



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

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

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

Introduction and Background Information:

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

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

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

In Mumbai port there are:

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

1.1.1)Name and Address of organisation

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

Tel. : 022-22020027 (0)

: 022-22027101 (Direct)

Fax. : 022-22020814

Email: pho.mum-mohfw@gov.in

porthealthmumbai@gmail.com

1.1.2) Head of Organisation,

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

1.1.3) Vision Mission And Key Objectives

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

1.1.4) Functions & Duties:

Routine functions: -

A) Related to clearance of Vessels: -

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

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

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

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

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

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

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

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

I) Licensing of Catering Establishments:-

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

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

During Public Health Emergency of International Concern(PHEIC)

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

1.1.5) Organisation Chart

- Port Health Officer
- Medical Officers
- Health / Sanitary Inspectors
- Multi Task Workers (Technical /Non-Technical)
- Administrative and Supportive Staff

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

As in introduction

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

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

A) Port Health Officer:

Administrative:

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

Financial:

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

Others:

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

B) Medical Officer:

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

Powers and duties common to both as above

1. Clearance of Quarantine Ships Coming to Mumbai port.
2. Granting of Health Clearance to ships.
3. Issue of Free pratique /Radio pratique certificates to ships coming to Mumbai port.
4. Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension}

5. Inspection of Medicine Chest and issuance of Medicine Chest Certificate.
6. Dead body clearance.
7. Clearance of Imported used clothing, old woollen rage etc.
8. Inspection of water Barges& water sampling in Dock.
9. Supervision and Monitoring of Sanitation of Mumbai port premises.
10. Supervision and Monitoring of vector control and anti-rodentactivities carried out by Mumbai port Trust.
11. Inspection and issuance of Licence to FBO in the Dock premises.
12. To attend Administrative work
13. Seamans's Medical Examination as and when requested by the office of the Shipping Master, Ministry of Shipping.
14. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
15. Training of Stakeholders and staff as and whenever necessary.

1.2.2)Power and duties of other employees:

Powers: Being Subordinate staff, No independent powers.

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

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

Acts:

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

Rules:

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

Regulations:

- 1).The International Health Regulations (2005)

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

1.3.1) Process of decision making Identify key decision making points

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

The procedure followed is according to the existing rules, manuals etc through the decision-making process of: Dealing Assistants to DDO /Head of Office. No intermediate supervision is available.

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

1.3.2) Final Decision Making Authority at this Office

Dr.DhavalThorat, MD(PSM)
Port Health Officer,
Port Health Organisation, Mumbai.

1.3.3) Related provisions, act, rules, Acts:

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

Rules:

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

Regulations:

- 1).The International Health Regulations (2005)

1.3.4) Time limit for taking a decision, if any

Depending on work and as per need.

1.3.5) Channel of supervision and accountability

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

At DGHS level →The Director General of Health Services

→Deputy Director General (IH)

→Assistant Director General (IH)

→PH(IH) Division.

At Local Level →Port Health Officer, Mumbai

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

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

1.4.1) Nature of Function/Service Delivery

A) Related to clearance of Vessels: -

- a.) Clearance of Vessels: - Issuance of Radio & Free Pratique, Health Clearance.
- b.) Inspection and Issuance of Ship Sanitation Certificate to Vessels: -

c.) Inspection of provision and Issuance of Provision certificate: -

d.) Inspection and Issuance of Medicine chest certificate: -

e.) Clearance of Dead body:

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

C) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control in

Docks and surrounding areas:

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

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

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

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

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

I) Licensing of Catering Establishments:-

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

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

During Public Health Emergency of International Concern(PHEIC)

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

1.4.2) Norms/standards for Function Service Delivery

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

1.4.3) Process by which these services can be accessed

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

1.4.4) Time limit for achieving Targets

As per need of work

1.4.5) Process of Redress of Grievances

Grievances can be redressed by approaching following authority

- A) Dr Rupali Kaderkar ,
Grievance Officer,
Senior Medical Officer,
Port Health Organisation,Mumbai
- B) Dr.DhavalThorat, MD(PSM)
Port Health Officer,
Port Health Organisation, Mumbai.
- C). PH (IH) Section,
Directorate General of Health Services,
Nirman Bhavan,
Ministry of Health and Family Welfare,
Govt. of India

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

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

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

1.5.3) Acts/ Rules manuals etc.

