SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

(1).Particulars of the Organisation, functions & duties (Section 4(1)(b)(i)) :

1. 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 in1884 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 Org. 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

2. Functions & Duties:

Routine functions: -

A) Related to clearance of Vessels: -
   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

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. Seamans’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.

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 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.

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. The Indian Ports Act, 1908.
4. Sea Customs Act & Regulations.

Rules:
1. The Indian Port Health Rules, 1955.
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. WHO Chronicles – Publication.
3. Weekly Epidemiological Reports received from DGHS – Publication.
4. Register regarding Medicine Chest Inspection Book.
5. Register regarding Provision and Water Inspection on Board under Merchant Shipping Act, 1958.
6. Register regarding Licence to Food establishments inside port area.
7. Register regarding Food Inspection Bill of Entry for Home Consumption.
8. 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.
8. Orders about confiscation of monkey’s correspondence file.
9. PHO’s opinion sent to Customs.

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)):

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)):

1. Karyalaya Rajbhasha Samiti.
2. Office Council.
3. Office Preventive Vigilance Committee.
4. Screening Committee for granting MACP to staff.
5. Purchase Committee.
6. Condemnation Committee.

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

1. Staff Strength and in Position Staff: (As on 01/01/2018)

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Group of Post</th>
<th>Sanctioned Strength</th>
<th>In Position</th>
<th>Vacant Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port Health Officer</td>
<td>A</td>
<td>01 (P.H.Spl.)</td>
<td>01</td>
<td>Nil</td>
</tr>
<tr>
<td>Medical Officers</td>
<td>A</td>
<td>06</td>
<td>05 (1 PH Spl.)</td>
<td>01</td>
</tr>
<tr>
<td>Health Inspectors</td>
<td>B (Non Gazetted)</td>
<td>02</td>
<td>Nil</td>
<td>02</td>
</tr>
<tr>
<td>U.D.C.</td>
<td>C</td>
<td>01</td>
<td>Nil</td>
<td>01</td>
</tr>
<tr>
<td>LDC</td>
<td>C</td>
<td>03</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Hindi Translator</td>
<td>C</td>
<td>01</td>
<td>Nil</td>
<td>01(Dealing Assistant)</td>
</tr>
<tr>
<td>Lab. Assistant</td>
<td>C</td>
<td>01</td>
<td>01</td>
<td>Nil</td>
</tr>
<tr>
<td>Motor Driver</td>
<td>C</td>
<td>01</td>
<td>01</td>
<td>Nil</td>
</tr>
<tr>
<td>Naik</td>
<td>C (MTS)</td>
<td>01</td>
<td>Nil</td>
<td>01</td>
</tr>
<tr>
<td>Daftary</td>
<td>C (MTS)</td>
<td>01</td>
<td>01</td>
<td>Nil</td>
</tr>
<tr>
<td>Peon</td>
<td>C (MTS)</td>
<td>04</td>
<td>04</td>
<td>Nil</td>
</tr>
<tr>
<td>Field Workers</td>
<td>C (MTS)</td>
<td>08</td>
<td>08</td>
<td>Nil</td>
</tr>
<tr>
<td>Lab Attendant</td>
<td>C (MTS)</td>
<td>01</td>
<td>Nil</td>
<td>1</td>
</tr>
<tr>
<td>Watchmen</td>
<td>C (MTS)</td>
<td>02</td>
<td>02</td>
<td>Nil</td>
</tr>
<tr>
<td>Safaiwala</td>
<td>C (MTS)</td>
<td>03</td>
<td>03</td>
<td>Nil</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>36</td>
<td>28</td>
<td>08</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Employee</th>
<th>Designation</th>
<th>7th PAY COMMISSION Pay level</th>
<th>Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Deepak Sule</td>
<td>Port Health Officer</td>
<td>L-14</td>
<td>As per govt provisions</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Milind Hanchate</td>
<td>Public Health Specialist</td>
<td>L-11</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Dr. Mukund Shahane</td>
<td>Medical Officer</td>
<td>L-10</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dr. Rupali Kaderkar</td>
<td>Medical Officer</td>
<td>L-10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dr. Mohammed Kasim KKU</td>
<td>Medical Officer</td>
<td>L-10</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Dr. Dilshad M.M</td>
<td>Medical Officer</td>
<td>L-10</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mrs. Madhuri R. Kose</td>
<td>LDC</td>
<td>L-5</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mrs. Bindu S. Menon</td>
<td>LDC</td>
<td>L-5</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sh. R. K. Nandeshwar</td>
<td>LAB Asst.</td>
<td>L-5</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Sh. J. M. Patil</td>
<td>MOTOR DRIVER</td>
<td>L-4</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sh. G. S. Dodka</td>
<td>MTS</td>
<td>L-4</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Sh. J. K. Shirsath</td>
<td>MTS</td>
<td>L-4</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sh. G. A. Rane</td>
<td>MTS</td>
<td>L-4</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Sh. M. P. Waghela</td>
<td>MTS</td>
<td>L-4</td>
<td></td>
</tr>
</tbody>
</table>
11. Budget Grant and Expenditure made (Section 4(1)(b)(xi):

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Minor Head/Sub Head</th>
<th>Budget Estimate for 2017-2018 (Amounts in Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
<td>20000.000</td>
</tr>
<tr>
<td>2</td>
<td>Medical Treatment</td>
<td>400.000</td>
</tr>
<tr>
<td>3</td>
<td>Wages</td>
<td>100.000</td>
</tr>
<tr>
<td>4</td>
<td>OTA</td>
<td>0.000</td>
</tr>
<tr>
<td>5</td>
<td>D.Travel Expenses</td>
<td>800.000</td>
</tr>
<tr>
<td>6</td>
<td>Office Expenses</td>
<td>1850.000</td>
</tr>
<tr>
<td>7</td>
<td>R.R.T</td>
<td>525.000</td>
</tr>
<tr>
<td>8</td>
<td>Prof.&amp; Spl.Services</td>
<td>1710.000</td>
</tr>
<tr>
<td>9</td>
<td>Material &amp; Supplies</td>
<td>2500.000</td>
</tr>
<tr>
<td>10</td>
<td>Other Charges</td>
<td>100.000</td>
</tr>
<tr>
<td>11</td>
<td>Minor work</td>
<td>2500.000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>30485.000</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.ihrpoе.co.in and the email id porthealthmumbai@gmail.com, phо.mum-mohfw@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):

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))

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Officer</td>
<td>Dr. Deepak Sule.</td>
</tr>
<tr>
<td>2.</td>
<td>Designation</td>
<td>Port Health Officer.</td>
</tr>
<tr>
<td>3.</td>
<td>Address</td>
<td>Port Health Organisation, Pattan Swasthya Bhavan, 7-Mandlik Road, Mumbai 400001</td>
</tr>
<tr>
<td>4.</td>
<td>Telephone No</td>
<td>022-22020027, 022-22027101</td>
</tr>
<tr>
<td>5.</td>
<td>Fax</td>
<td>022-22020814</td>
</tr>
<tr>
<td>6.</td>
<td>E-Mail</td>
<td><a href="mailto:porthealthmumbai@gmail.com">porthealthmumbai@gmail.com</a>, <a href="mailto:pho.mum-mohfw@gov.in">pho.mum-mohfw@gov.in</a></td>
</tr>
</tbody>
</table>

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 2017.