



GOVERNMENT OF INDIA.
MINISTRY OF HEALTH & FAMILY WELFARE,
(DIRECTORATE GENERAL OF HEALTH SERVICES)
PORT HEALTH ORGANISATION, CHENNAI
TAMILNADU - 600001

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

Port Health Organisation, Chennai: It is the sub-ordinate office of Directorate General of Health services, Ministry of Health & Family Welfare, Govt. of India to ensure implementation of International Health Regulations (IHR) 2005 and The Port Health (Public Health) Rules in the Port of Chennai. This organization works under administrative and technical control of Central International Health (CIH) Division of Directorate General of Health Services, Nirman Bhawan, New Delhi.

Introduction and Background Information:

The Port Health Organisation came into existence in pursuance of The Indian Port Health Rules, 1955 framed under The Indian Ports Act ,1908. The Port Health Organization, Chennai primarily is a Public Health Organisation. It is located at Rajaji Salai, Chennai-600001. Port Health Officer (PHO) works under the overall control of the Director General of Health Services (DGHS), Govt. of India, stationed at the Ministry of Health & Family Welfare, Nirman Bhawan, Delhi. The DGHS in turn is assisted by DDG (IH) and ADG (IH). The PHO is assisted by other staff details of which are given below.

The Port Quarantine work was carried out for long time by Madras State Govt. The Port & Marine dispensary was attached to Port Health Organisation, Madras. Quarantine Officer held the dual post of Port Health Officer cum Port and Marine Surgeon. In 1939, PHO Port Health Organisation was transferred to the control of Central Govt and the post of “Port Health Officer” was created. PHO post was declared permanent in 1946.

PHO Office is working in an area of around **3916.6sqft areas (with land area of 4800 sqft)** since pre-independence time. The office complex has 2 buildings 1 dating back to 1870s and another built by CPWD in the 1960s. These two buildings are connected by a makeshift ramp & renovated in 2019. The office has an inscription of the British Prince and later King Henry the XV. This was actually in 2-3 step modelled one but with time it is almost placed flat as the road level and our floor area also has been raised. This is also a geological reference point.

JURISDICTION

The ports under the jurisdiction of PHO Chennai for implementation of Indian Port Health Rules (I.P.H.R.) and I.H.R. include:

Major Ports:

1. Chennai Sea Port
2. Kamarajar Port (Ennore port)

Minor Ports:

1. Cuddalore
2. Nagapatinam
3. Karaikal
4. Kattupalli
5. Pondicherry port

1.1.1) Name and Address of Organisation

Port Health Organisation,
Rajaji Salai, Opp. to Chennai Collector Office
Chennai - 600001
Telephone: 044-25225858/25260038
044-29880152/29880153
Email ID: quarantinechennai@yahoo.com
pho.chn-mohfw@gov.in

1.1.2) Head of Organisation,

Dr. M. Maheswari
Port Health Officer,
Port Health Organisation, Chennai

1.1.3) Vision, Mission And Key Objectives

- **VISION:** To prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade.
- **MISSION:**
 1. To provide efficient, high quality, dependable user-friendly Port Health Services to port users and travellers.
 2. The Organisation will strive to manage its resources for optimal economic use to Indian port community, port users and nation
- **OBJECTIVES**
 1. To ensure appropriate surveillance and response measures at Seaport for prevention of entry and transmission of infectious diseases/ PHEIC across international borders via symptomatic crew and passengers arriving from PHEIC affected countries.
 2. For early detection, to minimize societal disruptions by providing/ensuring access to appropriate prevention, care and treatment.

3. To protect the visiting crews/ passengers and populations living in PHEIC affected countries.
4. To reduce community morbidity and mortality due to PHEIC.
5. To ensure safe environment for travellers.

