

INFORMATION REQUIRED TO BE PUBLISHED UNDER SECTION 4(1)(b) OF THE  
RIGHT TO INFORMATION ACT, 2005

**Port Health Organization, Paradip**

Sl.No.	Particulars	Details																		
1.	The particulars of its organization, functions and duties.	<p><b><u>(i). Name and address of the Organization:</u></b>  <b>Port Health Organization (PHO) Paradip</b> is a major unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. PHO Paradip is designated as a major Point of Entry (POE) for co-ordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs) and implementing IHR 2005 at Paradip port, which started in 25<sup>th</sup> February 2020.  <b>Location:</b> It is located in Paradip block of Jagatsinghpur district in Odisha.</p> <p><b><u>Head of the Organization:</u></b>  Dr. Bisworanjan Dash, Public Health Specialist Gr-I is the HOO of the organization.</p> <p><b><u>Vision, Mission and Key objectives:</u></b>  The main functions of Port Health Organization, Paradip, are enforcement of Indian Port Health rules/Acts/WHO guidelines/International Health Regulations while carrying out works at Port Health Organizations.</p> <p><b><u>Functions &amp; Duties:</u></b>  <b>Routine Duties.</b> <ul style="list-style-type: none"> <li>○ Medical screening/Surveillance of International ship Crews for COVID -19, Yellow fever disease and other PHEICs.</li> <li>○ Health, sanitation inspection of ship/vessels.</li> <li>○ Providing Pratique for all vessels.</li> <li>○ Health clearance of dead body/human remains.</li> <li>○ Vector surveillance (Aedes Mosquito &amp; rat flees etc.) both inside and 400-meter perimeter area of Seaport periodically in co-ordination with Paradip Port Authority (PPA) Paradip.</li> <li>○ Training of steamer agency staff, stevedores and other stake holders on International Health special focus on Covid-19 prevention, Yellow fever and any updates as and when communicated by competent Authority.</li> <li>○ Monthly reporting of PHO data to IHR POE website.</li> </ul> <b>Emergency Duties.</b> <ul style="list-style-type: none"> <li>○ Public Health Emergency of International Concern (COVID-19 etc.).</li> <li>○ Medical screening of international crews as per GOI guidelines.</li> <li>○ Provide pratique to vessels.</li> <li>○ Providing PHO clearances for crew changes (onsigners/offsigners) during COVID-19 pandemic.</li> <li>○ Health clearance of dead body/human remains.</li> <li>○ Co-ordinate with designated quarantine/isolation facility – local state health Department/Biju Memorial hospital for referral of symptomatic crews. Referral for testing for COVID-19. Referral for Treatment for COVID -19.</li> <li>○ Provide guidelines on disinfection/sanitization of Ships and Seaport premise during PHEIC.</li> <li>○ Ensure proper garbage, sewage and biomedical waste management by observing the shortcomings and suggesting the corrective measures to PPA.</li> <li>○ Training of all stakeholders on PHEIC.</li> </ul> <b>Functions (Routine and Emergency), Date and time of special functions:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl.No.</th> <th style="text-align: center;">Activity</th> <th style="text-align: center;">Day/Date &amp; Time</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Medical screening for crews for vessels coming from affected countries</td> <td>As and when required</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Provide pratique to vessels</td> <td>As and when required. 24 hours, all 7 days of week</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Sanitation Inspection of vessels</td> <td>As and when required. 24 hours, all 7 days of week</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Training &amp; Coordination</td> <td>As and when required</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Emergency</td> <td>As and when required. 24 hours, all 7 days of week</td> </tr> </tbody> </table> </p> <p><b><u>Organization chart:</u></b>  MOHFW Dept. GHS → PH (IH) Division → PORT HEALTH ORGANISATION PARADIP</p>	Sl.No.	Activity	Day/Date & Time	1	Medical screening for crews for vessels coming from affected countries	As and when required	2	Provide pratique to vessels	As and when required. 24 hours, all 7 days of week	3	Sanitation Inspection of vessels	As and when required. 24 hours, all 7 days of week	4	Training & Coordination	As and when required	5	Emergency	As and when required. 24 hours, all 7 days of week
Sl.No.	Activity	Day/Date & Time																		
1	Medical screening for crews for vessels coming from affected countries	As and when required																		
