



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

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 Health Organization, Visakhapatnam, came to existence in the year 1946.

JURISDICTION

- The ports under the jurisdiction of PHO Visakhapatnam for implementation of I.P.H.R. and I.H.R. include:
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- 1. Visakhapatnam Sea Port – consisting of outer harbor, inner harbor, oil berths, fertilizer berth, LPG terminal and Offshore Tanker Terminal (OSTT)
- 2. Gangavaram port – A privately functioning port around 20 kms south, which is a deep water port.
- 3. Minor Ports – Kakinada port, around 150 kms south, under the administrative control of the State Govt. of Andhra Pradesh

1.1.1) Name and Address of organisation

Port Health Organisation, Visakhapatnam
Port Area, Visakhapatnam - 530035.
Tel. : 0891-2562681

Email: pho.vizagport@gov.in

phovizagport@yahoo.com

1.1.2) Head of Organisation,

Dr. Anit Gayen
Port Health Officer,
Port Health Organisation, Visakhapatnam

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, 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

1.1.5) Organisation Chart

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

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

As in introduction

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

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

A) Port Health Officer:

Administrative:

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

Financial:

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

Others:

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

B) Medical Officer:

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

Powers and duties common to both as above

1. Clearance of Quarantine Ships Coming to Visakhapatnam port.
2. Granting of Health Clearance to ships.
3. Issue of Free pratique /Radio pratique certificates to ships coming to Visakhapatnam 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. Inspection of water Barges & water sampling in Dock.
8. Supervision and Monitoring of Sanitation of port premises.
9. Supervision and Monitoring of vector control and anti-rodent activities carried out by Visakhapatnam Port Trust.
10. Inspection and issuance of Licence to FBO in the Dock premises.
11. To attend Administrative work
12. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
13. 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).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. Anit Gayen
Port Health Officer,
Port Health Organisation, Visakhapatnam.

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).Epidemic Diseases Act 1897.

Rules:

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

Regulations:

- 1).The International Health Regulations (2005)

1.3.4) Time limit for taking a decision, if any

Depending on work and as per requirement.

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, Visakhapatnam

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

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

H) Licensing of Catering Establishments:-

I) 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 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. Anit Gayen
Port Health Officer,
Port Health Organisation, Visakhapatnam.
- 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. Epidemic Diseases Act 1897.

Rules:

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

Regulations:

1. The International Health Regulations (2005)

1.5.4 Transfer policy.

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

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

1.6.1) Categories of documents

<u>Sl.No</u>	<u>Objects of PoEs</u>	<u>Approved Retention Schedule</u>
<u>I. Shipping Section</u>		
1.	<u>Maritime Declaration of Health forms</u>	C-1
2.	<u>Health certificates of ship</u>	C-3
3.	<u>Register regarding Health Certificates of ships</u>	C-10
4.	<u>Deratting Exemption Certificate [DEC] [Replaced with Ship Sanitation Control Exemption Certificate (SSCEC)]</u>	C-3
5.	<u>Register regarding Deratting Exemption Certificate (DEC) [Replaced with Ship Sanitation Control Exemption Certificate</u>	C-1
6.	<u>Pratique granted file/Counter folio</u>	C-3
7.	<u>Register regarding Pratique granted file/Counter folio</u>	C-10
8.	<u>W.H.O. chronicles</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-10 C-1

9.	<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
10.	<u>Quarantine restriction-general</u> i. <u>Publication</u> ii. <u>Correspondence</u>	C-1
11.	<u>Visiting of Ships Programme Register</u>	C-3
12.	<u>Quarantine Register</u>	C-5
13.	<u>Dead bodies - correspondence file</u>	C-5
14.	<u>International Sanitary Regulation Booklet</u>	C-2
15.	<u>Medicine Chest Inspection Book</u>	C-3
16.	<u>Register regarding Medicine Chest Inspection Book</u>	C-10
17.	<u>Indian Port Health Rules Book</u>	C-5
II. Food Section		
18.	<u>Prevention of Food Adulteration Act, 1962</u>	C-5
19.	<u>License to FBOs inside Dock premises</u>	C-5
20.	<u>Register regarding License to FBOs</u>	C-10
21.	<u>Yellow fever Vaccine (TR-5 Receipts)</u>	C-3
22.	<u>Yellow fever Vaccination Resister</u>	B
23.	<u>Drugs, Equipments-and other consumable items register</u>	C-3 Or 1 year after the audit is over whichever is later
24.	<u>W.H.O. fellowship-Correspondence</u>	C-5
25.	<u>Monthly, Quarterly Report</u>	C-1
26.	<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, Visakhapatnam