1.1.4) **Functions & Duties:**

Routine functions: -

- A) Related to clearance of Vessels
 - a. Clearance of Vessels: - Issuance of Radio & Free Pratique, Health Clearance.
 - b. Inspection and Issuance of Ship Sanitation Certificate to Vessels.
 - c. Inspection and Issuance of Medicine chest certificate.
 - d. Clearance of Dead body.
- B) Inspection of water supply to ships & water barges.
- C) Sanitary Inspection and Monitoring & Supervision of Vector & Rodent control in docks and surrounding areas.
- D) Monitoring and Supervision of sanitation of facilities for port users.
- E) Monitoring and Supervision of sanitation control of cargo handling areas and yards.
- F) Vaccination for Yellow Fever Disease to International travelers & seafarers
- G) Licensing of Catering Establishments inside seaport
- H) Other activities: -

Support in case of Local Events (Accidents, Chemical & Gas Leakage- On board, Port area)

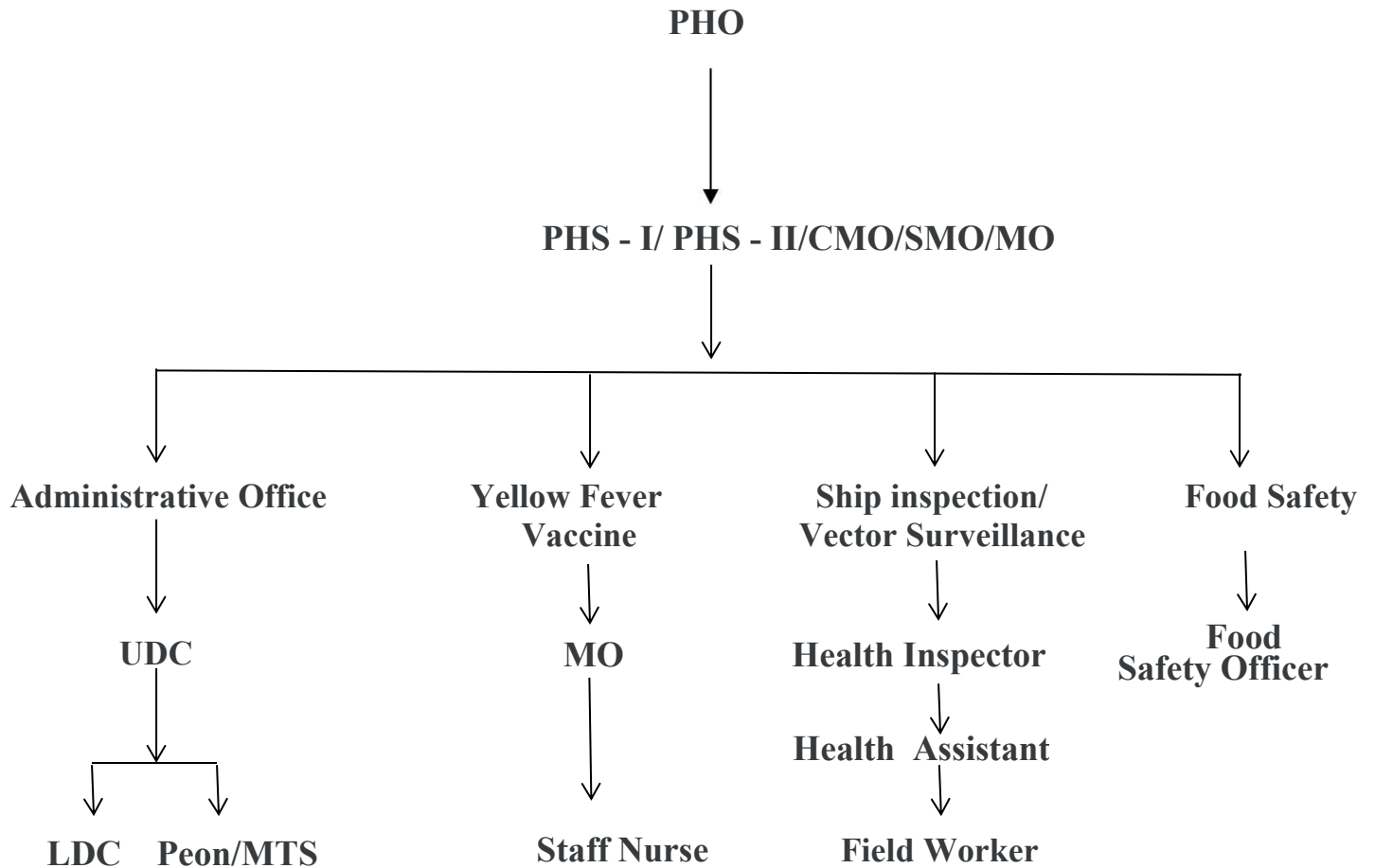
- Facilitating first aid on board/ in port and facilitating quick transfer of injured/ affected crew by Coordination with Port trust medical unit/ local hospitals etc.
- Coordination with Customs/Immigration/Security / Port Trust / Port Operators /agent etc.
- Deployment of additional manpower.
- Coordination with National / state / local agencies

