



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 Organisation 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.
- Jawahar Dweep 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](mailto:pho.mum-mohfw@gov.in)

[porthealthmumbai@gmail.com](mailto:porthealthmumbai@gmail.com)

#### **1.1.2) Head of Organisation,**

**Dr. Vivekanand C Giri, 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: -

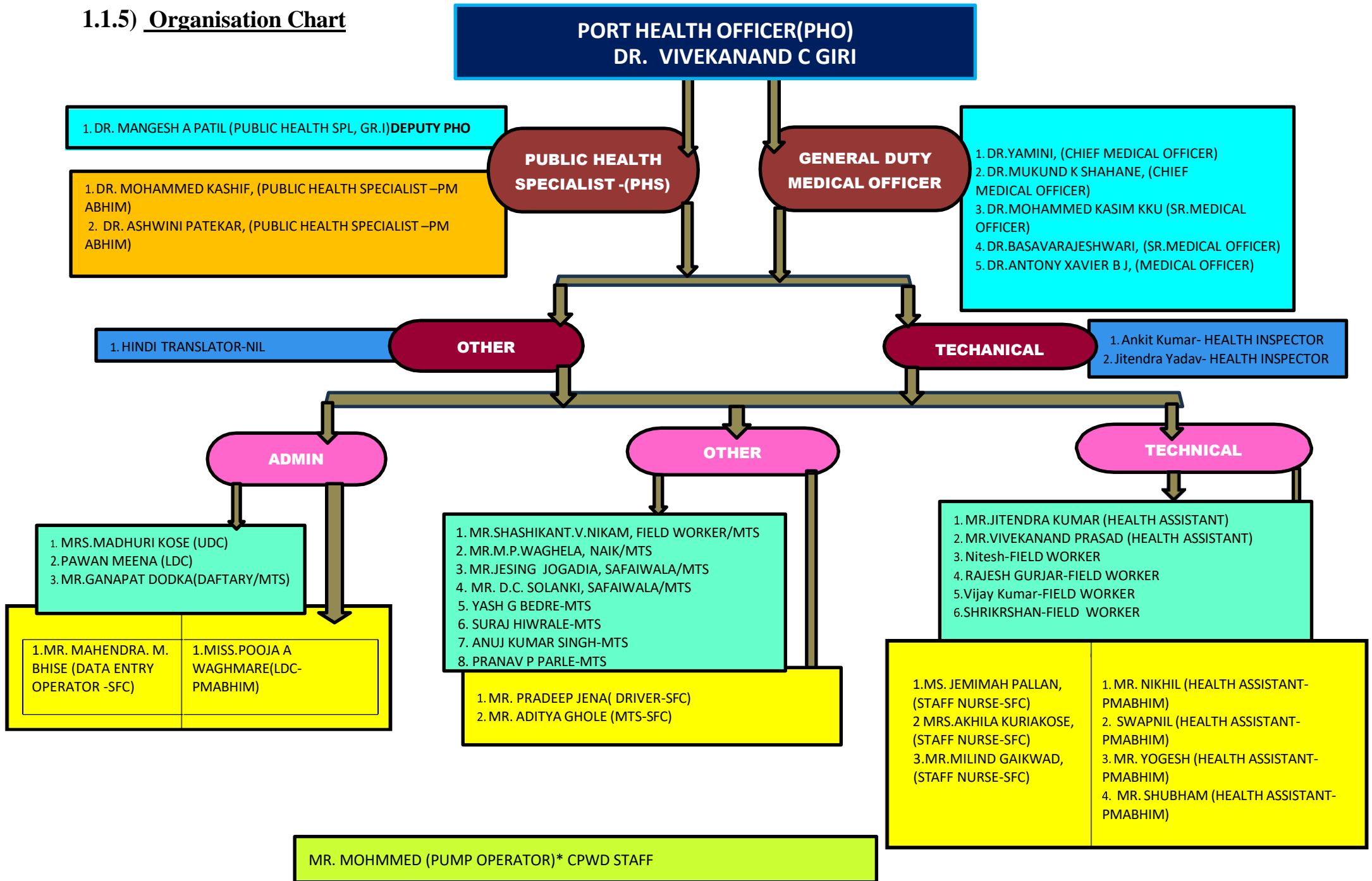
J) Other activities: - Support in case of Local Events

- 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



**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 rags 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-rodent activities carried out by Mumbai port Trust.
11. Inspection and issuance of Licence to FBO in the Dock premises.
12. To attend Administrative work
13. Seaman'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. Vivekanand C Giri, 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**

As per the requirement of 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. Vivekanand C Giri MD(PSM)  
Port Health Officer,  
Port Health Organisation, Mumbai.
- B) 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**

<b>Sr. No</b>	<b>Objects of PoEs</b>	<b>Approved Retention Schedule</b>
<b>I. Shipping Section</b>		
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] [Replaced with Ship Sanitation Control Exemption Certificate (SSCEC)]</u>	C-3
3(ii)	<u>Register regarding Deratting 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 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
<b>II. Food Section</b>		
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>Unit Report</u>	C-1 C-5
24	<u>Port Health Organisation [PHO]'s opinion sent to Customs Comissionerate</u>	C-3 C-5
<b>III. Seamen's Medical Examination Office (SMEO)</b>		
25	<u>Yellow fever Vaccine (TR-5 Receipts)</u>	C-3
26	<u>Yellow fever Vaccination Resister</u>	B
27	<u>Seamen's Medical Examination Rules</u>	C-5
28	<u>Seamen's Medical Examination:</u> i. <u>General Correspondence</u>	B

	ii. <u>Medical Records</u> iii. <u>Correspondence with Shipping Master</u>	
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.

