

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
PORT HEALTH ORGANISATION, KOLKATA

Sou-Motu disclosure under Section 4 of the RTI Act, 2005

- (i) **The particulars of Port Health Organisation, Kolkata, its functions and duties are as follows**

**KOLKATA PORT(Shyama Prasad Mookerjee Port)-
JURISDICTION**

The **Port of Kolkata(Shyama Prasad Mookerjee Port)** is a riverine port in the city of Kolkata. It is the oldest operating port in India, having originally been constructed by the British East India Company.

The Port has two distinct dock systems - **Kolkata Docks at Kolkata** and a deep water dock at **Haldia Dock Complex, Haldia**.

Hence, the **jurisdiction of PHO Kolkata** is spread over a vast area extending from the Sandheads in the Bay of Bengal to Kolkata, and include:

1. Kolkata Dock System It is situated on the left bank of the Hooghly River about 203 km upstream from the sea. It is comprised of:-

(i) **Kidderpore Dock (KPD)**

(ii) **Netaji Subhash Dock (NSD)**

(iv) **Budge Budge Wharves** - situated at a distance of 30 kms from Kolkata and used **exclusively** for the berthing of oil tankers at the River Moorings:

(iv) **Diamond Harbour Anchorage** – situated at a distance of 50 kms from Kolkata.

(v) **Sagar Anchorage** – about 150 kms from Kolkata, where very large vessels transfer their cargo into smaller vessels.

2. Haldia Dock Complex – at a distance of 130 kms from Kolkata.

The complex consists of: Impounded Dock System, Oil Jetties in the river, Barge Jetties in the River and Haldia Anchorage for LASH vessels

(PHO Kolkata has a camp office at Haldia since 1990. Officials are posted in Rotation).

3. Paradip Port- Besides, ships coming to Paradip Port are inspected by the Officers from PHO, Kolkata for issuing SSCEC/SSC.

Functions & Duties

Activities are related to implementation of International Health Regulations-2005 & Indian port Health Rules 1955 (under revision) which are “designed to prevent the international spread of disease”.

➤ **Activities with regard to ships**

1. Granting of ‘free pratique’ to Vessels arriving from foreign ports.

2. Carrying out ROUTINE HEALTH SCREENING of international passenger/crews on arrival-only crew members in case of Kolkata ports.

3. Isolation/quarantine of international passengers/crews with suspected communicable diseases or coming from yellow fever endemic port departing within the last 6 days without valid Yellow fever Certificate.

4. Issuance of Ship Sanitation Certificate - Port Health Organisation, Kolkata is one of WHO approved centres for issuing Ship Sanitation Control Certificate, Ship Sanitation Control Exemption Certificate and Extension of SSC Certificate.

5. Issuance of Health Clearance Certificate of dead bodies brought on board from abroad, after necessary formalities.

6. Inspection of Medicine Chest of ships & to issue Certificates thereof.

➤ **Activities within the Port premises-Surveillance and application of public health measures**

a) Mosquito and rodent control activities.

b) General Sanitation- Joint Sanitary Inspection with Port Trust officials.

c) To ensure supply of safe drinking water inside the Port area.

➤ **Yellow Fever Vaccination** - PHO, Kolkata is one of 27 centers designated by the GOI for administration of YFV. The vaccine is given on Monday/ Wednesday/ Friday, if it is not a holiday. Prior appointment is desirable.

➤ **Issuance of central license under FSSAI ACT, 2006** - PHO, Kolkata is the Designated officer as per the provision of FSSAI, Act 2006 for issuing central license to all FBOs (Food Business Operator) operating in the Kolkata port premises.

