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

1. **Introduction and Background Information:**

In the year 1961 after the liberation of Goa from the Portuguese regime, the Marmagao Port Health Administration was taken over by the Health Department of Union Territory of Goa, Daman & Diu. Subsequently the Ministry of Health and Family welfare, Government of India took over the administration of Port Health Organisation, Marmagao on 26th June, 1970. Senior Class I CHS Doctor has been posted as Port Health Officer.

The main function of Port Health Organisation are enforcement of Indian Port Health rules/Acts/WHO guidelines/ International Health Regulations while carrying out works at Port Health Organisations In addition Port Health Organisation Marmagao cover Quarantine works at Dabolim Goa Air Port.

2. **Functions & Duties:**

1. Inspection of ship/vessels (including sanitation and issuance of Ship Sanitation Control and Ship Sanitation Control Exemption certificate), baggage, cargo, containers, goods, Postal parcels and human remains from departing and arriving ships/vessels, so that they are in such a condition that they are free of sources of infection or contamination, including vectors and reservoirs.
2. Health screening and medical examination of travellers for yellow fever, H1N1, Dengue, Ebola Virus Diseases (EVD), (MERS-CoV) Middle East Respiratory Syndrome Corona Viruses, ZIKA disease.
3. Supervision and coordination of measures so that facilities used by travellers at points of entry are maintained in a sanitary condition and are kept free of sources of infection or contamination, including vectors and reservoirs;
4. Responsible for the supervision of any deratting, disinfection, disinsection or decontamination of baggage, cargo, containers, conveyances, goods, postal parcels and human remains or sanitary measures for persons, as appropriate under these Rules
5. Advise conveyance operators, as far in advance as possible, of their intent to apply control measures to a conveyance, and shall provide, where available, written information concerning the methods to be employed;
6. Responsible for the supervision of the removal and safe disposal of any contaminated water or food, human or animal waste, waste water and any other contaminated matter from a conveyance;
7. Take all practicable measures consistent with the Indian Port Health Rules, to monitor and control the discharge by ships of sewage, refuse, ballast water and other potentially disease-causing matter which might contaminate the waters of a port, river, canal, strait, lake or other international waterway;
8. Responsible for supervision of service providers for services concerning travellers, baggage, cargo, containers, conveyances, goods, postal parcels and human remains at points of entry, including the conduct of inspections and medical examinations as necessary;
9. Have effective contingency arrangements to deal with an unexpected PHEIC and the measures to deal with it to all the concerned agencies at the port;
10. Responsible for coordinating additional health measures at the port as decided by the Central Government in the event of PHEIC like passenger screening, isolation & quarantine, contact listing, ship disinsection, transportation, arranging logistics for various public health measures etc.
11. Rendering Yellow fever vaccination to international travellers.
2. Powers and duties of its officers and employees (Section 4(1)(b)(ii)):

1. Port Health Officer:

   Administrative:
   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

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

2. 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 rage 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. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
14. Training of Stakeholders and staff as and whenever necessary.

2. Other subordinate staff:

   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.

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

This organization is a Field Unit established for the detailed execution of policies of the Government of India.

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.
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)):

The Discharge of functions of this Authority and its employees is in accordance with the following Acts, Rules, and Regulations:

**Acts:**
1. The Indian Ports Act, 1908.
3. Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR)-2011 by assisting the Customs department for clearance of imported food and acting as Designated Officer for Food Catering Units within Port Areas.

**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

**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. Copy of Acts, Rules, & Regulations administered by this Public Authority.
2. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years:
1. Register regarding Health Certificates of ships.
2. Register regarding Medicine Chest Inspection Book.
4. Register regarding Licence to Food establishments inside port area.
5. Register regarding Food Inspection Bill of Entry for Home Consumption.
6. Register of Ship Sanitation Control/Control Exemption Certificates.

Category C-5 Years:
1. Register of Health Clearance of Ships.
2. Register of Health Clearance of Ships Arriving from Yellow Fever Infected Area.
3. Quarantine Register.
5. Register of Medicines Chest Certificates.
6. Register of Dead Body Clearance correspondence file.
7. Certificates of Analysis of Imported Food Samples.

Category C-3 Years:
1. Ship Sanitation Control/Control Exemption Certificates issued.
2. Licenses to Catering Establishments in Port area
3. Dead Body Clearance Certificates.
4. Certificates of Health Inspection.
Category C-1 Year:
1. Maritime Declaration of Health
2. Messages from ships
3. Pratique granted File
4. General correspondence on quarantine matters
5. All other routine correspondence on substantive functions.

II. Administrative and financial records:
All records maintained for Establishment and accounts management as prescribed under relevant rules.

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

i) Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.
ii) Representation for public in relation to implementation of policies is possible through constitution of specific committees. At present no such committee is existing.

8. Boards, Councils, Committees and other Bodies (Section 4(1)(b)(viii)):
No Board, Council, or body consisting of two or more persons existing as a part of this authority. A Committee is functioning for screening of employees for grant of financial up gradations under Modified Assured Career Progression Scheme.