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

Rules:

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

Regulations:

- 1.The International Health Regulations (2005)

1.5.4 Transfer policy.

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

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

1.6.1) Categories of documents

<u>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(i)	<u>Health certificates of ship</u>	C-3
2(ii)	<u>Register regarding Health Certificates of ships</u>	C-10
3(i)	<u>Deratting Exemption Certificate (DEC)</u> <u>[Replaced with Ship Sanitation Control Exemption Certificate (SSCEC)]</u>	C-3
3(ii)	<u>Register regarding Derating Exemption Certificate (DEC) [Replaced with Ship Sanitation Control Exemption Certificate]</u>	C-1
4	<u>Telegram /fax from ships</u>	C-1
5(i)	<u>Pratique granted file/Counter folio</u>	C-3
5(ii)	<u>Register regarding Pratique granted file/Counter folio</u>	C-10
6	<u>W.H.O. chronicles</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-10 C-1
7	<u>Weekly Epidemiological Records [W.H.O. Publication) receive from Directorate General of Health Services (DGHs)</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-10 C-1
8	<u>Quarantine restriction-general</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-1
9	<u>Visiting of Ships Programme Register</u>	C-3
10	<u>Quarantine Register</u>	C-5
11	<u>Dead bodies - correspondence file</u>	C-5
12	<u>International Sanitary Regulation Booklet</u>	C-2
13	<u>Orders about confiscation of Monkeys</u> <u>Correspondence</u>	C-5
14(i)	<u>Medicine Chest Inspection Book</u>	C-3
14(ii)	<u>Register regarding Medicine Chest Inspection Book</u>	C-10
15(i)	<u>Provision and Water inspection n Board under Merchant Shipping Act, 1958</u>	C-3
15(ii)	<u>Register regarding provision and Water inspection on Board under Merchant Shipping Act, 1958</u>	C-10
16	<u>Haj Pilgrims outgoing and incoming Medical History Sheets</u>	C-1
17	<u>Over-Sea Medical Advice File</u>	C-3
18	<u>Woollen Rags:</u> i. <u>Fumigation Register</u> ii. <u>Bill of Entry</u>	C-3 C-1
19	<u>Indian Port Health Rules Book</u>	C-5
II. Food Section		
20	<u>Prevention of Food Adulteration Act, 1962</u>	C-5

21(i)	<u>License to Canteen inside Dock premises</u>	C-5
21(ii)	<u>Register regarding License to Canteen inside Dock premises</u>	C-10
22(i)	<u>Food Inspection Bill of Entry for Home Consumption</u>	C-1
22(ii)	<u>Register regarding Food Inspection Bill of Entry for Home Consumption</u>	C-10
23	<u>Analysis Reports from public Analysts of Bombay Municipal Corporation [BMC]; Bhopal Atomic Research Centre</u> i. <u>Fit Report</u> ii. <u>ii Unit Report</u>	C-1 C-5
24	<u>Port Health Organisation [PHO]'s opinion sent to Customs Commissionerate</u>	C-3 C-5
III. Seamen's Medical Examination Office (SMEO)		
25	<u>Yellow fever Vaccine (TR-5 Receipts)</u>	C-3
26	<u>Yellow fever Vaccination Register</u>	B
27	<u>Seamen's Medical Examination Rules</u>	C-5
28	<u>Seamen's Medical Examination:</u> i. <u>General Correspondence</u> ii. <u>Medical Records</u> iii. <u>Correspondence with Shipping Master</u>	B
29	<u>Drugs, Equipments and other consumable items register</u>	C-3 Or 1 year after the audit is over whichever is later
30	<u>W.H.O. fellowship-Correspondence</u>	C-5
31	<u>Monthly, Quarterly Report</u>	C-1
32	<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, Mumbai

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

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

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

OFFICE COUNCIL

	Composition of Committee	
1	Dr. Dhaval M Thorat	Chairman
2	Dr. Vivekanand Giri	Member
3	Dr. Mukund Shahane	Member

