



**GOVERNMENT OF INDIA.**  
**MINISTRY OF HEALTH & FAMILY WELFARE,**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**PORT HEALTH ORGANISATION, VISAKHAPATNAM**  
**VISAKHAPATNAM – 530035**

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

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1.	The particulars of its organization, functions and duties.	<p><b><u>Introduction and Background Information:</u></b></p> <p>Port Health Organization, Visakhapatnam, came to existence in the year 1946.</p> <p><b><u>JURISDICTION</u></b></p> <p>The ports under the jurisdiction of PHO Visakhapatnam for implementation of I.P.H.R. and I.H.R. include:</p> <ol style="list-style-type: none"><li>1. Visakhapatnam Sea Port – consisting of outer harbor, inner harbor, oil berths, fertilizer berth, LPG terminal and Offshore Tanker Terminal (OSTT)</li><li>2. Gangavaram port – A privately functioning port around 20 kms south, which is a deep water port.</li><li>3. Minor Ports – Kakinada port, around 150 kms south, under the administrative control of the State Govt. of Andhra Pradesh</li></ol> <p><b><u>Name and Address of organisation</u></b></p> <p>Port Health Organisation, Visakhapatnam, Port Area, Visakhapatnam - 530035. Tel. : 0891-2562681 Email: <a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a>, <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a></p> <p><b><u>Head of Organisation</u></b></p> <p style="text-align: center;"><b>Dr. Pavan Kumar Kudara</b> <b>Port Health Officer,</b> <b>Port Health Organisation, Visakhapatnam</b></p> <p><b><u>Vision Mission And Key Objectives</u></b></p> <ul style="list-style-type: none"><li>• Monitoring / Supervision and implementation of responsibilities / activities assigned under I.H.R.2005 and Indian Port Health Rules within the jurisdiction of port.</li><li>• Ensuring safe environment and sanitary conditions to prevent entry / exit and spread of any public health risk through ships, cargo and travellers.</li></ul>

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

G) Licensing of Catering Establishments:-

H) 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

**Organisation Chart**

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

**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-**

2.	The powers and duties of its officers and employees.	<p><b>Powers and Duties of Officers (Administrative Financial and Judicial)</b></p> <p><b>A) <u>Port Health Officer:</u></b></p> <p><b>Administrative:</b></p> <ol style="list-style-type: none"> <li>1. Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with statutory &amp; administrative powers delegated by administrative Ministry.</li> <li>2. Appointing &amp; Disciplinary Authority for certain Group C posts.</li> <li>3. Controlling Officer for officers and staff of the establishment.</li> </ol> <p><b>Financial:</b></p> <ol style="list-style-type: none"> <li>1. Head of Office and Drawing &amp; Disbursing Officer for the establishment</li> <li>2. Statutory powers delegated under Delegation of Financial Powers Rules, 1978.</li> </ol> <p><b>Others:</b></p> <p>Statutory Authority with powers to implement the Regulations, Acts and Rules administered by the authority.</p> <p><b>B) <u>Medical Officer:</u></b></p> <p>Same powers and duties of Port Health Officer under International Health Regulations (2005), the Indian Port Health Rules etc related to substantive functions.</p> <p><b>Powers and duties common to both as above</b></p> <ol style="list-style-type: none"> <li>1. Clearance of Quarantine Ships Coming to Visakhapatnam port.</li> <li>2. Granting of Health Clearance to ships.</li> <li>3. Issue of Free pratique /Radio pratique certificates to ships coming to Visakhapatnam port.</li> <li>4. Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension}</li> <li>5. Inspection of Medicine Chest and issuance of Medicine Chest Certificate.</li> <li>6. Dead body clearance.</li> <li>7. Inspection of water Barges &amp; water sampling in Dock.</li> <li>8. Supervision and Monitoring of Sanitation of port premises.</li> <li>9. Supervision and Monitoring of vector control and anti-rodent activities carried out by Visakhapatnam Port Trust.</li> <li>10. Inspection and issuance of Licence to FBO in the Dock premises.</li> <li>11. To attend Administrative work</li> <li>12. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.</li> <li>13. Training of Stakeholders and staff as and whenever necessary.</li> </ol> <p><b>Power and duties of other employees:</b></p> <p><b>Powers:</b> Being Subordinate staff, No independent powers.</p>
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		<p><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.</p> <p><b>Rules /orders under which power and duty are derived and exercised</b></p> <p><b>Acts:</b></p> <ol style="list-style-type: none"> <li>1).The Indian Ports Act, 1908.</li> <li>2).The Merchant Shipping Act, 1958.</li> <li>3).Food Safety and Standard Act, (FSSA)-2006 &amp; Food Safety and Standards (Packing and labelling Regulations), (FSSR).</li> <li>4).Sea Customs Act &amp; Regulations.</li> <li>5).Epidemic Diseases Act 1897.</li> </ol> <p><b>Rules:</b></p> <ol style="list-style-type: none"> <li>1).The Indian Port Health Rules, 1955.</li> <li>2).The Unberthed Passenger Ships Rules, 1954.</li> <li>3).The Merchant Shipping (Carriage of Medical Officers) Rules, 1961.</li> <li>4).The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994.</li> </ol> <p><b>Regulations:</b></p> <ol style="list-style-type: none"> <li>1).The International Health Regulations (2005)</li> </ol>
3.	The procedure followed in the decision making process, including channels of supervision and accountability.	<p><b>Process of decision making Identify key decision making points</b></p> <p>This organization is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, 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.</p> <p>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.</p> <p><b>Final Decision Making Authority at this Office</b></p> <p style="padding-left: 40px;">Dr. Pavan Kumar Kudara Port Health Officer, Port Health Organisation, Visakhapatnam.</p> <p><b>Time limit for taking a decision, if any</b></p> <p>Depending on work and as per requirement.</p> <p><b>Channel of supervision and accountability</b></p> <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.</p>

