



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
PORT HEALTH ORGANISATION
MARMAGOA GOA 403 803**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

(i). Name and address of the Organisation:

In the year 1961 after the liberation of Goa from the Portuguese regime, the Marmugao Port Health Administration was taken over by the Health Department of Union Territory of Goa. Daman & Diu. Subsequently the Ministry of Health and Family welfare, Government of India took over the administration of Port Health Organisation, Marmagao, Goa on 11th August 1969.

Port Health Organisation Marmagao Goa is situated at Marmugao Harbour area, Goa - 403803.

(ii) Head of the Organisation:

Senior Class I CHS Doctor has been posted as Port Health Officer.

(iii) Vision, Mission and Key objectives:

The main functions of Port Health Organisation, Marmagao, Goa are enforcement of Indian Port Health rules/Acts/WHO guidelines/ International Health Regulations while carrying out works at Port Health Organisations. It also carries out implementation of FSSAI Act 2006 within limits of Marmugao port

(iv)Functions & Duties:

- 1.Inspection of ship/vessels (including sanitation and issuance of Ship Sanitation Control and Ship Sanitation Control Exemption certificate), baggage, cargo, containers, goods, Postal parcels and human remains from departing and arriving ships/vessels, so that they are in such a condition that they are free of sources of infection or contamination, including vectors and reservoirs.
- 2.Health screening and medical examination of travellers for yellow fever, H1N1, Dengue, Ebola Virus Diseases (EVD), (MERS-CoV) Middle East Respiratory Syndrome Corona Viruses, ZIKA disease, covid virus
3. Supervision and coordination of measures so that facilities used by travellers at points of entry are maintained in a sanitary condition and are kept free of sources of infection or contamination, including vectors and reservoirs;
- 4.Responsible for the supervision of any deratting, disinfection, disinsection or decontamination of baggage, cargo, containers, conveyances, goods, postal parcels and human remains or sanitary measures for persons, as appropriate under these Rules
5. Advise conveyance operators, as far in advance as possible, of their intent to apply control measures to a conveyance, and shall provide, where available, written information concerning the methods to be employed;
6. Responsible for the supervision of the removal and safe disposal of any contaminated water or food, human or animal waste, waste water and any other contaminated matter from a conveyance;
- 7.Take all practicable measures consistent with the Indian Port Health Rules, to monitor and control the discharge by ships of sewage, refuse, ballast water and other potentially disease-causing matter which might contaminate the waters of a port, river, canal, strait, lake or other international waterway;
- 8.Responsible for supervision of service providers for services concerning travellers, baggage, cargo, containers, conveyances, goods, postal parcels and human remains at points of entry, including the conduct of inspections and medical examinations as necessary;
9. Have effective contingency arrangements to deal with an unexpected PHEIC and the measures to deal with it to all the concerned agencies at the port;

10. Responsible for coordinating additional health measures at the port as decided by the Central Government in the event of PHEIC like passenger screening, isolation & quarantine, contact listing, ship disinsection, transportation, arranging logistics for various public health measures etc.
11. Rendering Yellow fever vaccination to international travellers.

(v) Organisation chart:

MOHFW → DGHS → CENTRAL INTERNATIONAL HEALTH DIVISION → PORT HEALTH ORGANISATION MARMAGOA GOA

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

1. Port Health Officer:

Administrative:

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

Financial:

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

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

2. 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 Marmugao Port.
2. Granting of Health Clearance to ships.
3. Issue of free pratique/radio pratique certificates to ships coming to Marmugao Port
4. Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension)
5. Inspection of Medicine Chest and issuance of Medicine Chest Certificate
6. Dead body clearance
7. Clearance of Imported used clothing, old woollen rags etc.
8. Inspection of water Barges & water sampling in Dock.
9. Supervision and Monitoring of Sanitation of Marmugao Port premises.
10. Supervision and Monitoring of vector control and anti-rodent activities carried out by Marmugao Port Trust.
11. Inspection and issuance of Licence to FBO in the Dock premises.
12. To attend Administrative work
13. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
14. Training of Stakeholders and staff as and whenever necessary.

2. Other subordinate staff:

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.

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

This organization is a Field Unit established for the detailed execution of policies of the Government of India.

Dealing Assistants to DDO /Head of Office. No intermediate supervision is available.

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

(1.4). 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.