2	Provide pratique to vessels	As and when required. 24 hours, all 7 days of week																		
3	Sanitation Inspection of vessels	As and when required. 24 hours, all 7 days of week																		
4	Training & Coordination	As and when required																		
5	Emergency	As and when required. 24 hours, all 7 days of week																		

2.	The powers and duties of officers and Employees.	<p><b>Port Health Officer, Paradip (Public Health Specialist): Administrative:</b>  <b>Administrative:</b>  Head of Office delegated with Financial Powers Rules, 1978 with statutory &amp; administrative powers delegated by administrative Ministry.  Appointing &amp; Disciplinary Authority for certain Group C posts.  Controlling Officer for officers and staff of the establishment.  <b>Financial:</b>  Head of Office and Drawing &amp; Disbursing Officer for the establishment  Statutory powers delegated under Delegation of Financial Powers Rules, 1978.  <b>2. Others subordinate staff:</b>  <b>Powers:</b> Being Subordinate staff, No independent powers.  <b>Duties:</b> 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.  <b>Powers and duties common to both as above:</b>  Medical screening &amp; Surveillance of International Crews for yellow fever disease including screening for other PHEICs (Covid-19).  Quarantine of passengers/crews in collaboration with state health authorities as when required.  Provision for pratique for all vessels.  Public health clearance of dead body/ human remains.  Vector surveillance (Aedes Mosquito &amp; rat flees etc) both inside and 400 meter perimeter area Seaport periodically in coordination with Port Authority and NCDC, New Delhi.  Inspection of ships and verification of disinfection status.  Sanitary inspection of vessels, Seaport and premises.  Implementation of IHR 2005, Indian Port Health Rules and PHEIC (Public Health Emergency of International concern).</p>
3.	The procedure followed in the decision-making process, including channel of supervision and accountability.	<p>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. The Port Health Officer (HOO) is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him and Public Health Specialist/Medical Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.</p>
4.	The norms set by it for the discharge of its functions.	<p>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.</p>
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<p>1. Food Safety and Standard Act, (FSSA)-2006  2. Epidemic Diseases Act 1897.  <b>Rules:</b>  1. Indian Port Health rules, 1955.  <b>Regulations:</b>  1. The International Health Regulations (2005)</p>
6.	A statement of the categories of documents that are held by it or under its control.	<p><b>I. Documents related to substantive functions:</b>  <b>Category A: Nil</b>  <b>Category B-Keep-Permanent:</b>  1. Nonconsumable stock Register  2. Copy of Acts, Rules, &amp; Regulations administered by this Public Authority  3. Guidelines &amp; Instructions issued by Higher Authorities.  <b>Category C-10 Years:</b>  1. Cash Book  2. Old cash book  <b>Category C –5 Years:</b></p>

		<ol style="list-style-type: none"> <li>1. Billregister</li> <li>2. SalaryBillPrepared</li> <li>3. Ebolafile</li> <li>4. Swineflufiles</li> <li>5. COVID-19files</li> <li>6. Certificateissuanceregister</li> </ol> <p><i>CategoryC-3Years:</i></p> <ol style="list-style-type: none"> <li>1. StockRegister</li> <li>2. ServicePostage&amp; StampRegister</li> <li>3. ChallanRegister</li> <li>4. BudgetPreparation</li> <li>5. EachBudgetHeadRegistereveryyear</li> <li>6. TR(TreasureChallanreceiptbook)</li> <li>7. Allcontingentbillprepared</li> </ol> <p><b>CategoryC-1Years</b></p> <ol style="list-style-type: none"> <li>1.Attendance register</li> </ol> <p><i>Category C-2Year:</i></p> <ol style="list-style-type: none"> <li>1. CashBook</li> <li>2. Consumablestockregister</li> <li>3. PHEICscreeningCards</li> <li>4. PHOClearance detailRegister</li> <li>5. GDDocument&amp; passenger Manifest</li> <li>6. HumanRemainsIntimationRegister</li> <li>7. HumanRemainsRegister</li> <li>8. HumanRemainsdocuments</li> <li>9. DeadBodyclearanceregister</li> <li>10. DispatchRegister</li> </ol> <p><b>II. Administrativeandfinancialrecords:</b> AllrecordsmaintainedforEstablishmentandaccountsmanagement asprescribedunderrelevantrules.</p>															
7.	Theparticularsofany arrangement thatexists for consultation with, or representation by the members of public in relation to theformulation of its policy or implementation thereof.	NIL.															