(ii) The powers and duties of its officers and employees: -

i. Port Health Officer –

- As head of organisation, he is responsible for detailed execution of decisions/ instructions of the Dte.GHS, MoH&FW or any other ministries of the Govt. of India.
- He monitors the overall activities of the Organisation.
- He acts as controlling Officer in respect of Port Health Organisation, Kolkata.
- He is responsible for budgetary control, expenditure control and ensures the best use of funds available at his disposal.
- As he is the Drawing and Disbursal Officer (DDO), he looks after all administrative work pertaining to the DDO.
- As per the provision of FSSAI, Act 2006 PHO,Kolkata is the Designated officer for issuing central license to all FBOs (Food Business Operator) operating in the Kolkata port premises.
- He is responsible for taking necessary steps in all legal matters related to PHO, Kolkata on behalf of the organisation, Dte. GHS, and the Govt. of India.

ii. Deputy Port Health Officers –

- To ensure that all vessels coming to the Kolkata Dock System are complying with the International Health Regulations and the Indian Port Health Rules.
- To supervise anti-mosquito activities within the port area and maintenance of Port sanitation jointly with the Health Officer of the Kolkata Port Trust through periodic sanitary inspection rounds.
- To issue license to the catering establishments of the food suppliers to vessels berthed at the seaports under the guidelines of the FSSAI.
- To administering vaccination against Yellow Fever to international travelers.

- To officiate as the Medical Officer-In-Charge of the Haldia Dock Office on rotational basis.
- To assist in the general administrative work of the organisation to ensure it's smooth functioning.
- To officiate as the Medical Officer-in-charge of the LBHU at Petrapole (West Bengal) against a permanent post.

iii. Employees –

Head Clerk –

- To supervise and oversee the work related to all the other employees.
- To prepare Court cases, Pension cases, Audit information, and Form-16, and file IT-return in Form-24 & 26.

UDC/ LDC –

- To look after purchase of stores, to prepare all correspondence related to Estt./ periodical returns/ maintenance of Service books/ leave applications, etc.
- Maintenance of cashbook and other records, cash handling, handling of cheques, preparation of various bills, receiving purchase bills, etc.
- Maintaining records regarding Budget, GPF contributions, withdrawals and advances, monthly and quarterly accounts and reconciliation with the PAO.
- To maintain records pertaining to the inspection and sampling of imported food items, and the analysis reports thereof.
- To maintain records pertaining to stock register, livery grant, medical indent, and yellow fever vaccine stock.
- To prepare monthly/ annual report of yellow fever vaccination administered.
- Typing, receiving and dispatching of all correspondence.

Health Inspector –

- Supervision of anti-mosquito activity in the port area.
- Processing procurement and disbursement of various articles required for anti-mosquito activity.

- Assisting medical officer in the SSC inspection and sanitary inspection of ships.
- Computation of charges for SSCEC/SSCC Certificate.
- Participating in the joint sanitary inspection of the Port area.
- Assisting in the water sample collection from the port area.
- Maintenance of relevant records in the anti-mosquito and deratisation sections
- Preparation of all reports pertaining to epidemiological activity undertaken by the organization.
- To do rotational duty at the Haldia Dock Office.
- To assist Medical Officer posted at LBHU, Petrapole (West Bengal) in screening of passengers.

Health Assistant –

- Supervising the anti-mosquito work of the field workers.
- Routine surveillance of the port area to detect possible breeding areas for mosquitoes and planning the action to be taken accordingly, in consultation with sanitary inspector and medical officer.

Field worker –

- Working under the direct supervision of the Insect collector, it is their duty to detect areas of water collection and possible breeding grounds for mosquitoes within the port area and undertake suitable anti-larval and anti-adult measures to prevent breeding of mosquitoes and keep the port area free of mosquitoes in general and Aedes mosquito in particular.
- To do rotational duty at the Haldia Dock Office.
- To assist Medical Officer posted at LBHU, Petrapole (West Bengal) in screening of passengers.

MULTI TASKING STAFF–

- To carry out movement of files and other documents, and perform other regular duties of a peon common to all government offices.
- To assist in obtaining water samples periodically from the port area under the supervision of the medical officer and submit the same for testing at the AIIH &PH, Kolkata.
- To perform other miscellaneous duties assigned by officers.
- To assist the cashier including banking in his daily work, and to carry out movement of bills and all other documents related to accounts between the PAO's office and this office.
- To maintain the cleanliness of the office premises and its immediate surroundings.
- To do watch and ward duty in sections.