(1.5). Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1)(b)(v)):

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

Acts:

1. The Indian Ports Act, 1908.
2. The Merchant Shipping Act, 1958.
3. Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR)-2011 by assisting the Customs department for clearance of imported food and acting as Designated Officer for Food Catering Units within Port Areas.

Rules:

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

Regulations:

1. The International Health Regulations (2005)

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

I. Documents related to substantive functions:

Category A: Nil

Category B-Keep-Permanent:

1. Copy of Acts, Rules, & Regulations administered by this Public Authority.
2. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years:

1. Register regarding Health Certificates of ships.
2. Register regarding Medicine Chest Inspection Book.
3. Register regarding Provision and Water Inspection on Board under Merchant Shipping Act, 1958.
4. Register regarding Licence to Food establishments inside port area.
5. Register regarding Food Inspection Bill of Entry for Home Consumption.
6. Register of Ship Sanitation Control/Control Exemption Certificates.

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. Quarantine Register.
4. Register of Licence issued to Catering Establishments under FSSA, 2006.
5. Register of Medicines Chest Certificates.
6. Register of Dead Body Clearance correspondence file.
7. Certificates of Analysis of Imported Food Samples.

Category C-3 Years:

1. Ship Sanitation Control/Control Exemption Certificates issued.
2. Licenses 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. Messages from ships
3. Pratique granted File
4. General correspondence on quarantine matters
5. All other routine correspondence on substantive functions.

II. Administrative and financial records:

All records maintained for Establishment and accounts management as prescribed under relevant rules.

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

- i) Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.
- ii) Representation for public in relation to implementation of policies is possible through constitution of specific committees. At present no such committee is existing.

No Board, Council, or body consisting of two or more persons existing as a part of this authority. A Committee is functioning for screening of employees for grant of financial up gradations under Modified Assured Career Progression Scheme.

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

(1) Dr. Mangesh Patil
Port Health Officer,
Port Health Organisation,
Marmagoa Harbour Goa – 403803. OFFICE Tel. No.0832-2993530 Tel/FAX-

(2)Dr Ashish Mandrelle
Deputy Port Health Officer
Port Health Organisation,
Marmagoa Harbour Goa – 403803 OFFICE Tel. No.0832-2993534

(3) Dr Neenu Robin
Medical officer
Port Health Organisation,
Marmagoa Harbour Goa – 403803 OFFICE Tel. No.0832-2993534

(2) Shri R.S.VELIP,
MTS,
Port Health Organisation,
Marmagoa harbour Goa. OFFICE Tel. No.0832-2993534

E-Mail

phogoa@gmail.com
pho-mhfw.goa@gov.in

Yellow fever Vaccination: - Every Thursday (except holidays)

Timing: - : 10:00 AM. to 12.00 PM

Office Timing (On working days) : 09.00 Hrs. to 17.30 Hrs.

Lunch break : 13.00 Hrs. to 13.30 Hrs.

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

Staff Position: The total staff strength of Port Health Organisation, Marmagoa is Eight only. They are as follows with their scales of Pay:

| Sr.No | Name of the Post | Name of the Institute | Sanctioned Number | Vacancies as on 03.01.2023 | Remarks |
|-------|---------------------|------------------------------|-------------------|----------------------------|---------|
| 1 | Port Health Officer | Port Health Organisation Goa | 1 | 0 | |
| 2 | Medical Officer | Port Health Organisation Goa | 2 | 0 | |
| 3 | MTS | Port Health Organisation Goa | 1 | 0 | |
| 4 | Filed Worker | Port Health Organisation Goa | 4 | 4 | |
| | TOTAL | | 8 | 4 | |

- (1) Port Health Officer, Gr. 'A' (Level 13) 1 Post
(2) Medical Officer, Gr. 'A' (Level 10) 2 Posts
(3) MTS, Gr. 'C' (Level 3) 1 Post
(4) Field worker Gr. 'C' (Level 1).....4 post

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

CPIO:-

1. Name of the Officer - Dr.Ashish Mandrelle
2. Designation -Deputy Port Health Officer.
3. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803
4. Telephone No - 0832-2993534
5. E-Mail pho-mhfw.goa@nic.in

- Appellate Authority:-**
1. Name of the Officer - Dr.Mangesh Patil
 2. Designation - Port Health Officer.
 3. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803
 4. Telephone No - 0832-2993530
 5. E-Mail pho-mhfw.goa@nic.in

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

Nil

(1.12). Programmes to advance understanding of RTI (Section 26):

Nil

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

As per guidelines received from DGHS, MOHFW

2. Budget & Programme:

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]:

