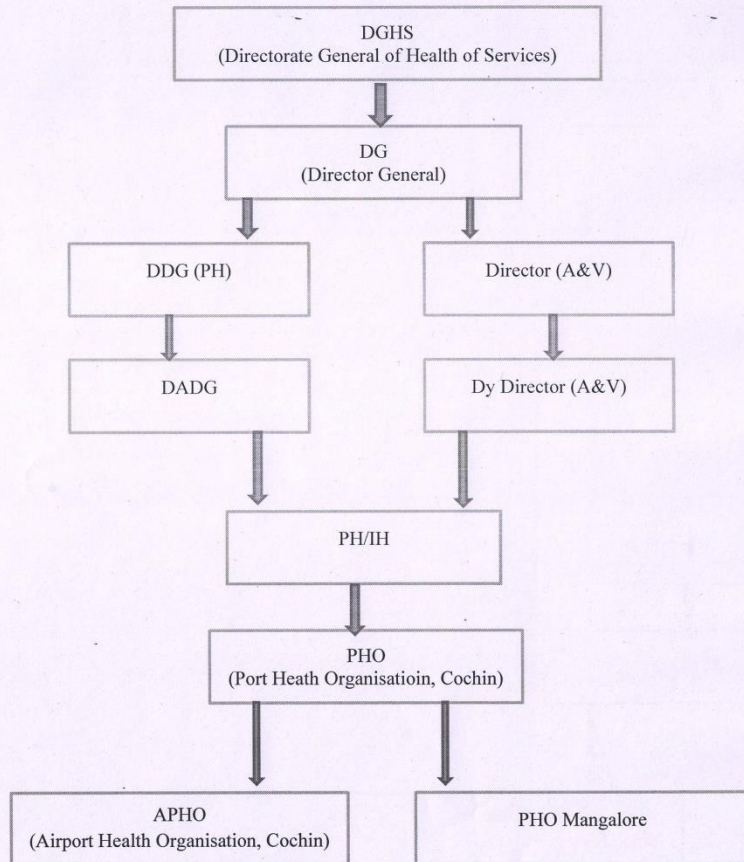
Vector surveillance of Cochin Port – for control of Rats, Flies and Mosquito –*Aedes egypti* within 400 meter periphery of Cochin Port. Port Health Organisaition, Cochin supervises the sanitary works undertaken by Cochin Port Trust sanitary wing.

XIII) Any other tasks assigned by the Ministry.

# **Organisation Chart**

### Organisational Setup

i) Please give the organizational chart of your Ministry/ Department/ Organisation.



# POWER AND DUTIES

## 1. Designation : PORT HEALTH OFFICER : Powers:

### Administrative :

- \* Head of the office with statutory and administrative powers designated as Head of Department under Delegation of Financial Powers Rules, 1978.
- \* Appointing and Disciplinary Authority for certain Group C posts
- \* Controlling Officer for officers and all non-gazetted staff.

### Financial :

- \* Cheque Drawing and Disbursing Officer for the establishment.
- \* Statutory powers delegated under Delegation of Financial Powers Rules, 1978
- \* Other Financial Powers delegated by Head of Department

### Others

- \* A regulatory authority established under the Indian Ports Act, 1908 as 'Health Officer of Port' with the following powers:
  - with respect to any vessel, the powers conferred on a Shipping-Master by the Indian Merchant Shipping Act, 1859 (1 to 1859), section 71;
  - Power to enter on board any vessel and medically examine all or any of the seaman or apprentices on board the vessel;
  - Power to require and enforce the production of the log-book and other books, papers or documents which he thinks necessary for the purpose of enquiring into the health and medical condition of the persons on board the vessel;



- Power to call before him/ her and question for any such purpose all or any of those persons and to require true answers to any questions which he thinks fit to ask;
- Power to require any person questioned to make and subscribe a declaration of the truth of the statements made by him.
- Under the Food safety and standard Act, 2006 and Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011, Port Health Officer functions as Designated Authority and Local Health Authority for Areas under Cochin Port Jurisdiction.

### **Functions and Duties**

SURVEILLANCE OF QUARANTAINABLE DISEASES AND PUBLIC HEALTH EMERGENCY OF INTERNATIONAL CONCERN (Ebola Virus Disease, MERS-CoV, Zika Virus Disease, H1N1 and any other diseases notified by the Ministry of Health and Family Welfare)

#### I) Precautionary Measures Against Quarantainable Diseases

a) Yellow Fever

b) Plague

c) Cholera

d) Any Public Health Emergent disease notified by Ministry of Health and Family Welfare.

#### II) ISSUE PRATIQUE

III) Dis-embarkation of crew on medical grounds/ Radio-medical Aid to seafarers at High seas.

1. IV) Medical examination of crew
2. V) Health & Sanitary Inspection of the vessels
3. VI) Inspection of Medicine Chest on board the vessels

VII) Grant of Radio Pratique to the Ships

- VIII) Inspection of ships for issue of Ship Sanitation Control Exemption Certificate / Ship Sanitation Control Certificate
- IX) Issual of Health Clearance certificate for Clearance of Human Remains brought from Abroad or Death on board.
- X) Vaccination against Yellow Fever
- XI) Issual of Central FSSAI Licence to food Business operators operating in Cochin Seaport.
- XII) Health and sanitary inspection of port area.
- XIII) Any other tasks assigned by the Ministry.

## **2. Designation : Deputy Port Health Officer**

**SURVEILLANCE OF QUARANTAINABLE DISEASES AND PUBLIC HEALTH EMERGENCY OF INTERNATIONAL CONCERN**  
(Ebola Virus Disease, MERS-CoV, Zika Virus Disease, H1N1 and any other diseases notified by the Ministry of Health and Family Welfare)

- I) Precautionary Measures Against Quarantainable Diseases
  - a) Yellow Fever
  - b) Plague
  - c) Cholera
  - d) Any Public Health Emergent disease notified by Ministry of Health and Family Welfare.
- II) ISSUE PRATIQUE

- III) Dis-embarkation of crew on medical grounds/ Radio-medical Aid to seafarers at High seas.
- IV) Medical examination of crew
- V) Health & Sanitary Inspection of the vessels
- VI) Inspection of Medicine Chest on board the vessels
- VII) Grant of Radio Pratique to the Ships
- VIII) Inspection of ships for issue of Ship Sanitation Control Exemption Certificate / Ship Sanitation Control Certificate
- IX) Issual of Health Clearance certificate for Clearance of Human Remains brought from Abroad or Death on board.
- X) Vaccination against Yellow Fever
- XI) Issual of Central FSSAI Licence to food Business operators operating in Cochin Seaport in the absence of designated officer.
- XII) Health and sanitary inspection of port area.
- XIII) Any other tasks assigned by the Port Health Officer.

## **POWER AND DUTIES OF EMPLOYEES**

### **1. Designation : Health Inspector :**

**Powers :** Subordinate Staff : No independent powers

### **Duties**

- Assisting Port Health Officer during onboard inspection of ships, and fumigation of infected or suspected ships arriving from Yellow Fever infected area.
- Sanitary supervision for keeping the port premises and port area free from mosquitoes in their larval and adult stages.
- Inspection of catering establishments in Port Area as a Food Inspector.
- Supervision of Group C and Group D Staff deputed for Field Work.

**(i) Primary Responsibility**

- Inspection and clearance of conveyances,
- surveillance/quarantine of passengers and crew members,
- clearance of human remains,
- to ensure safe general sanitation condition,
- provision of safe food,
- provision of safe drinking water,
- Vector control at POE.
- Prioritize clearance of patients with health emergency and to assist in shifting to designated hospitals

**(ii) Special Need Based activities**

- In the absence of staff nurse care assist in vaccination of the quarantine passengers at quarantine centre.
- Food safety Duties

**(iii) Activities During Emergencies**

- To provide emergency medical aid,
- gathering necessary information from shipping agents,
- provide assistance to medical officers, arranging logistics,
- disinfection of baggage and conveyances
- Demonstration of various procedural activities during training.

**(iv) Other Duties**

- Various other need based duties as assigned from time to time by the Port Health Officer

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- **2. Designation : U.D.C(Upper Division Clerk) :**

**Powers :** Subordinate Staff : No independent Powers.

### **Duties**

- A ministerial dealing assistant for works related to house keeping and clerical work involved in substantive functions.

### **3 . Designation : L.D.C (Lower Division Clerk):**

**Powers :** Subordinate Staff : No independent Powers.

### **Duties**

- A ministerial dealing assistant for works related to house keeping and clerical work involved in substantive functions.
- Routine noting
- drafting Typing of notes and letter
- Diary dispatch
- Preparation of statements etc

### **5. Designation : Peon :**

**Powers :** Subordinate Staff : No independent Powers.

### **Duties**

\* A non-ministerial supporting staff in the office to assist higher officials in their official duties without prejudice to individual's dignity.

### **Norms for Discharge of Functions**

The functions are being discharge according to the Establishment rules and regulations of the Government of India issued from time to time.

### **1. Nature of functions/ service offered**

### **FUNCTIONS AND DUTIES**

## **FUNCTIONS OF PORT HEALTH OFFICER, PORT HEALTH ORGANISATION, COCHIN.**

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##### **b) Plague** (Precautionary measures taken for Plague)

1.
  1. All ships foreign/coastal must have a valid Ship Sanitation Exemption/ Control Certificate.
  2. Issual of Ship Sanitation Exemption/ Control Certificate.

##### **c) Cholera** (Precautionary measures taken for Cholera)

1.
  1. Water, if suspect is bacteriologically and chemically analysed.
  2. Anti-fly measures and proper sanitation of the ship is checked
  3. Water is tested for residual chlorine.
  4. Ships water tanks are checked and asked to be cleaned and cement coated and dated.

#### **II) ISSUE PRATIQUE**

1. No ships are to be permitted to berth without pratique.

2. Standard Quarantine Message to be sent by all ships coming from foreign ports and free pratique is granted.
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At times, medical advice is sought by seafarers at high seas in case of illness or injury. Port Health Officer gives them the necessary instructions regarding treatment and hospitalisation as the case may be on receipt of such messages.

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The medical examination of pre-entrants as well as crew/ seamen is done as and when required.

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Inspection for Health and Sanitary conditions on board the ships is mainly directed to ascertain the sanitary and hygienic standard of ships and to take remedial measures when deficiency is noted. This inspection is usually done on arrival of ship. This enables the Master of a ship to rectify the defects noticed during inspection before sailing.

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Human remains coming from abroad are cleared after verifying the death certificates and embalming certificates and clearance certificates certifying that the human remains is free from Quarantainable diseases is issued to relatives to take the dead body. Similarly health clearance certificate for death on board the ship are issued.

X) Vaccination against Yellow Fever

Yellow Fever Vaccination is given on Wednesdays and Fridays except holidays at a nominal fee of 300 rupees. Passengers should report by 9 AM. Passport or copy of the passport should be brought. Yellow fever exemption certificate is also issued. Duplicate yellow fever vaccination certificate is also issued.

XI) Issual of Central FSSAI Licence to food Business operators operating in Cochin Seaport.

Port Health Organisation, Cochin is the designated officer for FSSAI in Cochin seaport for food outlets inside the wharves.