During Public Health Emergency of International Concern (PHEIC)

- Activation of Public Health Emergency Contingency Plan (PHECP) and functions as per PHECP.
- Training of other stakeholders regarding PHEIC /any health-related event about the event, prevention, control, use of PPE etc.,

1.1.5) Organisation Chart (How many sanctioned Posts)

ORGANIZATION CHART



STAFF STRENGTH AS ON 02.01.2023

Sr.No.	Post Sanctioned.	No.of Post.	Group	Post Filled.	Post Vacant	Vacant since
1.	Port Health Officer	01.	A	01	NIL	
2.	Medical Officer	02	A	01	01	11.09.2022
3.	Public Health Specialist	01	A	01	NIL	
4.	Upper Division Clerk	01	C	01	NIL	
5.	Lower Division Clerk	01	C	NIL	01	16.03.2020
6.	Port Health Nurse	02	B (NG)	01	01	17.11.2016
7	Health Inspector	02	B(NG)	--	02	17.11.2016
8	Health Assistant	01	C	01	NIL	17.11.2016
9.	M.T.S	04	C	01	03	12.06.2016 01.06.2018 01.07.2019
10.	Field Worker	03	C	01	02	09.02.2021 04.06.2021
	Total	18		08	10	

1.1.6) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt-

As mentioned in introduction

1.2) Powers and duties of its officers and employees (Section 4(1)(b)(ii)):

1.2.1) Powers and Duties of Officers (Administrative, Financial and Judicial)

A) Port Health Officer:

Administrative:

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

Financial:

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

Others:

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

B) Medical Officer:

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

Powers and duties common to both as above

1. Clearance of Quarantine Ships Coming to Chennai port.
2. Granting of Health Clearance to ships.
3. Issue of Free pratique /Radio pratique certificates to ships coming to Chennai port.
4. Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension)
5. Inspection of Medicine Chest and issuance of Medicine Chest Certificate.
6. Dead body clearance.
7. Inspection of water Barges & water sampling in Dock.
8. Supervision and Monitoring of Sanitation of port premises.
9. Supervision and Monitoring of vector control and anti-rodent activities carried out by Chennai Port Trust.
10. Inspection and issuance of Licence to FBO in the Dock premises.
11. To attend administrative work.
12. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
13. Training of Stakeholders and staff as and whenever necessary.

1.2.2) Power and duties of other employees:

Powers: Being Subordinate staff, No independent powers.

Duties: All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment, accounts, stores etc. including assisting officers in substantive functions.

1.2.3) Rules /orders under which power and duty are derived and exercised Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1)(b)(v)):

Acts:

- 1).The Indian Ports Act, 1908.
- 2).The Merchant Shipping Act, 1958.
- 3).Food Safety and Standard Act, (FSSA)-2006
- 4).Epidemic Diseases Act ,1897.