8.	Astatementoftheboards,councils, Committeesandotherbodies consistingof two or more persons constituted as its part or for the purpose of its advice, and as towhether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	NIL.															
9.	Adirectoryofitsofficersandemployees;	Sanctioned strength and in-position record of regular staff(Ason22/11/2024)															
		<table border="1"> <thead> <tr> <th>Name of the post</th> <th>Group of Post</th> <th>Sanction Strength</th> <th>In position</th> <th>Vacant Posts</th> </tr> </thead> <tbody> <tr> <td>Medical Officer (PHS)</td> <td>A</td> <td>1</td> <td>1</td> <td>Nil</td> </tr> <tr> <td>Staff Nurse</td> <td>B</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Name of the post	Group of Post	Sanction Strength	In position	Vacant Posts	Medical Officer (PHS)	A	1	1	Nil	Staff Nurse	B	Nil	Nil	Nil
Name of the post	Group of Post	Sanction Strength	In position	Vacant Posts													
Medical Officer (PHS)	A	1	1	Nil													
Staff Nurse	B	Nil	Nil	Nil													

		<table border="1"> <tr><td><b>Health Inspector</b></td><td>B</td><td>2</td><td>Nil</td><td>2</td></tr> <tr><td><b>Lab. Technician</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>LDC</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>FSO</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>Health Assistant</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>Ward Assistant</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>DEO</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>Field Worker</b></td><td>C</td><td>2</td><td>Nil</td><td>2</td></tr> <tr><td><b>Driver</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>MTS</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>Safai Walla</b></td><td>C</td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>TOTAL</b></td><td></td><td>5</td><td>1</td><td>4</td></tr> </table> <p><b>Contractual staff position (As on 22/11/2024):</b></p> <table border="1"> <thead> <tr> <th>Name of the post</th> <th>Sanction Strength</th> <th>In position</th> <th>Vacant Posts</th> </tr> </thead> <tbody> <tr><td><b>Medical Officer (PHS)</b></td><td>2</td><td>1</td><td>1</td></tr> <tr><td><b>Staff Nurse</b></td><td>2</td><td>2</td><td>0</td></tr> <tr><td><b>Health Inspector</b></td><td>0</td><td>Nil</td><td>0</td></tr> <tr><td><b>Lab. Technician</b></td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>LDC</b></td><td>2</td><td>2</td><td>0</td></tr> <tr><td><b>FSO</b></td><td>0</td><td>Nil</td><td>0</td></tr> <tr><td><b>Health Assistant</b></td><td>4</td><td>4</td><td>0</td></tr> <tr><td><b>Ward Assistant</b></td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>DEO</b></td><td>0</td><td>Nil</td><td>0</td></tr> <tr><td><b>Field Worker</b></td><td>2</td><td>2</td><td>0</td></tr> <tr><td><b>Driver</b></td><td>Nil</td><td>Nil</td><td>Nil</td></tr> <tr><td><b>MTS</b></td><td>1</td><td>1</td><td>0</td></tr> <tr><td><b>Safai Walla</b></td><td>1</td><td>1</td><td>0</td></tr> <tr><td><b>TOTAL</b></td><td>14</td><td>13</td><td>1</td></tr> </tbody> </table>	<b>Health Inspector</b>	B	2	Nil	2	<b>Lab. Technician</b>	C	Nil	Nil	Nil	<b>LDC</b>	C	Nil	Nil	Nil	<b>FSO</b>	C	Nil	Nil	Nil	<b>Health Assistant</b>	C	Nil	Nil	Nil	<b>Ward Assistant</b>	C	Nil	Nil	Nil	<b>DEO</b>	C	Nil	Nil	Nil	<b>Field Worker</b>	C	2	Nil	2	<b>Driver</b>	C	Nil	Nil	Nil	<b>MTS</b>	C	Nil	Nil	Nil	<b>Safai Walla</b>	C	Nil	Nil	Nil	<b>TOTAL</b>		5	1	4	Name of the post	Sanction Strength	In position	Vacant Posts	<b>Medical Officer (PHS)</b>	2	1	1	<b>Staff Nurse</b>	2	2	0	<b>Health Inspector</b>	0	Nil	0	<b>Lab. Technician</b>	Nil	Nil	Nil	<b>LDC</b>	2	2	0	<b>FSO</b>	0	Nil	0	<b>Health Assistant</b>	4	4	0	<b>Ward Assistant</b>	Nil	Nil	Nil	<b>DEO</b>	0	Nil	0	<b>Field Worker</b>	2	2	0	<b>Driver</b>	Nil	Nil	Nil	<b>MTS</b>	1	1	0	<b>Safai Walla</b>	1	1	0	<b>TOTAL</b>	14	13	1
<b>Health Inspector</b>	B	2	Nil	2																																																																																																																						
<b>Lab. Technician</b>	C	Nil	Nil	Nil																																																																																																																						
<b>LDC</b>	C	Nil	Nil	Nil																																																																																																																						
<b>FSO</b>	C	Nil	Nil	Nil																																																																																																																						
<b>Health Assistant</b>	C	Nil	Nil	Nil																																																																																																																						
<b>Ward Assistant</b>	C	Nil	Nil	Nil																																																																																																																						
