



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
PORT HEALTH ORGANISATION MANGALORE
NEW MANGALORE PORT- 575010**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

Head of the Organisation : Port Health Officer, Mangalore (Dy Port Health Officer, Cochin)

1.About Port Health Organisation, Mangalore

Mangalore Seaport is one of the 9 Major Seaports of India. It is located on the Western Seacoast off Arabian Sea in Dakshina Kannada district, Karnataka. This is an all weather port with moderate to heavy rainfall and tropical, dry climatic conditions. The temperature varies from 25°C to 44°C during summer and 10°C to 25°C during rains and winter.

New Mangalore Port is located at Panambur on the west coast of India midway between Kochi and Mormagao. New Mangalore port which is at a distance of around 15 kms from Mangalore city . It is an all weather port and the maritime gateway of Karnataka State. The Port is well connected by road , rail and air.

1.1 Name and address of the Organisation:

Port Health Organisation
First floor,
Assistant Civil engineer Officer building (Wharf)
New Mangalore Port
Panambur – 575010

2.VISION, MISSION AND KEY OBJECTIVES

2.1 VISION:

To prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade.

2.2 OBJECTIVES

1. To ensure appropriate surveillance and response measures at New Mangalore Seaport for prevention of entry and transmission of infectious diseases/ PHEIC across international borders via symptomatic crews and passengers arriving from PHEIC affected countries.

2. For early detection, to minimize societal disruptions by providing/ensuring access to appropriate prevention, care and treatment.
3. To protect the visiting crews/ passengers and populations living in PHEIC affected countries.
4. To reduce community morbidity and mortality due to PHEIC.
5. To ensure safe environment for travellers.

3.FUNCTIONS AND DUTIES

FUNCTIONS OF PORT HEALTH OFFICER, PORT HEALTH ORGANISATION, MANGALORE.

Surveillance Of Quarantinable Diseases And Public Health Emergency Of International Concern (PHEIC)

I) Precautionary Measures Against Quarantinable Diseases

a) Yellow Fever

(Precautionary measures taken for Yellow Fever)

1. Control of Mosquito-*Aedes aegypti* within 400 meters of the Port Area.
2. Ships coming from Yellow Fever affected areas within 30 days to be limited by pratique.
3. Check for Yellow Fever Vaccination certificates of crews and passengers coming from Yellow Fever affected areas
4. Vaccination of crews and passengers for Yellow Fever.

b) Plague

(Precautionary measures taken for Plague)

1. All ships foreign/coastal must have a valid Ship Sanitation Exemption/ Control Certificate.
2. Issual of Ship Sanitation Exemption/ Control Certificate is done by PHO, Cochin

c) Cholera

(Precautionary measures taken for Cholera)

1. Water, if suspect, is bacteriologically and chemically analysed.
2. Anti-fly measures and proper sanitation of the ship is checked
3. Water is tested for residual chlorine.
4. Ships water tanks are checked and asked to be cleaned and cement coated and dated.

d) Health Screening of crews / passengers for Yellow Fever and PHEIC – such as H1N1, Ebola Virus Disease, MERS-CoV, Zika Virus Disease and COVID-19 Disease.

II) Issue Pratique

1. No ships are to be permitted to berth without pratique.

2. Standard Quarantine Message to be sent by all ships coming from foreign ports and free pratique is granted.
3. Check pratique certificate, if coming from other Indian Ports.
4. Now because of COVID-19 free pratique and free radio pratique is not granted limited pratique is given on arrival.

III) Dis-embarkation of crew on medical grounds/ Radio-medical Aid to seafarers at High seas.

IV) Health screening and Medical examination of crews / passengers for Yellow Fever and PHEIC such as H1N1, Ebola Virus Disease, MERS-CoV, Zika Virus Disease and COVID-19 Disease and any other diseases notified by Ministry of Health and Family Welfare.

V) Health & Sanitary Inspection of the vessels

Inspection for Health and Sanitary conditions on board the ships is mainly directed to ascertain the sanitary and hygienic standard of ships and to take remedial measures when deficiency is noted. This inspection is usually done on arrival of ship. This enables the Master of a ship to rectify the defects noticed during inspection and the ship is free from sources of infection or contamination before sailing.

VI) Inspection of Medicine Chest on board the vessels

Inspection of Medicine Chest on ships is carried out to ensure that sufficient stock of medicines and medical appliances are kept on board, which might be essential for ailing seafarers, particularly at high seas as per the schedule prescribed in International Medical Guide for ships (WHO). The certificate issued is valid for 1 year and is issued by PHO, Cochin

VII) Grant of Radio Pratique to the Ships

Master desiring Radio-Free Pratique has to send a pratique message giving all information as required under the Indian Port Health Rules 1955 within the stipulated time before arrival. If the wireless message is complete and have negative answers to all the health questions, the ships are granted Radio Pratique from the time of its arrival at the outer-roads and the fact will be intimated to the concerned steamer agents, who in turn will communicate to the Master of the vessel.