4	Dr.Rupali Kaderkar	Member
5	Mrs. Madhuri Kose	Member
6	Shri.Mohan Waghela	Member
	Any Co-Opted Member Based In Requirement/Invited Member	

PURCHASE COMMITTEE

1	Dr.Mukund Shahane	Chairman
2	Dr.Rupali Kaderkar	Member
3	Mrs.Madhuri Kose	Member
4	Shri. Satish Zanjare	Member

CONDEMNATION & DISPOSAL COMMITTEE

1	Dr.Rupali Kaderkar	Chairman
2	Mrs.Madhuri Kose	Member
3	Shri.Jitendra Kumar	Member
4	Shri.Dharampal Singh Mamchand	Member

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

1	Dr. Dhaval M Thorat	Chairman
2	Dr. Vivekanand.C.Giri	Member
3	Dr.Kasim/ Dr.Mukund Shahane	Member
4	Mrs.Madhuri Kose	Member
	Any Co-Opted Member Ext to Office Based on Requirement	

RAJBHASHA(HINDI) COMMITTEE

1	Dr.Dhaval M Thorat	Chairman
2	Dr.Rupali Kaderkar	Secretary
3	Mrs.Madhuri Kose	Member
4	Shri.Dharampal Singh Mamchand	Member
5	Shri.Vivekanand Prasad	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.DhavalThorat	Port Health Officer	9769563610	pho.mum-mohfw@gov.in porthealthmumbai@gmail.com
Dr.DeepakRaut	Advisor	9958097015	
Dr Vivekanand C Giri	Public Health Specialist Grade I	9444274486	
Dr.MukundShahane	Medical Officer	7588237593	
Dr.RupaliKaderkar	Medical Officer	9049560542	
Dr.MohammedKasim KKU	Medical Officer	9987997447	
Mrs.MadhuriR.Kose	LDC	022-22020027	porthealthmumbai@gmail.com
Sh.G.S.Dodka	Daftary		
Sh.MP.Waghela	MTS		
Sh.D.S.Mamchand	MTS		
Sh.S.G.Kanade	MTS		
Sh.S.K.Zanjare	MTS		
Sh.S.V.Nikam	MTS		
Sh.V.D.Sawant	MTS		
Smt. Nirmala D. Maru	MTS		
Sh.DawoodSolanki	MTS		
Sh.J.N.Jogadia	MTS		
Sh.Jitendra Kumar	MTS		
Sh.Vivekanand Prasad	MTS		

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	Basic Salary	Allowances
1	Dr.Dhaval Thorat	Port Health Officer	L-14	218200	As per govt provisions
2	Dr.Deepak Raut	Advisor	L-15	224100	
3	Dr.Vivekanand Giri	Medical Officer	L-13	142700	
4	Dr.Mukund Shahane	Medical Officer	L-11	78500	
5	Dr.Rupali Kaderkar	Medical Officer	L-11	78500	
6	Dr.Mohammed Kasim KKU	Medical Officer	L-11	76200	
7	Mrs.Madhuri R.Kose	LDC	L-5	44100	
8	Sh.G.S.Dodka	MTS	L-4	41000	
9	Sh.M. P.Waghela	MTS	L-4	39800	
10	Sh.D.S.Mamchand	MTS	L-4	39800	
11	Sh.S.G.Kanade	MTS	L-4	39800	

12	Sh.S.K.Zanjare	MTS	L-4	39800	
13	Sh.S.V.Nikam	MTS	L-4	38600	
14	Sh. V.D.Sawant	MTS	L-3	34000	
15	Smt. Nirmala D. Maru	MTS	*	*	
16	Sh.Dawood Solanki	MTS	L-3	36100	
17	Sh.J.N.Jogadia	MTS	L-3	36100	
18	Sh.Jitendra Kumar	MTS	L-1	23100	
19	Sh.Vivekanand Prasad	MTS	L-1	23100	

* Unauthorised absence from 2007.