### COMPOSITION OF VARIOUS COMMITTEE

#### OFFICE COUNCIL ( Order No. PHB/G/59/2025, dt. 03/07/2025)

	Composition of Committee	
1	Dr. Vivekanand C Giri, PHO	Chairman
2	Dr. Mangesh A Patil, Dy. PHO	Member
3	Dr. Yamini, CMO	Member
4	Dr. Antony Xavier BJ, MO	Member
5	Mrs. Madhuri Kose, UDC	Member
6	Mr. Jitendra Yadav, HI	Member
	Any Co-Opted Member Based In Requirement/Invited Member	

**PURCHASE COMMITTEE ( Order No. PHB/G/51/2025, dt. 03/07/2025)**

1	Dr. Mangesh A Patil, Dy. PHO	Chairman
2	Dr. Basavarajeshwari, SMO	Member
3	Dr. Antony Xavier BJ, MO	Member
4	Mrs. Madhuri Kose, UDC	Member
5	Mr. Ankit Kumar, HI	Member

**CONDEMNATION & DISPOSAL COMMITTEE (Order No. PHB/54/2025 dt. 03/07/2025)**

1	Dr. Yamini, CMO	Chairman
2	Mrs. Madhuri Kose, UDC	Member
3	Mr. Jitendra Yadav, HI	Member
4	Mr. Jitendra Kumar, HA	Member

**DPC/SCREENING COMMITTEE FOR M.A.C.P. (Order No. PHB/G/58/2025 dt. 03/07/2025)**

1	Dr. Vivekanand C Giri	Chairman
2	Dr. Mangesh A Patil	Member
3	Dr. Antony Xavier BJ	Member
4	Mrs .Madhuri Kose	Member
	Any Co-Opted Member Ext to Office Based on Requirement	

**RAJBHASHA(HINDI) COMMITTEE (Order No. PHB/58/2025 dt. 03/07/2025)**

1	Dr. Vivekanand C Giri, PHO	Chairman
2	Dr. Yamini, SMO	Secretary
3	Mrs. Madhuri Kose, UDC	Member
4	Mr. Ankit Kumar, HI	Member
5	Mr. Pawan Meena, LDC	Member
6	Mr. Vivekanand Prasad, HA	Member
7	Mr. Shri Krishna Yadav, FW	Member

**INTERNAL COMPLAINT COMMITTEE (Order No. PHB/G/52/2025, dt. 03/07/2025)**

	Composition of Committee	
1	Dr. Yamini	Chairman
2	Mrs. Madhuri Kose	Secretary
3	Dr. Basavarajeshwari	Member
4	Smt. Usha R Nandeshwar	External Member

**SPECIAL CAMPAIGN 4.0 COMMITTEE (Order No. PHB/G/55/2025 dt. 03/07/2025)**

1	Dr. Basavarajeshwari, SMO	Chairman
2	Dr. Antony Xavier BJ, MO	Member
3	Mrs. Madhuri Kose, UDC	Member
4	Mr Ankit Kumar, HI	Member
5	Mr. Vijay Kumar, FW	Member

**PREVENTIVE VIGILANCE COMMITTEE (Order No. PHB/G/53/2025 dt. 03/07/2025)**

1	Dr. Vivekanand C Giri, PHO	Chairman
2	Dr. Yamini, CMO	Member
3	Dr. Mukund K Shahane, CMO	Member
4	Mrs. Madhuri Kose, UDC	Member
5	Mr. Ankit Kumar, HI	Member

**CCS COMMITTEE (Order No. PHB/G/56/2025 dt. 03/07/2025)**

1	Dr. Vivekanand C Giri, PHO	Chairman
2	Dr. Mangesh A Patil, Dy. PHO	Member
3	Dr. Yamini, CMO	Member
4	Mrs. Madhuri Kose, UDC	Member
5	Mr Ankit Kumar, HI	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 Vivekanand C Giri	Port Health Officer	9444274486	<a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>
Dr. Mangesh A Patel	Public Health Specialist Grade I	8510006257	
Dr Yamini	Chief Medical Officer	9930840114	
Dr. Mukund Shahane	Chief Medical Officer	7588237593	
Dr. Mohammed Kasim KKU	Senior Medical Officer	9987997447	
Dr Basavarajeshwari	Senior Medical Officer	8828398600	
Dr Antony Xavier	Medical Officer	6383833690	
Mr. Ankit Kumar	Health Inspector	9700008037	

Mr. Jitendar Kumar Yadav	Health Inspector	7419247024	
Mrs. Madhuri R.Kose	UDC		<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>
Mr. Pawan Meena	LDC		
Sh. G.S. Dodka	Daftary		
Sh. MP. Waghela	MTS		
Sh. S.V.Nikam (Died on 09/01/2026)	MTS		
Sh. V.D.Sawant	MTS		
Smt. Nirmala D. Maru Retire on (Retired on 30/06/2025)	MTS		
Sh.Dawood Solanki	MTS		
Sh.J.N.Jogadia	MTS	022-22020027	
Sh.Jitendra Kumar	MTS		
Sh.Vivekanand Prasad	MTS		
Mr.Nitesh	Field Worker		
Mr. Rajesh Kumar Gurjar	Field Worker		
Mr. Shri Krishan Yadav	Field Worker		
Vijay Kumar	Field Worker		
Mr. Yash G Bedre	MTS		
Mr. Suraj Hiwrale	MTS		
Mr. Anju Kumar Singh	MTS		
Mr. Pranav P Parle	MTS		

## Directory of Contractual Employees

PORT HEALTH ORGANITION MUMBAI PORT HEALTH OFFICER (DIRECT) S.M.E.O./Y.F.CENTRE	022-22020027, (FAX )022-22020814 022-22027101 E-mail : 022-22612256 <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:apptphomumbai@gmail.com">apptphomumbai@gmail.com</a>
DR. MOHAMMED KASHIF, PUBLIC HEALTH SPECIALIST	(M) 9551093161
DR.ASHWINI PATEKER, PUBLIC HEALTH SPECIALIST	(M) 7798592071
MR.PRADEEP JENA, DRIVER	(M) 9029934517, (M) 9869834517
MR.MAHENDRA.M.BHISE, DATA ENTRY OPERATOR	(M) 8691869120
MR.MILIND GAIKWAD, STAFF NURSE	(M) 7030733727
MS. JEMIMAH PALLAN, STAFF NURSE	(M) 9152559295
MRS.AKHILA KURIAKOSE, STAFF NURSE	(M) 9847383414
MISS.POOJA A WAGHMARE, LDC	(M) 8652580928, (M) 9136277011
MR. NIKHIL, HEALTH ASSISTANT	(M) 9702427989
MR. SWAPNIL, HEALTH ASSISTANT	(M) 9833938683
MR. YOGESH, HEALTH ASSISTANT	(M) 9920891920
MR. SHUBHAM, HEALTH ASSISTANT	(M) 9321868726
MR. ADITYA GHOLE, MTS	(M) 7276504180
MR. MOHMMED (PUMP OPERATOR)	(M)8080476742, (M) 7565876924