(iii) Procedure followed in the decision making process

- i. Regarding administrative policy matters, this office is implementing the decisions taken by the Govt. of India/ Ministry of Health & Welfare/ Dte.GHS.
- ii. During Inspection of ships, it is the discretion of the medical officer to take decisions in compliance with the International Health Regulations & the Indian Port Health Rules, in consultation with the Port Health Officer as and when required.
- iii. During inspection & sampling of imported food items it is the discretion of the medical officer to take decisions in compliance with the PFA Act & Rules, in consultation with the Port Health Officer as and when required.
- iv. On routine office matters within his jurisdiction as Head of the Office and the DDO, the authority of decision-making lies with the Port Health Officer.
- v. In various matters like purchase, MACP for Group-C employees, etc, a committee is formed from time to time who submits its recommendations to the Port Health Officer for final approval.

(iv) Channels of supervision and accountability:

- ii. Deputy Port Health Officer-----Port Health Officer
- iii. Port Health Officer-----Dte.GHS-----Ministry of Health & Family Welfare

(v) Norms for the discharge of its functions

As set by the Dte.GHS, Ministry of Health & Family Welfare, Govt. of India, from time to time.

(vi) Rules, regulations, instructions, manuals, and records used by the employees of Port Health Organisation

- i. The Central Civil Services Rules are being followed for general administrative functioning.
- ii. In matters relating to Quarantine activities, the International Health Regulations-2005 and the Indian Port Health Rules are used as guidelines.
- iii. In matters pertaining to issue license to catering establishments supplying food materials to the boarded vessels in the ports areas under the Food Safety Standards Authority of India's guidelines.
- iv. Instructions, directives received from the Dte.GHS/ Ministry of Health & F. W. from time to time.
- v. No Local website. Website run and maintained by DGHS.

(vii) Documents that are held by the Port Health Organisation can be broadly categorized into:

- i. Administrative documents.
- ii. Documents of Personnel details.
- iii. Accounts & Finance documents.
- iv. Documents related to license of food items supplied to the vessels in the port areas.
- v. Documents related to Quarantine activities.

(viii) Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

No committee constituted. However Suo-Moto Disclosure prepared in Consultation with other officials of the organization.

(ix) Statement of the boards, councils, committees and other bodies, whether meetings of these, or minutes of the meetings open to public:

Not applicable

List of HODs of PHO Kolkata

Port Health Officer

Name	Period
1. Surgeon Major J G French	1875
2. Dr W Forsyth	29.3.1892
3. Dr J L Hendlex	1903
4. Dr W C Hossack	1903
5. Dr W Forsyth	1903
6. Dr W C Hossack	16.09.1905
7. Dr W Forsyth	01.01.1906
8. Dr C Banks	19.04.1910
9. Dr W Forsyth	30.04.2010-01.01.1918
10. Dr M N Bhattacharjee	05.01.1918
11. Dr C H Himes	01.03.1918
12. Dr J B McVail	12.03.1923
13. Dr A D Campbell, IMD	1933
14. Capt. C K Lakshmanan, IMS	10.02.1936
15. Capt. M Jafar, IMS	31.03.1937
16. Capt. C K Lakshmanan, IMS	22.10.1937
17. Major J H Goram, IMS	20.03.1939

18. Major C M F Warner, IMD	07.09.1941
19. Dr T Muckerjee	16.04.1946
20. Major F M Khan, IMS	12.09.1946
21. Dr T Muckerjee	24.06.1947
22. Dr U N Roy	20.02.1948
23. Dr D Choudhury	04.11.1949
24. Dr P R Dutt	01.04.1950
25. Dr N S S Narayanan	1955
26. Dr A K Sinha	1956-57
27. Dr T P Roy	
28. Dr G L Banerjee	23.08.1969
29. Dr S B Dutta	01.01.1975
30. Dr S D Vora	09.05.1975
31. Dr A K Das	13.03.1976
32. Dr B N Banerjee	25.05.1977-31.01.1981
33. Dr H P Das	08.06.1981-31.07.1982
34. Dr V Sardana	24.10.1983-22.06.1984
35. Dr A Halder	01.10.1985-01.09.1986
36. Dr A K Majumdar	21.03.1988-31.01.1989
37. Dr N C Majumdar	31.01.1989-19.04.1991
38. Dr Mrs S Kapoor	19.04.1991-04.02.1992
39. Dr H K Pangte	04.02.1992-31.03.1994
40. Dr Mrs S Kapoor	13.04.1994-01.05.2002
41. Dr A Biswas	02.05.2002-18.07.2002
42. Dr M K Bag	19.07.2002-23.08.2018
43. Dr D K Biswas	24.08.2018 Contd.