XII) Health and sanitary inspection of port area.

Vector surveillance of Cochin Port – for control of Rats, Flies and Mosquito –*Aedes egypti* within 400 meter periphery of Cochin Port. Port Health Organisaition, Cochin supervises the sanitary works undertaken by Cochin Port Trust sanitary wing.

XIII) Any other tasks assigned by the Ministry.

**2. Norms/ standards for functions/ service delivery**

As prescribed by Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi.



### **3. Process by which these services can be accessed**

By Application/ Request.

### **4. Time-limit for achieving the targets**

Varies from one day to a month.

Decision Making Process

#### **1. Process of decision making identify key decision making points**

Will depend on the work/task to be undertaken by the PHO depending on the application/letters received from the Directorate.

#### **2. Final decision making authority**

Final decision making authority is Director General of Health Service, Directorate of General Services, Ministry of Health and Family Welfare, New Delhi.

#### **3. Related provisions, acts, rules etc.**

#### **RULES**

Indian Port Health Rules 1955

GFR Rules

FRSR Rules

Leave Rules

Medical Attendance Rules

Central Civil Services Pay Rules

CCS Pension Rules

Establishment

Receipts and Payments Rules

Delegation of Financial Powers Rules

GPF Rules

LTC Rules

HBA Rules

FSSAI Rules & Regulation, 2011

## **PROVISIONS**

Manual of Office procedure

Swamy's Hand Book

International Health Regulations 2005

## **ACTS**

Indian Port Acts

The Food Safety and Standards Act, 2006

#### **4. 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 PHO level to 7 days to one month if the decision has to be taken by the Directorate

#### **5. Channel of supervision and accountability**

Director General of Health Service — Additional DDG(PH/IH) — Dy Director (A&V) — PHO Cochin

#### **Rules, Regulations, Instructions, Manuals and Records for Discharge of Function :**

The Discharge of functions of this Authority and its employees is in accordance with the following Acts, Rules Regulations :

##### Acts :

1. The Indian Ports Act, 1908

##### [The Indian Ports Act, 1908](#)

2. The Merchant Shipping Act, 1958
3. The Food Safety and Standard Act, 2006 and Rules and Regulations, 2011

##### Rules :

1. The Indian Port Health Rules, 1955
2. The Unberthed Passenger Ships Rules, 1954
3. The Food Safety and Standard Rules and Regulations, 2011
4. The Merchant shipping (Carriage of Medical Officers) Rules, 1961

5. The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994

Regulations: 1. The International Health Regulations (2005) (Third edition)

**Title and Nature of Record / Manual / Instructions**

1. Copy of Acts, Rules and Regulations administered by this CPIO.
2. The International Journal of Public Health.
3. Guidelines and Instructions issued by Higher Authorities.
4. Register of Health Clearance of Ships.
5. Register of Health Clearance of Ships Arriving from Yellow Fever Infected Area.
6. Register of Ship Sanitation Control / Control Exemption Certificates.
7. Register of Licence issued to Catering Establishments.
8. Register of Analysis of Imported Food Samples.
9. Register of Medicines Chest Certificates.
10. Register of Dead Body Clearance.
11. Ship Sanitation Control / Control Exemption Certificates issued.
12. Licences to Catering Establishments in Port area.
13. Dead Body Clearance Certificates.
14. Certificates of Health Inspection.
15. Maritime Declaration of Health
16. Radio Pratique/Message from ships
17. Pratique granted File
18. General correspondence on quarantine matters

**Name of the Council : Constitution of Office'**

Composition : Dr. K.A Shyamini, Port Health Officer, Cochin – Chairperson

Dr. P.S. Ashraf, Dy. Port Health Officer, Cochin – President

Mr. Joshi B, Field Worker – Secretary staff side

Mr. Joshy M.T, Chowkidar – Member staff side

Date from which constituted : 03.12.2019

Terms / tenure : 10 years , Meetings to be held half yearly

Power and functions : To discuss issues / problems faced by the officers and staffs of Port Health Organisation, Cochin.

Whether the meeting / minutes of the meeting / place of the meeting open to public :

At the outset President Dr. P.S.Ashraf welcomed the Chairperson and staffs to the meeting and stated the Agenda of the meeting which was to discuss the issues faced by the officers and staff in the office. And the Doctors and staff were asked to come out with issues or problems faced by them or any area which needed to be discussed.

Since there were no issues to be discuss. The meeting was decided to convene the next meeting in March will be decided at later date .

**Name of the Committee : Vishakha cell**

Composition : Port Health Officer being the Chairperson and Mrs. P.V. Rani Jose and Neenu Johnson as members.

Date from which constituted : 2004

Terms / tenure : 10 years , Meetings to be held half yearly

**Power and functions :**

The principle of gender equality is enshrined in the Indian Constitution. At PHO, we strongly believe that women and men have right to live as free and equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal.

- To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
- To create awareness amongst students about the issues related to the youth, girls in particular.
- To disseminate knowledge about rights and laws related to women.
- To create awareness amongst students about the problems faced by women due to gender issues.
- To enhance the self-esteem and self-confidence of girl students, women faculty and staff.
- To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes

**Name of the Committee : Preventive Vigilance Committee**

Composition : Dr. K.A. Shyamini, Port Health Officer, Dr. P.S. Ashraf, Dy. Port Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.

Date from which constituted : 2012

Terms / tenure : 2 years

**Power and functions :**

- To make sure that the staffs follow Rules & regulations without any violation.
- To make sure the staffs follow systems & procedures meticulously.
- To make sure the staffs discharge their duty sincerely, honestly and faithfully at all times.
- To always demonstrate a sense of fair play and impartiality in disposing of official matters.

- To make sure the staffs show courtesy and consideration in dealings with the public, colleagues, subordinates and superiors.
- To attend to the public grievances if any immediately.
- To pay immediate attention to the customers' demand.
- To maintain strictest secrecy regarding the office's affairs.
- To monitor each & every aspect of functional area to ensure avoidance of delay and accomplishment of the job in a time-bound schedule.
- To do intensive monitoring of delays and disposal of files.
- To ensure job rotation on periodical interval.
- To make a habit of surprise checking.
- To pay utmost attention and importance to internal control.
- To be watchful to avoid malpractices.
- To pay surprise visits to the banking hall, strong room etc.
- To ensure the integrity and devotion to duty of persons under your control and authority.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes

**Name of the committee : Purchase Committee**

Composition : Dr. K.A. Shyamini, Port Health Officer, Dr. P.S. Ashraf, Dy. Port Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.

Date from which constituted : 2012

Terms / tenure : 5 years

**Power and functions :**

- To analyse quotations provided by the department, and provide recommendation for approval by the committee.
- To ensure all documentation is accurate and complete.
- To ensure that the supplies/services quoted for comply with what was requested on the quotation.
- Seek clarification from suppliers/service providers where necessary.

- To request technical input from relevant staff as required.
- The PC should also be assigned a role within the supplier pre-qualification process
- In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations
- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Ensuring all relevant documentation is prepared prior to PC meeting
- Involvement in the evaluation discussion
- Ensuring that the Quote is complete and accurate.
- Ensuring all necessary procurement procedures are properly.

Whether the meeting / minutes of the meeting / place of the meeting open to public :

**Name of the committee : Grievance Cell**

Composition : Dr. K.A. Shyamini, Port Health Officer and Dr. P.S. Ashraf, Dy. Port Health Officer

Date from which constituted : 2004

Terms / tenure : 5 years

**Power and functions :**

- To receive of all Public Grievances related to Port Health Organisation, Cochin on PHO website and in offline mode (physically).
- To check the Grievances for redressal & disposal.
- To coordinate work on public grievances.
- To see that RTI applications and other related matters on Public Grievances are disposed off in time.
- To look after RTI Applications related to Grievance Redressal received from the Ministry of Health and Family Welfare and Directorate General of Health Services.
- To look after any other matter or work related to Public Grievances from time to time.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes



**Appellate Authority**

Dr. K.A. Shyamini                      Office Phone                      : 0484-2666060

Port Health Officer                      Fax                      : 0484-2666060

Willingdon Island                      E-mail                      : [shyamini.ka@gov.in](mailto:shyamini.ka@gov.in)

Cochin    [pho.cochin-dghs@gov.in](mailto:pho.cochin-dghs@gov.in)

**Central Public Information Officer :**

The details of Central Public Information Officer of Port Health Organisation, Cochin is as follows :

1. P.S. Ashraf                                      Office Phone                      : 0484-2666060

Deputy Port Health Officer                      Fax                      : 0484-2666060

Willingdon Island,                                      E-mail                      : [ashraf.ps@gov.in](mailto:ashraf.ps@gov.in)

Cochin    [pho.cochin-dghs@gov.in](mailto:pho.cochin-dghs@gov.in)

The details of Central Public Information Officer of Airport Health Organisation, Cochin is as follows :

Dr. B.B Ebrahim                                      Office Phone                      : 0484 2611855

Dy. Airport Health Officer

Nedumbassery                                      E-mail                      : [apho.cochin-dghs@gov.in](mailto:apho.cochin-dghs@gov.in), bb.ebrahim@cghs.nic.in

**Name of the committee : Condemnation Committee**

Composition : Dr. K.A. Shyamini, Port Health Officer, Dr. P.S. Ashraf, Dy. Port Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.

Date from which constituted : 2004

Terms / tenure : 5 years

**Power and functions :**

- To declare an item surplus or obsolete or unserviceable if the same is of no use to the Office.
- To give reason and record before declaring the item surplus or obsolete or unserviceable.
- To work out the book value, guiding price and reserved price, while disposing of the surplus goods.
- To prepare a report of stores for disposal to be prepared in Form GFR-17.
- In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.

Whether the meeting / minutes of the meeting / place of the meeting open to public : Yes

**Categories of Documents**

Category A : Nil

Category B – Keep :

1. Copy of Acts, Rules and Regulations administered by this CPIO.
2. The International Journal of Public Health.
3. Guidelines and Instructions issued by Higher Authorities.

Category C – 5 Years

1. Register of Health Clearance of Ships.
2. Register of Health Clearance of Ships Arriving from Yellow Fever Infected Area.
3. Register of Ship Sanitation Control / Control Exemption Certificates.
4. Register of Licence issued to Catering Establishments.
5. Register of Analysis of Imported Food Samples.
6. Register of Medicines Chest Certificates.
7. Register of Dead Body Clearance.
8. Certificates of Analysis of Imported Food Samples.

Category C – 3Years

1. Ship Sanitation Control / Control Exemption Certificates issued.
2. Licences to Catering Establishments in Port area.
3. Dead Body Clearance Certificates.
4. Certificates of Health Inspection.

