



**GOVERNMENT OF INDIA**  
**Directorate General of Health Services**  
**REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE**  
**MINISTRY OF HEALTH AND FAMILY WELFARE**  
**BJ- 25, BJB NAGAR , BHUBANESWAR-751014, ODISHA**

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**SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005**

**(1) Particulars of the Organization, functions & duties (Section 4(1) (b) (i)):**

**1. Introduction and Background Information:**

Port Health Organization (PHO) Paradip is a major unit of International Health Division under Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. PHO Paradip is a designated as a major Point of Entry (POE) for coordination of activities and containment of Public Health Emergencies of International Concerns (PHEICs) and implementing IHR 2005.

PHO Paradip, unit started in 25<sup>th</sup> February 2020. The Sr. Regional Director, Regional Office for Health and Family welfare, Bhubaneswar is managing administration and finance for PHO Paradip.

Currently only 1 Regular Medical officer post is sanctioned and filled at PHO Paradip. 1 contractual MO, 1 Health Assistant , & 1 MTS & 1 Safaiwalla are working on contract basis.

**Location:**

It is located in Jagatsingpur District of Odisha and in Paradip Block.

**2. Functions:**

**Activities currently being implemented:**

1. Medical screening/Surveillance of International ship Crews for Covid -19, Yellow fever disease and other PHEICs.
2. Health, sanitation inspection of ship/vessels.
3. Providing Pratique for all vessels.
4. Providing PHO clearances for crew changes ( on signers/off signers) during Covid -19 pandemic.
5. Health clearance of dead body/human remains.

6. Vector surveillance (for Vectors of Aedes Mosquito mainly) both inside and 400 meter perimeter area of Seaport periodically in co ordination with PPT Paradip.
7. Training of steamer agency staff, stevedors and other stake holders on International Health special focus on Covid-19 prevention, Yellow fever and on any updates as and when communicated by competent Authority.
8. Monthly reporting of PHO data to IHRPOE website.

### **Emergency Duties.**

Public Health Emergency of International Concern (COVID-19) .

- (i) Medical Screening of international crews as per GOI guidelines.
- (ii) Provide pratique to vessels.
- (iii) Providing PHO clearances for crew changes (on signers/off signers) during Covid -19 pandemic.
- (iv) Health clearance of dead body/human remains.
- (v) Co-ordinate with designated quarantine/isolation facility – local state health Department/Biju Memorial hospital for referral of symptomatic crews. Referral for testing for Covid-19. Referral for Treatment for Covid -19.
- (vi) Provide guidelines on disinfection/sanitization of Ships and Seaport premise during PHEIC .
- (vii) Ensure proper garbage, sewage and biomedical waste management by observing the shortcomings and suggesting the corrective measures to PPT .
- (viii) Training of all stakeholders on PHEIC.

### **Functions (Routine and Emergency), Date and time of special functions:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Day / Date &amp; Time</b>
1	Medical screening for crews for vessels coming from affected counties	As and when required
2	Provide pratique to vessels	As and when required. 24 hours, all 7 days of week
3	Medical Inspection of vessels	As and when required. 24 hours, all 7 days of week
4	Training & Coordination	As and when required
5	Emergency	As and when required. 24 hours, all 7 days of week

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

#### **1. Port Health Officer, Paradip (Sr. Regional Director):**

#### **Administrative:**

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

**Financial:**

- i. Head of Office and Drawing & Disbursing Officer for the establishment
- ii. 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

**Medical Officer:**

Same powers and duties of Port Health Officer under International Health Regulations (2005), the (Port Health Rules 1954) etc related to substantive functions.

**Powers and duties common to both as above:**

1. Medical screening & Surveillance of International Crews for yellow fever disease including screening for other PHEICs ( Covid-19).
2. Quarantine of passengers/crews in collaboration with state health authorities as when required.
3. Provision for pratique for all vessels.
4. Public health clearance of dead body / human remains.
5. Vector surveillance (for Vectors of Ades Mosquito mainly) both inside and 400 meter perimeter area Seaport periodically in coordination with Port Authority and NCDC, New Delhi.
6. Inspection of ships and verification of disinfection status .
7. Sanitary Inspection of vessels, Seaport and premises.
8. Implementation of IHR 2005, Indian Port Health Rules and PHEIC (Public Health Emergency of International concern).