Rules:

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

Regulations:

- 1).The International Health Regulations (2005)
- 2) Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011

1.3). Procedure followed in the decision-making process, including channels of supervision and accountability (Section 4(1)(b)(iii)):

1.3.1) Process of decision making: Identify key decision-making points

This organization is a Subordinate office under the Central International Health (CIH) Section, the Directorate General of Health Services, Ministry of Health and Family Welfare, Govt. of India.

The procedure followed is according to the existing rules, manuals and through the decision-making process of dealing Assistants by DDO / Head of Office. No intermediate supervision is available. The Port Health Officer is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him/her and Medical Officer/Deputy Port Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at the subordinate office level.

1.3.2) Final Decision-Making Authority at this Office

Dr.M. Maheswari
Port Health Officer,
Port Health Organisation, Chennai.

1.3.3) Related provisions, act, rules, Acts:

- 1).The Indian Ports Act, 1908.
- 2).The Merchant Shipping Act, 1958.
- 3).Food Safety and Standard Act, (FSSA)-2006
- 4).Epidemic Diseases Act 1897

Rules:

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

Regulations:

- 1).The International Health Regulations (2005)
- 2) Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011

1.3.4) Time limit for taking a decision, if any

Depending on work and as per requirement.

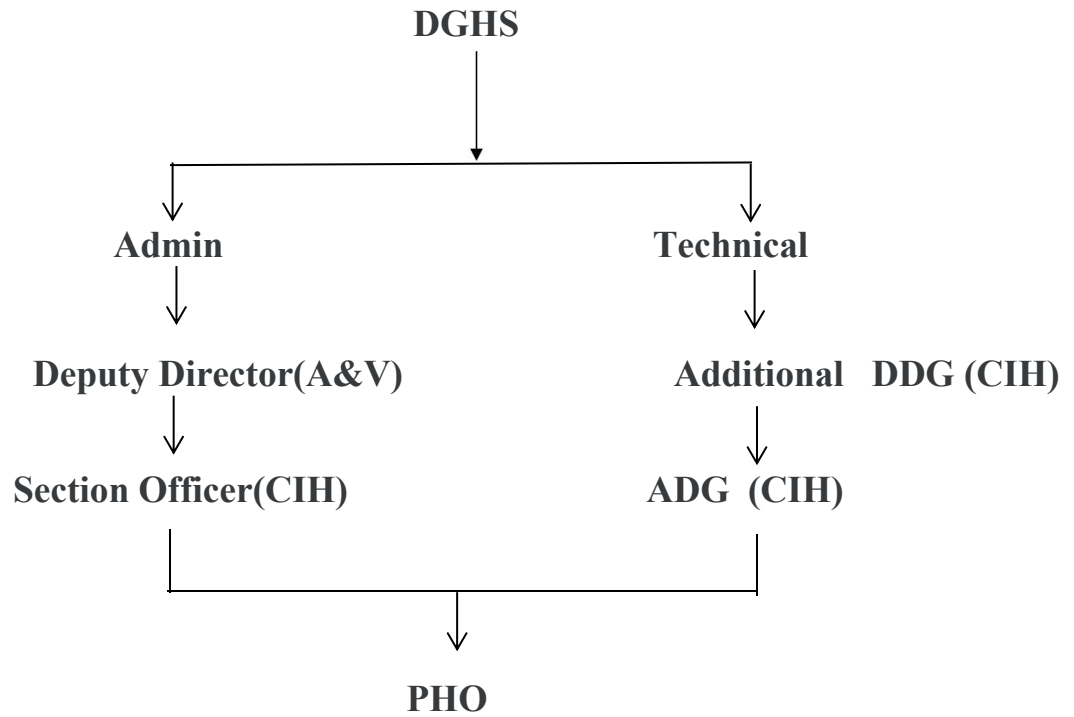
1.3.5) Channel of supervision and accountability

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

At DGHS level:

The Director General of Health Services → Deputy Director General (CIH) Division → Assistant Director General (CIH) Division.