Category C – 1 Year :

1. Maritime Declaration of Health
2. Radio Pratique Message from ships
3. Pratique granted File
4. General correspondence of quarantine matters

**Directory**

**Director General,**

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

**Directory of Officers and Employees**

<b>S. No.</b>	<b>Name and Designation</b>	<b>Telephone / E-mail Office</b>
1	Dr. K.A. Shyamini, Sr CMO(SAG) Port Health Officer	Phone : 0484 – 2666060

Fax : 0484 – 2666060

[shyamini.ka@gov.in](mailto:shyamini.ka@gov.in)

pho.cochin-dghs@gov.in

Phone : 0484 – 2666060

2 Dr. P.S. Ashraf, CMO(SAG)

Fax : 0484 2666060

Dy. Port Health Officer

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

pho.cochin-dghs@gov.in

Phone : 0484 2666060

3 Sri Joshi Balan, Field Worker

pho.cochin-dghs@gov.in

Phone : 0484 2666060

4 Sri M.T. Joshy, Chowkidar

pho.cochin-dghs@gov.in

### Monthly remuneration of Officers and Employees

Sl. No.	Name of the Post	Group	Scale of Pay	Sanctioned	In position	Vacant Post, since
1	Port Health Officer, Cochin	A	Level – 15	1	1	Nil
2	Dy.Port Health Officer	A	Level – 13	1	1	Nil
3	Airport Health Officer	A	Level – 13	1	1	Nil
4	Sanitary Inspector	B	Level – 7	2	Nil	1*

(27.12.2008)

5	U.D.C.	C	Level – 7	1	Nil	1*	(30.06.2015)
6	L.D.C.	C	Level – 7	2	1	1*	(31.01.2013)
7	Peon (MTS)	C	Level – 1	2	Nil	2*	
8	Field Worker	C	Level – 1	2	1	1*	(31.03.2005)
9	Rat catcher (MTS)	C	Level – 1	1	Nil	1*	(01.08.2006)
10	Chowkidar	C	Level – 1	2	1	1*	(28.11.2003)
11	Safaiwala	C	Level – 1	1	Nil	1*	(01.07.2004)

\* Following posts have been filled up by contractual staffs.

### **System of Compensation as provided in Regulation**

#### **1. *Ex gratia* lumpsum compensation**

**to families of Central Government**

### **Civilian employees who die in harness**

The families of Central Government Civilian employees, who die in harness in the performance of their bona fide official duties under various circumstances, shall be paid the following *ex gratia* lumpsum compensation.

1. Death occurring due to accidents in the course of performance off duties ..... ₹ 25 lakhs
2. Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc. .... ₹ 25 lakhs
3. Death occurring during (a) enemy action in international war or border skirmishes and (b) action against militants, terrorists, extremists, ect. .... ₹ 35 lakhs
4. Death occurring while on duty in the specified high altitude, inaccessible border posts, etc., on account of natural disasters, extreme weather conditions

..... ₹ 35 lakhs

The compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed do different kinds of risks in the performance of their duties.

### **Conditions governing payment of lumpsum compensation.\_**

1. The death of the employee concerned should have occurred in the actual performance of bona fide official duties. In other words, a casual connection should be established between the occurrence of death and Government service.
2. Even, if an employee had died in such circumstances that a medical report could not be secured, the nexus and casual connection with Government service would need be adequately established in determining the entitlements to the *ex gratia* lumpsum payment. All evidence (both direct and circumstantial) shall be taken into account and the benefit of reasonable doubt given to the claimant.
3. The *ex gratia* lumpsum compensation is not admissible if the death of the employees is due to accidents while travelling on duty commercial aircraft, national or private.





1. Dr P.S. Ashraf

Office Phone : 0484-2666060

Deputy Port Health Officer

Fax : 0484-2666060

Port Health Organisation

Willingdon Island, Cochin

E-mail : [ashraf.ps@gov.in](mailto:ashraf.ps@gov.in)

[pho.cochin-dghs@gov.in](mailto:pho.cochin-dghs@gov.in)

**The details of Central Public Information Officer of Airport Health Organisation, Cochin is as follows :**

**Appellate Authority**

Dr. K.P Hamzakoya

Office Phone : 0484-2610255

Airport Health Officer i/c

:0484 2611855

Nedumbassery

E-mail : [andakoyasag@gmail.com](mailto:andakoyasag@gmail.com)

Ernakulam

[apho.cochin-dghs@gov.in](mailto:apho.cochin-dghs@gov.in)

**Central Public Information Officer : Airport Health Organisation, Cochin**

**The details of Central Public Information Officer of Airport Health Organisation, Cochin is as follows :**

Dr. B.B Ebrahim

Office Phone : 0484 2611855

Dy. Airport Health Officer

Fax : 0484 2611855CIAL

Nedumbassery

b.ebrahim@cghs.nic.in

E-mail : [apho.cochin-dggs@gov.in](mailto:apho.cochin-dggs@gov.in)

## **Disciplinary action has been proposed/ taken**

### **Name of the Employees against whom Disciplinary action has been proposed / taken**

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

## **Transfer Policy and Orders**

### **Transfer policies and transfer orders**

Transfer policy of Medical Officers, Group B and few categories of Group C employees is as per the Transfer policy of DGHS, New Delhi.

[Transfer order of Dr. Raphael Teddy, CMO \(NFSG\) from CGHS, Trivandrum to APHO COCHIN](#)

[Transfer order of Sri A.K. Mitra, UDC from APHO, Kolkata to PHO COCHIN](#)

[Transfer order of Dr. P.S. Ashraf, CMO \(SAG\) from Indira Gandhi Hospital, Kavaratti to PHO COCHIN](#)

[Transfer order of Dr. Ebrahim B.B, CMO \(NFSG\), from CGHS, Trivandrum to APHO COCHIN](#)

[Transfer order of Dr. K.P Hamzakoya, CMO\(SAG\) from NCDC, Calicut to APHO COCHIN](#)

# E.Governance

## Language in which Information Manual/Handbook Available

- English : Yes
- Vernacular/ Local Language : Yes can be made available.

## When was the information Manual / Handbook last updated?

- Last date of Annual updation : 4th September 2019

## Information available in electronic form

- Details of information available in electronic form – on website of Port Health Organisation, Cochin

Data related to working of Port Health Organisation staff strength, budget, vacancies, quotations, contingency plan

- Name/ title of the document/record/ other information

Public Health emergency plan of Port Health Organisation

- Location where available

[www.porthalthorganisationcochin.org](http://www.porthalthorganisationcochin.org)

www.ihrpoe.co.in

### Particulars of facilities available to citizen for obtaining information

- **Name & location of the faculty** : Port Health Organisation, Indiragandi Road North end Willingdon Island, Cochin – 682009.
- **Details of information made available** : As per request
- **Working hours of the facility** : 09.00 AM to 05.30 PM. For RTI Queries 10.00 am to 03.00 pm
- **Contact person & contact details (Phone, fax email)** : Dy. Port Health Officer (CPIO), Port Health Organisation, Cochin. Phone No. 0484 2666060, E-mail : pho.cochin-dghs@gov.in

### Such other information as may be prescribed under section 4(i) (b)(xvii)

- **Grievance redressal mechanism** :

i) Grievances of the public is taken on every Wednesday after 3 pm. it is an open house and anybody having any complaints regarding the functioning of the office, behavior of the staffs or on any other matter related to Port Health Functions are undertaken. Complaints should be addressed to Dr. P.S. Ashraf, Dy. Port Health Officer, Port Health Organisation, Cochin by post or in person.

ii) Dr. K.A. Shyamini is the appellate authority and Dr. P.S. Ashraf is the Central Public Information Officer for Port Health Organisation, Cochin

iii) A Vishakha cell is functioning in the office under Port Health Officer being the Chairperson and Dr Dishna Vasanth and Neenu Johnson as members.

- **Details of applications received under RTI and information provided**

Sl. No.	Year	Establishment related	Appointment / Recruitment related	Office assets related	Office quarter accommodation related	Department's motor vehicle related	Contractual staff related	Vacancy related
1	2017	6	0	0	0	1	1	1
2	2018	8	2	0	0	1	1	4
3	2019	2	0	0	0	0	0	2
4	2020 till date	2	0	0	0	0	0	0

- List of completed schemes / projects / Programmes : NA
- List of schemes / projects / programme underway : NA
- Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

**i) KPR Security Services,**

Name of Contractor : K Padmarajan

Amount of Contract : Rs. 1400/- per person per month

Period of Contract : 1 year

**ii) Chanayil Enterprise and Neat Cleaning Services**

Name of Contractor : Unni C P

Amount of Contract : Rs. 1440/- per person per month

Period of Contract : 1 year

**iii) J J Tours**

Name of Contractor : Antony Jestas

Amount of Contract : Rs. 1400/- per day

Period of Contract : 1 year

**iV) Blueline Travels**

Name of Contractor : Jacob Basil

Amount of Contract : Rs. 1500/- per day

Period of Contract : 1 year

- Annual Report :
- Frequently Asked Question (FAQs) :
- Any other information such as

\* Citizen's Charter

\* Result Framework Document (RFD)

\* Six monthly reports on the

\* Performance against the benchmarks set in the Citizen's Charter

### **Receipt & Disposal of RTI applications & appeals**

- Details of applications received and disposed

Year	No. of Application received	No. of Applications disposed
2014		
2015		
2016		
2017	09	09
2018	11	11
2019	03	03
2020 till date	02	02

- Details of appeals received and orders issued



•

Year	No. of Appeals received	No. of orders issued
2014	NIL	NIL
2015	NIL	NIL
2016	NIL	NIL
2017	NIL	NIL
2018	NIL	NIL
2019	NIL	NIL
2020	NIL	NIL

### Replies to questions asked in the parliament

- Details of questions asked and replies given

Year	Details of Questions	Reply given
2011	Rajya Sabha Provisional Starred/unstarred Question Dy.No.S. 6184 for 20.12.2011 reg' Guidelines on Filling up of Backlog Vacancies	Yes
2012	1.Lok Sabha Starred Unstarred Question Dy.No.7358 for 02/12/2011 regarding employment of dependents of	Yes

deceased by Dr Bali Ram

2.Lok Sabha Unstarred question No.4749 for 4.5.2012 regarding “absenteeism Rate of Medical Workers”

3.Rajya Sabha Unstarred Question No. 3025 for 15.05.2012 regarding “CASES AGAINST STAFF AND OFFICERS” Yes

4.Rajya Sabha Secretariat Notice for Provisionally admitted Dy No. S4560 for 30.08.2012 by shri Praveen Rastrapal reg delay in grievance cases Yes

5.Rajya Sabha Unstarred Question No. U271for 13.03.2012 reg Reservation in promotion policy.

6.Rajya Sabha Unstarred Question No. 299 for 02.08.2012 reg sanctioned staff strength Yes

1.Rajya Sabha Unstarred Question No. 115 for 13.03.2011 regarding “Reservation in promotion policy”

2. Lok Sabha Starred / Unstarred Question Dy.No.6485 due for reply on 07/03/2013 asked by Sh.Nishikant Dubey, MP “ Welfare of Women ” Yes

3.Rajya Sabha Unstarred Question No.299 for 02/08/2011 regarding sanctioned staff strength filling up of assurances. Yes

4.Rajya Sabha Unstarred Question No.299 for 02/08/2011 regarding “ sanctioned staff strength fulfillment of assurance ”.

