



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE,
(DIRECTORATE GENERAL OF HEALTH SERVICES)
PORT HEALTH ORGANISATION, KANDLA
P.O. KANDLA PORT, KUTCH DISTRICT, GUJARAT-370210

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

1. Particulars of the Organisation:-

Port Health Organisation, Deendayal Port Trust, New Kandla: It is the Subordinate Office of Directorate General of Health Services, Ministry of Health & Family Welfare, Govt. of India to ensure implementation of International Health Regulations – 2005 and Indian Port Health Rules. This organization works under administrative and technical control of Public Health (International Health) Section of Directorate General of Health Services, Nirman Bhawan, New Delhi.

Address:

- Port Health Organisation, Kandla, Near "Nirman" Building of Deendayal Port Trust, Kandla Port, New Kandla, Dist. Kutch, Gujarat. Pin Code -370210

Contact No: PH: 02836-270189, 2070220, Fax: 02836-270189

E-mail ID: pho.kandla-mohfw@gov.in

Vision, Mission & Objectives:

Consequent upon adoption of new International Health Regulation (IHR 2005), many specific functions were mandated for member countries. IHR requires all WHO member countries to have specific core capacities at all international point of entries (POE). India, in compliance to the IHR 2005, have been advancing in development of specific core capacities for routine measures and for surveillance and response during PHEIC at all designated international POEs. The basic aim and objectives of this Organization is to control and prevent international spread of PHEIC in compliance to IHR, vis-à-vis, Indian Port Health Rules. We have the vision of ***A World Safe and Secure from Infectious Diseases threats*** by prevention, rapid detection, transparent reporting and mitigation of outbreaks through interconnected Global network. The major theme of response being Early warning system, creating awareness among people, training and education, information communication and extension methodology, screening at POEs, vector surveillance and Inter sectoral coordination & collaboration.

The PHO Kandla is catering the services viz. inspection of the ships for the issuance of full terms Ship Sanitation Control Exemption Certificate/SSCC, inspection of Medicine Chest,



inspection of provision and water on ships, screening of the crew members, general sanitary condition of the ships, medical advice, dead body clearance, quarantine services at various minor ports of Gujarat, yellow fever vaccinations and OPV to the international travelers, issuance of licenses and inspection of food catering establishments inside the port limits, acting as a Designated Officer and food Safety Officer under FSSAI act & rules, vector control measures and general sanitary condition of the port and its surrounding areas within 400 mtrs., member of a Dock Safety Committee, Customs Clearance Facilitation Committee, Merchant Navy Officers & Seaman's Association etc. etc.

Background and History of PHO, Kandla:-

The Port Health Organization, Kandla was established in the year 1957 as a sub-ordinate office of the Directorate General of Health Services under the administrative control of the Ministry of Health & Family Welfare. The office commenced functioning with Anti-Mosquito work, which was taken over from the local port authorities. Kandla Seaport in Gujarat is the major planned Seaport in India and ranked at number one position in the cargo handling for the last 4 -5 years. The Port is getting an average of 200 ships in a month. There are about 68 minor ports in Gujarat out of which 10 -15 minor ports are very active and need continuous monitoring.

The Port Health Organization, Kandla performs health check work to detect importation of any infectious disease and take suitable action as prescribed in the Indian Port Health Rules, 1955 & proposed Port Health Rules 2015, and International Health Regulation, 1969 and 2005 and as per instructions/ guidance received from the Director General of Health Services, from time to time. The Primary objective of this organization is to prevent International Spread of Diseases from one country to another as per International Health Regulations of World Health Organization. This is achieved by Implementation of Following Acts/ Rules:-

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 Appliance) Rules, 1994.

Regulations:-

1. The International Health Regulations (2005)



Activities Performed at PHO, Kandla

1. Surveillance of International Crew for yellow fever disease--

As per the standard procedure all the incoming of International ships are screened by PHO which are coming through the yellow fever endemic countries for having proper Yellow fever certificates and mosquitoes surveillance protection against yellow fever and screening of ships crew arriving from declared Covid19 infected countries, in which visual inspection and thermal screening and all necessary inspection are done by PHO.

2. Yellow Fever & Polio Vaccination:

International vaccination centre for Yellow fever, PHO, Kandla provides vaccinations to all the international passengers on request who are travelling through the yellow fever endemic countries.

4. Public Health clearance of dead body/human remains-

As in accordance with "International Health Regulations Rules 2005" officials of Port Health Organization after checking the necessary documents in order to check the spread of any communicable disease of International concern in this country.