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.Dhaval Thoat.
2.	Designation	Port Health Officer.
3.	Address	Port Health Organisation, Pattan Swasthya Bhavan, 7-Mandlik Road, Mumbai 400001
4.	Telephone No	022-22020027, 022-22027101
5.	Fax	022-22020814
6.	E-Mail	porthealthmumbai@gmail.com , pho.mum-mohfw@gov.in

B) Appellate Authority,

Deputy Director General,
PH(IH) section,
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/REVISED ESTIMATE

Name Of Institution:-Port Health Organisation, Mumbai

NON PLAN (Rs. in Thousands)

Sr.No	Minor Head/Sub Head	B.E. 2022-23	R.E. 2022-23	Expenditure upto January 2023
1	Salaries	26000.000	30000.000	25298.788
2	Medical Treatment	700.000	700.000	146.172
3	Wages	50.000	50.000	5.366
4	OTA	0.000	0.000	0.000
5	D.Travel Expenses	600.000	600.000	210.020
6	Office Expenses	1100.000	1300.000	858.741
7	R.R.T	550.000	550.000	11.854
8	Prof.&Spl.Services	1500.000	2000.000	1285.560
9	Material & Supplies	2200.000	2500.000	1959.354
10	Other Charges	5.000	5.000	0.000
11	Minor work	2000.000	2200.000	1999.989
12	Swachata Action Plan (SAP) Other Charges	12.000	12.000	9.000
	Total	41790.000	40117.000	31801.391

2.2) Foreign and domestic tours

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

B.E. 2022-23 Rs 600.000 R.E. 2022-23 Rs. 800.000 (In Thousand)

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

No Foreign Tours, Only Domestic Tours undertaken by the officials of this organisation. Total Expenditure under the Head Domestic Tour Expenses up to 31/01/2023 is Rs**210.020 (in thousand)**

2.2.3)Information related to procurements

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

Nil

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

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

Following details of procurement.done by PHO, Mumbai for period 1/4/2022 to 31/01/2023

Sr. No.	GeM Contract No	Dated	Amount
1.	GeM No-511687783583829	12/12/2022	200
2.	GeM No-511687750749787	12/12/2022	400
3.	GeM No-511687744874124	12/12/2022	570
4.	GeM No-511687776749404	12/12/2022	930
5.	GeM No-511687765014057	12/12/2022	950
6.	GeM No-511687729345945	12/12/2022	1080
7.	GeM No-511687705792994	12/12/2022	1200
8.	GeM No-511687789124613	12/12/2022	1620
9.	GeM No-511687753204510	12/12/2022	1750
10.	GeM No-511687726403583	12/12/2022	1980
11.	GeM No-511687744533056	12/12/2022	2280
12.	GeM No-511687711939023	12/12/2022	2340
13.	GeM No-511687780727470	12/12/2022	2700
14.	GeM No-511687755671154	12/12/2022	3000
15.	GeM No-511687711015984	12/12/2022	3000
16.	GeM No-511687792177533	12/12/2022	3000
17.	GeM No-511687756971028	12/12/2022	3840
18.	GeM No-511687742478570	12/12/2022	3900
19.	GeM No-511687736223559	12/12/2022	4080
20.	GeM No-511687783433766	12/12/2022	5760
21.	GeM No-511687784850127	12/12/2022	22951
22.	GeM No-511687755324638	12/12/2022	22986
23.	GeM No-511687747226870	12/12/2022	24603
24.	GeM No-511687718958548	12/12/2022	24780
25.	GeM No-511687770718962	06/01/2023	16547
26.	GeM No-511687780762044	19/01/2023	97950

Non-GeM Procurement done by PHO, Mumbai for period 1/4/2022 to 31/01/2023

1	Table Glass	04/03/2022	2526
2	Letter print Forms purchase	18/04/2022	19222
3	Yellow Fever Vaccine	29/04/2022	600150
4	Mother Board	06/05/2022	6500
5	Microsoft Office	26/05/2022	7375
6	Stationery	06/06/2022	2160
7	Yellow Fever Vaccination	16/06/2022	300150
8	Postage Stamp	22/06/2022	3000
9	Letter print	29/08/2022	13758
10	Yellow Fever Vaccine	12/09/2022	400275
11	Letter print	26/09/2022	6065
12	Postage Stamp	04/01/2023	3000

c) The works contracts concluded – in any such combination of the above-and ANNUAL MAINTENANCE CONTRACT F.Y.2022-23

“NIL”

From APR 2022 to MAR 2022

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

Contractual Manpower through Centralized Tendering Agency

1. One post of staff Nurse - M/S Eagle Security & Personnel Services, Mumbai

Payment per month @1 %service charges- 43877/-

2. Tenders was floated for various post to be hired on contractual basis and was awarded to M/s. Hiraki Enterprises, Mumbai @0.85% service charges-86412/-
One D.E.O, One Driver and One MTS engaged through this Agency.