NIL

2013

Yes

NIL

NIL

Yes

NIL

Yes

Yes

2014

2015

2016

2017

Yes

1.Parliament Question regarding Promotion and demotion of SC & ST'S By Dr. Satyanarayan Jatiya

Yes

2. Rajya Sabha Provisionally Admitted Question Dy. No. S1365 for 20.12.2018 asked by Sh. Dharmapuri Srinivas regarding -“Review of Implementation of Central Schemes – inputs sought by NITI Aayog.

2018

3.Rajya Sabha Provisionally Admitted Starred Question Dy. No. S1365 for 20.12.2018 asked by Shri Dharmapuri Srinivas regarding “Review od Implementation of Central Schemes” – inputs sought by NITI Aayog.

Yes

4.Assurance given in Rajya Sabha Unstarred Question No. 928 for 18.12.2018 asked by Shri Ritabrata Banerjee regarding “Hiring of Consultants by the Ministry”

Yes

2019 1.Rajya Sabha Unstarred Question No. 108 raised by Dr. Vinay P. Sahasrabuddhe Member of Parliament, regarding “Inter-Development Litigations”. 2. Rajya Sabha Unstarred Question No. 103 raised by Sh. Javed Ali Khan Member

Yes

of Parliament, regarding "Litigation on Direction of Supreme Court".

2. Assurance in r/o Lok Sabha Unstarred Question No. 1965 answered on 28.07.2016 regarding Inter-Ministerial Litigation raised by Dr. Udit Raj, MP.

3. Rajya Sabha Unstarred Question No. 1189 for 02.07.2019 regarding "Vacancies in Health Sector" asked by Prof. M.V Rajeev Gowda, Hon'ble MP.

4. Assurance in r/o Lok Sabha Unstarred Question No. 1965 answered on 28.07.2016 regarding Inter-Ministerial Litigation raised by Dr. Udit Raj, MP. Yes

5. Assurance in respect of Lok Sabha Unstarred Question No. 3833 answered 09.08.2017 regarding 'Contempt Cases against Government' raised by Shri Tathagata Satpathy, M.P

6. Assurance in r/o Rajya Sabha Dy. question Q. No. U2603 for 23.07.2019 regarding – "Engagement of non – Governmental agencies / individuals to organise health awareness"- reg. Yes

7. Lok Sabha Unstarred Question Dy. No. 6892 for 24.07.2019 regarding Non – availability of suitable candidate – reg.

8. Rajya Sabha Unstarred Question No. 588 for 21.11.2019 on the "Ongoing litigation cases in courts" raised by Hon'ble Member Sh. Amar Patnaik. Yes

9. Provisionally Admitted Rajya Sabha Unstarred Question Dy. No. U1595 on the subject – "High expenses on Government Litigation" – raised by Hon'ble Member Sh. Amar Patnaik Y Yes

2020 to till date 1. Rajya Sabha Provisionally Admitted Question Diary No. S4405 for answer on 05.12.2019 regarding "Prosecution of Government employees asked by Shri Binoy Viswam". Yes

2. Assurance given in reply to Rajya Sabha admitted Unstarred Q. No. 2652 due for answer on 17.03.2020 regarding "Innovative measures undertaken by the Ministry" asked by Dr. Vinay P. Sahasrabuddhe, Hon'ble MP.

Yes

## Grievance Cell

Grievances of the public is taken on every Wednesday after 3 pm. it is an open house and anybody having any complaints regarding the functioning of the office, behavior of the staffs or on any other matter related to Port Health Functions are under taken. Complaints should be addressed to Dr. P.S. Ashraf, Dy. Port Health Officer, Port Health Organisation, Cochin by post or in person.

Dr. K.A. Shyamini is the appellate authority and Dr. P.S. Ashraf is the Central Public Information Officer for Port Health Organisation, Cochin

A Vishakha cell is functioning in the office under Port Health Officer being the Chairperson and Dr Dishna Vasant and Neenu Johnson as members.

Vigilance Awareness Week was being celebrated every year. Banners are displayed in the office and pledge taken by the Doctors and staffs of Port Health Organisation, Cochin

A Preventive Vigilance Committee is functioning with Dr. K.A. Shyamini, Port Health Officer, Dr. P.S. Ashraf, Dy. Port Health Officer and Dr. Raphael Teddy, Airport Health Officer as its members.



Vigilance Awareness Week 2019



Certificate

## Publicity Band Public Interface

### Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

– Arrangement for consultations with or representation by the members of the public

- - Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens – These rules, acts, forms and other documents are available. No citizens has come to access these till date. RTI queries and their requirements are either sent by post or E-mail.
- Arrangements for consultation with or representation by –
1. Members of the public in policy formulation/ policy implementation – policy formulation/ policy implementation are done by DGHS, New Delhi.
  2. Day & time allotted for visitors – can be done by prior appointment



3. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants – Available on the website of PHO, Cochin and [www.ihrpoe.co.in](http://www.ihrpoe.co.in)
- Public- private partnerships (PPP) – Not applicable in PHO, Cochin
  - Details of Special Purpose Vehicle (SPV), if any – NA
  - Detailed project reports (DPRs) – NA
  - Concession agreements. – NA
  - Operation and maintenance manuals – NA
  - Other documents generated as part of the implementation of the PPP – NA
  - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government
  - Information relating to outputs and outcomes
  - The process of the selection of the private sector party (concessionaire etc.) – NA
  - All payment made under the PPP project – NA

### **Details of policies / decisions, which affect public, informed to them**

– Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive.

- - Policy decisions/ legislations taken in the previous one year – No Policy decisions/ legislations is taken by PHO, Cochin. Done by DGHS/MOH&FW
  - Outline the Public consultation process – Not done in PHO, Cochin.
  - Outline the arrangement for consultation before formulation of policy – Not done in PHO, Cochin

### **Dissemination of information widely and in such form and manner which is easily accessible to the public**

- Use of the most effective means of communication
  - Internet (website) : [www.porthhealthcochin.org](http://www.porthhealthcochin.org) and [www.ihrpoe.co.in](http://www.ihrpoe.co.in)

### **Form of accessibility of information manual / handbook**

Information manual/handbook available in

- Electronic format – In CDs and pendrive if required and requested
- Printed format – Arrangement can be made as per requirements on payment.

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

List of materials available

- Free of cost
- At a reasonable cost of the medium – @ Rs. 2/- per page and the actual cost of pendrive/CD

## **Budget and Programme**

### **Budget Allocated**

1. **Total Budget Allocated to PHO, Cochin, APHO, Cochin, PHO, Mangalore and APHO, Mangalore.**
2. **Budget for each agency and plan & programmes**
3. **Proposed expenditures**
4. **Revised budget for each agency, if any**

Head	Year	Head	B.E	R.E	F.E	Expenditure
	2012-13	Non-Plan	80,00,000/-	75,00,000/-	63,00,000/-	62,04,968/-
	2013-14	Non-Plan	80,00,000/-	82,73,000/-	70,00,000/-	70,00,000/-
<b>Port / Airport Health Organisation, Cochin</b>	2014-15	Non-Plan	90,00,000/-	89,70,000/-	75,50,000/-	75,50,000/-
	2015-16	Non-Plan	1,10,48,000/-	91,50,000/-	81,50,000/-	81,50,000/-
<b>PHO, Cochin</b>	2016-17	Non-Plan	1,85,55,000/-	1,67,63,000/-	1,81,00,000/-	1,66,11,380/-
<b>APHO, Cochin</b>	2016-17	Plan	26,52,000/-	44,50,000/-	54,40,000/-	51,14,550/-
<b>PHO, Cochin</b>	2017-18	Non-Plan	2,39,40,000/-	2,52,40,000/-	2,07,02,000/-	2,06,85,862/-
<b>APHO, Cochin</b>	2017-18	Plan	69,70,000/-	78,85,000/-	55,25,000/-	55,16,800/-
<b>PHO, Cochin</b>	2018-19	—	2,60,50,000/-	2,04,70,000/-	1,87,70,000/-	1,83,68,810/-
<b>APHO, Cochin</b>	2018-19	—	2,00,90,000/-	1,88,70,000/-	1,54,40,000/-	1,44,01,474/-
<b>PHO, Mangalore</b>	2018-19	—	50,00,000/-	15,00,000/-	15,20,000/-	14,94,839/-
<b>APHO, Mangalore</b>	2018-19	—	5,00,000/-	5,00,000/-	5,20,000/-	4,97,115/-
<b>PHO, Cochin</b>	2019-20	—	2,15,00,000/-	2,22,60,000/-	1,85,00,859/-	1,84,97,558/-

<b>APHO, Cochin</b>	2019-20	---	2,08,75,000/-	2,32,30,000/-	1,89,37,124/-	1,88,43,624/-
<b>PHO, Mangalore</b>	2019-20	---	27,00,000/-	38,80,000/-	25,51,586/-	25,61,404/-
<b>APHO, Mangalore</b>	2019-20	---	70,50,000/-	27,00,000/-	21,05,017/-	19,60,852/-

5. Report on disbursements made and place where the related reports are available.

The report on disbursements made is available in PFMS portal.

### **Budget for Domestic Travel Expense**

#### **1. Budget for Foreign and Domestic Tour**

Financial Year	Organisation	Budget	Expenditure
2016-17	PHO, Cochin	4,45,000/-	4,39,503/-
	APHO, Cochin	1,00,000/-	75,764/-
2017-18	PHO, Cochin	4,50,000/-	2,29,829/-
	APHO, Cochin	2,00,000/-	1,33,521/-
2018-19	PHO, Cochin	5,00,000/-	1,33,481/-

2019-20	APHO, Cochin	2,50,000/-	90,334/-
	PHO, Cochin	3,00,000/-	2,23,729/-
	APHO, Cochin	2,50,000/-	1,60,018/-

## **2. Domestic Tours by HODs of PHO, Cochin**

2016-17				
PHO, Cochin	Places visited	The period of visit	The number of members in the official delegation	Expenditure on the visit
	1. Kerala - Review meeting of PHO and APO	11.04.2016 to 16.04.2016	1	Rs. 40,590/-
	2. Mangalore - Interview of SAC	07.06.2016 to 10.06.2016	4	Rs. 25,390/-
	3. Visakhapatnam - 3D Training (PHO)	17.08.2016 to 21.08.2016	1	Rs. 2,688/-
	4. New Delhi - Review meeting of PHO Cochin	21.11.2016 to 25.11.2016	1	Rs. 30,780/-
	5. Bhubaneswar - Review meeting	15.12.2016 to 16.12.2016	1	Rs. 30,770/-
	6. New Delhi - PHO Clearance certificate of POC Cochin vessel at Indian Ports	22.12.2016 to 26.12.2016	1	Rs. 55,515/-

2017-18				
PHO, Cochin	Places visited	The period of visit	The number of members in the official delegation	Expenditure on the visit
	1. Tiruchirappalli - Review meeting	1.09.2017 to 02.09.2017	1	Rs. 24,890/-
	2. Chennai - Training in PHO	25.08.2017 to 25.08.2017	2	Rs. 44,780/-
	3. Tiruchirappalli - Service book verification	31.08.2017	2	Rs. 1,876/-
	4. New Delhi - Review meeting	28.11.2017 to 31.12.2017	1	Rs. 26,020/-
	5. New Delhi - Central Superior Court	02.01.2018 to 06.01.2018	2	Rs. 88,880/-