(x) Directory of its officers and employees as on 01.03.2021

Group 'A'

Sl No.	Name & Designation	Pay Level in the Pay Matrix	Telephone Number		E-mail Id	Date of Appointment	Date of Superannuation
			Office	Residence			
1	Dr D. K. Biswas, CMO (SAG) & <i>Port Health Officer</i>	Level-15	033- 2223 0904	033- 2359 8885	phokolkata@rediffmail.com dk.biswas26@cghs.nic.in ddkbc@gmail.com	30.09.1983	31.08.2022
2	Dr P. C. Mandal, CMO(SAG) & Dy.PHO	Level-14	033- 2223 0414	033- 2481 7324	prakash.mandal@gov.in mandal.prakash3@gmail.com	01.07.1985	31.12.2022
3	Dr A. Naskar CMO (SAG) & Dy. PHO	Level-15	033- 2223 0414	033- 2353 8370	arunabha.naskar@gov.in arunabhanaskar@ymail.com	22.10.1986	31.03.2024
4	Dr N. Ghosh, CMO (SAG) & Dy PHO	Level-14	033- 2223 0414	033- 2529 2127	nisith.ghosh@gov.in dr_nisith@rediffmail.com	24.12.1987	30.09.2026
5	Dr R. N. Mandal, CMO (SAG) & Dy PHO	Level-15	033- 2223 0414	033- 2492 5883	rabinranath.mandal@gov.in rabinpapun@gmail.com	26.11.1987	31.01.2026
6	Dr D. R. Mondal, CMO (SAG) & Dy PHO	Level-14	033- 2223 0414	033- 2526 8231	debranjan.mondal@gov.in branjanmondal@gmail.com	30.08.1993	30.04.2024
7	Dr Rajdeep Das, MO & Dy PHO	Level-10	033- 2223 0414	94761 53905	rajdeep.das@gov.in sweetapril686@yahoo.co.in	19.07.2016	30.04.2051

Group 'B'

Sl No.	Name & Designation	Pay Level in the Pay Matrix	Telephone Number		Date of Appointment	Date of Superannuation
			Office	Residence		
11	Shri T. Chakraborty LDC	Level-5	(033) 2223 0178	98301 91085	01.02.1991	31.12.2029

Sl No. Name & Designation Pay Level in the Pay Matrix E-mail Id Date of Appointment Date of Superannuation

			Office	Residence			
10	Shri P. K. Mondal, Health Inspector	Level-8	(033) 2223 0178	98303 09994	probirkm29@gmail.com	01.06.1988	31.12.2029

Group 'C'

12	Shri T. K. Naskar LDC	Level-6	(033) 2223 0178	98365 48765	30.03.1989	31.08.2023
13	Shri M. Talukdar LDC	Level-5	(033) 2223 0178	92390 76838	08.05.1992	30.11.2029
14	Shri P. Saha LDC	Level-2	(033) 2223 0178	86209 67587	04.05.2018	28.02.2051
15	Shri P. L. Singha Health Assistant	Level-4	(033) 2223 0178	90389 47839	10.05.1989	30.06.2029
16	Shri D. Majumdar, MTS	Level-3	(033) 2223 0178	80179 60441	01.07.1992	31.07.2027

Group 'C'

Contd.