Now because of COVID-19 free pratique and free radio pratique is not granted. Limited pratique is given on arrival.

VIII) Inspection of ships for issue of Ship Sanitation Control Exemption Certificate / Ship Sanitation Control Certificate

This Inspection is carried out under the provisions of Indian Port Health Rules 1955/International Health Regulations (2005). When the Ship Sanitation Exemption Certificate or their extension has expired or about to be expired, a thorough inspection of ships is carried out when the ship is empty or has little cargo. The ship sanitation exemption/ control certificate is then issued, which remains valid for 6 months. An extension of one month is granted if for any reason the ship sanitation inspection cannot be carried out. Tankers and Containerised vessels can be inspected when fully loaded or with water ballast.

IX) Issual of Health Clearance certificate for Clearance of Human Remains brought from Abroad or Death on board.

Human remains coming from abroad are cleared after verifying the death certificates and embalming certificates. The clearance certificates certifying that the human remains is free from Quarantainable diseases is issued to relatives to take the dead body. Similarly health clearance certificate for death on board the ship are issued after necessary formalities.

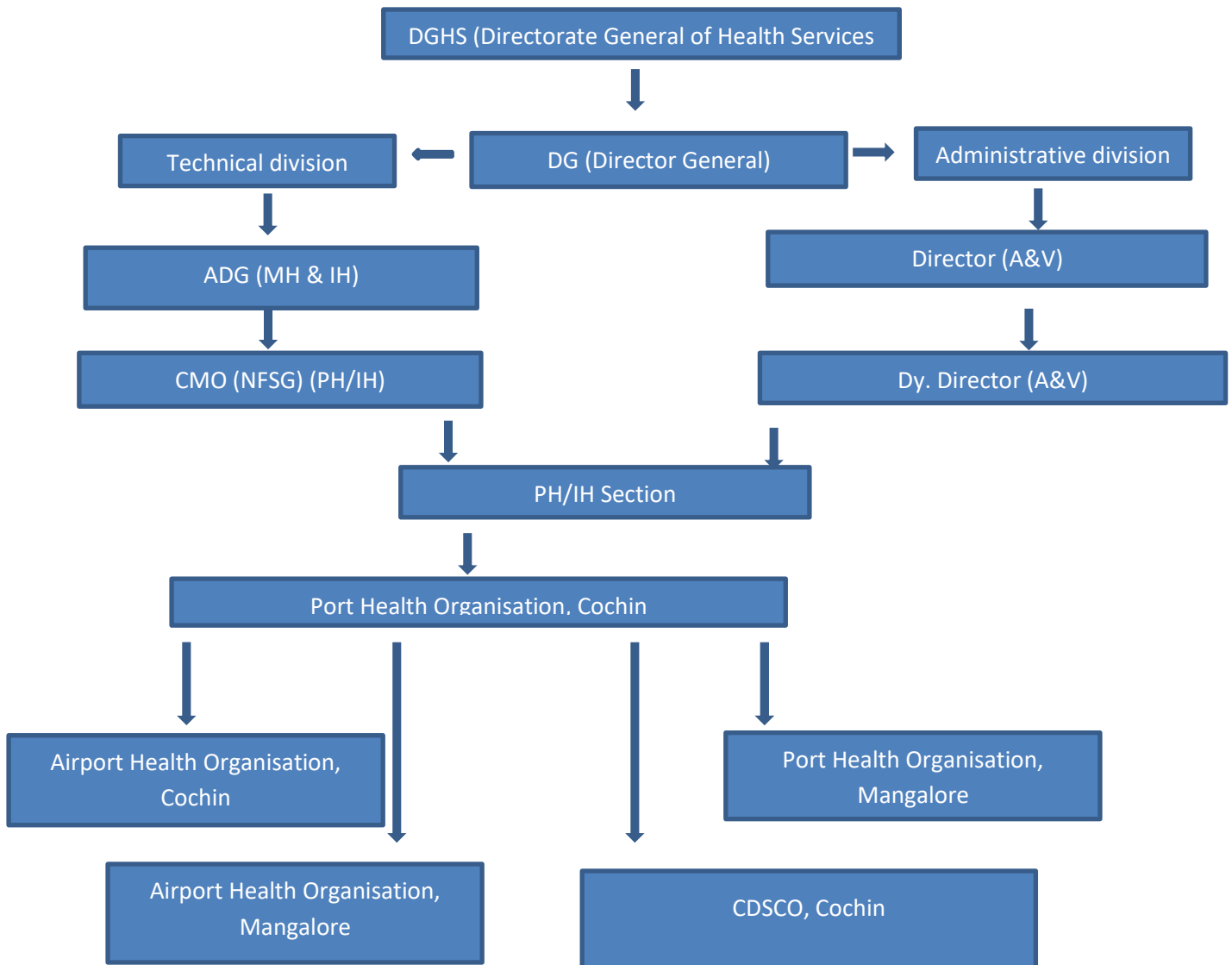
XII) Health and sanitary inspection of port area.