5. Food Safety & Surveillance Duties:

Food surveillance duties are one of the prime responsibilities of PHO, Kandla at the Port Premises area issuing of Catering Establishment licence and surveillance periodically at port premises .as well as inspection of food at ships coming from international ports having good quality and sufficient quantity of food and follows up rules by ship .

6. Surveillance of the Food Outlets:

As per the FSS Act 2006. PHO Kandla, the Local Health Authority undertakes inspection of food outlets operating in the Port premises regularly.

7. Medical Emergencies: –

In medical emergencies on Ships PHO Kandla gives Medical advice through VHF and gives permission to international traveller crew members to visit shore Doctor strictly for medical assistance only..

8. Activities related to vector, food and water:

a) Vector Surveillance :Vector control activities primarily for Aedes aegypti mosquito, which is vector of yellow fever disease, is undertaken by Deendayal Port Trust, Kandla and their agency for pest control. PHO staff with the assistance from National vector borne disease control program undertakes periodic monitoring of the vector control activities to ensure that aedes aegypti index is regularly maintained Zero (0.0%) as per the prescribed international norms. National Vector Borne Disease Control Program, Delhi undertakes independent surveys every quarter. On the basis of the monitoring by NVBDCP feedback is given to PHO for taking appropriate vector control measures. b) Ships Dis-insection: surveillance of the ships disinsection details is undertaken for all the incoming international ships by examination of the General Declaration of Health. and passenger manifest submitted by the Crew at the time of arrival at Port.



9. Sanitary Inspection:

International Health Regulations (World Health Organization) requires regular Sanitary Inspection in and around port premises (range of 400 mtrs). Accordingly Port Health Organization undertakes periodic sanitary inspection rounds at Cargo Jetty 1 to 16 and oil Jetty 1-6 and near port area range of 400mtrs area. Sanitary inspectors also assist in Vector surveillance, sanitary inspection of the Food outlets, and drinking water sampling for bacteriological testing by National Institute of Communicable Diseases, Delhi, for periodic surveillance of drinking water sources. Details were communicated to port officials for undertaking appropriate measures.

10. Training for Medical and para-medical staff:

Training activities are being arranged for medical and para-medical staff i.e. field workers training, vector surveillance training.

11 .Other Activities:

- Port Health Officer also participates as member for various technical issues with regard to health measures in Dte.GHS.
- Disaster Management Mock Drill- PHO, Kandla provides its expert opinion whenever Mock Drill is conducted by Disaster Management.

EMERGENCY DUTIES

1. **Medical & Ships Emergencies-** The PHOs are Public Health Organization and perform the public health related activities at the Seaport. Every port has health unit to take care any clinical emergency occurring onboard to the crew or to the staff working at the Seaport. In case the emergency is having large number of affected persons then the PHO works along with other control room officers and coordinate with other Government Health facilities for transportation and management of the health services needy persons.

2. **Public Health Emergency of International Importance-** Activities during the Public Health Emergencies Out Break e.g. Ebola Virus Disease, Yellow Fever Disease, MERS- CoV&Zika Virus Disease, nCOV 19 virus disease etc.

- Activation of PHECP • Coordination with other stakeholders. • Functions as per guidelines for PHEIC. • Training of stakeholders. • Procurement and Deployment of additional manpower. • Procurement of material required. • Screening/ Quarantine/ Isolation/ Lab testing/ Transportation/ Contact tracing • Coordination with National /state/ local agencies.



