



भारतसरकार
GOVERNMENT OF INDIA,
पोत पत्तन स्वास्थ्यसंगठन
PORT HEALTH ORGANISATION
पी.ओ.सी.,जे.एन. पोर्ट/ P.O.C.
शेवा,नवीमुंबई/ SHEVA
NAVI MUMBAI-400707
दूरभाष/Te l.No.27242592
फैक्स/Fax N o . 022-27241373

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

Introduction and Background Information:

Jawaharlal Nehru Port, also known as Nhava Sheva port, is the largest container port in India. East of Mumbai, in the state of Maharashtra, JNPT handles the majority of India's containerized trade, and is the focal point of long-haul calls to and from the emerging market economy. DP World's "futuristic" Nhava Sheva (India) Gateway Terminal (NSIGT) achieved 6,017 TEUs of combined exports and imports in the course of about 33 hours when it serviced MSC Perle, recording a gross berth productivity of 141.14 moves per hour. JNP consist of a full-fledged Custom House, 30 Container Freight Stations and connectivity to 52 Inland Container Depots across the country.

- **Demographic Profile:** Situated south east of Mumbai, Area 200sq kilometers, there are 5 terminals at the **Nhava Sheva Port** and 4 of them are privately managed. Operational berths are BMCT, GTI, NSIGT, NSICT (DP World).
- **Name:** PHO,Jawaharlal Nehru Port Trust, Sheva, Navimumbai-400707
- **International ship frequency :** approx 200/month
- **Pax traffic :** Mainly crew , 5000/month
- **Date and year of establishment :** 19/09/1999

(1)

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

The Port Health Organisation, JNPT Navi Mumbai is a Subordinate Office of the Government of India, Ministry of Health & Family Welfare, Directorate General of Health Services, Department of Health, and New Delhi.

A) Related to clearance of Vessels: -

- a. Clearance of Vessels: -Issuance of Radio & Free Pratique.
- b. 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.
- c. Inspection and Issuance of Ship Sanitation Certificates.
- d. Inspection of provision and Issuance of Provision certificate.
- e. Inspection and Issuance of Medicine Chest certificate.
- f. Clearance of Dead body.

B) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control measures at JNPT Port, Docks and its surrounding area of 400 sq. Mtrs. And advise as per findings to improve sanitary conditions of the premises.

C) Monitoring and Supervision of sanitation control of cargo handling areas and yards.

D) Licensing of catering establishments: Total 8 Canteen are there in JNPT Port Premises. FSO of our department carry out regular inspection of canteen.

F) Other activities: -Support in case of Local Events.

G) During Public Health Emergency of International Concern (PHEIC):-

- a) Effective contingency arrangements to deal with unexpected PHEIC.
- b) 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:

- 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.

2. Medical Officer:

The duties assigned by the Port Health Officer, JNPT Navi Mumbai, under International Health Regulations (2005), the Indian Port Health Rules etc related to substantive functions.

3. 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.
2. The Merchant Shipping Act, 1958.
3. Food Safety and Standard Act, (FSSA)-2006.

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)

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. Quarantine Register.
4. Register of Licence issued to Catering Establishments under FSSA, 2006.
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) :

Dr. P.M. Gaikwad
Port Health Officer
Port Health Organisation
Sheva, Navi Mumbai -400707

Te l. No.27242592
Fax No. 022-27241373
Mail- phonhevasheva[at]gmail[dot]com

Office Timing (On working days):- 09:30Hrs to 18:00Hrs
Lunch break: - 13:30Hrs to 14:00Hrs

10. A- PHO JNPT Regular Staff: As on 04/03/2021

<u>S.No.</u>	Designation of The post (Group Wise)	Sanctioned Post(s)	In position	Number of Vacant Post(s)
1.	Group-A Medical Officer	04	03	01
2.	Group –B 1. Staff Nurse 2. Health Inspector	01 02	Nil	01 02
3.	Group – C 1.U.D.Clerk. 2.L.D.Clerk. 3.Health Assistant. 4.M.T.S.Staff.	01 02 02 06	01 00 00 04	00 02 02 02
	Total Strength	18	08	10

10. B- PHO JNPT CONTRACTUAL STAFF (Under EFC / SFC):

<u>S.No.</u>	Name of Post	Sanctioned Post(s)	In position	Vacant Post(s)
1.	Group-A Medical Officer	-	-	-
2.	Staff Nurse	02	00	02
3	Health Inspector	01	00	01
4	Health Assistant	04	00	04
5	Field Worker	01	00	01
6	U.D.Clerk.	-	-	-
7	L.D.Clerk.	-	-	-
8	MTS Staff	01	01	00
9	Driver	-	-	-
10	Ward Assistant	-	-	-
11	DEO	01	01	00
12	Safaiwala	-		
13	Other/Lab Technician	01	00	01
14	Food Safety officer	01	00	01
	TOTAL	12	02	10

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

Name of office : Port Health Organisation,J.N.Port,Sheva,Navi Mumbai.

Sub-Head	Budget Expenditure 2020-2021	Total Expenditure up to the Month Of March,2021
1.Salary	15000000	11452075
2.Medical Treatment	400000	345030
3.Wages	100000	0
4.O.T.A.	0	0
5.Direct Travel Expenses	400000	0
6.Office Expenses	475000	417156
7.Prof.Services	800000	628905
8.Rent,Rates & Taxes	600000	320549
9.Supp!v Material	300000	0
10.Other Charges	0	0
11.Minor Work	0	0
12.Motor Vehicle	0	0
13. S.A.P	10000	0
TOTAL	18085000	13163715

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**14. Availability of Information in electronic form (Section 4(1) (b) (xiv) :-**

To refer to the website [www. lhrpoe.co.in](http://www.lhrpoe.co.in)
and The email id is

[phonhevasheva\[at\]gmail\[dot\]com](mailto:phonhevasheva[at]gmail[dot]com)

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 to the officers, staff and other stakeholders.

16. the names, designations and other particulars of the public Information officers (Section 4(1) (b) (xvi) :

Particulars Information:

Name of the Officer- Dr.Prakash M. Gaikwad

Designation – Port Health Officer, JNPT Navi Mumbai

Address- Port Health Organisation, POC Building, Sheva JNPT Navi Mumbai.

Telephone No- 022-27242592

E-mail – [phonhevasheva\[at\]gmail\[dot\]com](mailto:phonhevasheva[at]gmail[dot]com)

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 order 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

PORT HEALTH OFFICER is Public Information Officer available at Port Health Organisation, JNPT Navi Mumbai for any information, helps to the General Public.

Signature

**Name- Dr. Prakash M. Gaikwad
Designation- Port Health Officer
JNPT Navi Mumbai.**