Vector surveillane of New Mangalore Port – for control of vectors i.e. Rats, Flies and Mosquito –*Aedes egypti* within 400 meter periphery of New Mangalore Port. Port Health Organisation, Mangalore supervises the sanitary works undertaken by New Mangalore Port Trust sanitary wing.

XIII) Any other tasks assigned by the Ministry of Health and Family Welfare from time to time.

4.ORGANISATION CHART

Organisation chart of Port Health Organisation, Mangalore



5. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

5.1 Port Health Officer:

Dy Port Health Officer Cochin is the officiating incharge of PHO Mangalore.

Administrative and Financial powers

Port health Officer is the designated drawing and disbursing officer for the Port Health Organisation Mangalore. Financial power is with PHO Cochin as PHO Mangalore is a sub office of PHO Cochin.

5.2 Medical Officer:

1. Clearance of Quarantine Ships Coming to Mangalore Port.
2. Granting of Health Clearance to ships.
3. Issue of free pratique/radio pratique certificates to ships coming to Mangalore 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 Mangalore Port premises.
10. Supervision and Monitoring of vector control and anti-rodent activities carried out by Mangalore Port Trust.
11. Inspection and issuance of Licence to FBO in the Dock premises.
12. To attend Administrative work

5.3 NORMS/ STANDARDS FOR FUNCTIONS/ SERVICE DELIVERY

As prescribed by Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi.

5.4 Process by which these services can be accessed

By Application / written Request.

5.5 Time-limit for achieving the targets

Varies from one day to a month

6. Decision Making Process

6.1 Process of decision making identify key decision making points

Will depend on the work/task to be undertaken by the Port Health Organisation Mangalore depending on the application/letters and directions received from the Directorate.

6.2 Final decision making authority

Final decision making authority is Director General of Health Service, Directorate of General Services, Ministry of Health and Family Welfare, New Delhi.

7. RELATED PROVISIONS, ACTS, RULES ETC.

8.RULES

- Indian Port Health Rules 1955
- GFR Rules
- FRSR Rules
- Leave Rules
- Medical Attendance Rules
- Central Civil Services Pay Rules
- CCS Pension Rules
- Establishment Rules
- Receipts and Payments Rules
- Delegation of Financial Powers Rules
- GPF Rules
- LTC Rules
- HBA Rules
- FSSAI Rules & Regulation, 2011

9.PROVISIONS

- Manual of Office procedure
- Swamy's Hand Book
- International Health Regulations 2005, 3rd edition

10.ACTS

- Indian Port Acts, 1908
- The Food Safety and Standards Act, 2006

10.1 Time limit for taking a decision, if any

Time limit will vary from one to few days if the decision is to be taken at PHO level to 7 days to one month if the decision has to be taken by the Directorate

10.2 Channel of supervision and accountability

Director General of Health Service ↔ Additional DDG(PH/IH) ↔ Dy. Director (A&V) ↔ PHO, Cochin I/C ↔ PHO Mangalore.

11.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
2. The Merchant Shipping Act, 1958
3. The Food Safety and Standard Act, 2006 and Rules and Regulations, 201

Rules :

1. The Indian Port Health Rules, 1955
2. The Unberthed Passenger Ships Rules, 1954

3. The Food Safety and Standard Rules and Regulations, 2011
4. The Merchant shipping (Carriage of Medical Officers) Rules, 1961
5. The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994

12.Regulations:

12.1 The International Health Regulations (2005) (Third edition)

13.Title and Nature of Record / Manual / Instructions

1. Copy of Acts, Rules and Regulations administered by this CPIO.
2. The International Journal of Public Health.
3. Guidelines and Instructions issued by Higher Authorities.
4. Register of Health Clearance of Ships.
5. Register of Health Clearance of Ships Arriving from Yellow Fever Endemic Area.
6. Register of Ship Sanitation Control / Control Exemption Certificates.
7. Register of Licence issued to Catering Establishments.
8. Register of Medicines Chest Certificates.
9. Register of Dead Body Clearance.
10. Register of Ship Sanitation Control / Control Exemption Certificates issued.
11. Register of Licences to Catering Establishments in Port area.
12. Register of Dead Body Clearance Certificates.
13. Register of Certificates of Health Inspection.
14. Register of Maritime Declaration of Health
15. Register of Radio Pratique/Message from ships
16. Register of Pratique granted File
17. Register of General correspondence on quarantine matters
18. Register of NOC issued to Ships for Medical attendance

14.CATEGORIES OF DOCUMENTS

Category A : Nil

Category B – Keep :

1. Copy of Acts, Rules and Regulations administered by this CPIO.
2. The International Journal of Public Health.
3. Guidelines and Instructions issued by Higher Authorities.