**1.9). Monthly remuneration received by officers and employees (Section****4(1)(b)(x) :****1.9.1) List of employees with Gross monthly remuneration**

Name of Employee	Designation	7 <sup>TH</sup> PAY COMMISSION Pay level	Basic Salary	Allowances
Dr.Vivekanand Giri	Port Health Officer	L-13	155900	
Dr. Magesh A Patil	Public health Specialist	L-13	142700	
Dr. Yamini	Chief Medical Officer	L-12	151100	
Dr. Mukund Shahane	Chief Medical Officer	L-12	88700	
Dr. Mohammed Kasim Kku	Sr.Medical Officer	L-11	78500	
Dr. Basavarajeshwari	Sr.Medical Officer	L-10	69700	
Dr. Antony Xavier B J	Medical Officer	L-10	59500	
Mr. Ankit Kumar	Health Inspector	L-6	36500	
Mr. Jitendar Yadav	Health Inspector	L-6	36500	
Mrs. Madhuri R. Kose	UDC	L-5	48200	
Mr. Pawan Meena	LDC	L-2	19900	
Sh. G.S.Dodka	MTS	L-4	44800	
Sh. M. P.Waghela	MTS	L-4	43500	
Sh. S.V.Nikam died on 09/01/2026	MTS	L-4	41000	
Sh. V.D.Sawant	MTS	L-3	37200	
Smt. Nirmala D. Maru on 30/06/2025	MTS	*	*	
Sh. Dawood Solanki	MTS	L-3	41000	
Sh. J.N.Jogadia	MTS	L-3	42200	
Sh. Jitendra Kumar	Health Assistant	L-2	25200	
Sh. Vivekanand Prasad	Health Assistant	L-2	25200	
Sh. Nitesh	Field Worker	L-1	18500	
Sh. Shri Krishan Yadav	Field Worker	L-1	18500	
Sh. Rajesh Kumar Yadav	Field Worker	L-1	18500	
Sh. Vijay Kumar	Field Worker	L-1	18500	
Sh. Yash G Bedre	MTS	L-1	18000	
Sh. Suraj B Hiwrale	MTS	L-1	18000	

Sh. Anju Kumar Singh	MTS	L-1	18000
Sh. Pranav P Parle	MTS	L-1	18000

\* Unauthorised absence from 2007.

### **List of employees with Gross monthly remuneration (Contractual)**

<b>Sr.No.</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>Basic Salary</b>
1	DR. MOHAMMED KASHIF	PUBLIC HEALTH SPECIALIST	120666
2	DR. ASHWINI PATEKAR	PUBLIC HEALTH SPECIALIST	120666
3	MR. MILIND GAIKWAD	STAFF NURSE	46410
4	MS. JEMIMAH PALLAN	STAFF NURSE	40498
5	MRS.AKHILA KURIAKOSE	STAFF NURSE	40498
6	MR. MAHENDRA.M. BHISE	DATA ENTRY OPERATOR	29172
7	MISS.POOJA A WAGHMARE	LOWER DIVISION CLERK	27846
8	MR. NIKHIL	HEALTH ASSISTANT	23205
9	MR. SWAPNIL	HEALTH ASSISTANT	23205
10	MR. YOGESH	HEALTH ASSISTANT	23205
11	MR. SHUBHAM	HEALTH ASSISTANT	23205
12	MR.PRADEEP JENA	DRIVER	22766
13	MR. ADITYA GHOLE	MTS	20592

### **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) Chief Public information officer (CPIO),**

Sr.No.	Particulars	Information
1.	Name of the Officer	Dr. Yamini
2.	Designation	CMO
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	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.c</a> <a href="mailto:pho.mum-mohfw@gov.in">om, pho.mum-</a> <a href="mailto:pho.mum-mohfw@gov.in">mohfw@gov.in</a>

**B) First Appellate Authority,**

1.	Name of the Officer	Dr. Vivekanand C Giri
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	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com,</a> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a>

**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 programme**

Not Applicable

**1.12.3) Training of CPIO/APIO - will nominate soon for offline/online trainings**

**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.

**Employee Transfer in & Out F.Y. 2025-26**

Sr. No	Name of Employee	Order No.	Transfer In	Transfer Out
1	Dr. Vikas Janardan Gode, (Public Health Specialist Grade I)	order No. A.22012/04/2024-CHS-III-Part (1), Govt of India, Ministry of Health & Family Welfare, (CHS Division), Nirman Bhavan, New Delhi, dated 26 <sup>th</sup> July, 2024	Join on forenoon of //2024in Port Health Organisation, Mumbai.	Relieved from this Organisation on afternoon of 16/04/2025 to join Airport Health Organisation, Pune.