BUDGET ALLOTTED TO PORT HEALTH ORGANISATION, MARMAGOA DURING 2022-2023

| Budget For F.Y. 2022 -23 (Rs. In Thousands) | | |
|---|---------------------------------------|-------------------------------|
| NAME OF INSTITUTION:-PORT HEALTH ORGANISATION, MARMAGOA GOA | | |
| S.NO | Minor Head/Sub Head | Budget Estimate for 2022-2023 |
| | | (Sanctioned) |
| 1 | 2 | 3 |
| 1 | Salaries | 5400.000 |
| 2 | Medical Treatment | 50.000 |
| 3 | Wages | 60.000 |
| 4 | OTA | 0.000 |
| 5 | D.Travel Expenses | 200.000 |
| 6 | Office Expenses | 500.000 |
| 7 | R.R.T | 50.000 |
| 8 | Prof.& Spl.Services | 500.000 |
| 9 | Material & Supplies | 100.000 |
| 10 | Other Charges | 5.000 |
| 11 | Minor work | 400.000 |
| 12 | Swatchhta action plan & other charges | 5.000 |
| | Total | 7270.000 |

2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012):

Nil during 2017,2018,2019,2020,2021,2022

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

Nil

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

Nil

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

Nil

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

Nil

3. Publicity Band Public interface

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

Nil

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

Yes on the website. <https://ihpoe.mohfw.gov.in/> and the email id is pho-mhfw.goa@nic.in

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

Yes on the website <https://ihpoe.mohfw.gov.in/> and the email id is pho-mhfw.goa@nic.in

3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]:

Yes on the website <https://ihpoe.mohfw.gov.in> and the email id is pho-mhfw.goa@nic.in

3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]:

Yes on the website <https://ihpoe.mohfw.gov.in> and the email id is pho-mhfw.goa@nic.in

4. E.Governance

| S .No. | Item | Details of disclosure |
|--------|--|--|
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | Available in English |
| 4.2 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] | Yes in 2015 |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | Available on website https://ihpoe.mohfw.gov.in and the email id is pho-mhfw.goa@nic.in |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | Yellow fever vaccination: - Every Thursday (except holidays) |
| | | Timing: - : 10:00 Hrs. to 12.00 Hrs |
| | | Office Timing (On working days) : 09.00 Hrs. to 17.30 Hrs. |
| | | Lunch break : 13.00 Hrs. to 13.30 Hrs. |
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | Information is updated on quarterly basis in central information commission website. |
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | Information is updated on quarterly basis in central information commission website. |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Replies sent to concern division of MOHFW for compilation. |

5. Information as may be prescribed

| S. No. | Item | Details of disclosure | Information |
|--------|--|--|---|
| 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] | (i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015 | 1. Name of the Officer - Dr. Ashish Mandrelle CPIO 2. Designation –Deputy Port Health Officer. 3. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803 4. Telephone No -0832-2993534 5. E-Mail pho-mhfw.goa@nic.in |
| | | (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out | Not carried out |
| | | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers | 1. Name of the Officer - Dr.Mangesh Patil 2. Designation - Port Health Officer. 3. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803 4. Telephone No -0832-2993534 5. E-Mail pho-mhfw.goa@nic.in |
| | | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers | 03.10.2022 1. Name of the Officers - Dr.Mangesh Patil- Port Health Officer , 2) Dr Ashish Mandrelle- Deputy Port Health Officer , 3) Dr Neenu Robin , Medical officer 4. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803 5. Telephone No - 0832-2993534 6. E-Mail pho-mhfw.goa@nic.in |
| | | (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers | 03.10.2022 1. Name of the Officers - Dr.Mangesh Patil- Port Health Officer , 2) Dr Ashish Mandrelle- Deputy Port Health Officer , 3) Dr Neenu Robin , Medical officer 4. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803 5. Telephone No - 0832-2993534 6. E-Mail pho-mhfw.goa@nic.in |

6. Information Disclosed on own Initiative

| S.No. | Item | Details of disclosure | Information |
|-------|---|---|----------------|
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | | Yes. Displayed |
| 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) | (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? | Not applicable |

PORT HEALTH OFFICER is Public Information officer and available at Port Health Organisation, Marmagoa for any information, helps to the General Public

Signature
Name: Dr. Ashish Mandrelle
Designation: Deputy Port Health Officer, Marmagoa, Goa
Date: 03.01.2023