2018-19				
PHO, Cochin	Places visited	The period of visit	The number of members in the official delegation	Expenditure on the visit
	1. Goa - Review Meeting (Dr K.A. Sivasankar, PHO)	22.06.2018 to 26.06.2018	1	Rs. 42,800/-
	2. Chennai - Training in Cochin (Dr K.A. Sivasankar, PHO)	05.08.2018 to 07.08.2018	1	Rs. 17,620/-
	3. Delhi - Residential program at NISM (Dr K.A. Sivasankar, PHO)	08.10.2018 to 15.10.2018	1	Rs. 12,400/-

2019-20				
PHO, Cochin	Places visited	The period of visit	The number of members in the official delegation	Expenditure on the visit
	1. New Mangalore - Meeting with APO New Mangalore (Dr P.S. Nair)	21.09.2019 to 21.09.2019	1	Rs. 29,038/-
	2. Chennai - PHO's meeting (Dr K.A. Sivasankar, PHO)	22.06.2019 to 20.06.2019	1	Rs. 28,680/-
	3. New Delhi - PHO's Meeting on coordinating by PHO (Dr K.A. Sivasankar, PHO)	17.08.2019 to 24.08.2019	1	Rs. 29,980/-
	4. New Delhi - PHO's meeting with special secretary on clearance of vessel (Dr K.A. Sivasankar, PHO)	12.08.2019 to 15.08.2019	1	Rs. 36,880/-
	6. New Delhi - Meeting on clearance of vessels (Dr K.A. Sivasankar, PHO)	27.11.2019	1	Rs. 17,200/-
	6. New Delhi - PHO Training (Dr K.A. Sivasankar, PHO)	16.12.2019 to 18.12.2019	1	Rs. 28,120/-
	7. Goa - Prevention Vigilance, in-consultation & RTI - Key to good governance	18.12.2019 to 22.12.2019	1	Rs. 7,860/-

- Information related to procurements

1. Notice/tender enquires, and corrigendam if any thereon,
2. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
3. The works contracts concluded – in any such combination of the above-and
4. The rate /rates and the total amount at which such procurement or works contract is to be executed.

### Manner of execution of subsidy programme

- Name of the programme of activity – N.A
- Objective of the programme – N.A
- Procedure to avail benefits – N.A
- Duration of the programme/ scheme – N.A
- Physical and financial targets of the programme – N.A
- Nature/ scale of subsidy /amount allotted – NIL
- Eligibility criteria for grant of subsidy – N.A
- Details of beneficiaries of subsidy programme (number, profile etc) – N.A

### Discretionary and non-discretionary grants

- Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions – NIL
- Annual accounts of all legal entities who are provided grants by public authorities – NIL

### Recipients of concessions, permits of authorizations granted by the public authority

- Concessions, permits or authorizations granted by public authority – N.A
- For each concessions, permit or authorization granted – N.A
  - Eligibility criteria – N.A
  - Procedure for getting the concession/ grant and/ or permits of authorizations permits or authorisations – N.A
  - Name and address of the recipients given concessions – N.A

- o Date of award of concessions /permits of authorizations – N.A

**CAG & PAC paras**

- o CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament – N.A

# AnnualReport

## ANNUAL REPORT

Sl. No.	Particulars of work	2014 April to 2015 March	2015 April to 2016 March	2016 April to 2017 March	2017 April to 2018 March	2018 April to 2019 March
1	No. of ship arrived	1406	1,428	1712		1702
2	No. of ships given Health Clearance	1406	1,428	1712		1702
3	No. of ships given free pratique	1349	1397	1664		1608
4	No. of ships given radio free Pratique	29	31	48		94
5	No of ships quarantined	Nil	Nil	Nil		0
6	No of ships issued sanitary Control Certificate	19	20	38		17
7	No. of ships issued Sanitary Control Exemption Certificate	118	121	115		113
8	No. of Ships issued Extension of existing Ship Sanitation Certificate	39	2	10		23
9	No. of Sanitary Inspection carried out in dock area	86	55	98		250



10	No. of yellow fever vaccination given	6884	6451	6394	5203
11	No. of water samples lifted	13	1	4	6
12	No. of Catering Establishments inspected and issued License.	Nil	Nil	N.A	0
13	No. of food samples lifted under FSSAI	Nil	Nil	N.A	0
14	No. of dead bodies given clearance	1	1	2	1
15	No. of entomological surveys undertaken	4	2	108	247
16	No. of medical chest inspected	44	42	52	56
17	No. of passengers screened	113865	89,751	126911	137669
18	No. of crews screened	53,523	44,183	64983	81404
19	No. of medical emergencies attended	3	28	11	17
20	No. of Ships from Rodent endemic areas Screened for Rodent	1406	1428	1712	1702
21	No. of Bells / tons of old clothing and woolen rags cleared	N.A	N.,A	N.A	0
22	No. of Bells / Tons of old clothing and woolen rags Fumigated	N.A	N.A	N.A	0

**INFORMATION AS MAY BE PRESCRIBED**

**Such other information as may be prescribed**

- **Name & details of**

**\* Current CPIOs & FAAs**

**Current CPIO**

Dr. P.S. Ashraf,  
Dy. Port Health Officer,  
Port Health Organisation,  
Willingdon island,  
Cochin – 682009.  
Phone No. 0484 2666060  
E-mail : pho.cochin-dghs@gov.in

**CURRENT FAA**

Dr. K.A. Shyamini,  
Port Health Officer,  
Port Health Organisation,  
Willingdon island,  
Cochin – 682009.  
Phone No. 0484 2666060  
E-mail : pho.cochin-dghs@gov.in

**\* Earlier CPIO & FAAs from 1.1.2015**

**PREVIOUS CPIO**

Dr. P.S. Ashraf,  
Dy. Port Health Officer,  
Port Health Organisation,  
Willingdon island,

Cochin – 682009.  
Phone No. 0484 2666060  
E-mail : pho.cochin-dghs@gov.in

### **PREVIOUS FAA**

Dr. K.A. Shyamini,  
Port Health Officer,  
Port Health Organisaition,  
Willingdon island,  
Cochin – 682009.  
Phone No. 0484 2666060  
E-mail : pho.cochin-dghs@gov.in

- **Details of third party audit of voluntary disclosure**

\* Dates of audit carried out : NIL. Have requested DGHS for the same

\* Report of the audit carried out : NA

- **Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD**

\* Date of appointment : NIL

\* Name & Designation of the officers : NA

- **Consultancy committee of key stake holders for advice on suo-motu disclosure**

\* Dates from which constituted : 1st August 2012

\* Name & Designation of the officers :

26649. i) Dr. K.A. Shyamini,  
Port Health Officer,  
Port Health Organisation,  
Willingdon island,  
Cochin – 682009.  
Phone No. 0484 2666060  
E-mail : pho.cochin-dghs@gov.in

26650. ii) Dr. P.S. Ashraf,  
Port Health Officer,  
Port Health Organisation,  
Willingdon island,  
Cochin – 682009.  
Phone No. 0484 2666060  
E-mail : pho.cochin-dghs@gov.in

iii) Dr. Raphael Teddy,  
Airport Health Officer,  
Airport Health Organisation,  
CIAL, Nedumbassery  
Phone : 0484 2611855  
E-mail : apho.cochin-dghs@gov.in

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

\* Dates from which constituted : 1st August 2012

\* Name & Designation of the Officers:

26649. i) Dr. K.A. Shyamini,  
Port Health Officer,

Port Health Organisaition,  
Willingdon island,  
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E-mail : apho.cochin-dghs@gov.in

### **INFORMATION DISCLOSED ON OWN INITIATIVE**

#### **Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**

**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)**

- Whether STQC certification obtained and its validity. : No
- Does the website show the certificate on the Website? : No

# SERVICES

## VACCINATION AGAINST YELLOW FEVER

### Instructions for Yellow Fever Vaccination

Port health Organisation is one of the authorised Yellow Fever Vaccination centre in Kerala the other being Airport Health Organisation, CIAL, Nedumbassery authorized by Ministry of Health & Family Welfare to provide Yellow Fever Vaccination for passengers travelling to Yellow Fever affected countries in Africa and South America.

Yellow fever vaccination is given on demand at a nominal charge of Rs.300/- on Wednesdays and Fridays. **For registration passengers should come by 9.30 AM** at Port Health Organisation, Willingdon Island, Next to MMD & Opposite Cochin Customs House, Cochin. Phone No. 0484 2666060. **vaccination will start after 12 PM.**

Yellow fever vaccination is given on demand at a nominal charge of Rs.300/- on Tuesdays and Thursdays between 9.30 AM to 1.00 PM at Airport Health Organisation, CIAL, Ist Floor, CHA Building, Nedumbassery, Ernakulam. Phone No. 0484 2610255.

Port Health Organisation, Cochin is located in Willingdon Island. The Office is located in the north end of the island opposite Customs House and next to Mercantile Marine Department (MMD).

Passengers for Yellow Fever Vaccination are to report to vaccination centre positively before 9.30 AM along with Passport / photocopy of the Passport. After reaching the centre please register your name in the registration register and fill up the Consent Form for vaccination. The vaccination will start after 12 PM.

**Any number of different types of live vaccines can be given within a time frame of 24 hours.** However in case, 24 hours have already passed since the administration of first live vaccine (e.g. MMR), a different type of live vaccine (e.g. yellow fever) should be given after 4 weeks. This is based on the scientific studies which have shown reduced immune response when two different types of live vaccines are given at a gap of more than 24 hours but less than 4 weeks. However, a second live vaccine which is of the same type as the first one can be given, with in 24 hours, without affecting immunogenicity.

**In case a person gets vaccinated from private agency, he or she should be revaccinated from authorized YFV centre, for provision of yellow fever vaccine certificate. This revaccination can be done anytime irrespective of time elapsed since last vaccinated**

**A waiting period of 30 minutes post immunization to monitor adverse reaction is recommended**

### **Yellow Fever Vaccination Card**

**INTERNATIONAL CERTIFICATE OF VACCINATION OR REVACCINATION AGAINST YELLOW FEVER**  
This is to certify that (Name) \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Nationality \_\_\_\_\_  
whose signature follows \_\_\_\_\_

Has at the date indicated been vaccinated or received prophylaxis against yellow fever:

Date	Vaccine or Prophylaxis	Signature and Professional status of vaccinating clinician	Manufacturer and batch no. of vaccine or prophylaxis	Certificate valid From _____ To _____	Official stamp of vaccinating centre. Carry official do. where valid
	YELLOW FEVER				

### **CONTRAINDICATION OF YELLOW FEVER VACCINATION**

**MEDICAL CONDITIONS WHERE YELLOW FEVER VACCINATION IS CONTRAINDICATED (where exemption certificate can be issued) are:**

- Children aged less than 9 months (or between one year during an epidemic, where the risk of disease is higher than an adverse event of the vaccine);
- Breast feeding mothers
- Pregnant women – (**except** during a yellow fever outbreak when the risk of infection is high) and risk of disease is higher than adverse effect of vaccine
- People with severe allergies to egg protein; and
- People with severe immunodeficiency due to symptomatic HIV/AIDS or other causes, or in the presence of a thymus disorder.
- Persons above 60 years of age.