CHANNEL OF SUPERVISION AND ACCOUNTABILITY



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

The functions are in accordance with the enacted Acts. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.

1.4.1) Nature of Function/Service Delivery

A) Related to clearance of Vessels: -

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

B) Inspection of water supply to ships & water barges.

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

D) Monitoring and Supervision of sanitation of facilities for port users.

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

F) Medical examination of fresh seamen as and when referred by the Shipping Master.

G) Vaccination for Yellow Fever Disease to International travelers.

H) Licensing of Catering Establishments.

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

- Accidents, Chemical- Gas Leakage- On board, Port area
- Facilitating on board/ in port first aid.
- Facilitating quick transfer of injured/ affected.
- Coordination with Port trust medical unit/ local hospitals etc.
- Coordination with Customs/Immigration/Security / Port Trust / Port Operators /agent etc.
- Clearance of Passenger ships.
- Deployment of additional manpower.
- Coordination with National / state / local agencies in case of any emergency

During Public Health Emergency of International Concern (PHEIC)

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

1.4.2) Norms/standards for Function Service Delivery

This Office observes the implementation of International Health Regulation 2005, Indian Port Health Rules 1955 and the various regulatory and statutory provisions in the above mentioned Acts/Rules/Regulations. This Office Issues Certification /Advisory/monitoring to existing Regulation.

1.4.3) Process by which these services can be accessed

- By Direct Appointment.
- By Email Appointment.

1.4.4) Time limit for achieving Targets

As per the need of work

1.4.5) Process of Redress of Grievances

Grievances can be redressed by approaching the following authority

- A) Dr.M.Maheswari
Port Health Officer,
Port Health Organisation, Chennai.
- B). Central International Health (CIH) Division,
Directorate General of Health Services,
Nirman Bhavan,
Ministry of Health and Family Welfare,
Govt. of India

1.5) Rules Regulations, instructions manual, and records for discharging Functions [Section 4(1)(b)(v)]

1.5.1) Title and nature of the record/ manual /instruction

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

1.5.3) Acts/ Rules manuals etc.

1. The Indian Ports Act, 1908.
2. The Merchant Shipping Act, 1958.
3. Food Safety and Standard Act, (FSSA)-2006
4. Epidemic Diseases Act 1897.

Rules:

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

Regulations:

- 1).The International Health Regulations (2005)
- 2) Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011

1.5.4 Transfer policy.

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

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

1.6.1) Categories of documents

<u>Sl.No</u>	<u>Objects of PoEs</u>	<u>Approved Retention Schedule</u>
I. Shipping Section		
1.	<u>Maritime Declaration of Health forms</u>	C-1
2.	<u>Health certificates of ship</u>	C-3
3.	<u>Register regarding Health Certificates of ships</u>	C-10
4.	<u>Deratting Exemption Certificate [DEC] [Replaced with Ship Sanitation Control Exemption Certificate (SSCEC)]</u>	C-3
5.	<u>Register regarding Derating Exemption Certificate (DEC) [Replaced with Ship Sanitation Control Exemption Certificate</u>	C-1
6.	<u>Pratique granted file/Counter folio</u>	C-3
7.	<u>Register regarding Pratique granted file/Counter folio</u>	C-10
8.	<u>W.H.O. chronicles</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-10 C-1
9.	<u>Weekly Epidemiological Records [W.H.O. Publication) received from Directorate General of Health Services (DGHS)</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-10 C-1
10.	<u>Quarantine restriction-general</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-1
11.	<u>Visiting of Ships Programme Register</u>	C-3
12.	<u>Quarantine Register</u>	C-5
13.	<u>Dead bodies - correspondence file</u>	C-5
14.	<u>International Sanitary Regulation Booklet</u>	C-2
15.	<u>Medicine Chest Inspection Book</u>	C-3
16.	<u>Register regarding Medicine Chest Inspection Book</u>	C-10
17.	<u>Indian Port Health Rules Book</u>	C-5
II. Food Section		
18.	<u>Prevention of Food Adulteration Act, 1962 (Replaced with FSSA, 2006)</u>	C-5
19.	<u>License to FBOs inside Dock premises</u>	C-5
20.	<u>Register regarding License to FBOs</u>	C-10
21.	<u>Yellow fever Vaccine (TR-5 Receipts)</u>	C-3
22.	<u>Yellow fever Vaccination Resister</u>	B
23.	<u>Drugs, Equipments-and other consumable items register</u>	C-3 Or 1 year after the audit is over whichever is later
24.	<u>W.H.O. fellowship-Correspondence</u>	C-5
25.	<u>Monthly, Quarterly Report</u>	C-1
26.	<u>Annual Report</u>	C-5