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

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

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

OFFICE COUNCIL

	Composition of Committee	
1	Dr. Anit Gayen	Chairman
2	Dr. G. Kranthi Kumar	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

PURCHASE COMMITTEE

1	Dr. Anit Gayen	Chairman
2	Dr. G. Kranthi Kumar	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

CONDEMNATION & DISPOSAL COMMITTEE

1	Dr. Anit Gayen	Chairman
2	Dr. G. Kranthi Kumar	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

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

1	Dr. Anit Gayen	Chairman
2	Dr. G. Kranthi Kumar	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	Member

RAJBHASHA(HINDI) COMMITTEE

1	Dr. Anit Gayen	Chairman
2	Dr. G. Kranthi Kumar	Member
3	Any Co-Opted Member Based on Requirement/Invited Member	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. Anit Gayen	Port Health Officer	9972972233	pho.vizagport@gov.in phovizagport@yahoo.com
Dr. G. Kranthi Kumar	Medical Officer	9494383642	
Sh. BVS Rao	LDC	0891-2562681	phovizagport@yahoo.com
Sh. Seva Dass	Field Worker		
Sh.G. K. Sekhar	MTS		
Smt. Sarala Devi	Field Worker		

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

1.9.1) List of employees with Gross monthly remuneration

Sr. No.	Name of Employee	Designation	7 TH PAY COMMISSION Pay level	Gross Salary	Allowances
1	Dr. Anit Gayen	Port Health Officer	L-14	3,08,665	As per govt provisions
2	Dr. G. Kranthi Kumar	Medical Officer	L-10	1,04,250	
3	Sh. BVS Rao	LDC	L-5	59,730	
4	Sh. Seva Dass	Field Worker	L-4	57,544	
5	Sh.G. K. Sekhar	MTS	L-4	56,081	
6	Smt. Sarala Devi	Field Worker	L-3	54,219	

1.9.2) System of compensation as provided in its regulations

Not Applicable

1.10)Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

1.10.1) Name and designation of the Public Information officer (PIO), Assistant Public Information(s) & Appellate Authority

1.10.2) Address, telephone numbers and email ID of each designated official.

A) Public information officer (PIO)

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Anit Gayen
2.	Designation	Port Health Officer.
3.	Address	Port Health Organisation, Port Area, Visakhapatnam 530035
4.	Telephone No	0891 - 2562681
5.	Fax	-
6.	E-Mail	pho.vizagport@gov.in phovizagport@yahoo.com

B) Appellate Authority

Deputy Director General,
PH (IH) Section,
DGHS, Nirman Bhavan,
Ministry of Health and Family Welfare,
Government of India.
Telephone no- 011-23061806

1.11) No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

NIL

1.11.1) Pending for Minor penalty or major penalty proceedings

NIL

1.11.2) Finalised for Minor penalty or major penalty proceedings

NIL

1.12) Programmes to advance understanding of RTI, (Section 26)

1.12.1) Educational programmes

Not Applicable

1.12.2) Efforts to encourage public authority to participate in these programmes

Not Applicable

1.12.3) Training of CPIO/APIO

Not Applicable

1.12.4) Update & publish guidelines on RTI by the Public Authorities concerned

Not Applicable

1.13) Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

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

2) Budget and Programme

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

BUDGET ESTIMATE/REVISED ESTIMATE

Name Of Institution:- Port Health Organisation, Visakhapatnam
NON PLAN (Rs. in Thousands)

Sr.No	Minor Head/Sub Head	B.E. 2020-21	R.E. 2020-21
1.	Salaries	9000.000	8000.000
2.	Medical Treatment	150.000	100.000
3.	Wages	80.000	45.000
4.	D. Travel Expenses	300.000	200.000
5.	Office Expenses	850.000	850.000
6.	Prof. & Spl. Services	1100.000	2100.000
7.	R.R.T.	50.000	20.000
8.	Material & Supplies	100.000	100.000
9.	Other Charges	30.000	30.000
10.	Minor work	100.000	100.000
11.	Swachata Action Plan (SAP) Other Charges	10.000	5.000
	Total	11770.000	11550.000

2.2) Foreign and domestic tours

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

B.E. 2020-21 Rs 300.000 R.E. 2020-21 Rs. 200.000 (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 or Domestic Tours undertaken by the officials of this organisation during the period 2020-2021.