## 2) Budget and Programme

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

Object Head	Minor Head/Sub Head	Budget Estimate for 2025-2026	Revised Estimate for 2025-2026	Progressive Total Expenditure	Percentage of utilization
1	Salaries	22000.000	15000.000	14961.344	100%
2	Wages	100.000	52.000	51.930	100%
5	Rewards	100.000	70.000	69.080	99%
6	Medical Treatment	150.000	600.000	307.022	51%
7	ALLOWANCES	23000.000	17445.000	17468.405	100%
8	LEAVE TRAVEL CONCESSION	300.000	150.000	137.821	92%
9	TRAINING EXPENSES	50.000	15.000	11.940	80%
11	Domestic Travel Expenses	350.000	695.000	693.041	100%
13	Office Expenses	3500.000	1400.000	1294.116	92%
14	R.R.T for Land and Building	500.000	35.000	10.665	30%
16	Printing & Publication	75.000	67.000	66.631	99%
19	Digital Equipment	150.000	3.000	2.388	80%
21	Material & Supplies	3800.000	3701.000	3700.479	100%
24	Fuels and Lubricants	100.000	100.000	85.668	86%
26	Advt. and Publicity	40.000	0.000	0.000	0%
27	Minor Civil and Electric Works	1800.000	1100.000	2784.820	253%
28	Professional Services	2500.000	2400.000	2697.01	112%
29	Repair and Maintenance	200.000	16.000	15.300	96%
49	Other Revenue Expenditure	0.000	0.000	0.000	0%
49	Swachata Action Plan (SAP) Other Charges	15.000	15.000	14.784	99%
	Total	58730.000	42864.000	44372.515	104%

## 2.2) Foreign and domestic tours

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

B.E. 2025-26 Rs 350.000 R.E. 2025-26 Rs. 695.000 (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 31/03/2026 is Rs. 693.041 (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 1/4/2025 to 31/03/2026

	<b>Gem Contract No.</b>	<b>Gem Contract dt.</b>	<b>Itme Name</b>	<b>Quantity</b>	<b>Amount</b>
1.	GEMC-511687798575266	11/04/2025	Letterprint 432 pages Minute register of Colour Green/Light Green	4	2600
2.	GEMC-511687759636759	23/04/2025	Unbranded 10 Pages Ruled White Executive Pad / Slip Pad	1000	6500
3.	GEMC-511687716143642	25/04/2025	Prince 1 liter of Class Black Phenolic Disinfectant fluid - Grade 2	12	2340
4.	GEMC-511687744922464	25/04/2025	Unbranded Cardboard / Duplex Board Lever Arch Box File/Index File for 21 cm x 29.7 cm (A4) size document	8	1000
5.	GEMC-511687701782622	25/04/2025	SUPRA 0.7 mm Plastic Black Single refill ball point pen	40	280
6.	GEMC-511687750085035	25/04/2025	Unbranded Air Freshener Solid/Block Fresh	120	5880
7.	GEMC-511687758081938	25/04/2025	12A TONER CARTRIDGE	2	7500
8.	GEMC-511687740897360	07/05/2025	JK Sparkle 2.49 kilogram Ream of 500 Sheet 80 gsm A4 size Plain Copier Paper	20	6540

9.	GEMC-511687776795375	07/05/2025	Kangaro 24/6 and 20 numbers of 50 GSM white printing paper sheets(for 6 mm leg staples)	5	825
10.	GEMC-511687702136705	07/05/2025	Kangaro 10/4 and 15 numbers of 50 GSM white printing paper sheets(for 4 mm leg staples)	10	510
11.	GEMC-511687737073269	07/05/2025	Unbranded 1 liter Liquid Handwash	24	4440
12.	GEMC-511687703921341	07/05/2025	camel Extra Fine Tip Water Based Non Toxic Ink with 12 no of Sketch pen in a packet	4	108
13.	GEMC-511687702913828	07/05/2025	JK Sparkle 2.78 kilogram Ream of 500 Sheet 75 gsm FS size Plain Copier Paper	2	710
14.	GEMC-511687702665632	07/05/2025	Music 555 ( 100 mm ) Scissors	6	510
15.	GEMC-511687787155470	13/05/2025	Letterprint 100 pages Log Book of Colour White	1	735
16.	GEMC-511687726852932	13/05/2025	Letterprint Bill Book (G.A.R.-29)	1	375
17.	GEMC-511687780199629	13/05/2025	Letterprint Bill Book (G.A.R.-29)	1	375
18.	GEMC-511687706858103	26/05/2025	BAJAJ 400 millimeter Bracket mounted fan for Wall mounting	2	7198
19.	GEMC-511687704390967	28/05/2025	Unbranded Raint Suit and rain coat included componenets Rain Suit Set of size XL	10	9190
20.	GEMC-511687784141338	29/05/2025	acer 1024 GB Storage Laptop - Notebook	1	70584
21.	GEMC-511687792923837	29/05/2025	Letterprint Bill Book (G.A.R.-29)	20	5900
22.	GEMC-511687722187372	29/05/2025	Letterprint 210 pages Cash book register of Colour Green/Light Green	2	3720
23.	GEMC-511687769661090	11/06/2025	Unbranded--ROYAL COTTON INDUSTRIES LLP Absorbent Cotton Wool 500 gram	10	1650
24.	GEMC-511687792159318	19/06/2025	Quick heal 1 User License Security And Protective Software Including Antivirus	1	500
25.	GEMC-511687719190231	20/06/2025	Unbranded Tarpaulins	2	5376
26.	GEMC-511687750605166	26/06/2025	Unbranded Raint Suit and rain coat included componenets Rain Suit Set of size XL	7	6433
27.	GEMC-511687764974779	21/07/2025	Unbranded Business Letter Head or DO Letter Bond 100 GSM	500	5000

