(A). Particulars of the Organisation, functions & duties: -

**Organisation History:** In the year 1961 after the liberation of Goa from the Portuguese regime, the Marmagoa Port Health Administration was taken over by the Health Department of Union Territory of Goa, Daman & Diu. Subsequently the Ministry of Health and Family Planning, Government of India took over the administration ofport Health Organisation, Marmagoa 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 Marmagoa cover Quarantine works at Dabolim Goa Air Port.

**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.
B. Powers and duties of its officers and employees:

Staff Position: The total staff strength of Port Health Organisation, Marmagoa is five 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 31.12.2017</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>NA</td>
</tr>
<tr>
<td>2</td>
<td>Health Inspector</td>
<td>Port Health Organisation Goa</td>
<td>1</td>
<td>1</td>
<td>Vacant Since 1997</td>
</tr>
<tr>
<td>3</td>
<td>U.D. Clerk</td>
<td>Port Health Organisation Goa</td>
<td>1</td>
<td>1</td>
<td>Vacant since Sep.2008 Deemed Abolished Applied for revival</td>
</tr>
<tr>
<td>4</td>
<td>L.D.Clerk</td>
<td>Port Health Organisation Goa</td>
<td>1</td>
<td>1</td>
<td>Vacant since 31.03.2014 Requisition sent to PH (IH)</td>
</tr>
<tr>
<td>5</td>
<td>MTS</td>
<td>Port Health Organisation Goa</td>
<td>1</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>5</strong></td>
<td><strong>3</strong></td>
<td></td>
</tr>
</tbody>
</table>

(a) PORT HEALTH OFFICER:

(i) He is head of the Organisation and over all in charge of PHO GOA Administration as well as Sanitation Section. He is the Drawing & Disbursing officer vested with cheque drawing power.

(ii) He looks after the Quarantine works at Port Health Organisation Marmagoa as well as Quarantine works at Dabolim Goa Airport.

(iii) He gives Medical advice to ship’s crew members.

(iv) Sanitary Inspection of ships calling at Marmagoa Harbour.

(v) Issue of Radio Free Pratique & Health Clearance, etc.

(vi) Issue of Ship sanitation Exemption Certificates & Ship sanitation control Certificates.

(vii) Issue of Medical Chest Inspection Certificates.

(viii) Lifting of Food & Water Samples.

(ix) Yellow fever vaccinations to International travellers/ Ships crew members.

(x) Issue of Licences to Ship Chandlers/ Water suppliers, catering establishment at Port.

(xi) Sanitary Inspection of Port/Deck Areas.

(b) U.D.CLERK:

He is working in the Administrative Section of PHO and does the work as below:

(i) Preparation of Annual Budget Estimates, Revised Estimates, Letter of Credit etc.

(ii) Preparation of drafts and sending for approval of the Port Health Officer.

(iii) Checking of Salary bills, Contingent bills etc.

(iv) Maintenance of office Records.

(v) As a Care taker of the Govt. Property.

(vi) Looks cash section of the office.

(vii) Preparation of all Weekly, Fortnightly, Monthly, Quarterly and Yearly Statements.

(viii) Miscellaneous Typing work.
(c) L.D.CLERK:
He does all office typing works.
(ii) Prepares Pay Bill & Contingent bills.
(iii) In charge of office stores.
(iv) Inward & Outwards of letters.
(v) Other Miscellaneous works as and when required.

(c) MTS:
(i) He assists Cashier while bringing cash from the bank.
(ii) He assists Port Health Officer during Quarantine works.
(iii) Helps in despatching of letters.
(iv) Delivers letters entered in inward book.

DIRECTORY OF OFFICER AND OTHER STAFF

(1) DR. Mangesh Patil
    Port Health Officer,
    Port Health Organisation,
    Marmagao Harbour Goa – 403803.
    OFFICE Tel. No. Tel/FAX 0832-2521886

(2) Shri R.S. VELIP,
    MTS,
    Port Health Organisation,
    Marmagao harbour Goa.
    OFFICE Tel. No. 2520292
    0832-2520292

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.

BUDGET ALLOTED TO PORT HEALTH ORGANISATION, MARMAGOA DURING 2017-2018

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Minor Head/Sub Head</th>
<th>Budget Estimate for 2017-2018 (Sanctioned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
<td>5011.000</td>
</tr>
<tr>
<td>2</td>
<td>Medical Treatment</td>
<td>110.000</td>
</tr>
<tr>
<td>3</td>
<td>Wages</td>
<td>60.000</td>
</tr>
<tr>
<td>4</td>
<td>OTA</td>
<td>0.000</td>
</tr>
<tr>
<td>5</td>
<td>D.Travel Expenses</td>
<td>300.000</td>
</tr>
<tr>
<td>6</td>
<td>Office Expenses</td>
<td>140.000</td>
</tr>
<tr>
<td>7</td>
<td>R.R.T</td>
<td>100.000</td>
</tr>
<tr>
<td>8</td>
<td>Prof.&amp; Spl.Services</td>
<td>2531.000</td>
</tr>
<tr>
<td>9</td>
<td>Material &amp; Supplies</td>
<td>220.000</td>
</tr>
<tr>
<td>10</td>
<td>Other Charges</td>
<td>95.000</td>
</tr>
<tr>
<td>11</td>
<td>Minor work</td>
<td>25.000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>8592.000</strong></td>
</tr>
</tbody>
</table>
C. Procedure followed in the decision-making process, including channels of supervision and accountability:
This organization is a Field Unit established for the detailed execution 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.

D. Norms for the discharge of functions:
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.

E. Rules, Regulations, Instructions, Manuals and Records for Discharge of Function:
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)

F. Statement of the categories of documents under control:

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.

G. Arrangement for consultation with and representation by members of the public in relation to formulation of policy or implementation thereof:
   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.

H. Boards, Councils, Committees and other Bodies:
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.

I. Procurement: Procurement policy is as per General Financial Rules, 2017.

J. Public Private Partnership: Subordinate Office – no such scheme is in operation so far.

K. Transfer Policy & Transfer Orders: Being subordinate office, authority is bound to implement orders of Head of department – no separate policy is maintained.

L. RTI Applications: Original applications and applications received on transfer basis are disposed of as per RTI Act, 2005.

M. CAG & PAC Paras: Response sent to higher authority.

N. Citizen Charter: Notified by Head of Department, no separate charter established by this subordinate office.

O. Discretionary and non-discretionary grant: No grant is administered by this authority.
**P. Foreign Tours**: From 1.11.2016, Nil. As and when Joint Secretary level officers and Head of Department of this authority undertake any foreign tour, the information will be updated on quarterly basis.

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

Signature: -  
Name: Dr. Mangesh Patil  
Designation: Port Health Officer, Marmagoa, Goa  
Date: 17.01.2018