3. PM(ABHIM) Tenders was floated for various post to be hired on contractual basis and was awarded to M/s. Freshsa Security Agency, Navi Mumbai @0.85% service charges- 34177/-

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]

Audit Para 28/09/2022 to 07/10/2022

- 1)Non-renewal of lease deed in respect of office building & premises.
- 2)Non-payment of Moiety Charges by Mumbai Port Trust since 2009-10.
- 3) Non-revision Yellow Fever Vaccination
- 4) Shortage of Manpower
- 5)Non-conducting of Internal Audit.

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]

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.DavalThorat.
Port Health Officer,
Port Health Organisation,
7,Mandlik Road,
Colaba 400001
022-22020027, 022-22027101

porthealthmumbai@gmail.com

pho.mum-mohfw@gov.in

3.1.3)Public-private partnerships (PPP)

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

No Public Private Partnership at local level so far.

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

Yes

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

Yes

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

To refer to the website www.ihrpoe.co.in and <https://mohfw.gov.in/>the
email id- porthealthmumbai@gmail.com,
pho.mum-mohfw@gov.in,
<https://www.ihrpoe.co.in/pdf/RTI/PHOMumbai.pdf>

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

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

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

Yes

4) E-Governance

S .No.	Item	Details of disclosure				
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(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-IR dt 15.4.2013]	Last date of Annual updation Not applicable at local level.				
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form To refer to the website www.ihrpoe.co.in and https://mohfw.gov.in/ the email id porthealthmumbai@gmail.com , pho.mum-mohfw@gov.in , https://www.ihrpoe.co.in/pdf/RTI/PHOMumbai.pdf				
		(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 www.ihrpoe.co.in 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 faculty Port Health Organisation, Mumbai Pattan Swasthya Bhavan 7-Mandlik Road. Mumbai- 400 001 Tel. : 022-22020027 (0) : 022-22027101 (Direct)Fax.: 022-22020814 Email: pho.mum-mohfw@gov.in porthealthmumbai@gmail.com				
		(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 0930 hrs to 1800hrs Monday to Friday Except Holidays				
		(iv) Contact person & contact details (Phone, fax email) Medical Officer Tel. : 022-22020027 (0) : 022-22027101 (Direct)Fax.: 022-22020814 Email: pho.mum-mohfw@gov.in porthealthmumbai@gmail.com				
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressed mechanism Grievances received directly through post/Email/in Complaint Box or from Ministry and DGHS are processed as per the guidelines issued from time to time.				
		(ii) Details of applications received under RTI and information provided From 01/01/2022 till date				
		S.N	RTI Applicant	Date	of	Date of Reply

					Receipt	
		1	Sh.AbhayNitin Singh	dt.3.2.2022	dt.4.2.2022	
		2	Sh.Amitava Dutta Roy	dt.18.8.2022	dt.23.8.2022	
		3	Sh.L.D.Agarwal	dt.9.9.2022	19.9.2022	
		4	Adv.Saurabh Sharma	dt.26.9.2022	dt.26.9.2022	
		5	Sh.KotaVenkateswary Nellore	dt.13.10.2022	dt.7.11.2022	
		6	Sh.AshwinRadhaKrishnan	dt.25.10.2022	dt.25.11.2022	
		7	Sh.Kaushik Kumar ShantilalBarot	dt.22.11.2022	dt.21.12.2022	
		8	Shri. Alex Tamang	dt.2.12.2022	dt.30.12.2022	
		9	Ms.Arsh	dt.16.12.2022	dt.5.1.2023	
		10	Sh.A.Vijay Kumar	dt.30.12.2022	dt.12.1.2023	
	(iii)	List of completed schemes/ projects/ Programmes Not Applicable				
	(iv)	List of schemes/ projects/ programme underway Not Applicable				
	(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract Refer 2.3.c				
	(vi)	Annual Report 1 st January 2022 to 31 st December 2022				
		SR	Particulars of Work	Nos.		
		1	No. of Ships arrived	2385		
		2	No. of ships given health clearance	1668		
		3	No. of ships given free pratique	25		
		4	No. of ships given radio free pratique	161		
		5	No. of ships quarantined	1		
		6	No of Ships where control measures applied	9		
		7	No. of Ships issued Ship Sanitation Control Certificate	20		
		8	No. of issued Ship Sanitation Control Exemption Certificate	582		
		9	No of Ships issued Extension to existing Ship Sanitation Certificate	10		
		10	No.of Sanitary Inspections carried out in docks area	68		
		11	No.of Yellow Fever Vaccination given	8681		
		12	No.of Imported food samples lifted	0		
		13	No.of water samples lifted	152		
		14	No.of imported edible oil samples lifted	0		
		15	No of Catering Establishments inspected and issued License	1		
		16	No.of Dead bodies given clearance	3		
		17	No. of entomological surveys undertaken	34		
		18	No.of Medical chest inspected	138		
		19	No. of passengers screened	22287		
		20	No.of crew screened	50886		
		21	No. of medical emergencies attended	0		