28.	GEMC-511687713841812	24/07/2025	BEETEL ABS Telephone instrument single push button	12	14454
29.	GEMC-511687719343288	24/07/2025	tp-link wifi dongle 300 mbps mini wireless	3	1350
30.	GEMC-511687782017303	21/08/2025	ECO RISE 2.49 kilogram Ream of 500 Sheet 80 gsm A4 size Plain Copier Paper	30	10080
31.	GEMC-511687725937207	21/08/2025	DURACELL CR Alkaline Coin Cell Battery, Capacity 1.5 mAh	30	750
32.	GEMC-511687755245973	21/08/2025	Unbranded Cotton Terry Towel (MHA) of size 145x72.5 centimeters	3	2385
33.	GEMC-511687702146506	21/08/2025	SOFTOUCH Facial tissue With One ply	24	2040
34.	GEMC-511687719830833	22/08/2025	SUNNY 1 liter Phenolic Disinfectant fluid of Grade 3	12	2940
35.	GEMC-511687755795831	26/08/2025	Dayaman Other Matte Apron Locker Cabinet	1	41224
36.	GEMC-511687782153814	02/09/2025	ADP Executive Table with Keyboard Tray and Pedestal / Side Storage Unit	1	29500
37.	GEMC-511687790987672	02/09/2025	ADP Executive Table with Keyboard Tray and Pedestal / Side Storage Unit	1	29500
38.	GEMC-511687795644516	03/09/2025	Eezy Silver Grey Colored Steel Shelving Cabinets	1	34675
39.	GEMC-511687743681730	09/09/2025	Unbranded 1 L 1.5 KW Stainless steel Electric Kettle	6	10974
40.	GEMC-511687715202632	09/09/2025	GICORI Solvent Cleaner, Size 500 milliliter in Can	12	2940
41.	GEMC-511687705889651	09/09/2025	DD. Standard Keyboard - Wired - Plug and Play 1 Years	1	1888
42.	GEMC-511687767864906	17/09/2025	Eezy Silver Grey Colored Steel Shelving Cabinets	1	34675
43.	GEMC-511687788259783	25/09/2025	Eezy Silver Grey Colored Steel Shelving Cabinets	1	34675
44.	GEMC-511687731151371	29/09/2025	Unbranded Gloves - Handicraft, Size Free	10	1080
45.	GEMC-511687703562025	09/10/2025	godrej Total Volume for Direct Cool 226-240 Total Volume for Frost-free NA 5 star	1	19879
46.	GEMC-511687779239666	13/10/2025	HI TECH Sterile Hypodermic Syringe with Needle Single Use 5 mL	300	2667
47.	GEMC-511687774024559	16/10/2025	msac Polycotton Single (1 bedsheet and 1 pillow cover) Bed Sheets-Handicraft	2	2898
48.	GEMC-511687705478755	29/10/2025	DURACELL 3.0 Ah Nickel-Cadmium Portable Sealed Rechargeable Single Cells	100	3953

49.	GEMC-511687779112615	29/10/2025	Letterprint 100 pages Plain Register of Colour Green/Light Green	10	9440
50.	GEMC-511687789388918	29/10/2025	Letterprint 100 pages Plain Register of Colour White	5	2185
51.	GEMC-511687760336780	11/11/2025	Quick heal Antivirus Software	10	5000
52.	GEMC-511687784381598	18/11/2025	Unbranded 15 Watt Watt Square Gypsy Horn - Loud Speakers	5	5900
53.	GEMC-511687793139382	19/11/2025	LIVES CARE Spinal Needle , Quincke Bevel 25G	396	49896
54.	GEMC-511687731272280	19/11/2025	Unbranded Rubber Floor Wiper	2	990
55.	GEMC-511687767118271	19/11/2025	Letterprint Bill Book (G.A.R.- 29)	150	41250
56.	GEMC-511687796313249	19/11/2025	Letterprint Bill Book (G.A.R.- 29)	150	41250
57.	GEMC-511687704473713	26/11/2025	godrej Total Volume for Direct Cool 226-240 Total Volume for Frost-free NA 5 star	1	20438
58.	GEMC-511687704521598	03/12/2025	Unbranded Galvanized Steel Ice Lined Refrigerator, Capacity 225 liter	1	50000
59.	GEMC-511687749158680	09/12/2025	Unbranded 150 ml Glass Tumbler	6	1170
60.	GEMC-511687739168439	09/12/2025	Unbranded Liquid Toilet Soap of 250 ml pack	12	1295
61.	GEMC-511687733563624	09/12/2025	Unbranded 500 ml liquid glass cleaner	18	2241
62.	GEMC-511687700508952	09/12/2025	Unbranded Mill Board File Cover for 21.5 cm x 33.5 cm (Legal) size document	48	1728
63.	GEMC-511687711962069	22/12/2025	Unbranded 1.2 V Nickel Metal Hydride Cell	20	440
64.	GEMC-511687781918936	22/12/2025	Cello 0.3 mm Plastic Blue Ballpoint Pen (Conforming to IS 3705)	100	1350
65.	GEMC-511687717908801	30/12/2025	Unbranded Deep Freezer For Universal Immunization Program	1	29500
66.	GEMC-511687777138438	02/01/2026	Letterprint 200 pages Minute register of Colour White	2	1700
67.	GEMC-511687735681282	16/01/2026	Doctor 1kg Grade 2 - Naphthalene, hot-pressed	6	1110
68.	GEMC-511687718222652	16/01/2026	GAIRA CHEMICALS Phenol Grade A (Purity percent by mass- 99.8% Min) 1 Liter	12	2580
69.	GEMC-511687716409031	16/01/2026	JK Sparkle 2.49 kilogram Ream of 500 Sheet 80 gsm A4 size Plain Copier Paper	25	9000

<b>70.</b>	GEMC-511687790798819	04/02/2026	Unbranded 1.2 V Nickel Metal Hydride Cel	100	3990
<b>71.</b>	GEMC-511687775501213	04/02/2026	Unbranded Nitrile Hand Gloves of Size Large pack of 50	12	4389
<b>72.</b>	GEMC-511687707734168	04/02/2026	lifebuoy Liquid Toilet Soap of 750 ml pack	12	2160
<b>73.</b>	GEMC-511687723074596	10/02/2026	Letterprint Bill Book (G.A.R.- 29)	10	4230
<b>74.</b>	GEMC-511687734442453	11/02/2026	Letterprint Bill Book (G.A.R.- 29)	10	4230
<b>75.</b>	GEMC-511687754831054	20/02/2026	Unbranded Pipes for Gardening Purposes PVC 16 mm 10 m 1.5 mm	50	2124
<b>76.</b>	GEMC-511687763772014	05/03/2026	Sony Dslr / Compact / Handheld Camcorder Or Video Cameras Video DSLR APS Format Type	1	52470

Following details of Non-GeM procurement. done by PHO, Mumbai for period 1/4/2025 to 31/03/2026.