### **Standard Operating Procedure for Yellow Fever Vaccination Exemption Certificate**

Travelers, particularly those arriving to India from Africa or Latin America (those from Yellow fever endemic countries) must have a certificate of yellow fever vaccination. If there are medical grounds for not getting vaccinated, International Health Regulations state that this must be certified by the appropriate authorities. Persons carrying exemption certificates will be quarantined on arrival for 6 days or less depending on departure from Yellow Fever endemic countries .

### **Procedure to be followed:**

- The exemption certificate can be issued only by the Medical officer of the Designated Yellow fever vaccination center. (charges for issue of an exemption certificate will be the same as that for YF vaccination)
- Every person who wants to get an Exemption certificate has to submit a certificate from the treating doctor/specialist about the medical condition/criteria (as mentioned above) on the basis of which the exemption certificate can be issued.
- This certificate from the treating doctor/specialist about the medical condition/criteria will form the basis of issuing the Exemption certificate. The certificate must also bear the official stamp of the administering centre; however, this shall not be an accepted substitute for the signature.
- The Medical officer/authorized health person shall inform such persons of any risk associated with non-vaccination and with the non-use of prophylaxis in accordance with paragraph 4 of Article 23.



- **It should informed clearly to the concerned person that such an exemption certificate will not give him immunity from the quarantine and also that the concern person can be put under quarantine as per the rules of the visiting country (including India)**

### **Validity of the Certificate**

A Yellow Fever Vaccination Exemption Certificate will only be considered valid if issued by a Government Identified Yellow Fever Vaccination Center, bearing the Signature of the Medical Officer and the stamp of the Yellow Fever Vaccination Center.

The validity of the certificate starts after the 10th day of the vaccination to the life of the person vaccinated.

### **INFORMATION TO PHO, COCHIN ABOUT POSSIBLE SIDE EFFECTS**

The passengers who have taken the Yellow Fever Vaccination are also requested to inform the Port Health Organisation Cochin about serious/ life threatening side effects, if any, they had within 1 month of the vaccination in writing to Port Health Officer at the following E-mail ID – [pho.cochin-dghs@gov.in](mailto:pho.cochin-dghs@gov.in) or by phone 0484 2666060. The side effects includes continues fever/ pain or lump at the site of injection, allergy, breathlessness, asthma, itching at the site of injection or severe anaphylactic reaction following the vaccination.

### **ISSUE OF DUPLICATE YELLOW FEVER VACCINATION CARD**

Duplicate Yellow Fever Vaccination card is issued to persons who have lost their Yellow Fever card on production of

1. FIR in original
2. Passport
3. Photocopy of the Original Yellow Fever Card issued ( if in possession )
4. Request letter addressed to Port Health Officer.

### **CLARIFICATION REGARDING LIFE LONG VALIDITY OF YELLOW FEVER VACCINATION**

Dr. Sujeev K. Singh  
Deputy Director General (D.D.G.)



GOVERNMENT OF INDIA  
DEPARTMENT OF HEALTH & FAMILY WELFARE  
MINISTRY OF HEALTH & FAMILY WELFARE  
NEW DELHI

No. L-11025002/PH/10

Ref: No. 30-10-112

To,

WHO Representative to India  
New Delhi

Subject - Requirement of Yellow Fever Vaccine Booster Dose for passengers travelling to/from  
Eastern Countries regarding.

The matter pertains to the current WHO recommendation related to the time validity after  
single dose of yellow fever vaccination.

In this regard, Technical Material was provided by WHO, which was examined by a  
Technical Committee, under the Chairmanship of D.D.G., It was agreed upon that a Single Dose of  
Yellow Fever Vaccine provides lifelong immunity and no Booster Dose is required after 10 years, to  
maintain immunity (with special consideration for groups such as pregnant and lactating women,  
HIV and immunocompromised individuals).

This has been approved by the Ministry of Health and Family Welfare.

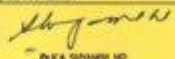
Yours faithfully,  
(Dr. Sujeev Singh)

CC: To add Annex/PH/10/PH/10 in the heading.

## VACCINATION AGAINST POLIO

Passengers going to Kenya, Nigeria, Ethiopia, Syria, Somalia, Afghanistan and Pakistan should take Polio Vaccination along with Yellow Fever Vaccination. Passengers should inform the Registration Clerk about the countries they intend to visit. PHO, Cochin has made arrangement for Oral Polio Vaccination to be given along with Yellow Fever Vaccination. The passengers are required to take the Oral Polio Vaccination 4 weeks prior to visiting the Polio affected countries. The Oral Polio Vaccine is valid for 1 Year.

OTHER VACCINATIONS / AUTRES VACCINATIONS

Date	Name of vaccine Nom de vaccin	Date	Physician's signature Signature du médecin
24 OCT 2017	OPV 100% DIPLOFARMA INDONESIA B. No. Rev. 158452 (valid for 1 year)	6	 Dr. K.A. SPANER MD Port Health Officer Port Health Organization, Cruise DEPA, Sect. 02 pilot

## LIST OF YELLOW FEVER ENDEMIC COUNTRIES

Updated List of Yellow Fever Endemic Countries by WHO

1. Angola	23. Nigeria
2. Benin	24. Rwanda
3. Burkina Faso	25. Senegal
4. Burundi	26. Sierra Leone
5. Cameroon	27. Sudan
6. Central African Republic	28. South Sudan
7. Chad	29. Togo
8. Congo	30. Uganda
9. Cote d'Ivoire	31. Argentina
10. Democratic Republic of Congo	32. Bolivia
11. Equatorial Guinea	33. Brazil
12. Ethiopia	34. Columbia
13. Gabon	35. Ecuador
14. Gambia	36. French Guyana
15. Ghana	37. Guyana
16. Guinea	38. Panama
17. Guinea-Bissau	39. Paraguay
18. Kenya	40. Peru
19. Liberia	41. Suriname
20. Mali	42. Trinidad and Tobago
21. Mauritania	43. Venezuela
22. Niger	

## LIST OF YELLOW FEVER VACCINATION CENTERS IN INDIA

S. No.	PORT HEALTH ORGANISATIONS / APHOs	Address	Officer Incharge	Date and Timing of Yellow Fever Vaccine	Contact Detail
1	AIRPORT HEALTH ORGANISATION,	Airport Health Organization, New Building, Mahipalpur, New Delhi	Dr. Tarun, Airport Health Officer	Monday, Tuesday, Thursday & Friday 2:00 PM – 4:00 PM	011-25655081(O) 011-2565079 (F)
2	PORT HEALTH ORGANISATION, Chennai	Port Health Organisation, Salai, 600001	Rajaji Chennai- Dr. S. Senthil Nathan, Port Health Officer	Monday & Wednesday	044-25260038 (O) 044-25243939 (O)
3	PORT HEALTH ORGANISATION, Cochin	Port Health Organisation Willingdon Island Cochin-682009	Dr. K.A. Shyamini, Port Health Officer	Wednesday & Friday 10 AM – 1 PM	044-25225858 (F) 0484-2666060 (O)
4	PORT HEALTH ORGANISATION,	Port Health Organization	Dr. Gayen, Port Health Officer	Monday & Thursday	0484-2666060 (F) 0891-2562681 (O)

	Visakhapatnam	Port Area, Visakhapatnam-35		10AM-1.30 PM	0891-2562681 (F)
		Port Health Organization			02839-270220 (O)
5	PORT HEALTH ORGANISATION, Kandla	Kandla Port, New Kandla Kutch District – 370210	Dr. M. Prajapati, Port Health Officer	Thursday	02839-270189 (F)
6	PORT HEALTH ORGANISATION, Kolkata	Port Health Organization Marine House, Kolkata-700022	Dr. M Bag, Port Health Officer	Monday, Wednesday & Friday	033-22230904 (O)
7	AIRPORT HEALTH ORGANISATION, Kolkata	Airport Health Organization NSCBI Airport, Kolkata-700052	Dr. Kundu, Airport Health Officer	Tuesday & Thursday	033-22230435 (F)
				12.00-2.30PM	033-25119044 (O)
8	AIRPORT HEALTH ORGANISATION, Mumbai	Airport Health Organization C.S.I. Airport, Next to Ambassador Sky Chef, Sahar, Mumbai-400099	Dr. Dan, Airport Health Officer	Monday ,Tuesday, Wednesday, Thursday & Friday, Registration :	033-25119370 (F)
				10.00 AM – 11.00 AM	022-28392302 (O)
9	PORT HEALTH ORGANISATION, Marmagoa	Port Health Organisation	Dr. Mangesh Patil, Port Health Officer	Vaccination timings 11.00 -12.00 PM Thursday 9.00AM – 12.00	022-28322353 (O)
					0832-2520292 (O)

		Marmagoa Harbour, Goa-403803			0832-2520292 (F)
10	PORT HEALTH ORGANISATION, Mumbai	Seamen's Medical Examination Organisation & Yellow Fever Vaccination Center, Nav Bhavan Building, Ramji Bhai Kamani Marg, Ballard Estate, Mumbai-400001	Dr. Deepak Sule, Port Health Officer	Monday ,Tuesday, Wednesday, Thursday & Friday, Wednesday only for Seamen 10AM - 12.30PM	022-22020027 (O) 022-22612256 (O) 022-22020814 (F)
11	General Hospital, Gandhinagar, Gujarat	Oppt. S.T. Depot, Sector No. 12, Gandhinagar, Gujarat	Dr. B. B. Patel, Medical Superintendent	Monday 9.00 AM- 12.00	079-23221931-32(O) 079-23221913 (O)
12	Bhavsinhji (General) Hospital, Porbandar	Near Railway Station, Porbandar, Gujarat	Dr. Bipin Nayak Chief District Medical Officer cum Civil Surgeon	Thursday 9:30 AM – 12:30 PM	079-2322733 (F) 0286-2242910 (O) 0286-242910 (F)
13	Armed Force Clinic, New Delhi	Dalhousie Road, New Delhi-110011	Mr. Rajeev Mehra, Lt. Col, OIC Medical Stores	Monday – Friday 09:00 AM –	011-23019405 (O)

				05:00PM	011-23792356 (F) 079-25390651 (O)
14	A.M.C., Health E.P.I. Department, Ahmedabad	Yellow Fever Vaccination Center, Sardar Patel Bhavan, Ahmedabad Municipal Corporation Head Office, Ground Floor, Danapith, Ahmedabad-1	Dr. Amit Begda	Tuesday & Thursday  11:00 AM – 5:00 PM	079-25390651 (F)  079-2539811
					Extn.- 698, 671
15	Public Health Lab Building, Delhi	Near Gate 3, Vidhan Sabha Metro Station, Opp. Civil Lines Police Station, Alipur Road, Delhi	Dr. Ompal Singh	Monday & Friday  10:00 AM – 12:00	011-23972058 (O)
					0832-2225668 (O)
16	Urban Health Centre, Panaji	Urban Health Centre, Behind National Theatre Panaji, Goa	Dr. Mangala Tamba Health Officer	Every 2nd & 4th  Wednesday of month  09:00 AM – 1:00 PM	0832-2225646 (O)  0832-2225561 (F)  0832-2225538 (F)