		<p>At DGHS level →The Director General of Health Services  →Deputy Director General (IH)  →Assistant Director General (IH)  →PH(IH) Division &amp; Central IH Division.  At Local Level →Port Health Officer, Visakhapatnam</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> <p><b>Nature of Function/Service Delivery</b></p> <p>A) Related to clearance of Vessels: -</p> <p>a.) Clearance of Vessels: - Issuance of Radio &amp; Free Pratique, Health Clearance.</p> <p>b.) Inspection and Issuance of Ship Sanitation Certificate to Vessels: -</p> <p>c.) Inspection of provision and Issuance of Provision certificate: -</p> <p>d.) Inspection and Issuance of Medicine chest certificate: -</p> <p>e.) Clearance of Dead body:</p> <p>B) Inspection of water supply to ships &amp; water barges: -</p> <p>C) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector &amp; Rodent control in docks and surrounding areas: -</p> <p>D) Monitoring and Supervision of sanitation of facilities for port users: -</p> <p>E) Monitoring and Supervision of sanitation control of cargo handling areas and yards:-</p> <p>F) Medical examination of fresh seamen as and when referred by the Shipping Master: -</p> <p>G) Vaccination for Yellow Fever Disease to International travelers: -</p> <p>H) Licensing of Catering Establishments:-</p> <p>I) Other activities: - Support in case of Local Events</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accidents, Chemical- Gas Leakage- On board, Port area</li> <li><input type="checkbox"/> Facilitating on board/ in port first aid.</li> <li><input type="checkbox"/> Facilitating quick transfer of injured/ affected.</li> <li><input type="checkbox"/> Coordination with Port trust medical unit/ local hospitals etc.</li> <li><input type="checkbox"/> Coordination with Customs/Immigration/Security / Port Trust / Port Operators / agent etc.</li> <li><input type="checkbox"/> Clearance of Passenger ships.</li> <li><input type="checkbox"/> Deployment of additional manpower.</li> <li><input type="checkbox"/> Coordination with National / state /local agencies in case of emergency as per emergency.</li> </ul> <p><b><u>During Public Health Emergency of International Concern(PHEIC)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activation of PHECP and functions as per PHECP.</li> <li><input type="checkbox"/> Training of other stakeholders regarding PHEIC /any health-related event about the event, prevention, control, use of PPE etc.</li> </ul>

		<p><b>Norms/standards for Function Service Delivery</b> 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.</p> <p><b>Process by which these services can be accessed</b> A) By Direct Appointment. B) By Email Appointment.</p> <p><b>Time limit for achieving Targets</b> As per need of work</p> <p><b>Process of Redress of Grievances</b> Grievances can be redressed by approaching following authority</p> <p>A) Dr. Pavan Kumar Kudara, Port Health Officer, Port Health Organisation, Visakhapatnam.</p> <p>B). PH (IH) Section, Directorate General of Health Services, Nirman Bhavan, Ministry of Health and Family Welfare, Govt. of India</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><b>Title and nature of the record/ manual /instruction</b> <b>List of Rules, regulations, instructions manuals and records</b></p> <p><b>Acts/ Rules manuals etc.</b> 1. The Indian Ports Act, 1908. 2. The Merchant Shipping Act, 1958. 3. Food Safety and Standard Act, (FSSA)-2006 &amp; Food Safety and Standards (Packing and labelling Regulations), (FSSR). 4. Sea Customs Act &amp; Regulations. 5. Epidemic Diseases Act 1897.</p> <p><b>Rules:</b> 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.</p> <p><b>Regulations:</b> 1. The International Health Regulations (2005)</p> <p><b>Transfer policy.</b> Being a Subordinate Office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India.</p>