*** Categorization of Records:**

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

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

1.6.2) Custodian of documents/categories

Port Health Officer,
Port Health Organisation, Chennai

Under Central International Health (CIH) Division, Directorate General of Health Services.

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

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

OFFICE COUNCIL

	Composition of Committee	
1	Dr. M.Maheswari	Chairman
2	Dr. Praveen Madala	Member-Secretary
3	Shri B.K.Horo	Member-Official side
4	Shri V.Saravana Perumal	Member-Staff side
5	Shri V.Arul	Member-Association

PURCHASE COMMITTEE

1	Dr. M.Maheswari	Chairman
2	Dr. Praveen Madala	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

CONDEMNATION & DISPOSAL COMMITTEE

1	Dr. M.Maheswari	Chairman
2	Dr. Praveen Madala	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

DPC/SCREENING COMMITTEE FOR M.A.C.P.

1	Dr. M.Maheswari	Chairman
2	Dr. Praveen Madala	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

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

(i) Name and designation

(ii) Telephone , fax and email ID

Name of Employee	Designation	Contact No.	Email Id
Dr.M.Maheswari	Port Health Officer	9003080850	quarantinechennai@yahoo.com pho.chn-mohfw@gov.in
Dr.Praveen Madala	Public Health Specialist	9502141969	
Dr.A. Aswinram Rathan	Deputy Port Health Officer	8903852166	
Sh. V.Saravana Perumal	UDC	044-25225858	-quarantinechennai@yahoo.com
Sh. B.K.Horo	Staff Nurse		
Sh.J.Ravikumar	Field Worker		
Sh.V.Arul	MTS		
Sh.M.Arunkumar	Health Assistant		

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

1.9.1) List of employees with Gross monthly remuneration

Sr. No.	Name of Employee	Designation	7 TH PAY COMMISSION Pay level	Salaries Allowances
1	Dr. M.Maheswari	Port Health Officer	L-13	As per govt provisions
2	Dr.Praveen Madala	Public Health Specialist Gr,II	L-12	
3	Dr.A. Aswinram Rathan	Deputy Port Health Officer	L-10	
4	Sh. V.Saravana Perumal	UDC	L-6	
5	Sh. B.K.Horo	Staff Nurse	L-9	
6	Sh.J.Ravikumar	Field Worker	L-3	
7	Sh.V.Arul	MTS	L-3	
8	Sh.M.Arunkumar	Health Assistant	L-2	

1.9.2) System of compensation as provided in its regulations

Not Applicable

1.10) Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

1.10.1) Name and designation of the Public Information officer (PIO), Assistant Public Information(s) & Appellate Authority

1.10.2) Address, telephone numbers and email ID of each designated official.