Sl. No.	Name & Designation	Pay Level in Pay Matrix	Telephone No Office	Telephone No Residence	Date of Appointment	Date of Superannuation
17	ShriMundarlalDhanuk, MTS	Level-2	(033) 2223 0178	91633 84690	19.07.1995	30.04.2029
18	Shri R. Singh, MTS	Level-2	(033) 2223 0178	94321 86978	02.02.1998	30.09.2032
19	ShriSusantaKoley, MTS	Level-2	(033) 2223 0178	94776 35960	04.02.2000	31.03.2035
20	ShriTapanGhosh, MTS	Level-2	(033) 2223 0178	99036 09402	03.02.2003	31.03.2024
21	Shri B. Datta, * Field Worker	Level-3	(033) 2223 0178	80130 72152	01.03.1989	30.11.2028
22	Shri D. Mali, Field Worker	Level-3	(033) 2223 0178	70447 29714	05.10.1990	31.03.2029
23	Shri S. Mahato, Field Worker	Level-3	(033) 2223 0178	94777 44886	11.03.1992	29.02.2024
24	Shri S. G. Giri, Field Worker	Level-3	(033) 2223 0178	91633 87448	08.09.1992	31.01.2026
25	Shri N. C. Joydhar, Field Worker	Level-2	(033) 2223 0178	90624 69921	01.02.2008	28.02.2030
26	Shri C. Sadhukhan, Field Worker	Level-1	(033) 2223 0178	94741 56386	17.12.2014	31.05.2048
27	Shri S. K. Manjhi, Field Worker	Level-1	(033) 2223 0178	90385 52064	17.12.2014	31.05.2052
28	Shri Mahesh Kumar, FieldWorker	Level-1	(033) 2223 0178	70447 13043	22.12.2014	31.10.2049
29	Shri Deep Sarkar, Field Worker	Level-1	(033) 2223 0178	96748 50919	22.12.2014	30.06.2050
30	ShriDharambirPaswan, Field Worker	Level-1	(033) 2223 0178	98367 62887	22.12.2014	28.02.2051
31	ShriPankajPaswan, Field Worker	Level-1	(033) 2223 0178	70447 13044	22.12.2014	30.04.2053
32	ShriAmit Kumar Singh, Field Worker	Level-1	(033) 2223 0178	94323 70945	31.12.2014	29.02.2052
33	ShriKundan Kumar Yadav, Field Worker	Level-1	(033) 2223 0178	89020 28655	01.01.2015	31.07.2052
34	ShriDayal Das, Field Worker	Level-1	(033) 2223 0178	94330 59260	05.01.2015	31.01.2056

***Unauthorized absence from 10.01.2020**

(xi) Monthly remuneration of the officers & employees of Port Health Organisation,

Kolkata

Group 'A'

According to respective Pay Level (7th CPC) .

Group 'B'

According to respective Pay Level (7th CPC) .

Group 'C'

According to respective Pay Level (7th CPC) .

(xiii) The manner of execution of subsidy programmes- Not applicable

(xiv) Particulars of recipients of concessions, permits or authorizations granted by Port Health Organisation- Not applicable

(xv) Details in respect of the information available to or held by Port Health Organisation, reduced in an electronic form:

The following broad categories of information are available in the Port Health Organisation, Kolkata, reduced in an electronic form:

- i. Details of Personnel record.
- ii. Details of Budgetary allocation and estimates.
- iii. Details regarding central license issued to the FBOs by the Designated Officer.
- iv. Details of Quarantine activities undertaken.

(xvi) Particulars of facilities available to citizens for obtaining information

All Indian citizens are free to obtain information as relevant to the Port Health Organisation, Kolkata.

Contact details are:-

Address: Dr D.K. Biswas, Port Health officer,

Port Health Organisation; Marine House (Ground Floor),

Hastings, Kolkata – 700022

Telephone: 033- 2223-0414/0178/9618/0904/0435

E-mail: phokolkata@rediffmail.com and pho.kol-mohfw@gov.in

(xvii) Public Information Officer

Name : Dr R N Mandal, M.B.B.S.