Sr. No.	Invoice No.	Dt.	Vender Name	Items	Quantity	Price
1.	160/NC	05/03/2026	Central Research Institute, Kasauli	Yellow Fever Vaccine with Diluents	5000	1000275
2.	SG2425-002478	23/02/2025-25/02/2025	Sai Ganesh Travel	Car for Rent	3 Days	17151
3.	SG2425-002479	24/02/2025-26/02/2025	Sai Ganesh Travel	Car for Rent	3 Days	14237
4.	340125006776	30/04/2025	SMS Envoclean PVT. LTD.	Bio-Medical Waste Disposal Charges	1	3696
5.	02376-A	14/02/2025	Krishna Graphics	Digital Colour Booklet Print 12*18 inch	100	2360
6.	09698	24/03/2025	Manager, Govt, Centra; Press, Mumbai	Yellow Fever Vaccination Certificate (Card)	15000	61514
7.	563	19/03/2025	Re-Life Agencies	Water Bottle Jar Rs. 90*50	90	4500
8.	201	23/04/2025	M.S.Traders	B.D. Insulin Syr. 24G	10000	103040
9.	38/NC	26/05/2025	Central Research Institute, Kasauli	Yellow Fever Vaccine with Deluents	5000	1000275
10.	02440	13/05/2025	Krishna Graphics	Xerox Print and other banner printing	757	3868

11.	19	09/05/2025	Apex Solution	Non Comprensiv e AMC for computer And Printer	22	77880
12.	2025- 26/590	07/05/2025- 08/05/2025	Muktai Tours	Car for Rent	2 Days	6574
13.	SG2526 -000316	05/05/2025- 06/05/2025	Sai Ganesh Travels	Car for Rent	2 Days	11242
14.	51	26/05/2025	Keshari Enterprises DTDC	Yellow Fever Vaccine Courier Charges	50KG	17700
15.	2025- 26/674	13/06/2025	Muktai Tours	Car for Rent	1 Day	1600
16.		06/06/2025	Krishna Graphics	Name Plate	3	1400
17.	28	01/07/2025	Ciba Fire Service	AMC for fire extinguisher 6 kg and reffiling	2	8850
18.	585	30/06/2025	Re-Life Agencies	Water Bottle Jar Rs. 90*50	90	4500
19.	154/202 5	07/07/2025	Shubham Telesolution	Purchase of intercom materials	6	19720
20.	686	25/07/2025	Maruti- Plywood & interior	Repair and Replacing Door	1	11800
21.	SG2526 -000741	25/07/2022 5	Sai Ganesh Travels	Car for Rent	1 Day	5419
22.	WBTR G25260 105	28/07/2025	Indian Rubber Materials Research Institute	Transperanc y Audit Compliance U/S4 Of RTI IGST	0	23600
23.	222/25/ 26	11/08/2025	Jay Jagannath Enterprises	Angle Sidhi (Tank Ladder)	1	10620
24.	91/NC	08/09/2025	Central Research	Yellow Fever	3000	60027 5

			Institute, Kasauli	Vaccine with Diluents		
25.	VE/252 6/012	29/08/2025	Vimalnath Enterprises	Air Cooler Stand with Wheels	1	1239
26.	148	08/09/2025	Keshari Enterprises DTDC	Yellow Fever Vaccine Courier Charges	45KG	15930
27.	VE/252 6/030	15/09/2025	Vimalnath Enterprises	Brother Toner Cartridge	1	7298
28.	2025- 26/855	20/09/2025	Muktai Tours	Car for Rent	2 Days	4584
29.	02526	17/09/2025	Krishna Graphics	Flex Banner	9	9676
30.	133NC	29/12/2025	Central Research Institute, Kasauli	Yellow Fever Vaccine with Diluents	1500	30015 0
31.	239	29/12/2025	Keshari Enterprises DTDC	Yellow Fever Vaccine Courier Charges	18KG	6372
32.	VE/252 6/332	26/12/2025	Vimalnath Enterprises	Rodent Surveillance Material	13	12179
33.	VE/252 6/276	08/12/2025	Vimalnath Enterprises	Rodent Surveillance Material	02	4011
34.	VE/252 6/342	29/12/2025	Vimalnath Enterprises	Logitech Mk 120 Keyboard Mouse Set	01	1038
35.	475	18/02/2026	Re-Life Agencies	Water Bottle Jar Rs. 90*50	90	4500
36.	VE/252 6/342	29/12/2025	Vimalnath Enterprises	Gi Steel Key Cabinet with Lock	02	3611

				wall amount for 30 Keys & 16 Keys		
37.	279	16/02/2026	Keshari Enterprises DTDC	Yellow Fever Vaccine Courier Charges	40KG	14160

**b) The works contracts concluded – in any such combination of the above-and  
ANNUAL MAINTENANCE CONTRACT F.Y.2025-26**

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

SR.NO	NAME OF COMPANY	DESCREPTION	PERIOD	AMOUNT IN RS.
01	LAXMI AUTOMATION	MATRIX DIGITAL IP EPABX SYSTEMS  (Matrix Eternity NENX6SAC 4 C.O. LINE 16 S.L.T. EXTENSTION 4 IP phone)	01/07/2024 To 30/06/2025	Rs.16520/-
02	VEDANT SERVICE	1. Split AC-5 qty 2. Window ac-2 qty 3. Water cooler-2 qty	21/10/2024 To 21/10/2025	Rs.26314/-
03	APEX SOLUTIONS	1. Non-Comprehensive AMC for Computer-11 qty 2. Printer-11 qty	01/01/2025 To 31/12/2025.	Rs.77880/-

### Contractual Manpower through SFC

<u>Sr.No.</u>	<u>Name of Post</u>	<u>No of Posts</u>	<u>Through Agency</u>	<u>Contract GeM No.</u>
1	Staff Nurse	02	Ex-Serviceman Security Services	GEMC-511687739070687
2	Data Entry Operator	01		
3	MTS	01		
4	DRIVER	01		

### Contractual Manpower through PM-ABHIM

<u>Sr.No.</u>	<u>Name of Post</u>	<u>No of Posts</u>	<u>Through Agency</u>	<u>Contract GeM No.</u>
1	Public Health Specialist	02	Nandan Services PVT	GEMC-511687792691955
2	Staff Nurse	01		
3	LDC	01		
4	Health Assistant	04		