A) Public information officer (PIO)

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Praveen Madala
2.	Designation	Public Health Specialist Gr.II
3.	Address	Port Health Organisation, Rajaji Salai, Chennai-600001
4.	Telephone No	044-25620038
5.	Fax	044-25225858
6.	E-Mail	quarantinechennai@yahoo.com pho.chn-mohfw@gov.in

B) First appellate authority

Dr.M.Maheswari
Port Health Officer,
Rajaji Salai,
Chennai-600001
Tel.No.044-25260038
25620038

C) Final Appellate Authority

Deputy Director (A&V),
Central International Health (CIH) Division,
DGHS, Nirman Bhavan,
Ministry of Health and Family
Welfare, Government of India.
Telephone no- 011-23061806

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

NIL

1.11.1) Pending for Minor penalty or major penalty proceedings

NIL

1.11.2) Finalised for Minor penalty or major penalty proceedings

NIL

1.12) Programmes to advance understanding of RTI, (Section 26)

1.12.1) Educational programmes

Not Applicable

1.12.2) Efforts to encourage public authority to participate in these programmes

Not Applicable

1.12.3) Training of CPIO/APIO

Not Applicable

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

Not Applicable

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

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

2) Budget and Programme

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

BUDGET ESTIMATE

Name Of Institution: - Port Health Organisation, Chennai

Non-Plan

(Rs. in Thousands)

Sr.No	Minor Head/Sub Head	B.E. 2022-23
1.	Salaries	17000
2.	Medical Treatment	500
3.	Wages	150
4.	D. Travel Expenses	100
5.	Office Expenses	2500
6.	Prof. & Spl. Services	2300
7.	R.R.T.	100
8.	Material & Supplies	250
9.	Other Charges	--
10	Minor work	1200
11	Swachata Action Plan(SAP) Other Charges	8
	Total	24108

2.2) Foreign and domestic tours

2.2.1) Budget for Domestic travel Expenses

Assigned by the DGHS

2.2.2.) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

- Nil -

2.2.3.) Information related to procurements

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

NIL

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

All items procured in strict accordance with GFR-2017 norms, and through GeM portal to the maximum possible extent except contingent circumstances on account of outbreak of Covid-19.

c) The works contracts concluded – in any such combination of the above - and

NIL

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

1) Contractual Manpower through Centralized Tendering Agency or through GeM

1. Requirement as approved by the DGHS and rates/remuneration as fixed by the DGHS, New Delhi.

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

Not Applicable

2.4) Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

Not Applicable

2.5) Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

Not Applicable

2.6) CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

Nil

1) Publicity and Public interface

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

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

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

3.1.2) Arrangements for consultation with or representation by

a) Members of the public in policy formulation/ policy implementation

Not Applicable

b) Day & time allotted for visitors

Not Applicable

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

PIOs

Dr. Praveen Madala

Public Health Specialist Gr.II

Port Health Organisation,

Chennai-600001

044-25260038

quarantinechennai@yahoo.com

pho.chn-mohfw@gov.in

3.1.3) Public-private partnerships (PPP)

Being a Subordinate Office under the Directorate General of Health Services, no Public Private Partnership at local level done so far.

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

Yes

3.3) Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

Yes

3.3.1) Use of the most effective means of communication Internet (website)

To refer to the website <https://ihpoe.mohfw.gov.in/> and <https://mohfw.gov.in/>

Email ID : quarantinechennai@yahoo.com & pho.chn-mohfw@gov.in

3.4) Form of accessibility of information manual/ hand book [Section 4(1)(b)]

Being Subordinate office not published / prepared at local level but prepared/published at Central level and available for use in Digital Form from above mentioned websites.