		<table><tr><td>22</td><td>No of Ships from Rodent endemic areas screened for Rodents</td><td>236</td></tr><tr><td>23</td><td>No of Bells /Tons of old clothing and woolen rags cleared</td><td>189</td></tr><tr><td>24</td><td>No of Bells /Tons of old clothing and woolen rags Fumigated</td><td>189</td></tr></table>	22	No of Ships from Rodent endemic areas screened for Rodents	236	23	No of Bells /Tons of old clothing and woolen rags cleared	189	24	No of Bells /Tons of old clothing and woolen rags Fumigated	189																																																								
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		(vii) Frequently Asked Question (FAQs) Not Applicable																																																																	
		(viii) Any other information such as a) Citizen’s Charter Following MOHFW and DGHS Citizen Charter																																																																	
		b) Result Framework Document (RFD) Not Applicable																																																																	
		c) Six monthly reports on the																																																																	
		d) Performance against the benchmarks set in the Citizen’s Charter Not Evaluated																																																																	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	<table><tr><td>(i)</td><td colspan="4">Details of applications received and disposed From 01/01/2022 till date</td></tr><tr><td></td><td>S.N</td><td>RTI Applicant</td><td>Date of Receipt</td><td>Date of Reply</td></tr><tr><td></td><td>1</td><td>Sh.AbhayNitin Singh</td><td>dt.3.2.2022</td><td>dt.4.2.2022</td></tr><tr><td></td><td>2</td><td>Sh.Amitava Dutta Roy</td><td>dt.18.8.2022</td><td>dt.23.8.2022</td></tr><tr><td></td><td>3</td><td>Sh.L.D.Agarwal</td><td>dt.9.9.2022</td><td>19.9.2022</td></tr><tr><td></td><td>4</td><td>Adv.Saurabh Sharma</td><td>dt.26.9.2022</td><td>dt.26.9.2022</td></tr><tr><td></td><td>5</td><td>Sh.Kota Venkateswary Nellore</td><td>dt.13.10.2022</td><td>dt.7.11.2022</td></tr><tr><td></td><td>6</td><td>Sh.AshwinRadhaKrishnan</td><td>dt.25.10.2022</td><td>dt.25.11.2022</td></tr><tr><td></td><td>7</td><td>Sh.Kaushik Kumar ShantilalBarot</td><td>dt.22.11.2022</td><td>dt.21.12.2022</td></tr><tr><td></td><td>8</td><td>Shri. Alex Tamang</td><td>dt.2.12.2022</td><td>dt.30.12.2022</td></tr><tr><td></td><td>9</td><td>Ms.Arsh</td><td>dt.16.12.2022</td><td>dt.5.1.2023</td></tr><tr><td></td><td>10</td><td>Sh.A.Vijay Kumar</td><td>dt.30.12.2022</td><td>dt.12.1.2023</td></tr><tr><td>(ii)</td><td colspan="4">Details of appeals received and orders issued NIL.</td></tr></table>	(i)	Details of applications received and disposed From 01/01/2022 till date					S.N	RTI Applicant	Date of Receipt	Date of Reply		1	Sh.AbhayNitin Singh	dt.3.2.2022	dt.4.2.2022		2	Sh.Amitava Dutta Roy	dt.18.8.2022	dt.23.8.2022		3	Sh.L.D.Agarwal	dt.9.9.2022	19.9.2022		4	Adv.Saurabh Sharma	dt.26.9.2022	dt.26.9.2022		5	Sh.Kota Venkateswary Nellore	dt.13.10.2022	dt.7.11.2022		6	Sh.AshwinRadhaKrishnan	dt.25.10.2022	dt.25.11.2022		7	Sh.Kaushik Kumar ShantilalBarot	dt.22.11.2022	dt.21.12.2022		8	Shri. Alex Tamang	dt.2.12.2022	dt.30.12.2022		9	Ms.Arsh	dt.16.12.2022	dt.5.1.2023		10	Sh.A.Vijay Kumar	dt.30.12.2022	dt.12.1.2023	(ii)	Details of appeals received and orders issued NIL.			
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4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	<table><tr><td colspan="3">Details of questions asked and replies given</td></tr><tr><td colspan="3">Question During 2022-2023</td></tr><tr><td>SR.NO.</td><td>Question no Raised by</td><td>Received/replied</td></tr><tr><td>1.</td><td>Question 2954 received on 23/02/2022.</td><td>Replied on 23/02/2022.</td></tr><tr><td>2</td><td>Question 3886 received on 07/03/2022.</td><td>Replied on 17/03/2022.</td></tr><tr><td>3.</td><td>Question no 2954 received on 06/06/2022.</td><td>Replied on 28/06/2022.</td></tr><tr><td>4</td><td>Question no 1086 received on 19/07/2022.</td><td>Replied on 20/07/2022.</td></tr><tr><td>5</td><td>Question no 744 received on 12/12/2022.</td><td>Replied on 23/12/2022.</td></tr><tr><td>6</td><td>Question no 5058 received on 12/12/2022.</td><td>Replied on 23/12/2022.</td></tr></table>	Details of questions asked and replies given			Question During 2022-2023			SR.NO.	Question no Raised by	Received/replied	1.	Question 2954 received on 23/02/2022.	Replied on 23/02/2022.	2	Question 3886 received on 07/03/2022.	Replied on 17/03/2022.	3.	Question no 2954 received on 06/06/2022.	Replied on 28/06/2022.	4	Question no 1086 received on 19/07/2022.	Replied on 20/07/2022.	5	Question no 744 received on 12/12/2022.	Replied on 23/12/2022.	6	Question no 5058 received on 12/12/2022.	Replied on 23/12/2022.																																						
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5) Information as may be prescribed