### **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

## **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 thereof 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**

**CPIOs**

Dr. Yamini,

CMO

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

[porthealthmumbai@gmail.com](mailto:porthealthmumbai@gmail.com)

[pho.mum-mohfw@gov.in](mailto: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](http://www.ihrpoe.co.in) and <https://mohfw.gov.in> the email id- [porthealthmumbai@gmail.com](mailto:porthealthmumbai@gmail.com), [pho.mum-mohfw@gov.in](mailto:pho.mum-mohfw@gov.in), [https://www.ihrpoe.co.in/pdf/RTI/PHO Mumbai.pdf](https://www.ihrpoe.co.in/pdf/RTI/PHO%20Mumbai.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 [F No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) English -Yes (See 3.4 above) Being Subordinate office, not published / prepared at local level but prepared/published at Central level and available for use in Digital Form</p> <p>(ii) Vernacular/ Local Language-- No</p>
4.2	When was it [F No. 1/6/2011-IR dt 15.4.2013]	<p>Last date of Annual updation Not applicable at local level.</p>
4.3	Information available	<p>(i) Details of information available in electronic form</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> the email id <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>, <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> SuoMoto Declaration available on website <a href="http://www.ihrpoe.co.in">www.ihrpoe.co.in</a> in RTI Section.</p> <p>(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</p> <p>(iii) Location where available <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>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	<p>(i) Name &amp; 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 <b>Email:</b> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a></p> <p>(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</p> <p>(iii) Working hours of the facility 0930 hrs to 1800hrs Monday to Friday Except Holidays</p> <p>(iv) Contact person &amp; contact details (Phone, fax email) Port Health Officer Tel.: 022-22020027 (0) : 022-22027101 (Direct)Fax.: 022-22020814 <b>Email:</b> <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a> <a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a></p>
4.5	Such other information may be prescribed under	<p>(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.</p>

section4(i)  
(b)(xvii)

(ii) Details of applications received under RTI and information provided  
From 01/04/2025 to 31/03/2026

S. N	RTI Applicant	Date of Receipt	Date of Reply
1	Shri. Shushil S Deshpandey	From DDG (PH-IH) DGHS 09/05/2025	Gmail on 22/05/2025
2	Shri. Gaurav Rawat	From DDG (PH-IH) DGHS 10/07/2025	Speed Post on 28/07/2025
3	Shri. Deep Saha	From DDG (PH-IH) DGHS 28/07/2025	Speed Post on 31/07/2025
4	Shri. Pyaru	From DDG (PH-IH) DGHS 31/10/2025	Speed Post on 17/11/2025
5	Shri. S Venkateshwarlu	From DDG (PH-IH) DGHS 10/11/2025	Speed Post on 17/11/2025
6	Shri. Shreeram Dhidhariya	From DDG (PH-IH) DGHS 01/12/2025	Speed Post on 04/12/2025
7	Adv. Kabir Singhaniya	From DDG (PH-IH) DGHS 13/02/2026	Gmail on 06/03/2026
8	Sh. Diwan Singh Chauhan	By Hand 26/02/2026	Gmail on 04/03/2026
9	commodore@gmail.com	From DDG (PH-IH) DGHS 23/03/2026	Gmail on 24/03/2026

(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

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Sr.No.	Particulars of Work	Nos.
1	No. of Ships arrived	3096
2	No. of ships given health clearance	2440
3	No. of ships given free pratique	30
4	No. of ships given radio free pratique	2030
5	No. of ships quarantined	0
6	No of Ships where control measures applied	1
7	No. of Ships issued Ship Sanitation Control Certificate	11
8	No. of issued Ship Sanitation Control Exemption Certificate	863
9	No. of Ships issued Extension to existing Ship Sanitation Certificate	11
10	No. of Sanitary Inspections carried out in docks area	280

11	No. of Imported food samples lifted	0
12	No. of water samples lifted	57
13	No. of imported edible oil samples lifted	0
14	No. of Catering Establishments inspected and issued License	0
15	No. of Dead bodies given clearance	4
16	No. of entomological surveys undertaken	239
17	No. of Medical chest inspected	206
18	No. of passengers screened	15008
19	No. of crew screened	74612
20	No. of medical emergencies attended	0
21	No. of Ships from Rodent endemic areas screened for Rodents	148
22	No. of Bells /Tons of old clothing and woolen rags cleared	0
23	No. of Bells /Tons of old clothing and woolen rags Fumigated	0
24	No. of Yellow Fever Vaccination given	17815

(vi) Frequently Asked Question (FAQs) Not Applicable

(vii) 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

(i) Details of applications received and disposed From 01/04/2025 to 31/03/2026

S	RTI Applicant	Date of Receipt	Date of Reply
1	Shri. Shushil S Deshpandey	From DDG (PH-IH) DGHS 09/05/2025	Gmail on 22/05/2025
2	Shri. Gaurav Rawat	From DDG (PH-IH) DGHS 10/07/2025	Speed Post on 28/07/2025
3	Shri. Deep Saha	From DDG (PH-IH) DGHS 28/07/2025	Speed Post on 31/07/2025
4	Shri. Pyaru	From DDG (PH-IH) DGHS 31/10/2025	Speed Post on 17/11/2025
5	Shri. S Venkateshwarlu	From DDG (PH-IH) DGHS 10/11/2025	Speed Post on 17/11/2025
6	Shri. Shreeram Dhidhariya	From DDG (PH-IH) DGHS 01/12/2025	Speed Post on 04/12/2025
7	Adv. Kabir Singhaniya	From DDG (PH-IH) DGHS 13/02/2026	Gmail on 06/03/2026
8	Sh. Diwan Singh Chauhan	By Hand 26/02/2026	Gmail on 04/03/2026
9	commodore@gmail.com	From DDG (PH-IH) DGHS	Gmail on 24/03/2026

				23/03/2026		
4.6	Receipt 15.04.2013]	(ii) Details of appeals received and orders issued NIL.				
4.7	Replies 4(1)(d)(2)]	Details of questions asked and replies given Question During 2025-2026 NIL				