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

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 Sr RD /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 is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

**(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.

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

**Acts:**

1. Food Safety and Standard Act, (FSSA)-2006
2. Epidemic Diseases Act 1897.

**Rules:**

1. Indian Port Health rules, 1954.

**Regulations:**

1. The International Health Regulations (2005)

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

**I. Documents related to substantive functions**

**Category A: Nil**

**Category B-Keep-Permanent:**

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

**Category C-10 Years:**

1. Cash Book
2. Old cash book

**Category C-5 Years:**

1. Bill register
2. Salary Bill Prepared
3. Ebola file
4. Swine flu files
5. Covid -19 files
6. Certificate issuance register

**Category C-3 Years:**

1. Stock Register
2. Service Postage & Stamp Register
3. Challan Register
4. Budget Preparation
5. Each Budget Head Register every year
6. TR (Treasure Challan receipt book)
7. All contingent bill prepared

**Category C-2 Years:**

1. Cash Book
2. Consumable stock register
3. PHEIC screening Cards
4. PHO Clearance detail Register
5. GD Document & passenger Manifest
6. Human Remains Intimation Register
7. Human Remains Register
8. Human Remains documents
9. Dead Body clearance register
10. Dispatch Register

**Category C-1 Years**

1. Attendance register

**(7). Arrangement for consultation with and representation by members of the public in relation to formulation of policy or implementation there of (Section 4(1)(b)(vii)):**

Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.

**(8). Boards, Councils, Committees and other Bodies (Section 4(1)(b)(viii)):**

Nil

**(9). Directory of Officers and Employees (Section 4(1)(b)(ix)) :****Staff Strength and in Position Staff (Regular Position): (As on 11/03/2021):**

Name of the post	Group of Post	Sanction Strength	In position	Vacant Posts
Medical Officer	A	1	1	Nil
Health Inspector	B	2	Nil	2
Health Assistant	C	2	Nil	2

**Contractual staff position (As on 11/03/2021):**

Name of the post	Sanction Strength	In position	Vacant Posts
Medical Officer	2	1	1
Staff Nurse	1	Nil	1
Health Inspector	5	Nil	5
Lab. Technician	Nil	Nil	Nil
LDC	1	Nil	1
FSO	1	Nil	1
Health Assistant	6	1	5
Ward Assistant	Nil	Nil	Nil
DEO	1	Nil	1
Field Worker	4	Nil	4
Driver	1	Nil	1
MTS	1	1	Nil
Safai Walla	1	1	Nil

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

SL. NO.	NAME OF THE EMPLOYEE	DESIGNATION	PAY LEVEL (7 <sup>TH</sup> CPC)	ALLOWANCES
1	Dr Rajendra Narayan Panigrahi	Medical Officer	Level-11	As per Central Govt provisions

**Outsourcing**

SL. NO.	DESIGNATION	NAME OF THE AGENCY	FIXED MONTHLY REMUNERATION
1	Medical Officer	Provided through Eagle Security Pvt. Ltd.	Rs. 56,100/-
2	Health Assistant	Provided through Eagle Security Pvt. Ltd.	Rs. 19,900/-
3	MTS	Provided through Industrial Security Agency	Rs. 18,000/-
4	Saffai Walla	Provided through Industrial Security Agency	Rs. 18,000/-

**11). Budget Grant and Expenditure made (Section 4(1)(b)(xi)):**

SL.NO.	SUB-HEAD	BUDGET ESTIMATE FOR FY 2020-21
1	Salary	Rs. 16,00,000/-
2	Medical Treatment	Rs. 50,000/-
3	DTE (Domestic Travel Expenses)	Rs. 50,000/-

4	Office Expenses	Rs. 2,00,000/-
5	Professional Service	Rs. 8,00,000/-
	<b>TOTAL</b>	<b>Rs. 27,00,000/-</b>

**12 )The manner of execution of subsidy programmes, including the amounts allocated & details of beneficiaries of such programmes (Section 4(1)(b)(xii)):**

NIL

**13) Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b)(xiii)):**

NIL

**14) Availability of Information in electronic form(Section 4(1)(b)(xiv)):**

To refer to the website [www.ihrpoe.co.in](http://www.ihrpoe.co.in) and the email id [rohfwbbsr@rediffmail.com](mailto:rohfwbbsr@rediffmail.com) & [pho-paradip@gov.in](mailto:pho-paradip@gov.in)

**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 (Section 4(1)(b)(xv)):**

Nil

**16) The names, designations and other particulars of the Public Information Officers (Section 4(1)(b)(xvi)):**

SL.NO.	PARTICULARS	INFORMATIONS
1	Name of the Officer	Dr Nilam Manoharrao Somalkar
2	Designation	Regional Director
3	Address	BJ-25 , BJB Nagar, Bhubaneswar-751014
4	Telephone No / Fax No	0674-2434473
5	E-Mail	rohfwbbsr@rediffmail.com

**Signature**

**Name: Dr Sushant Kumar Kar**

**Designation: Senior Regional Director,**

**Regional office of Health and family welfare, Bhubaneswar**

**Date: 12-03-2021**