17	Public Health Institute, Bengalure	Joint Director (Labs), Public Health Institute, Sheshadri Road, Opp. S.J. Polytechnic, Bengalure-560001	Chemical Examiner	Wednesday 10:30 AM – 12:00	080-22210248 (O) 080-22213824 (O) 080-22277389 (F)
18	Dr. RML Hospital, New Delhi	Yellow Fever Vaccination Centre, Room No. 2, Old College of Nursing, RML Hospital, New Delhi-110001	Dr. Smita Roy, Chief Medical Officer Dr. P.K. Das Chief Medical Officer (SAG)	Wednesday – 10 AM – 11.30 AM Saturday 9.30 AM – 11.00 AM	011-23404286 (O) 011-23404820 (O)
19	All India Institute of Hygiene and Public Health (AIIPH&PH), Kolkata	Department of Microbiology All India Institute Of Hygiene & Public Health Bidhannagar Campus 27 & 27B J.C. Block, Sector III Salt Lake-700098 (Near Tank No.14) Kolkata	Dr. Chatopadhyaya	Friday 11:00 AM- 01:00 PM	033-22412888 (O) 033-22418717 (F)
20	Treatment Centre, Central Research Institute, Kasauli	Treatment Centre, Central Research Institute, Kasauli, Himachal Pradesh-173204	Dr. Santosh Kutty, CMO(SAG)	Monday & Thursday 2:00 PM – 4:00 PM	01792-272538 (O) 01792-273209 (O) 01792-272016 (F)



21	Health Department, International Inoculation Centre, New Delhi	International Inoculation Centre, Near St. Thomas School, Mandir Marg, New Delhi-110001	Dr. Shakuntala Srivastav, I/C	Wednesday & Friday  2:00 PM – 4:00 PM	011-23362284 (O)  011-23742752 (F)
22	Commandant, Base Hospital, Delhi	Commandant, Base Hospital, Delhi Cantt., Delhi-10	Col. Amita Chaturvedi  Lt. Col. Smita Moudgil	Monday-Friday  08:00AM – 01:00PM	011-23337008 (O)  044-22501520 (O)
23	King Institute of Preventive Medicine and Research, Chennai	King Institute of Preventive Medicine and Research, Guindy, Chennai-600032	Dr. Sasikala Rajkumar, Deputy Director	Friday  10:00 AM – 1:00 PM	044-22501521 (O)  044-22501263 (F)
24	Balrampur Hospital, Lucknow	Gola Ganj, Lucknow (U.P.)	Dr. Vishnu Lal, Sr. Consultant	Thursday  8:00 AM – 1:00 PM	0522-2629949 (F)
25	Institute of Preventive Medicine, Public Health Labs and Food (Health) Admn	Public Health Labs and Food (Health) Admn., Narayanaguda, Hyderabad-29	Dr. G. Sampath , Deputy Civil Surgeon	Tuesday and Friday  09:00 AM – 02:00 PM	040-27557728 (O)  040-27567894 (F)
26	Guru Gobind Singh Govt. Hospital, Gujarat	Pandit Nehru Marg Jamnagar- 361008, Gujarat	Dr. P.M. Gosai, RMO	Monday and Thursday	0288-2554629 (O)

				03:00PM – 05:00PM	0288-2679592 (F)
				Daily only for serving	022-22152080 (O)
27	Station Health Organisation (Navy), Colaba	Station Health Organisation (Navy), Old Navy Nagar, Mumbai-400005	Dr. Rajesh Batllish	persons	022-22152080 (F)
				09:00AM – 1:00PM*	022-22152080 (F)
28	B.J. Govt. Medical College (BJMC), Pune	Jai Prakash Narayan Road, Near Pune Railway Station, Pune, Maharashtra 411001	PSM Deptt. H.O.D. – Dr. Gokhale, Dr. Shelke	Every Monday	020- 26126010 (O)
29	Community Health Centre, Moti Daman	Fort Area, Moti Daman, Daman Union Territory – 396 210	Dr. Sangeeta Joshi	1st and 3rd Tuesday of Every Month (9:30 AM to 12:30 PM)	+(91)-260- 2230847 (O)
30	Community Health Centre, Ghoghla, Diu	Community Health Center, Ghoghla, Diu(U.T.)  Vaccination Center No.50	Dr. Sahoo	1st and 3rd Tuesday of Every Month (9:30 AM to 12:30 PM)	02875 252 244 (O)
31	Grant Medical College & Sir J. J.Groups of Hospital, Byculla, Mumbai – 400 008.	OPD Building, J J Marg, Nagpada-Mumbai Central, Off Jijabhoy Road,  Mumbai – 400008	Dr. Lalit Sankhe, Associate Professor, Community Medicine	Monday to Friday  9:00AM – 12:00 Noon	022-23735555  ( Ext: 2309/2414)
32	AIIMS,	Patrapada, Chotaraypur,	Dr. Pragya, Dr.	Every Monday	<b>0674 – 2476789</b>

	Bhubaneswar	Dumduma, Bhubaneswar, Odisha – 751019	Vikas Bhatia	9 AM to 1 PM	
33	Civil Hospital, Surat	Jay Prakash Narayan Marg, Majura Gate, Surat- 395002	Dr. Vadel, Medical Superintendent	Every Thursday 10:00AM- 2:00Noon	0261 224 4985 (O)
34	Urban Health Centre, Margao, Goa **	Padre Miranda Rd, Pajifond, Margao, Goa 403601	Dr. Martina Fernandes	Every Friday 9:00 A.M. to 12:00 P.M.	0832-2426495 (O)
35	PORT HEALTH ORGANISATION Tuticorin	Port Health Officer, Port Health Organization No. B-20, World Trade Avenue, New Harbour, Tuticorin-628004 Tamil Nadu	Dr. P. Poornima	Every Tuesday, 11:00 A.M. to 01:00 P.M.	0461-2353341 (O) 0461- 2353314 (F)
36	AIRPORT HEALTH ORGANISATION Cochin	Airport Health Officer, Airport Health Organization Cochin International Airport Ltd. Nedumbassery, Cochin-683111	Dr. Raphel Teddy	Tuesday and Thursday (excluding public holidays)	0484-2610255(O)
37	District Hospital, Raipur	Janta Colony, Raipur, Chhattisgarh 492001	Dr. V. R. Bhagat	09:30AM – 11:30AM 2nd Wednesday of Every Month (9AM – 1PM)	077140 44108 (O)
38	AIIMS Raipur	GE Road, Area 31, Raipur, Chhattisgarh 492010	Dr. Anjan giri		077125 73777 (O)
39	AIIMS Bhopal	Immunization Clinic, Building, AIIMS	Hospital Dr. Sanjeev Kumar	Wednesday 09:00AM- 1:00PM	0755 290 2607 (O)

Bhopal, Saket Nagar, Bhopal,  
Madhya Pradesh, India,

Pin: 462 020

40	AIIMS Patna	Phulwari Sharif, Patna, Bihar 801505	Dr. N K Sinha		0612-2452923 (O)
41	Family Welfare Regional Training Centre, Mumbai	332, S.V.P. Road, Khetwadi, Mumbai, Maharashtra 400004	Dr. N. R. K. Behera	Monday and Friday 2:00 PM to 4:00 PM	022- 23881724(O)

\* Contact the centre before visiting vaccination centre.

## VACANCIES

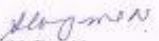
**SELECTED CANDIDATES FOR THE 3 POSTS OF FIELD WORKER (UNRESERVED)**

**Rank List of UR candidates as per the written test**


1. Neenu Johnson
2. Adira Mary V J
3. Anusree Sudheer

**Waiting List**

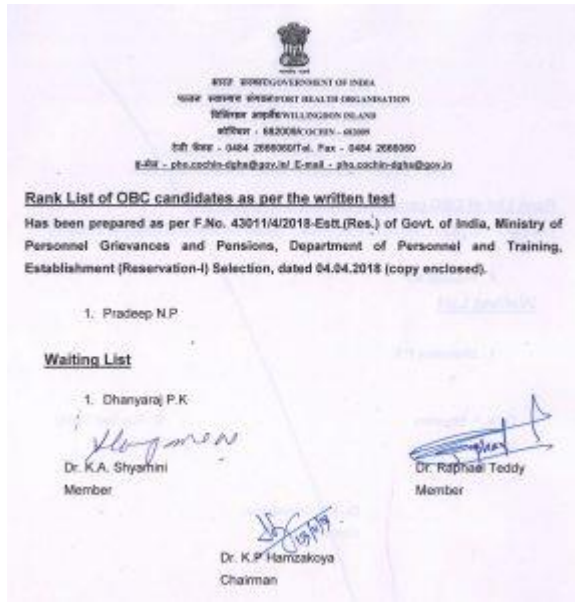
1. Chinna N.R
2. Devraj K.R
3. Lal Krishna O

  
Dr. K.A. Sreyahini  
Member

  
Dr. Rajesh Teddy  
Member

  
Dr. K.P. Harizakoya  
Chairman

**SELECTED CANDIDATES FOR THE 1 POSTS OF FIELD WORKER (OBC)**



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**RANK LIST FOR THE POST OF FIELD WORKER Examination Conducted on 18.11.2019**

**COCHRAN UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
INTERNATIONAL, PROFESSIONAL AND ACADEMIC ADMISSIONS

**Roll Number Wise List of Candidates Who Appeared for the  
Written Test for the Recruitment of Field Worker in Nepal  
Health Department**

Sl. No.	Roll No.	CANDIDATE/NAME	MARKS
1	1	SAHIL K.C.	25
2	2	SHARDA PRAKASHA K.C.	33
3	3	ANAND K.C.	37
4	4	ANAND K.C.	39
5	5	ANAND K.C.	43
6	6	ANAND K.C.	45
7	7	ANAND K.C.	49
8	8	ANAND K.C.	53
9	9	ANAND K.C.	57
10	10	ANAND K.C.	61
11	11	ANAND K.C.	65
12	12	ANAND K.C.	69
13	13	ANAND K.C.	73
14	14	ANAND K.C.	77
15	15	ANAND K.C.	81
16	16	ANAND K.C.	85
17	17	ANAND K.C.	89
18	18	ANAND K.C.	93
19	19	ANAND K.C.	97
20	20	ANAND K.C.	101
21	21	ANAND K.C.	105
22	22	ANAND K.C.	109
23	23	ANAND K.C.	113
24	24	ANAND K.C.	117
25	25	ANAND K.C.	121

Roll No  
1814 2019



**DR. B. K. SHARDA**  
DIRECTOR  
NSAA 2019

**ANSWER KEY FOR THE POST OF FIELD WORKER Examination Conducted on 18.11.2019**

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**ANSWER KEY FOR THE POST OF FIELD WORKERS**

Q. NO.	ANS.	Q. NO.	ANS.	Q. NO.	ANS.
1	A	41	B	81	B
2	B	42	C	82	B
3	B	43	B	83	B
4	B	44	B	84	B
5	B	45	B	85	B
6	B	46	B	86	B
7	B	47	B	87	B
8	B	48	B	88	B
9	B	49	B	89	B
10	B	50	B	90	B
11	B	51	B	91	B
12	B	52	B	92	B
13	B	53	B	93	B
14	B	54	B	94	B
15	B	55	B	95	B
16	B	56	B	96	B
17	B	57	B	97	B
18	B	58	B	98	B
19	B	59	B	99	B
20	B	60	B	100	B
21	B	61	B	101	B
22	B	62	B	102	B
23	B	63	B	103	B
24	B	64	B	104	B
25	B	65	B	105	B
26	B	66	B	106	B
27	B	67	B	107	B
28	B	68	B	108	B
29	B	69	B	109	B
30	B	70	B	110	B
31	B	71	B	111	B
32	B	72	B	112	B
33	B	73	B	113	B
34	B	74	B	114	B
35	B	75	B	115	B
36	B	76	B	116	B
37	B	77	B	117	B
38	B	78	B	118	B
39	B	79	B	119	B
40	B	80	B	120	B

DIRECTOR (B&E)

## Port Health Organisation, Cochin

Filling up of the posts of **Field Workers** at Airport Health Organisation, Cochin as per the **advertisement on news paper on 30.01.2018**

### Information to Candidates

Office of Port Health Organisation, Cochin has decided to conduct written examination for the 4 posts of Field Worker in Airport Health Organisation, Cochin

**Admit Card have been sent to candidates qualifying for the written examination.**



**Venue of Examination :** Port Health Organisation, Indira Gandhi Road,  
North end, Opposite Customs House,  
Willingdon Island, Cochin – 682009.