Designation : Dy. Port Health Officer, Kolkata

Address : Port Health Organisation,

Marine House (Ground Floor), Hastings, Kolkata -700022

Telephone No: 033-2223 0414(O), 033- 2223 0178(O),

(xviii) Such other information as may be prescribed; and thereafter update these publications every year:

1.7) Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii) RTI Act :

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

OFFICE COUNCIL

Composition of Committee		
1	DrD.K.Biswas	Chairman
2	Dr A. Naskar	Member
3	Dr N. Ghosh	Member
4	Dr R. N. Mandal	Member
5	Sh. T Chakraborty	Member
6	Sh. P.K.Mandal	Member
7	Sh. P.L.Singha	Member
8	Sh. S. Mahato	Member
9	Sh. TapanGhosh	Member
10	Any Co-opted Member Based in Requirement/Invited Member	

PURCHASE COMMITTEE

1	DrR.N.Mandal	Chairman
2	Dr N. Ghosh	Member
3	Dr R. Das (GeM Purchase)	Member
4	Sh. P. Saha	Member

CONDEMNATION & DISPOSAL COMMITTEE

1	Dr N. Ghosh	Chairman
2	Dr R. N. Mandal	Member
3	Dr R. Das	Member
4	Sh. P. Saha	Member

PREVENTIVE VIGILANCE COMMITTEE/GRIEVANCE COMMITTEE

1	Dr A. Naskar	Chairman
2	DrR.N.Mandal	Member
3	Dr N. Ghosh	Member

LIAISON OFFICER FOR SCs/STs/OBCs/PwD/Ex-SM

Dr A. Naskar, CMO (SAG) & Dy. PHO

DPC/SCREENING COMMITTEE FOR MACP

1	DrD.K.Biswas	Chairman
2	Dr A. Naskar	Member
3	DrN.Ghosh/DrR.N.Mandal	Member

RAJBHASHA (HINDI) IMPLEMENTATION COMMITTEE

1	Dr D.K.Biswas	Chairman
2	Dr R. N. Mandal	Member
3	Dr R. Das, Liaison Officer	Member-Secy.
4	Sh. C Sadhukhan	Member
5	Sh. R. Singh	Member
6	Sh. D. Sarkar	Member

PATIENT SAFETY & QUALITY OF CARE

Dr R. N. Mandal, CMO (SAG)	Member
Dr N. Ghosh, CMO (SAG)	Chairman
Dr R. Das, MO	Member

VIGILANCE OFFICER

DrM.K.Kundu, Vigilance Officer Email: kundum2000@gmail.com

Submitted to Dr M. K. KUNDU, VIGILANCE OFFICER-APHO, PHO, Kolkata

Name of posts	Sanctioned Strength	Working /filled-up Posts	Vacant/ unfilled posts
Group - 'A'			
GDMOs	09	07	02
PUBLIC HEALTH SPECIALIST GR.- I	01	-NIL-	01
GROUP- 'B'			
HEALTH INSPECTOR	04	01	03
*STAFF NURSE	01	NIL	01
Group 'C'			
HEALTH ASSISTANT	12	10	02
FIELD WORKER	09	05	04
HEAD CLERK	01	NIL	01
U.D.CLERK	01	NIL	01
L.D.CLERK	07	04	03
MULTI TASKING STAFF	08	05	03
TOTAL	52	32	19

***Recruitment of one post of Staff Nurse (Group 'B', Non-Gazetted, Non-Ministerial) is under process by Dte.GHS**

Recruitment made during January 2022 to March 2022 - 2 (Contractual).

No. of anonymous complaints received during the quarter under report – NIL

No. of public grievances received during the quarter under report –NIL

No. of MACP granted –1

Retirement on superannuation – U.D.Clerk – 02 as on 31.01.2022

MTS – 02 as on 31.10.2021 & 30.11.2021

Recruitment process:

- i) One post of MTS reserved for PwD – requisition sent to Dte.GHS for SSC-MTS Exam.
- ii) One post of F.W. unreserved – requisition sent to Central Surplus Cell, New Delhi
- iii) Two posts of LD Clerk – reserved for OBC, initiated from February 2020
- iv) No. of compassionate appointment pending Nil.

1.2.2. Power of duties of other employees:

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

1.3.5. Channel of supervision and accountability

1.3.6.

