The particulars of Port Health Organisation, Visakhapatnam, its functions and duties are as follows:

JURISDICTION

• The ports under the jurisdiction of PHO Visakhapatnam for implementation of I.P.H.R. and I.H.R. include:
  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

a. Functions & Duties

A. Activities related to prevention of quarantineable diseases and implementation of IHR 2005 & I.P.H.R.-
  1) Health and Sanitary Inspection of ships.
  2) Monitoring of Anti-Rodent activities by the Visakhapatnam Port Trust (VPT)
  3) Inspection and renewal of Medicine Chest Certificate of Indian ships.
  4) Monitoring of Environmental Sanitation of the Port area, which includes:
     a) Vector control measures carried out by VPT.
     b) General Sanitation- Joint Sanitary Inspection with Port Trust officials.
     c) To ensure supply of safe drinking water inside the Port area.

B. Yellow Fever Vaccination- for which PHO Visakhapatnam is a W.H.O. designated center. The vaccine is given on working Tuesdays and Thursdays between 10am and 12 noon.

C. Central Licensing Authority for all Food Business Operators (FBOs) within the Port terminal area.

b. The powers and duties of its officers and employees: -
i. **Port Health Officer** – As head of office, he is responsible for detailed execution of decisions/instructions of the Dte.GHS or of the Govt. of India under direction of the Dte. GHS.

He monitors the overall activities of the organisation

He acts as controlling Officer in respect of PHO Visakhapatnam

He is responsible for budgetary control, expenditure control and ensures the best use of funds available at his disposal.

As he is the Drawing and Disbursal Officer (CDDO), he looks after all administrative work pertaining to the DDO.

He is responsible for taking necessary steps in all legal matters related to PHO, Visakhapatnam on behalf of the organisation, Dte. GHS, and the Govt. of India.

ii. **Deputy Port Health Officer** – To ensure that all vessels coming into the Visakhapatnam Sea Port are complying with the International Health Regulations and the Indian Port Health Rules.

To supervise vector control activities within the port area and maintenance of Port sanitation jointly with the Health Officer of the Visakhapatnam Port Trust through periodic sanitary inspection rounds.

To assist in the general administrative work of the organisation to ensure its smooth functioning.

iii. Employees –

**LDC** – to look after purchase of stores, to prepare all correspondence related to Estt./periodical returns/maintenance of Service books/leave applications, etc.

Maintenance of cashbook and other records, cash handling, handling of cheques, preparation of various bills, receiving purchase bills, etc.

Maintaining records regarding Budget, GPF contributions, withdrawals and advances, monthly and quarterly accounts and reconciliation with the PAO.

To maintain records pertaining to the inspection and sampling of imported food items, and the analysis reports thereof.

To maintain records pertaining to stock register, livery grant, medical indent, and yellow fever vaccine stock

To prepare monthly/annual report of yellow fever vaccination administered

Typing, receiving and dispatching of all correspondence.
Health Inspector (newly created post - vacant) – supervision of vector control activity in the port area
Processing procurement and disbursement of various articles required for such activity
Assisting medical officer in the issuance of SSCEC/SSCC and sanitary inspection of ships
Computation of charges for SSCEC/SSCC
Participating in the joint sanitary inspection of the Port area
Maintenance of relevant records in the anti-mosquito and Quarantine sections
Preparation of all reports pertaining to epidemiological activity undertaken by the organisation

Health Assistant (newly created – post vacant) – supervising the vector control activities of the field worker
Routine surveillance of the port area to detect possible breeding areas for mosquitoes and planning the action to be taken accordingly, in consultation with Health inspector and medical officer

Field worker – working under the direct supervision of the Health Assistant, it is their duty to detect areas of water collection and possible breeding grounds for mosquitoes within the port area and bring it to the notice of the concerned officials of VPT and monitor the subsequent suitable anti-larval and anti-adult measures to prevent breeding of mosquitoes and keep the port area free of mosquitoes in general and Aedes mosquito in particular.