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

Name & details of

(a) Current CPIO & FAAs

1) Current CPIOs

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

Current FAAs

2) Appellate Authority,

Deputy Director General
PH(IH) section ,
DteGHS,
NirmanBhavan,
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, Mumbai	Period	
		From	To
1	Dr.P.D.Parmar	01/01/2015	30/06/2015
2.	Dr.DeepakSule	01/07/2015	05/03/2018
3.	Dr.MilindHanchate	06/03/2018	24/05/2018
4.	Dr.Vivekanand C. Giri	25/05/2018	27/05/2019
5.	Dr.DeepakSule	27/05/2019	05/01/2021
6.	Dr.Vivekanand C. Giri	06/01/2021	09/11/2021
7	Dr.Dhaval Thoat.	10/11/2021	Till date

S.No.	Name of the FAAs	Period	
		From	To
1	Dr.Sujit Singh	01/01/2015	05/03/2018
2.	Dr.Deepak Sule	06/03/2018	15/04/2019
3.	Dr.P.K.Sen	15/04/2019	22/01/2021
4.	Dr Alok Mathur	22/01/2021	23/11/2021
5	Dr Sudarshan Mandal	24/11/2021	23/09/2022
6	Dr Senthil Nathan Subramanian	24/09/2023	Till Dtae

5.1.2) Details of third party audit of voluntary disclosure

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

(a) Dates of audit carried out

In 2020

(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://www.ihrpoe.co.in/pdf/RTI/PHOMumbai.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 subordinate office website. Cental 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