This organization is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, the Directorate General of Health Services, PH (IH) Section and established for the implementation of policies of the Government of India.

At DGHS level → The Director General of Health Services

→ Deputy Director General (MH & IH)

→ Dy. Assistant Director General (IH)

→PH(IH) Division.

At Local Level → Port Health Officer, Kolkata

(xi) Budget allocated to each of its agency:

BUDGET ESTIMATE - F.Y. 2021-2022

Name Of Institution:- Port Health Organisation, Kolkata

NON -PLAN (Rs. In Thousands)

Sr.No	Minor Head/Sub Head	R.E 2021-2022 (in thousands)	Expenditure upto31/03/2022 (in actuals)
1	Salaries	56000	47308884
2	Medical treatment	1000	769480
3	Wages	0	0
4	Domestic Travel Expenses	550	535065
5	Office Expenses	1200	1112172
6	Rent, Rates & Taxes	0	0
7	Profession & Spl. Services	550	220712
8	Supplies & Materials	100	58253
9	Swachata ActionPlan (SAP)	0	0
TOTAL		59400	50004566

2.2. Foreign and domestic tours:

Foreign Tours -Not applicable.

F.Y. 2021-2022 -Domestic Tours – Expenditure on the visit –Rs.43140/-.

During Public Health Emergency of International Concern (PHEIC)

Activation of PHECP and functions as per PHECP.

Training of other stakeholders regarding PHEIC /any health-related event about the event, prevention, control, use of PPE etc.

Annual Report January 2021 to December 2021

Sl.No.	Particulars of Work	Numbers
1	No. of ships arrived	2395
2	No. of ships given Health Clearance	2375
3	No. of ships given Free pratique	1188
4	No. of ships given Radio Free pratique	Nil
5	No. of ships quarantined	Nil
6	No. of ships where control measures applied	Nil
7	No. of ships issued Ship Sanitation Control Certificate	1
8	No. of issued Ship Sanitation Control Exemption Certificate	265
9	No. of Ships issued to existing Ship Sanitation Certificate	Nil
10	No. of Sanitary inspections carried out in Docks area	258
11	No. of Yellow Fever Vaccination given	935
12	No. of Imported food samples lifted	Nil
13	No. of water samples lifted	18
14	No. of imported edible oil samples lifted	Nil
15	No. of catering establishments inspected and issued license	Nil
16	No. of dead bodies given clearance	Nil
17	No. of entomological surveys undertaken	24+2=26
18	No. of Medical chest inspected	34
19	No. of passengers screened	Nil
20	No. of crew screened	48742
21	No. of medical emergencies attended	Nil
22	No. of Ships from rodent endemic areas screened for Rodents	Nil
23	No. of Bells / Tons of old clothing and woolen rags cleared	Nil
24	No. of Bells / Tons of old clothing and woolen rags Fumigated	Nil
25	No. of Oral Polio Vaccination given	140

1.3.

Administrative:

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

Financial:

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

Others:

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

5.1 Name of the CPIO at PHO, Kolkata			
S.No.		Period	
		From	To
1	Dr.M.K.Bag	02/05/2002	23/08/2018
2	Dr.D.K.Biswas	24/08/2018	17/04/2022
3	Dr.Deb Ranjan Mondal	18/04/2022	Till date

Name of the FAAs			
S.No.		Period	
		From	To
1	Dr.Sujit Singh	01/01/2015	05/03/2018
2	Dr.DeepakSule	06/03/2018	15/04/2019
3	Dr.P.K.Sen	15/04/2019	27/06/2021
4	Dr. Anil Kumar	28/06/2021	22/12/2021
5	Dr. Sudarshan Mandal	23/12/2021	17/04/2022
6	Dr.D.K.Biswas	18/04/2022	Till date

Appellate authority:

Port Health Officer
Port Health Organisation, Kolkata
Marine House, Hastings,
Kolkata 700022
Telephone no- 033-2223 0414, 0904
Email --- phokolkata@rediffmail.com

Signature- (Sd/-)
31.03.2022
Dr D K Biswas
Port Health Officer
Port Health Organisation
Kolkata