Staff Nurse (Newly created post - vacant) – to oversee the vaccination procedure against yellow fever and responsibility of maintenance of all relevant records, vaccine stock and other related logistics

Multi-tasking Staff – to carry out movement of files and other documents, and perform other regular duties of a peon common to all government offices, under the supervision of Medical Officer & Health Inspector/Health Assistant, and to perform other miscellaneous duties assigned by officers.

Safaiwala (no post – services employed on contract)– to maintain the cleanliness of the office premises and its immediate surroundings.

c. Procedure followed in the decision making process
i. Regarding administrative policy matters, this office is implementing the decisions taken by the Govt. of India/ Ministry of Health & Welfare/ Dte.GHS.

ii. During Inspection of ships, it is the discretion of the medical officer to take decisions in compliance with the International Health Regulations & the Indian Port Health Rules, in consultation with the Port Health Officer as and when required.

iii. During inspection of the premises & licensing of Food Business Operators (FBOs) within the Port terminal area, it is the discretion of the medical officer to take decisions in compliance with the FSSAI Act & Rules, in consultation with the Port Health Officer as and when required.

iv. On routine office matters within his jurisdiction as Head of the Office and the DDO, the authority of decision-making lies with the Port Health Officer.

v. In various matters like purchase, ACP for Group-D employees, etc, a committee is formed from time to time who submits its recommendations to the Port Health Officer for final approval

Channels of supervision and accountability:

i. Deputy Port Health Officer-----------------Port Health Officer

ii. Port Health Officer---------------Dte.GHS---------Ministry of Health & Family Welfare

d. Norms for the discharge of its functions

As set by the Dte.GHS, Ministry of Health & Family Welfare, Govt. of India, from time to time.

e. Rules, regulations, instructions, manuals, and records used by the employees of Port Health Organisation

i. The Central Civil Services Rules are being followed for general administrative functioning

ii. In matters relating to Quarantine activities, the International Health Regulations, Indian Port Health Rules, the Unberthed Passenger Ship Rules, and Indian Merchant Shipping Act.

iii. In matters pertaining to inspection and licensing of FBOs, the FSSAI Act & Regulations are being followed.

iv. Instructions, directives received from the Dte.GHS/ Ministry of Health & Family Welfare from time to time.
f. **Documents that are held by the Port Health Organisation Visakhapatnam:** can be broadly categorized into:

   i. Administrative documents
   ii. Documents of Personnel detail
   iii. Accounts & Finance documents
   iv. Documents related to Inspection & Licensing of FBOs
   v. Documents related to Quarantine activities

g. **Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:**

   Being a subordinate office for implementation of policies of the Govt. of India, no role in policy formulation

h. **Statement of the boards, councils, committees and other bodies, constituted as its part, or for the purpose of its advice, whether meetings of these, or minutes of the meetings open to public**

   Under the direct control of Directorate General of Health Services
### i. Directory of its officers and employees as on 01.01.2019

#### Group ‘A’

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name &amp; Designation</th>
<th>Scale of Pay</th>
<th>Telephone Number</th>
<th>Date of Appointment</th>
<th>Date of Superannuation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Dr. Anit Gayen Port Health Officer</td>
<td>Level – 13</td>
<td>(0891) 2562681 9972972233</td>
<td>03.01.1997</td>
<td>01.08.2031</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. G. Kranthi Kumar Dy Port Health Officer</td>
<td>Level – 10</td>
<td>(0891) 2562681 9494383642</td>
<td>01.05.2017</td>
<td>01.03.2052</td>
</tr>
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</table>

#### Group ‘C’

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name &amp; Designation</th>
<th>Scale of Pay</th>
<th>Telephone Number</th>
<th>Date of Appointment</th>
<th>Date of Superannuation</th>
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</tr>
<tr>
<td>2.</td>
<td>Sri K. Sankar Raju Multi-tasking Staff</td>
<td>Level – 4</td>
<td>(0891) 2562681 9494391711</td>
<td>06.03.1984</td>
<td>01.12.2019</td>
</tr>
<tr>
<td>3.</td>
<td>Sri Seva Dass Field Worker</td>
<td>Level – 3</td>
<td>(0891) 2562681 7993803575</td>
<td>03.06.1988</td>
<td>01.10.2023</td>
</tr>
<tr>
<td>5.</td>
<td>Smt. Sarala Devi Field Worker</td>
<td>Level – 3</td>
<td>(0891) 2562681 8328194533</td>
<td>16.10.1992</td>
<td>01.07.2028</td>
</tr>
</tbody>
</table>
### j. Monthly remuneration of the officers & employees of Port Health Organisation, Visakhapatnam