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

Yes

2) E-Governance

S.No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IRdt. 15.4.2013]	(i) English -Yes (See 3.4 above)
		(ii) Vernacular/ Local Language-- No
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IRdt 15.4.2013]	Last date of Annual updation not applicable at local level.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form To refer to the website https://ihpoe.mohfw.gov.in and https://mohfw.gov.in/
		(ii) Name/ title of the document/record/ other information - Suo Moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 -Indian Port Health Rules
		(iii) Location where available and https://mohfw.gov.in/
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility Port Health Organisation, Chennai Rajaji Salai, Chennai-600001 Tel. 044-25260038 Email: quarantinechennai@yahoo.com pho.chn-mohfw@gov.in
		(ii) Details of information made available -Suo-moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 -Indian Port Health Rules -Yellow Fever Vaccination
		(iii) Working hours of the facility 09:30 hrs to 18:00 hrs from Monday to Friday except Public Holidays
		(iv) Contact person & contact details (Phone, fax email) Dr. Praveen Madala Public Health Specialist Gr.II Tel. : 044-25260038 Email: quarantinechennai@yahoo.com pho.chn-mohfw@gov.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism Grievances received directly through post/Email/in Complaint Box or from Ministry and DGHS are processed as per the guidelines issued from time to time.
		(iii) Details of applications received under RTI and information provided till date Receipt of Application – NIL Forwarded application under RTI Act – All replied in time
		(ii) List of completed schemes/ projects/ Programmes Not Applicable
		(iv) List of schemes/ projects/ programme underway Not Applicable

		<p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>Refer 2.3.c</p>
		<p>(vi) Annual Report January Timely Submitted to Competent authority</p>
		<p>(vii) Frequently Asked Question (FAQs) Not Applicable</p>
		<p>(viii) Any other information such as</p> <p>a) Citizen's Charter Following MOHFW and DGHS Citizen Charter</p>
		<p>b) Result Framework Document (RFD) Not Applicable</p>
		<p>c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter: Not Evaluated</p>
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	<p>(i) Details of applications received and disposed Receipt of Application - NIL Receipt of forwarded applications are disposed in time</p>
		<p>(ii) Details of appeals received and orders issued NIL</p>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	<p>Details of questions asked and replies given All the questions received from Ministry are replied in time</p>

3) Information as may be prescribed

5.1) Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

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

1) Current CPIOs

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Praveen Madala
2.	Designation	Public Health Specialist Gr.II
3.	Address	Port Health Organisation, Rajaji Salai, Chennai-600001
4.	Telephone No	044-25260038
5.	Fax	044-25225858
6.	E-Mail	quarantinechennai@yahoo.com / pho.chn-mohfw@gov.in

Current 1) First Appellate Authority

**Dr.M.Maheswari
Port Health Officer, Rajaji Salai
Chennai-600001**

2) Final Appellate Authority,
Deputy Director(A&V) ,
Central International Health (CIH) Division, Dte.GHS,
Nirman Bhavan,
Ministry of Health and Family Welfare,
Government of India.

(b) Earlier CPIO & FAAs from 01/01/2015 to Till Date

S.No.	Name of the CPIO at PHO, Chennai	Period	
		From	To
1	Dr. J.Kadhirvelu	07.01.2009	03.05.2017
2.	Dr. S.Senthilnathan	04.05.2017	10.09.2022
3	Dr.M.Maheswari	11.09.2022	14.11.2022
4	Dr.Praveen Madala	15.11.2022	Till date

S.No.	Name of the FAAs	Period	
		From	To
1	Dr.M.Maheswari	15.11.2022	Till date

5.1.2) Details of third party audit of voluntary disclosure

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

(a) Dates of audit carried out

In 2013

(b) Report of the audit carried out

Available on CIC Website

5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD

Not Applicable

(a) Date of appointment

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.4) Consultancy committee of key stake holders for advice on Suo-Moto disclosure

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

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the officers

Not Applicable

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

Not Applicable

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the Officers

Not Applicable

6. Information Disclosed on own Initiative

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

Suo-Moto Declaration Under Section 4 Of RTI Act 2005,

<https://ihpoe.mohfw.gov.in/RTIPHO/Chennai.pdf>

6.2) Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

No Local website. Website run and maintained by DGHS.

6.2.1) Whether STQC certification obtained and its validity

Not Applicable

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

Not Applicable