Budget Provision:-
B.E for The Financial Year 2020-21 at PHO Kandla

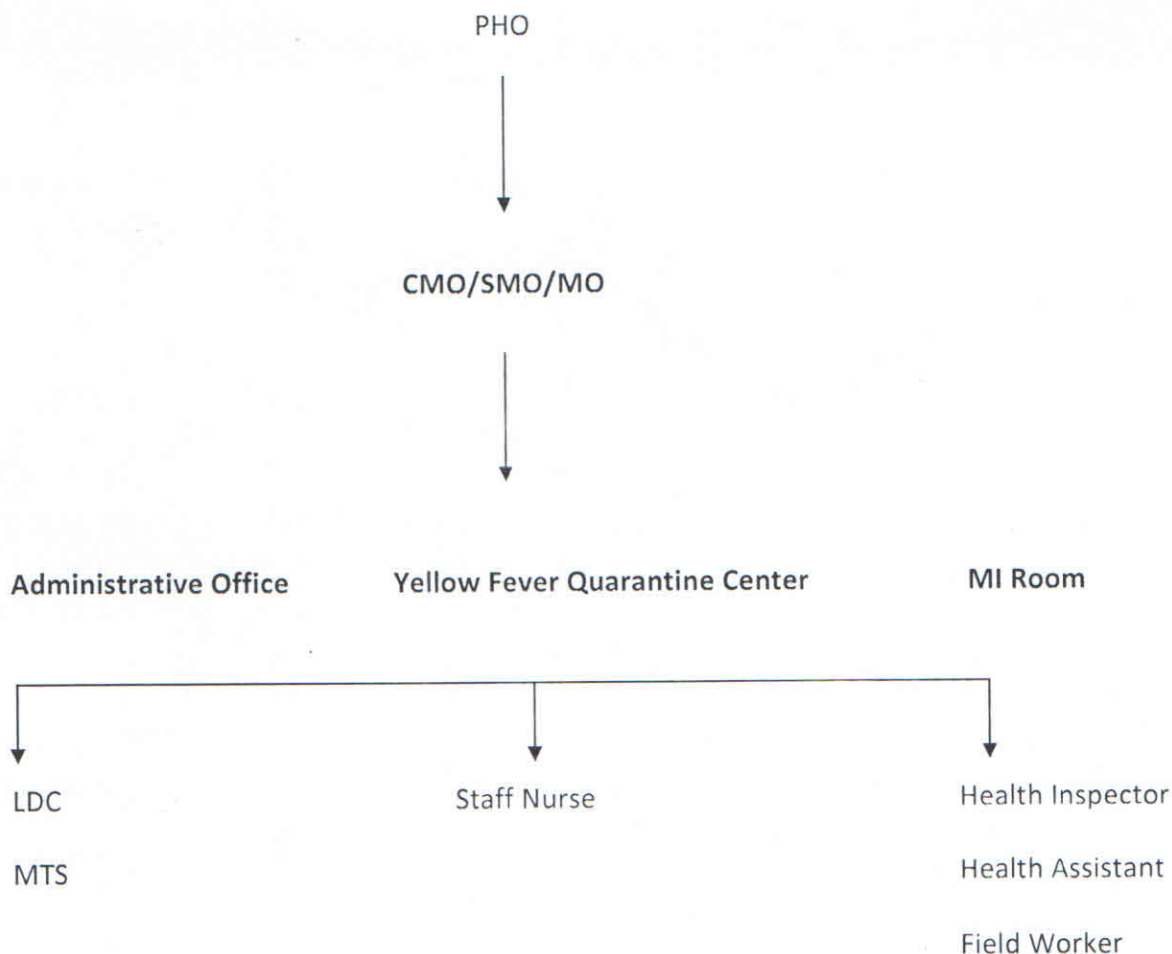
Object Head (OH)		Budget Estimates 2020-21- In thousand
Salaries	1	6000
Madical Treatment	6	100
Wages	2	100
Travel Expenses (Domestic)	11	200
Office Expenses	13	600
Proff. & Spl. Services	28	3100
R R T	14	1000
M & S	21	400
Other Charges	50	20
Minor Work	27	800
Swachhta Action Plan(SAP)		
Other Charges- 221060010296	29650	10
Total :-		12330

Head of Organization of PHO, Kandla- Dr.Sunilkumar K. Prajapati,
Port Health Officer

Contact No: PH: 02836-270189, 2070220, Fax: 02836-270189 Email.:phokandla@gmail.com



ORGANIZATION CHART



ADDRESS AND CONTACT DETAILS:

- **Administrative Office** Port Health Organisation, Kandla, Near Nirman Building of Deendayal Port Trust, Kandla Port, New Kandla, Dist. Kutch, Gujarat. Pin Code -370210

Contact No: PH: 02836-270189, 2070220, Fax: 02836-270189

Email ID: pho.kandla-mohfw@gov.in

Yellow Fever Quarantine and Vaccination Centre

Address: As above

Tel. Phone -02836-270220

E-Mail ID: pho.kandla-mohfw@gov.in



Vaccination Timing (Yellow Fever & Polio Vaccine): 10:00 AM – 1:30 PM

Procedure:- On first-cum-first basis on every working Thursday.