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

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 Centralized Tendering Agency

1. One post of staff Nurse @ Rs. 35400/- + GST & service charges - M/S Eagle Security & Personnel Services, Mumbai
2. Two posts of Field Worker @ Rs. 18000/- + GST & service charges - M/S Eagle Security & Personnel Services, Mumbai

2) Contractual Manpower through local Outsourcing Agency.

1. One MTS @ Rs. 18000/- + GST & service charges - hired from Ms. Balachandika Security Force (India) Pvt, Ltd, Hyderabad.

All remuneration as per rates given in DGHS guidelines for these posts for hiring contractual manpower from outsourcing agencies under SFC.

2.3) Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Not Applicable

2.4) Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

Not Applicable

2.5) Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

Not Applicable

2.6) CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

Nil

3) Publicity and Public interface

3.1) Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

3.1.1) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Documents and Information related to Yellow Fever Vaccination, Indian Port Health Rules and International Health Regulation-2005

3.1.2) Arrangements for consultation with or representation by

a) Members of the public in policy formulation/ policy implementation

Not Applicable

b) Day & time allotted for visitors

Not Applicable

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

PIOs

Dr. Anit Gayen

Port Health Officer,

Port Health Organisation,

Port Area, Visakhapatnam - 530035

08910-02562681

pho.vizagport@gov.in

phovizagport@yahoo.com

3.1.3) Public-private partnerships (PPP)

Being a Subordinate Office under the Directorate General of Health Services, no Public Private Partnership at local level so far.

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

Yes

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

Yes

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

To refer to the website www.ihrpoe.co.in and <https://mohfw.gov.in>/the email id pho.vizagport@gov.in
phovizagport@yahoo.com

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

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

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

Yes

4) E-Governance

S.No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English -Yes (See 3.4 above)
		(ii) Vernacular/ Local Language-- No
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation Not applicable at local level.

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	<p>(i) Details of information available in electronic form To refer to the website www.ihrpoe.co.in and https://mohfw.gov.in/ & http://www.ihrpoe.co.in/pho-existing-vishakhapatnam.php</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 www.ihrpoe.co.in and https://mohfw.gov.in/</p>																												
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	<p>(i) Name & location of the faculty Port Health Organisation, Visakhapatnam Port Area, Visakhapatnam - 530035 Tel. : 0891 - 2562681 Email: pho.vizagport@gov.in phovizagport@yahoo.com</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 1800 hrs Monday to Friday except Holidays</p> <p>(iv) Contact person & contact details (Phone, fax email) Medical Officer Tel. : 0891 - 2562681 Email: pho.vizagport@gov.in phovizagport@yahoo.com</p>																												
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<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> <p>(ii) Details of applications received under RTI and information provided From 01/01/2020 till date</p> <table border="1" data-bbox="539 1608 1433 1861"> <thead> <tr> <th>S.N</th> <th>RTI Applicant</th> <th>Date of Receipt</th> <th>Date of Reply</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sh. A. M. Jeeva</td> <td>03/02/2020</td> <td>12/02/2020</td> </tr> <tr> <td>2</td> <td>Sh. Nikhilesh Bhowmik</td> <td>09/02/2020</td> <td>10/02/2020</td> </tr> <tr> <td>3</td> <td>Sh. Rohit Singh Parmar</td> <td>01/09/2020</td> <td>16/09/2020</td> </tr> <tr> <td>4</td> <td>Sh. Rishi Kumar Panipat</td> <td>02/09/2020</td> <td>03/09/2020</td> </tr> <tr> <td>5</td> <td>Sh. Jarnail Singh</td> <td>07/09/2020</td> <td>09/09/2020</td> </tr> <tr> <td>6</td> <td>Sh. Dipanshu Singh</td> <td>08/09/2020</td> <td>09/09/2020</td> </tr> </tbody> </table> <p>(iii) List of completed schemes/ projects/ Programmes Not Applicable</p> <p>(iv) List of schemes/ projects/ programme underway Not Applicable</p>	S.N	RTI Applicant	Date of Receipt	Date of Reply	1	Sh. A. M. Jeeva	03/02/2020	12/02/2020	2	Sh. Nikhilesh Bhowmik	09/02/2020	10/02/2020	3	Sh. Rohit Singh Parmar	01/09/2020	16/09/2020	4	Sh. Rishi Kumar Panipat	02/09/2020	03/09/2020	5	Sh. Jarnail Singh	07/09/2020	09/09/2020	6	Sh. Dipanshu Singh	08/09/2020	09/09/2020
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(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