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

		<p><b>* Categorization of Records:</b></p> <p>(i) Category 'B' means 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purpose.</p> <p>(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 &amp; C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.</p> <p><b>Custodian of documents/categories</b>  Port Health Officer,  Port Health Organisation, Visakhapatnam  Under PH (IH) Division, Directorate General of Health Services.</p>
7	<p>The particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof.</p>	<p><b>Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens:</b>  Documents and Information related to Yellow Fever Vaccination, Indian Port Health Rules and International Health Regulation-2005</p> <p><b>Arrangements for consultation with or representation by</b></p> <p><b>a) Members of the public in policy formulation/ policy implementation</b>  Not Applicable</p> <p><b>b) Day &amp; time allotted for visitors</b>  Not Applicable</p> <p><b>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</b>  PIOs  Dr. Pavan Kumar Kudara  Port Health Officer,  Port Health Organisation,  Port Area, Visakhapatnam - 530035  0891-2562681  <a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a>  <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a></p> <p><b>Public-private partnerships (PPP)</b>  Being a Subordinate Office under the Directorate General of Health Services, no Public Private Partnership at local level so far.</p> <p><b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>  Yes</p> <p><b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>  Yes</p>



		<p><b>Use of the most effective means of communication Internet (website)</b> To refer to the website <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> and <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a>the email id <a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a>, <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a></p> <p><b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</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.</p> <p><b>Whether information manual/ handbook available free of cost or not</b> Yes</p>																																													
8	<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;</p>	<p>Following Committees are constituted for smooth functioning and to maintain transparency in day to day functions of office at local level.</p> <p style="text-align: center;"><b><u>OFFICE COUNCIL</u></b></p> <table border="1" data-bbox="630 646 1300 793"> <tr> <td>1</td> <td>Dr. Pavan Kumar Kudara</td> <td>Chairman</td> </tr> <tr> <td>2</td> <td>Dr. B. Usharani</td> <td>Member</td> </tr> <tr> <td>3</td> <td>Any Co-Opted Member Based on Requirement/Invited Member</td> <td>Member</td> </tr> </table> <p style="text-align: center;"><b><u>PURCHASE COMMITTEE</u></b></p> <table border="1" data-bbox="638 865 1292 1012"> <tr> <td>1</td> <td>Dr. Pavan Kumar Kudara</td> <td>Chairman</td> </tr> <tr> <td>2</td> <td>Dr. B. Usharani</td> <td>Member</td> </tr> <tr> <td>3</td> <td>Any Co-Opted Member Based on Requirement/Invited Member</td> <td>Member</td> </tr> </table> <p style="text-align: center;"><b><u>CONDEMNATION &amp; DISPOSAL COMMITTEE</u></b></p> <table border="1" data-bbox="638 1083 1292 1230"> <tr> <td>1</td> <td>Dr. Pavan Kumar Kudara</td> <td>Chairman</td> </tr> <tr> <td>2</td> <td>Dr. B. Usharani</td> <td>Member</td> </tr> <tr> <td>3</td> <td>Any Co-Opted Member Based on Requirement/Invited Member</td> <td>Member</td> </tr> </table> <p style="text-align: center;"><b><u>DPC/SCREENING COMMITTEE FOR M.A.C.P.</u></b></p> <table border="1" data-bbox="638 1407 1292 1554"> <tr> <td>1</td> <td>Dr. Pavan Kumar Kudara</td> <td>Chairman</td> </tr> <tr> <td>2</td> <td>Dr. B. Usharani</td> <td>Member</td> </tr> <tr> <td>3</td> <td>Any Co-Opted Member Based on Requirement/Invited Member</td> <td>Member</td> </tr> </table> <p style="text-align: center;"><b><u>RAJBHASHA(HINDI) COMMITTEE</u></b></p> <table border="1" data-bbox="638 1625 1292 1772"> <tr> <td>1</td> <td>Dr. Pavan Kumar Kudara</td> <td>Chairman</td> </tr> <tr> <td>2</td> <td>Dr. B. Usharani</td> <td>Member</td> </tr> <tr> <td>3</td> <td>Any Co-Opted Member Based on Requirement/Invited Member</td> <td>Member</td> </tr> </table>	1	Dr. Pavan Kumar Kudara	Chairman	2	Dr. B. Usharani	Member	3	Any Co-Opted Member Based on Requirement/Invited Member	Member	1	Dr. Pavan Kumar Kudara	Chairman	2	Dr. B. Usharani	Member	3	Any Co-Opted Member Based on Requirement/Invited Member	Member	1	Dr. Pavan Kumar Kudara	Chairman	2	Dr. B. Usharani	Member	3	Any Co-Opted Member Based on Requirement/Invited Member	Member	1	Dr. Pavan Kumar Kudara	Chairman	2	Dr. B. Usharani	Member	3	Any Co-Opted Member Based on Requirement/Invited Member	Member	1	Dr. Pavan Kumar Kudara	Chairman	2	Dr. B. Usharani	Member	3	Any Co-Opted Member Based on Requirement/Invited Member	Member