## 5) Information as may be prescribed

### 6) 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] (F.Y.2025-26)

#### Name & details of

#### (a) Current CPIO & FAAs

##### 1) Current CPIOs

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Yamini
2.	Designation	CMO
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,

1.	Name of the Officer	Dr. Vivekanand C Giri
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	<a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a> , <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a>

#### (b) Earlier CPIO & FAAs from 01/01/2015 to 31/03/2025

Sr.No.	Name of the CPIO at PHO, Mumbai	Period	
		From	To
1	Dr. P.D. Parmar	01/01/2015	30/06/2015
2.	Dr. Deepak Sule	01/07/2015	05/03/2018
3.	Dr. Milind Hanchate	06/03/2018	24/05/2018
4.	Dr. Vivekanand C. Giri	25/05/2018	27/05/2019
5.	Dr. Deepak Sule	27/05/2019	05/01/2021
6.	Dr. Vivekanand C. Giri	06/01/2021	09/11/2021
7	Dr. Dhaval Thorat.	10/11/2021	05/11/2024

8	Dr. Vivekanand C. Giri	06/11/2024	20/02/2025
9	Dr. Vikas Gode	21/02/2025	16/04/2025
10	Dr. Yamini	17/04/2025	Till Date

Sr.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	05/11/2024
7	Dr. Dhaval M Thorat	06/11/2024	20/02/2025
8	Dr. Vivekanand C Giri	21/02/2025	Till Date

### **5.1.2) Details of third-party audit of voluntary disclosure**

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

#### **(a) Dates of audit carried out**

In 2020 (FY-2019-2020)

#### **(b) Report of the audit carried out**

Available on Central Information Commission website (<https://cic.gov.in/>)

### **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 and uploaded on the IHR -POE web Site.

#### **(a) Dates from which constituted**

Not Applicable

#### **(b) Name & Designation of the officers**

Not Applicable

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

Not Applicable

#### **(a) Dates from which constituted**

Not Applicable

#### **(b) Name & Designation of the Officers**

Not Applicable

## **6. Information Disclosed on own Initiative**

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

Suo-Moto Declaration Under Section 4 Of RTI Act 2005,  
<https://ihpoe.mohfw.gov.in/RTIPHO/>

### **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)**

PHO Mumbai is subordinate office of DGHS, MOHFW. No separate website of PHO Mumbai. Central 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

## CITIZEN CHARTER

### Port Health Organisation, Mumbai

#### Introduction:

Port health organization Mumbai is the subordinate office of the Directorate General of Health services (DGHS), Ministry of Health & Family Welfare (MOH&FW), Govt. of India to ensure implementation of International Health Regulation (IHR) and The Port health (Public Health) Rules at PHO, Mumbai.

This organization works under administrative and Technical Control of Public Health (International Health) section of Directorate General of Health Services, Nirman Bhawan, New Delhi.

The objectives of Port Health Organization are:

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

#### Address, Contact No & E-mail

1	Yellow Fever Vaccination Centre,	Yellow Fever Vaccination Centre, Port Health Organization, MOHFW, Govt of India, Mumbai, Ground Floor, Nau Bhavan, R Kamani Rd, Ballard Estate, Fort, Mumbai, Maharashtra 400001  022-22612256 (Centre) porthealthmumbai[at]gmail[dot]com
2	Administrative Office, Port Health Organization, MOHFW, Govt of India, Mumbai	Address : Port Health Organisation, Mumbai Pattan Swasthya Bhavan, 7-MandlikRoad Mumbai- 400001. Phone/Fax : 022-22020027 (0); 022-22027101 (Direct); Fax.: 022-22020814  Email :pho[dot]mum-mohfw[at]gov[dot]in

#### List of Doctors

Serial Number	Name of Employees	Designation	Contact Details & Email ID
1	Dr Vivekanand C Giri	Port Health Officer	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
2	Dr. Mangesh A Patil	Public Health Specialist Gr.1	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
3.	Dr. Yamini	Chief Medical Officer	022-22020027 (0); 022-22027101

			pho[dot]mum-mohfw[at]gov[dot]in
4.	Dr Mukund Shahane	Chief Medical Officer	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
5.	Dr Mohammed Kasim K.K.U	Senior Medical Officer	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
6.	Dr. Basavarajeshwari	Senior Medical Officer	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
7.	Dr Antony Xavier B J	Medical Officer	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
8.	Dr. Mohammad Kashif	Public Health Specialist	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in
9	Dr. Ashwini Patekar	Public Health Specialist	022-22020027 (0); 022-22027101 pho[dot]mum-mohfw[at]gov[dot]in

Grievance redressal- A complaint/ suggestion box has been placed at reception counter for general public. The grievance may also be lodged through P.GPortal. PHO/nominated official monitors Grievance redressal mechanism

RTI –

Designated central public information officers will provide reply to RTI from time to time . Charges-Rs 10/-

1	Yellow Fever Vaccination	Monday, Tuesday, Thursday & Friday , 10:30 hour to 13:30 hour For General Public Wednesday 10:30 hour to 13:30 hour for Seamen (Original CDC Must)	Yellow Fever Vaccination Centre, Port Health Organization, MOHFW, Govt of India, Mumbai, Ground Floor, Nau Bhavan, R Kamani Rd, Ballard Estate, Fort, Mumbai, Maharashtra 400001	022-22612256 (Centre) porthealthmumbai[at]gmail[dot]com Cost Rs: 300/-
2	Isolation facility	24 hours, all 7 days of week	On vessel only	
3	Vector surveillance	All 7 days	Port premises &400m radius	

4	Ship and passenger surveillance	24 hours, all 7 days of week	Mumbai port MICT	According vessel arrival
5	Food safety at airport	Monday to Friday	Food outlets at Sea port via Fascos	@ the rate of central licensing by FSSAI
6	Protocol Duty	As and when required		
7	Training and Coordination	As and when required		
8	Yellow Fever Training	As and when required		
9	Emergency Duty	As and when required, 24 hours all 7 days of week		
10	Implementing public health measures during PHEIC	As and when required		information Cost- Free
11	Fumigation of old cloth and rags	As and when required		