Refer 2.3.c

(vi) Annual Report January 2020 to December 2020

SR	Particulars of Work	Nos.
1	No. of Ships arrived	2005
2	No. of ships given health clearance	1277
3	No. of ships given free pratique	1475
4	No. of ships given radio free pratique	0
5	No. of ships quarantined	0
6	No of Ships where control measures applied	15
7	No. of Ships issued Ship Sanitation Control Certificate	1
8	No. of issued Ship Sanitation Control Exemption Certificate	359
9	No of Ships issued Extension to existing Ship Sanitation Certificate	17
10	No.of Sanitary Inspections carried out in docks area	48
11	No.of Yellow Fever Vaccination given	975
12	No.of Imported food samples lifted	0
13	No.of water samples lifted	12
14	No.of imported edible oil samples lifted	0
15	No of Catering Establishments inspected and issued License	0
16	No.of Dead bodies given clearance	0
17	No. of entomological surveys undertaken	12
18	No.of Medical chest inspected	23
19	No. of passengers screened	0
20	No.of crew screened	45934
21	No. of medical emergencies attended	0
22	No of Ships from Rodent endemic areas screened for Rodents	0
23	No of Bells /Tons of old clothing and woolen rags cleared	0
24	No of Bells /Tons of old clothing and woolen rags Fumigated	0

(vii) Frequently Asked Question (FAQs)
Not Applicable

(viii) Any other information such as
a) Citizen's Charter
Following MOHFW and DGHS Citizen Charter

b) Result Framework Document (RFD)
Not Applicable

c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter:
Not Evaluated

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed From 01/01/2020 till date												
		(ii) Details of appeals received and orders issued NIL												
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given												
Question During - 2020														
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5) Information as may be prescribed

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

Name & details of

(a) Current CPIO & FAAs

1) Current CPIOs

S.No.	Particulars	Information
1.	Name of the Officer	Dr. Anit Gayen
2.	Designation	Port Health Officer.
3.	Address	Port Health Organisation, Port Area, Visakhapatnam - 530035
4.	Telephone No	0891 - 2562681
5.	Fax	-
6.	E-Mail	pho.vizagport@gov.in , phovizagport@yahoo.com

Current FAAs

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

(b) Earlier CPIO & FAAs from 01/01/2015 to Till Date

S.No.	Name of the CPIO at PHO, Visakhapatnam	Period	
		From	To
1	Dr. A. Biswas	01/01/2015	30/04/2015
2.	Dr. Anit Gayen	01/05/2015	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

5.1.2) Details of third party audit of voluntary disclosure

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

(a) Dates of audit carried out

In 2020

(b) Report of the audit carried out

Available on CIC Website

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

Not Applicable

(a) Date of appointment

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.4) Consultancy committee of key stake holders for advice on Suo-Moto disclosure

No committee constituted, However Suo-Moto Disclosure prepared in Consultation with other officials of the organisation.

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the officers

Not Applicable

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

Not Applicable

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the Officers

Not Applicable

6. Information Disclosed on own Initiative

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

Suo-Moto Declaration Under Section 4 Of RTI Act 2005,
<http://www.ihrpoe.co.in/pdf/RTI/PHOVishakhapatnam.pdf>

6.2) Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

No Local website. 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