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9.	A directory of its officers and employees;	<p><b>Name and designation</b> <b>Telephone , fax and email ID</b></p> <table border="1" data-bbox="521 184 1409 657"> <thead> <tr> <th>Name of Employee</th> <th>Designation</th> <th>Contact No.</th> <th>Email Id</th> </tr> </thead> <tbody> <tr> <td>Dr. Pavan Kumar Kudara</td> <td>Port Health Officer</td> <td>6281886525</td> <td rowspan="3">pho.vizagport@gov.in phovizagport@yahoo.com</td> </tr> <tr> <td>Dr. G. Kranthi Kumar</td> <td>Senior Medical Officer</td> <td>9494383642</td> </tr> <tr> <td>Dr B. Usharani</td> <td>Medical Officer</td> <td>7680027145</td> </tr> <tr> <td>Sh. BVS Rao</td> <td>LDC</td> <td rowspan="2">0891-2562681</td> <td rowspan="2">phovizagport@yahoo.com</td> </tr> <tr> <td>Smt. Sarala Devi</td> <td>Field Worker</td> </tr> </tbody> </table>	Name of Employee	Designation	Contact No.	Email Id	Dr. Pavan Kumar Kudara	Port Health Officer	6281886525	pho.vizagport@gov.in phovizagport@yahoo.com	Dr. G. Kranthi Kumar	Senior Medical Officer	9494383642	Dr B. Usharani	Medical Officer	7680027145	Sh. BVS Rao	LDC	0891-2562681	phovizagport@yahoo.com	Smt. Sarala Devi	Field Worker												
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10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	<p><b>List of employees with Gross monthly remuneration</b></p> <table border="1" data-bbox="521 762 1409 1339"> <thead> <tr> <th>Sr. No.</th> <th>Name of Employee</th> <th>Designation</th> <th>7<sup>TH</sup> PAY COMMISSION Pay level</th> <th>Gross Salary</th> <th>Allowances</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dr. Pavan Kumar Kudara</td> <td>Port Health Officer</td> <td>L-11</td> <td>1,59,150</td> <td rowspan="5">As per govt provisions</td> </tr> <tr> <td>2</td> <td>Dr. G. Kranthi Kumar</td> <td>Senior Medical Officer</td> <td>L-11</td> <td>1,54,750</td> </tr> <tr> <td>3</td> <td>Dr B. Usharani</td> <td>Medical Officer</td> <td>L-10</td> <td>1,32,950</td> </tr> <tr> <td>4</td> <td>Sh. BVS Rao</td> <td>LDC</td> <td>L-6</td> <td>88,550</td> </tr> <tr> <td>5</td> <td>Smt. Sarala Devi</td> <td>Field Worker</td> <td>L-4</td> <td>79,565</td> </tr> </tbody> </table> <p><b>System of compensation as provided in its regulations</b> Not Applicable</p>	Sr. No.	Name of Employee	Designation	7 <sup>TH</sup> PAY COMMISSION Pay level	Gross Salary	Allowances	1	Dr. Pavan Kumar Kudara	Port Health Officer	L-11	1,59,150	As per govt provisions	2	Dr. G. Kranthi Kumar	Senior Medical Officer	L-11	1,54,750	3	Dr B. Usharani	Medical Officer	L-10	1,32,950	4	Sh. BVS Rao	LDC	L-6	88,550	5	Smt. Sarala Devi	Field Worker	L-4	79,565
Sr. No.	Name of Employee	Designation	7 <sup>TH</sup> PAY COMMISSION Pay level	Gross Salary	Allowances																													
1	Dr. Pavan Kumar Kudara	Port Health Officer	L-11	1,59,150	As per govt provisions																													
2	Dr. G. Kranthi Kumar	Senior Medical Officer	L-11	1,54,750																														
3	Dr B. Usharani	Medical Officer	L-10	1,32,950																														
4	Sh. BVS Rao	LDC	L-6	88,550																														
5	Smt. Sarala Devi	Field Worker	L-4	79,565																														
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements	<p><b>Budget Estimate/ Revised Estimate</b> Name of the Institute: Port Health Organisation Visakhapatnam Non- Plan</p> <p style="text-align: right;">(Rs. in Thousands)</p> <table border="1" data-bbox="534 1625 1395 1892"> <thead> <tr> <th>Sr.No</th> <th>Minor Head/Sub Head</th> <th>B.E. 2023-24</th> <th>R.E. 2023-24</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Salaries</td> <td>4500.000</td> <td>4925.000</td> </tr> <tr> <td>2</td> <td>Wages</td> <td>40.000</td> <td>20.000</td> </tr> <tr> <td>3</td> <td>Pen.Charg</td> <td>2500.000</td> <td>25.000</td> </tr> <tr> <td>4</td> <td>MT</td> <td>100.000</td> <td>15.000</td> </tr> </tbody> </table>	Sr.No	Minor Head/Sub Head	B.E. 2023-24	R.E. 2023-24	1	Salaries	4500.000	4925.000	2	Wages	40.000	20.000	3	Pen.Charg	2500.000	25.000	4	MT	100.000	15.000												
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made.