<b>DEO</b>	C	Nil	Nil	Nil																																																																																																																						
<b>Field Worker</b>	C	2	Nil	2																																																																																																																						
<b>Driver</b>	C	Nil	Nil	Nil																																																																																																																						
<b>MTS</b>	C	Nil	Nil	Nil																																																																																																																						
<b>Safai Walla</b>	C	Nil	Nil	Nil																																																																																																																						
<b>TOTAL</b>		5	1	4																																																																																																																						
Name of the post	Sanction Strength	In position	Vacant Posts																																																																																																																							
<b>Medical Officer (PHS)</b>	2	1	1																																																																																																																							
<b>Staff Nurse</b>	2	2	0																																																																																																																							
<b>Health Inspector</b>	0	Nil	0																																																																																																																							
<b>Lab. Technician</b>	Nil	Nil	Nil																																																																																																																							
<b>LDC</b>	2	2	0																																																																																																																							
<b>FSO</b>	0	Nil	0																																																																																																																							
<b>Health Assistant</b>	4	4	0																																																																																																																							
<b>Ward Assistant</b>	Nil	Nil	Nil																																																																																																																							
<b>DEO</b>	0	Nil	0																																																																																																																							
<b>Field Worker</b>	2	2	0																																																																																																																							
<b>Driver</b>	Nil	Nil	Nil																																																																																																																							
<b>MTS</b>	1	1	0																																																																																																																							
<b>Safai Walla</b>	1	1	0																																																																																																																							
<b>TOTAL</b>	14	13	1																																																																																																																							
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per pay level in pay matrix																																																																																																																								
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	<p><b>Total BE Grant and Expenditure made in FY 2023-24 (In INR)</b></p> <table border="1"> <thead> <tr> <th>Total Budget Allocation during the F.Y 2023-24</th> <th>Expenditure during the F.Y 2023-24</th> </tr> </thead> <tbody> <tr> <td>34,70,000</td> <td>24,51,178</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>PM-ABHIM: Total Budget Allocation during the F.Y 2023-24</th> <th>Expenditure during the F.Y 2023-24</th> </tr> </thead> <tbody> <tr> <td>30,50,000</td> <td>27,01,272</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Total Budget Allocation in BE for the F.Y 2024-25</th> <th>Expenditure by the end of October 2024</th> <th>Proposed Budget for the F.Y 2024-25</th> </tr> </thead> <tbody> <tr> <td>51,85,000</td> <td>19,87,780</td> <td>56,85,000</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>PM-ABHIM: Total Budget Allocation in BE for the F.Y 2024-25</th> <th>Expenditure by the end of October 2024</th> <th>Proposed Budget for the F.Y 2024-25</th> </tr> </thead> <tbody> <tr> <td>51,59,635</td> <td>17,09,282</td> <td>NIL</td> </tr> </tbody> </table>	Total Budget Allocation during the F.Y 2023-24	Expenditure during the F.Y 2023-24	34,70,000	24,51,178	PM-ABHIM: Total Budget Allocation during the F.Y 2023-24	Expenditure during the F.Y 2023-24	30,50,000	27,01,272	Total Budget Allocation in BE for the F.Y 2024-25	Expenditure by the end of October 2024	Proposed Budget for the F.Y 2024-25	51,85,000	19,87,780	56,85,000	PM-ABHIM: Total Budget Allocation in BE for the F.Y 2024-25	Expenditure by the end of October 2024	Proposed Budget for the F.Y 2024-25	51,59,635	17,09,282	NIL																																																																																																				