**Group ‘A’**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Designation of the Employee</th>
<th>Remuneration in Rupees (as on 01.01.2019)</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Anit Gayen Port Health Officer</td>
<td>262908</td>
</tr>
<tr>
<td>2</td>
<td>Dr. G. Kranthi Kumar Dy Port Health Officer</td>
<td>90124</td>
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</table>

**Group ‘C’**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Designation of the Employee</th>
<th>Remuneration in Rupees (as on 01.01.2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Sri B. V. S. Rao LDC</td>
<td>53162</td>
</tr>
<tr>
<td>4</td>
<td>Sri K. Sankar Raju Multi-tasking Staff</td>
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</tr>
<tr>
<td>5</td>
<td>Sri Seva Dass Field Worker</td>
<td>49812</td>
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<tr>
<td>6</td>
<td>Sri G. K. Sekhar Multi-tasking Staff</td>
<td>48562</td>
</tr>
<tr>
<td>7</td>
<td>Smt. Sarala Devi Field Worker</td>
<td>48562</td>
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</table>
**k. Budget allocated to each of its agency:**

Details of budgetary grant and estimates of PHO Visakhapatnam for the year 2018-19 (In Thousands)

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Sub-Head</th>
<th>Budget Estimate 2018-19</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
<td>12600.000</td>
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<tr>
<td>2</td>
<td>M.T</td>
<td>200.000</td>
</tr>
<tr>
<td>3</td>
<td>Wages</td>
<td>200.000</td>
</tr>
<tr>
<td>4</td>
<td>OTA</td>
<td>0.000</td>
</tr>
<tr>
<td>5</td>
<td>DTE</td>
<td>250.000</td>
</tr>
<tr>
<td>6</td>
<td>O.E</td>
<td>450.000</td>
</tr>
<tr>
<td>7</td>
<td>PSS</td>
<td>1600.000</td>
</tr>
<tr>
<td>8</td>
<td>RRT</td>
<td>30.000</td>
</tr>
<tr>
<td>9</td>
<td>M&amp;S</td>
<td>50.000</td>
</tr>
<tr>
<td>10</td>
<td>O.C</td>
<td>100.000</td>
</tr>
<tr>
<td>11</td>
<td>Minor Works</td>
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</tr>
<tr>
<td>12</td>
<td>SAP</td>
<td>50.000</td>
</tr>
<tr>
<td>13</td>
<td>Maintenance &amp; Repair</td>
<td>0.000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15580.000</strong></td>
</tr>
</tbody>
</table>

**l. The manner of execution of subsidy programmes**

No subsidy program being executed by PHO Visakhapatnam

**m. Particulars of recipients of concessions, permits or authorizations granted by Port Health Organisation Visakhapatnam**

Not applicable
n. **Details in respect of the information available to or held by Port Health Organisation, reduced in an electronic form**

The following broad categories of information are available in the Port Health Organisation, Visakhapatnam, reduced in an electronic form:

i. Details of Personnel record
ii. Details of Budgetary allocation and estimates
iii. Details regarding inspection and licensing of FBOs
iv. Details of Quarantine activities undertaken

o. **Particulars of facilities available to citizens for obtaining information**

All Indian citizens are free to obtain information as relevant to the Port Health Organisation, Visakhapatnam, on Telephonic enquiry at the following number: -

(0891) 2562681

Or

On enquiry by e-Mail to phovizagport@yahoo.com or pho.vizagport@gov.in

Or

On personal request at the address of this office from the Port Health Officer Visakhapatnam.

p. **Public Information Officer**

Name : Dr. Anit Gayen  
Designation : Port Health Officer, Visakhapatnam  
Address : (Off) Port Health Organisation  
           Port Area, Visakhapatnam – 530035  
e-Mail : pho.vizagport@gov.in