5	Allowances	2900.000	4169.000
6	LTC	650.000	100.000
7	Trg.Expns	100.000	25.000
8	DTE	300.000	300.000
9	O.E	500.000	800.000
10	RRT	15.000	15.000
11	Print & Pub	30.000	25.000
12	Rent for others	-	60.000
13	Dig.Equip	100.000	20.000
14	M&S	550.000	541.000
15	Minor works	100.000	15.000
16	PSS	3000.000	2400.000
17	SAP	5.000	5.000
	<b>Total</b>	<b>15390.000</b>	<b>13460.000</b>

**Foreign and domestic tours**

Budget for Domestic travel Expenses (Allocated) Rs. In Thousands  
B.E. 2023-24 Rs300.000/- R.E. 2023-24 Rs.300.000/- (In Thousand)

**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 or Domestic Tours undertaken by the officials of this organisation during the period 2023-2024.

**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 Outsourcing agency under SFC**

- i. One post of Medical Officer @ Rs. 58344/- p.m. + GST & service charges – M/S Projesco
- ii. Two posts of Field Worker @ Rs. 18720/- p.m. + GST & service charges – M/S Projesco

**2) Contractual Manpower through local Outsourcing Agency.**

- i. Two MTS @ Rs. 18720/- p.m. + GST & service charges - hired from Ms. Humanize Consultancy, Visakhapatnam.

		<p>ii. One DEO @ Rs. 26520/- p.m. + GST &amp; service charges - hired from Ms. Humanize Consultancy, Visakhapatnam.</p> <p>iii. <u>Contractual Manpower through Outsourcing agency under PM-ABHIM</u></p> <p>The following posts are hired from M/S Jayadurga Marshal Manpower service</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Particulars of the post</th> <th>No of posts</th> <th>Remuneration per post Per month</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public Health Specialist</td> <td>2</td> <td>1,20,666</td> </tr> <tr> <td>2</td> <td>Staff Nurse</td> <td>1</td> <td>46,410</td> </tr> <tr> <td>3</td> <td>Office Executive/LDC</td> <td>1</td> <td>27,846</td> </tr> <tr> <td>4</td> <td>Food Safety Officer</td> <td>1</td> <td>46,410</td> </tr> <tr> <td>5</td> <td>Health Assistant</td> <td>4</td> <td>23,205</td> </tr> </tbody> </table> <p>*GST (18%) and Services charges (3.85%) applicable.</p> <p>iv. All remuneration as per rates given in DGHS guidelines for these posts for hiring contractual manpower from outsourcing agencies under SFC and PM-ABHIM.</p>	S.No	Particulars of the post	No of posts	Remuneration per post Per month	1	Public Health Specialist	2	1,20,666	2	Staff Nurse	1	46,410	3	Office Executive/LDC	1	27,846	4	Food Safety Officer	1	46,410	5	Health Assistant	4	23,205
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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 concessions, permits or authorizations granted by it.	Not Applicable																								
14.	Details in respect of the information, available to or held by it, reduced in an electric form.	<p><b>(i) Details of information available in electronic form</b></p> <p>To refer to the website <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> and <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a> &amp; <a href="http://www.ihrpoe.co.in/pho-existing-vishakhapatnam.php">http://www.ihrpoe.co.in/pho-existing-vishakhapatnam.php</a></p> <p><b>(ii) Name/ title of the document/record/ other information</b></p> <ul style="list-style-type: none"> <li>- Suo Moto Declaration Under Section 4 Of RTI Act 2005</li> <li>-IHR 2005</li> <li>-Indian Port Health Rules</li> </ul>																								