Total Budget Allocation during the F.Y 2023-24	Expenditure during the F.Y 2023-24																																																																																																																									
34,70,000	24,51,178																																																																																																																									
PM-ABHIM: Total Budget Allocation during the F.Y 2023-24	Expenditure during the F.Y 2023-24																																																																																																																									
30,50,000	27,01,272																																																																																																																									
Total Budget Allocation in BE for the F.Y 2024-25	Expenditure by the end of October 2024	Proposed Budget for the F.Y 2024-25																																																																																																																								
51,85,000	19,87,780	56,85,000																																																																																																																								
PM-ABHIM: Total Budget Allocation in BE for the F.Y 2024-25	Expenditure by the end of October 2024	Proposed Budget for the F.Y 2024-25																																																																																																																								
51,59,635	17,09,282	NIL																																																																																																																								
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable																																																																																																																								

13.	Particulars of recipients of Permits or authorizations granted by it.	NIL.																						
14.	Details in respect of the information available to or held by it, reduced in an electronic form.	<b>To refer to the website <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> and the email <a href="mailto:pho.paradip@gov.in">pho.paradip@gov.in</a></b>																						
15.	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.	NIL.																						
16.	The names, designations and Particulars of the Public Information Officers.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl. No.</th> <th style="width: 15%;">Particulars</th> <th colspan="2" style="text-align: center;">Information</th> </tr> <tr> <td></td> <td></td> <th style="width: 35%;">Central Public Information Officer (CPIO)</th> <th style="width: 40%;">First Appellate Authority (FAA)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Name</td> <td>Dr. Bisworanjan Dash</td> <td>Dr. S. Senthilnathan</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Designation</td> <td>Public Health Specialist Gr I</td> <td>Addl. DDG</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Address</td> <td>Port Health Organization At-Bhuyan Chowk, P.O-Madhuban, Paradip-754142 (ODISHA) Tel. No.: 6722-296010 Email ID: <a href="mailto:pho-paradip@gov.in">pho-paradip@gov.in</a></td> <td>IH(PH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India Nirman Bhawan, New Delhi-110011 Tel no: 011-23062653 Email ID: <a href="mailto:ddg.cihd-mohfw@gov.in">ddg.cihd-mohfw@gov.in</a></td> </tr> </tbody> </table>			Sl. No.	Particulars	Information				Central Public Information Officer (CPIO)	First Appellate Authority (FAA)	1	Name	Dr. Bisworanjan Dash	Dr. S. Senthilnathan	2	Designation	Public Health Specialist Gr I	Addl. DDG	3	Address	Port Health Organization At-Bhuyan Chowk, P.O-Madhuban, Paradip-754142 (ODISHA) Tel. No.: 6722-296010 Email ID: <a href="mailto:pho-paradip@gov.in">pho-paradip@gov.in</a>	IH(PH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India Nirman Bhawan, New Delhi-110011 Tel no: 011-23062653 Email ID: <a href="mailto:ddg.cihd-mohfw@gov.in">ddg.cihd-mohfw@gov.in</a>
Sl. No.	Particulars	Information																						
		Central Public Information Officer (CPIO)	First Appellate Authority (FAA)																					
1	Name	Dr. Bisworanjan Dash	Dr. S. Senthilnathan																					
2	Designation	Public Health Specialist Gr I	Addl. DDG																					
3	Address	Port Health Organization At-Bhuyan Chowk, P.O-Madhuban, Paradip-754142 (ODISHA) Tel. No.: 6722-296010 Email ID: <a href="mailto:pho-paradip@gov.in">pho-paradip@gov.in</a>	IH(PH) Section, Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India Nirman Bhawan, New Delhi-110011 Tel no: 011-23062653 Email ID: <a href="mailto:ddg.cihd-mohfw@gov.in">ddg.cihd-mohfw@gov.in</a>																					
17.	Such other information as may be prescribed.																							