9. Directory of Officers and Employees (Section 4(1)(b)(ix)):

(1) DR. Mangesh Patil
Port Health Officer,
Port Health Organisation,
Marmaga Harbour Goa – 403803.

(2) Shri R.S.VELIP,
MTS,
Port Health Organisation,
Marmagoa harbour Goa.

E-Mail
phogoa@gmail.com
pho-mhfw.goa@gov.in

Yellow fever Vaccination:
- Every Thursday (except holidays)
  Timing: - : 09.30 Hrs. to 12.00 Hrs
Office Timing (On working days) : 09.00 Hrs. to 17.30 Hrs.
Lunch break : 13.00 Hrs. to 13.30 Hrs.

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

**Staff Position**: The total staff strength of Port Health Organisation, Marmagoa is eleven only. They are as follows with their scales of Pay:

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Name of the Post</th>
<th>Name of the Institute</th>
<th>Sanctioned Number</th>
<th>Vacancies as on 31.08.2019</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Port Health Officer</td>
<td>Port Health Organisation Goa</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Medical Officer</td>
<td>Port Health Organisation Goa</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Health Inspector</td>
<td>Port Health Organisation Goa</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Staff Nurse</td>
<td>Port Health Organisation Goa</td>
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<td>1</td>
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</tr>
<tr>
<td>5</td>
<td>Health Assistant</td>
<td>Port Health Organisation Goa</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>6</td>
<td>MTS</td>
<td>Port Health Organisation Goa</td>
<td>1</td>
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</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>11</strong></td>
<td><strong>8</strong></td>
<td></td>
</tr>
</tbody>
</table>
(1) Port Health Officer, Gr. ‘A’ (Level 10 & above) …. 1 Post
(2) Medical Officer, Gr. ‘A’ (Level 10 & above) …. 2 Posts
(3) Health Inspector, Gr. ‘B’ (Level 6) ………………… 2 Posts
(4) Staff Nurse, Gr. ‘B’ (Level 6) ………………… 1 Post
(5) Health Assistant, Gr. ‘C’ (Level 3)………………… 4 Post
(6) MTS, Gr. ‘C’ (Level 2) …………………… 1 Post

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

BUDGET ALLOTED TO PORT HEALTH ORGANISATION, MARMAGOA DURING 2018-2019

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Minor Head/Sub Head</th>
<th>Budget Estimate for 2018-2019 (Sanctioned)</th>
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<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
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<td>Medical Treatment</td>
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<tr>
<td>3</td>
<td>Wages</td>
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<tr>
<td>4</td>
<td>OTA</td>
<td>0.000</td>
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<tr>
<td>5</td>
<td>D.Travel Expenses</td>
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<td>Office Expenses</td>
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<td>7</td>
<td>R.R.T</td>
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<td>8</td>
<td>Prof. &amp; Spl.Services</td>
<td>1000.000</td>
</tr>
<tr>
<td>9</td>
<td>Material &amp; Supplies</td>
<td>25.000</td>
</tr>
<tr>
<td>10</td>
<td>Other Charges</td>
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<tr>
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<td>Minor work</td>
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<tr>
<td>12</td>
<td>Swatchhta action plan &amp; other charges</td>
<td>20.000</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6590.000</strong></td>
</tr>
</tbody>
</table>

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 authorisations granted (Section 4(1)(b)(xiii):

NIL


To refer to the website www.ihrpoe.co.in and the email id is pho-mhfw.goa@nic.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):

Reading material for Officers, staff and other stakeholders.

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

Particulars Information:

1. Name of the Officer - Dr. Mangesh Patil
2. Designation - Port Health Officer.
3. Address - Port Health Organisation Marmagoa Goa, Marmugao Harbour area Goa- 403803
4. Telephone No - 0832-2520292, 0832-2521886
5. E-Mail pho-mhfw.goa@nic.in

17. Such other information as may be prescribed and thereafter update these publications every year (Section 4(1)(b)(xvii):

1. Procurement policy

Procurement policy is as per policies of Govt. of India and General Financial Rules, 2017.

2. Public Private Partnership:

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

3. Transfer Policy & Transfer Orders:

Being subordinate office, authority is bound to implement orders of Head of department – no separate policy is maintained.

4. RTI Applications

Original applications and applications received on transfer basis are processed as per RTI Act, 2005.

5. CAG & PAC Paras:

NIL.

6. Citizen Charter:

As Notified by Head of Department, No separate charter established by this subordinate office

7. Discretionary and non-discretionary grant

No grant is administered by this authority.

8. Foreign Tours:

NIL during 2018

PORT HEALTH OFFICER is Public Information officer and available at Port Health Organisation, Marmagoa for any information, helps to the General Public.

Name: Dr. Mangesh Patil
Designation: Port Health Officer, Marmagoa, Goa
Date: 31.08.2019