		<p><b>(iii) Location where available</b>  <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> and <a href="https://mohfw.gov.in/">https://mohfw.gov.in/</a></p>																					
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.	<p><b>(i) Name &amp; location of the faculty</b>  Port Health Organisation, Visakhapatnam  Port Area, Visakhapatnam - 530035 Tel. : 0891 - 2562681  Email: <a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a>  <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a></p> <p><b>(ii) Details of information made available</b>  -Suo-moto Declaration Under Section 4 Of RTI Act 2005  -IHR 2005  -Indian Port Health Rules  -Yellow Fever Vaccination</p> <p><b>(iii) Working hours of the facility</b>  0900 hrs to 1730 hrs Monday to Friday except Holidays</p> <p><b>(iv) Contact person &amp; contact details (Phone, fax email)</b>  Medical Officer  Tel. : 0891 - 2562681  Email: <a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a>  <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a></p>																					
16.	The names, designations and other particulars of the Public Information Officers.	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Particulars</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Name of the Officer</td> <td>Dr. Pavan Kumar Kudara</td> </tr> <tr> <td>2.</td> <td>Designation</td> <td>Port Health Officer.</td> </tr> <tr> <td>3.</td> <td>Address</td> <td>Port Health Organisation, Port Area, Visakhapatnam - 530035</td> </tr> <tr> <td>4.</td> <td>Telephone No</td> <td>0891 - 2562681</td> </tr> <tr> <td>5.</td> <td>Fax</td> <td>-</td> </tr> <tr> <td>6.</td> <td>E-Mail</td> <td><a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a>, <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a></td> </tr> </tbody> </table>	S.No.	Particulars	Information	1.	Name of the Officer	Dr. Pavan Kumar Kudara	2.	Designation	Port Health Officer.	3.	Address	Port Health Organisation, Port Area, Visakhapatnam - 530035	4.	Telephone No	0891 - 2562681	5.	Fax	-	6.	E-Mail	<a href="mailto:pho.vizagport@gov.in">pho.vizagport@gov.in</a> , <a href="mailto:phovizagport@yahoo.com">phovizagport@yahoo.com</a>
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**Current FAAs****Appellate Authority,**

Deputy Director General  
PH(IH) Section, Dte.GHS,  
Nirman Bhavan,  
Ministry of Health and Family Welfare,  
Government of India

**Earlier CPIO & FAAs from 01/01/2015 to Till Date**

S.No.	Name of the CPIO at PHO, Visakhapatnam	Period	
		From	To
1	Dr. A. Biswas	01/01/2015	30/04/2015
2.	Dr. Anit Gayen	01/05/2015	16/02/2024
3.	Dr Pavan Kumar Kudara	05/04/2024	Till date

S.No.	Name of the FAAs	Period	
		From	To
1	Dr.Sujit Singh	01/01/2015	05/03/2018
2.	Dr.DeepakSule	06/03/2018	15/04/2019
3.	Dr.P.K.Sen	15/04/2019	22/01/2021
4.	Dr Alok Mathur	22/01/2021	Till date

**Details of third party audit of voluntary disclosure**

No audit done in this year

**Dates of audit carried out**

No audit done in this year

**Report of the audit carried out**

No audit done in this year

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

Not Applicable

**Date of appointment**

Not Applicable

**Name & Designation of the officers**

Not Applicable

**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.

**Dates from which constituted**

Not Applicable

		<b>Name &amp; Designation of the officers</b> Not Applicable
		<b>Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</b> Not Applicable
		<b>Dates from which constituted</b> Not Applicable
		<b>Name &amp; Designation of the Officers</b> Not Applicable