Phone No. : 0484 2666060

**Date :** 18<sup>th</sup> November 2019

**Reporting time :** 09.30 am

Location map of Port Health Organisation, Cochin

<https://www.google.com/maps/place/Port+Health+Organisation/@9.9689345,76.2576813,17z/data=!3m1!4b1!4m5!3m4!1s0x3b086d4d7d9792d7:0x6dd21bb45da6bc41!8m2!3d9.9689345!4d76.25987>

### **INSTRUCTIONS TO THE CANDIDATES**

1. Admission to the Test is purely provisional and will not confer any claim. Candidates not fulfilling the minimum eligibility criteria notified shall not appear for the examination.
2. The Written Test is of **one and half hour (90 minutes) duration** having **100 Objective type questions (OMR valuation)**.
3. For every correct answer 1 (one) mark will be awarded. **No marks shall be deducted for incorrect answers.**
4. Each question will have four suggested options as (a), (b), (c) & (d). The correct option will have to be selected and bubbled on the answer sheet. Use only a ball point pen (black/blue ink) to bubble the answer. If more than one option is marked / bubbled for any Question that answer will be treated as incorrect. Erasing, overwriting, partial marking etc. are not permitted. Such marking shall also be treated as incorrect answer
5. Answer keys will be published in in the website <http://www.porthhealthcochin.org/vacancies/>. Objections, if any about the answer keys / questions / examination etc. may be sent to **pho.cochin-dghs@gov.in** before 05.00 pm, 19.11.2019 (Tuesday).
6. The candidate should report at the venue of the Test with Admission Ticket **half an hour before the commencement of the Test** for verification of identity. No candidate will be admitted for the Test without producing the Admission Ticket. The candidate shall also produce a photo affixed identity proof such as Driving license / Voters ID / Passport / School ID / College ID / University ID / PAN Card / Aadhaar Card IN ORIGINAL to prove his / her identity.

7. No candidate will be admitted to the examination hall after the commencement of the Test. The candidate must remain in his / her seat till the answer sheets are collected by the invigilator at the end of the test. The candidates will not be permitted to leave the hall until the Test is over.
  8. Candidates are prohibited from bringing into the examination hall any book or portion of a book, manuscript paper or any electronic equipment such as calculator, mobile phone, wireless set etc. and from communicating with any person inside or outside the examination hall. Copying or other unfair practice by the candidate is prohibited. **Violation of this instruction shall entail cancellation of candidature and candidate should not be allowed to appear for the test.**
  9. Write your Roll Number on the OMR Answer Sheet exactly as given in the Admission Ticket only at the space provided for the purpose.
  10. When the candidate receives the question booklet he / she shall darken the appropriate bubbles provided in the OMR Answer Sheet (basic data part) before answering the questions.
  11. The OMR Answer Sheet should be surrendered to the invigilator before leaving the examination hall. The candidate can keep the carbonless copy of the OMR.
  12. Candidate may use blank sheet provided with the question booklet for rough work / calculations, etc. Do not use the OMR Answer Sheet for this purpose.
  13. If the candidate fails to observe any of the above instructions or display improper conduct his / her answer sheet will not be valued.
  14. **Securing Rank in the written test does not confirm selection / appointment to the post. Candidates appointed after fulfilling the required procedure / direction given by the Ministry of Health and Family Welfare, Government of India will be intimated through registered post.**
- 

**APPLICATION ARE INVITED FOR THE POST OF FIELD WORKER at Airport Health Organisation, Cochin as per Instruction given below : The last date of receipt of application is 19 February 2018.**

**Instructions for the candidate applying for the post of Field Worker**

1. Name of the post : FIELD WORKER

2. No. of posts : 4 Nos.

**Unreserved – 03 posts,  
OBC – 01 post**

3. Qualification :

- i) Matriculation or equivalent
- ii) Minimum One year experience in Vector Surveillance
- iii) Knowledge of Malayalam essential

4. Age limit for this post :

For Unreserved post : Not exceeding 25 years as on 01.01.2018

For OBC post : Not exceeding 28 years as on 01.01.2018

5. Interested candidates are requested to fill the application template available in website [www.porthhealthcochin.org/medical/vacancies/](http://www.porthhealthcochin.org/medical/vacancies/) or <http://www.ihrpoe.co.in/vacancynew.php> Affix **2 passport size photos attested by Gazetted Officer** on the top right corner of the **Application Form and Admit card**. Also enclose the following attested documents along with the Form.

- **Educational Certificates (Matriculation or equivalent mark sheet)**
- **Experience Certificate**
- **Age Proof Certificate**
- **Caste Certificate as applicable**
- **One self addressed envelope of 25 cms X 10 cms affixed with Rs.25/- worth postal stamp**

6. Application to be sent by post superscribing “**Application for the post of Field Worker**” on the envelope along with one self-addressed envelope of 25 cms X 10 cms affixing postal stamp for sending admit card. No application delivered by hand will be accepted.

7. The application should reach to the following address :

**PORT HEALTH OFFICER, PORT HEALTH ORGANISATION, WILLINGDON ISLAND, COCHIN – 682009.**

**The last date of receipt of application is 19 February 2018.**

8. Mere fulfilling the eligibility will not be a guarantee for calling and decision of Competent Authority in accepting or rejecting any application will be final. Only short-listed candidates will be intimated further.

9. The recruitment process can be cancelled/ suspended at any stage by the competent authority.

10. Eligible candidates will be called for written test in pursuance of DoPT guidelines laid down vide their O.M. No. 39020/01/2013-Est.(B) Part dated 29.12.2015 at **PORT HEALTH ORGANISATION, WILLINGDON ISLAND, COCHIN – 682009**. **Date for the written test will be informed by post.** Written test will be multiple choice questions.
11. Rank list will be published in the website <http://www.porthhealthcochin.org/vacancies/> or <http://www.ihrpoe.co.in/vacancynew.php>
12. The qualified candidates will be intimated from this office for verification of original documents and for further proceedings.
13. **Salary & Pay Scale** : Salary will be as per **Pay Matrix of level – 1 as recommended by the 7<sup>th</sup> CPC rules.**
14. **No TA or DA** is admissible for appearing in the test.
15. Canvassing in any form will disqualify the candidature.

**APPLICATION FORM AND ADMIT CARD for the post of FIELD WORKER**

[Application form and Admit Card for the post of FIELD WORKER](#)

**WALK IN INTERVIEW FOR DOCTOR AT MANGALORE PORT**

**On 18.08.2016 between 10 am to 01 pm**

**Venue of interview – Port Health Organisation, Willingdon Island, Cochin-682009.**

**Tele: 0484 2666060**

**1. Medical Officer : 1 post (on contractual basis)**

**Qualification (minimum) : MBBS**

**Age : Below 32 years**

**Retired hands can also apply (Age limit 65 years)**

**Tenure : 6 Months (can be extended)**

**Posting : At Port Health Organisation, Manglore port**

**Salary : Rs. 60,000/- (Consolidated)**

**Interested candidates are to come with bio-data with photo, Passport, original certificates and attested photocopies.**

**Port Health Officer,  
Port Health Organisation,  
Willingdon Island,  
Cochin-682009.**

## **WALK IN INTERVIEW**

AIRPORT HEALTH ORGANISATION  
CIAL, NEDUMBASSERY

On 29.09.2014 between 11 am to 1 pm

Venue of interview – Port Health Organization,  
Willingdon Island, Cochin-9 Tele: 0484 2666060

Registration between 9:30 to 10:30 AM

1. Medical Officer : 4 post (Retired hands can also apply)  
MBBS (Rs.43000/-)

2. Staff Nurse : 5 posts (Age below 40 Yrs.)  
BSc (Nursing)/GNM (Rs.30000/-)

3. Health Inspector : 4 posts (Age below 40 Yrs.)  
BSc with Chemistry as one of the subject and Diploma  
Health Inspector course preferred. (Rs.30000/-)

Duty will be at Airport Health Organisation, CIAL.,Nedumbassery. Tenure of appointment 6 months. Interested candidates are to come with bio-data with photo, Passport, original certificates and attested photocopies. Persons living near the Airport will be preferred.

## **WALK-IN INTERVIEW**

### **WALK IN INTERVIEW AT MANGLORE PORT**

On 09.08.2016 between 10 am to 01 pm

Venue of interview : Office of the Chief Medical Officer, Port Trust Hospital, New Mangalore Port, Panambur, Mangalore-575010, Karnataka.

	<b>Medical Officer</b>	<b>Health Inspector</b>
<b>Name of Post</b>	<b>(On contractual basis)</b>	<b>(On contractual basis)</b>
<b>No. of Post</b>	1	1
<b>Qualification</b>	MBBS	i. BSc. With chemistry from recognized university and equivalent ii. Diploma in Sanitary Inspector or Equivalent from a recognized university.
<b>Age</b>	Below 32 Years	Below 45 Years
<b>Tenure</b>	6 Months (can be extended)	6 Months (can be extended)
<b>Salary</b>	Rs.60,000/-	Rs.29,565/-
<b>Posting</b>	Port Health Organisation, New Mangalore Port	Port Health Organisation, New Mangalore Port

Interested candidates are to come with bio-data with photo, Passport, original certificates and attested photocopies.

Port Health Officer,

Port Health Organisation,

Willingdon Island,

Cochin-682009.



## WALK IN INTERVIEW

AIRPORT HEALTH ORGANISATION  
CIAL, NEDUMBASSERY

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BSc with Chemistry as one of the subject and  
Diploma Health Inspector course preferred. (Rs.30000/-)

Duty will be at Airport Health Organisation, CIAL.,Nedumbassery. Tenure of appointment 6 months. Interested candidates are to come with bio-

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