☐ **FEE** - Rs.300/- FOR ONE VACCINE

☐ **DAY**: - Thursday

VALIDITY OF THIS VACCINATION:-For the life of the person from the 10th day of the date of vaccination*

(NOTE: If Yellow Fever Vaccination taken earlier, the same certificate will be valid for life time & there is no need to take another dose.)

MANDATORY REQUIREMENT – Original Passport/copy of passport with Visa slip if passport under process of Visa on the date of vaccination.

Condition for Quarantine for Yellow Fever-

- Passengers/ Crews embarked from or have transited through the yellow fever endemic countries (list is available on website) without proper vaccination or
- Invalid Vaccination certificate for YF.

List of HODs of PHO, Kandla

Port Health Officer

S. No	Name of officer	From	To
1	Dr. A.K. Mallik	20.01.1957	30.11.1959
2	Dr. Vijay Singh	30.11.1959	30.05.1964
3	Dr. C. K. Bhavsar	30.05.1964	29.07.1968
4	Dr. P. Dutta	29.07.1968	21.10.1971
5	Dr. P. C. Dutta	21.04.1972	10.07.1976
6	Dr. S. Chakraborty	28.07.1976	25.11.1976
7	Dr. K. K. Keswani	25.11.1976	31.10.1978
8	Dr. B. R. Bhandari	08.11.1978	11.04.1981
9	Dr. R. Basker	01.06.1981	06.11.1981
10	Dr. M. K. Poddar	14.10.1981	12.11.1981
11	Dr. S. S. Dutta	11.02.1982	30.07.1987
12	Dr. R. K. Mishra	30.07.1987	06.05.1990
13	Dr. C. Thejomaya	07.05.1990	30.06.1995
14	Dr. R. K. Mishra	01.07.1995	31.07.2008
15	Dr. S. S. Senthil Nathan	01.08.2008	01.08.2016
16	Dr. Surinder Pal Singh	02.08.2016	03.09.2019
17	Dr. Sunilkumar K. Prajapati	03.09.2019	--



STAFFING PATTERN OF PHO, KANDLA

S. No	Name Of Post	Classificati on Group A B C D	Sanctione d Strength	In Pos itio n	Vacant Posts (since when)	Remarks / Action initiated for filling the posts
1	Medical officer	A	02	01	01- Since 01.08.2017	
2	Health Inspector	C	02	00	02- 1.Since 01.06.2016 2.Since 28.05.2013	
3	Health Assistant	C	02	00	02	To be filled by promotion from F.W. One outsourced HA working since 01.01.2019
4	LDC	C	02	00	02- 1.01.12.2012 2.01.05.2008	Contractual/Outsou rced staff working since 01.12.2012
5	Food Inspector	C	01	00	01- Since 01.02.2004	
6	Field worker		08	05	03- 1.since 01.09.2004 2.Since 01.07.2004 3.Since 01.08.2002	Revival of posts is required to be Obtained from the Office of DGHS Action is being in initiated.
7	MTS(Peon)	C	01	00	01-Since 01.05.2019	Action is being initiated.
8	MTS(Safaiwala)	C	01	00	01-Since 01.07.2008	Contractual/Outsou rced staff working
9	MTS(Chowkidar)	C	01	00	01-Since 01.06.2006	Contractual/Outsou rced staff working
	Total		20	06	14	



Incumbency Position at Port Health Organisation, Kandla

S. No	Name of employee	Designation	Whether SC/ST/OBC	Pay matrix with pay level	Date of present posting at PHO, Kandla	Date of retirement
1	2	3	4	5	6	7
1	Dr.Sunilkumar K. Prajapati	Port Health Officer, PHO, Kandla	OBC	Level-11	24.12.2014	30.10.2050

Transfer Policy – Centralized at Dte.GHS/MoH&FW for Medical Officers, Public Health Special lists and Health Inspectors.

Custodians of Important Documents- Service Books and Personal Files, Cash Book, Log Books and all other important documents are kept in custody of LDC. The APAR and other confidential Documents/Reports are kept in custody of PHO.

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 Clearance Certificates of ships.
2. WHO Chronicles – Publications.
3. Register of Radio Free Pratique granted to the Ships.
4. Register regarding Medicine Chest Inspection.
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..
8. Register of Ship Sanitation Control/Control Exemption Certificates.
9. Register of yellow Fever vaccinations given to international travellers.
10. Register maintaining records of NTRP on-line payments.
11. Inward Registers of Daks received from the Office of DGHS/PAO/Local.



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.
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.

Roles and Responsibilities of Technical Staff

Roles:-Field worker (FW) is now uniformly designated at the PoE by integrating various other names they were designated before like rat catcher, fumigation worker etc. Field Worker will carry out the field work as assigned by the Health Officer.

Command Chain:-All Field Workers will be working in coordination and under the supervision of the Health Assistant (HA) and Field Worker will work under the supervision and orders of the Health Inspectors (HI). The whole team will then report to the Port Health Officer, Kandla who will be the In-charge Officer of the entire team at the PoE.

Technical Work:- The Field Worker, Health Assistant, Health Inspector, will work at PoE on the following activities-

Vector Control Measures- Supervision of Anti-Mosquito, Anti-Rodent Control Measures, Housefly Control measures, Cockroach Control Measures and all other vector measures by relevant agency including application of above measures if required. These includes the preventive measures, surveillance, Control activities, fumigation, Health education, follow up measures, vector surveillance charts, specimen collection, sample preparation, labelling, packing, dispatch to laboratory, safe disposal of the vectors, samples, insecticides, pesticides, supervision, training and follow up with the PoEs sanitary staff or outsourced sanitary staff. FW will follow all the instructions and guidelines as and when given by the HA/HI/. HA/HI will also do all the activities under the directions of PHO will be the overall implementing, training and supervising authority.



Conveyance Inspections- The Field Worker will assist the In-charge officers (PHO//HI/HA) on the conveyance inspections as and when required and will undertake application of disinfection/decontamination measures under the order of the PHO.

FFBOs/Water Safe- The field worker will assist the Food Outlet inspections carried out by the PHO/ /HI (including sample collection, packaging etc.) under the orders of the Health Officer/Food Safety officer.

General- Cleaning of the Officer premises, sanitation, gardening, Emergency duties as needed under PHO instruction, PHEIC related duties assistance during any disasters, and assistance to state Health department during PHEIC.

Administrative Work- All types of administrative work of the office as per the orders of the PHO are to be carried out by the FW, HA, HI. Any work respect to the organization assigned by the PHO is to undertaken by the FW/HA/HI.

Form of accessibility of information – A Manual/ Hand book titled “**POINT OF ENTRY, TECHNICAL FIELD MANUAL**” only for Technical Staff working in Port Health Organizations./APHOs, Border Quarantine Organizations is available free of cost in Hindi & English (bilingual).

Process of Decision Making

1. Quarantine of passengers/Crews in ships coming from yellow fever endemic countries-

The job of initial screening/ checking of yellow fever vaccination certificate is entrusted with the staff of PHO, Kandla.

The Medical officer/Health Inspector on duty will then scrutinize the YFV certificate of the passengers/ Crews and take a decision for quarantine if needed.

In case of any doubt final decision will be taken by the **Port Health Officer**.



1. Licensing of Food outlets in and around Port-

Process of Food outlet licensing under FSSAI ACT 2006

Directly apply online on the FLRS portal of FSSAI (FoSCoS)



Forwarded to PHO online



Scrutiny/ checking of the documents & point out deficiency if any



Inspection of outlet



Issue of license on the basis of submitted inspection report.

Time Limit- Normally 01 month from the date of application. However, stepwise time limits have been framed by FSSAI.

Port Health Officer-

Dr. Sunilkumar K. Prajapati,

Port Health Officer, Kandla

Contact No- (02836) 270220/270189/270312 Kandla

Mail Id. phokandla@gmail.com/ pho.kandla-mohfw@gov.in.

Appellate Authority-

Dr. P. K. Sen, Add. Director General (III)

Directorate General of Health Services,

Ministry of Health & Family Welfare,

Nirman Bhawan, New Delhi

Contact No- 011-23061806 Mail Id. D-pk.sen59@gov.in



Port Health organization, Kandla-Citizen Charter

Service Provided-

1. Vaccination (for yellow fever & other disease as directed by Govt. of India)
2. Surveillance of International Crew for yellow fever disease(& other disease as directed by Govt. of India)
3. Quarantine (For Yellow Fever & Other Public Health Emergencies Of International Concern/PHEIC)
4. Ships inspection for SSCEC, Medical Chest, FP clearance etc.
5. Public Health clearance of dead body/human remains.
6. Food Safety Licensing & Surveillance (Under FSSAI Act & Rules) of the Food Outlets located at Port Premises.


(Dr. S. K. Prajapati)
Port Health Officer, Kandla