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. Register of Ship Sanitation Control / Control Exemption Certificates.
4. Register of Licence issued to Catering Establishments.
5. Register of Medicines Chest Certificates.
6. Register of Dead Body Clearance.

Category C – 3Years

1. Ship Sanitation Control / Control Exemption Certificates issued.
2. Licences 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. Radio Pratique Message from ships
3. Pratique granted File
4. General correspondence of quarantine matters.

15. Directory of Officers and Employees

(1) Dr. P.S Ashraf
Port Health Officer, i/c
Port Health Organisation,
New Mangalore Port
Panambur – 575010

Mobile No. 9447297450 Email
ID - ashraf[at]ps[at]gov[dot]in

E-Mail

phomangalore[at]gmail[dot]com

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

Staff Position: The regular staff strength of Port Health Organisation, Mangalore is five only. They are as follows

Sr.No	Name of the Post	Name of the Institute	Sanctioned Number	Vacancies as on 31.03.2021	Remarks
1	Medical Officer	Port Health Organisation Mangalore	1	1	Vacant
2	Health Inspector	Port Health Organisation Mangalore	2	2	Vacant
3	Health Assistant	Port Health Organisation Mangalore	2	2	Vacant
	TOTAL		5	5	

No regular Doctor and staffs have been appointed by Directorate General of Health Service in Port Health Organisation, Mangalore . 5 contractual staff have been posted.

SI.No	Designation	In position	Salary
1.	Medical Officer	1	56100/-
2.	Health Inspector	1	35400/-
3.	Health Assistant	1	19900/-
4.	Field Worker	1	18000/-
5.	LDC	1	19900/-

16.1 Name, designation and other particulars of public information officers

16.2 PIO:-

1. Name of the Officer – Dr P.S Ashraf
2. Designation – Dy. Port Health Officer.
3. Address - Port Health Organisation Cochin, Willingdon Island Cochin
4. Telephone No -
5. E-Mail [ashrafdtps\[at\]gmail\[dot\]com](mailto:ashrafdtps[at]gmail[dot]com)

16.3 Appellate Authority:-

Dr. K.A Shyamini
Port Health Officer
Port Health Organisation
Willingdon Island, Cochin
E-Mail-[drshyamini\[at\]gmail\[dot\]com](mailto:drshyamini[at]gmail[dot]com)

16.4 Transfer policy and transfer orders

As per guidelines received from DGHS, MOHFW

17. Budget & Programme:

17.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]:

17.2 BUDGET ALLOTTED TO PORT HEALTH ORGANISATION, MANGALORE 2020-21

Budget For F.Y. 2020 -21					
NAME OF INSTITUTION:-PORT HEALTH ORGANISATION, MANGALORE					
S.NO	Head of Account	DDO Figures	PFMS Accts. Office figures	Difference	Remarks
1	Salaries-(01)	--	--	--	
2	Medical-(06)	--	--	--	
3	OE-(13)	97345	97345	--	
4	PPSS-(28)	28,01,603	28,01,603	--	
5	RRT-(14)	--	--	--	
6	M&S-(21)	2,76,572	2,76,572	--	
7	TOTAL	31,75,520	31,75,520	--	

18.ANNUAL REPORT

Details of Key Performance Indicator (KPI)														
Report for the period from 01April 2020 to31 March 2021 in r/o Port Health Organisation, Mangalore														
S L. N o	Particulars of work	AP	MA	JUN	JUL	AU	SE	OC	NO	DE	JA	FE	MA	TOT AL
		R 202 0	Y 202 0	E 202 0	Y 202 0	G 202 0	P 202 0	T 202 0	V 20 20	C 20 20	N 202 1	B 20 21	R 202 1	
1	No. of ship arrived	80	104	102	107	102	96	96	105	116	89	94	102	1193
2	No. of ships given Health Clearance	80	104	102	107	102	96	96	105	116	89	94	102	1193
3	No. of ships given free pratique	80	104	102	107	102	96	96	105	116	89	94	102	1193
4	No. of ships given radio free Pratique	0	0	0	0	0	0	0	0	0	0	0	0	0
5	No. of ships quarantined	0	0	0	0	0	0	0	0	0	0	0	0	0
6	No. of ships issued sanitary Control Certificate	0	0	0	0	0	0	0	0	0	0	0	5	5
7	No. of ships issued Sanitary Control Exemption Certificate	2	10	8	13	4	3	7	2	11	9	9	9	87
8	No. of Ships issued Extension of existing Ship Sanitation Certificate	0	0	0	0	0	0	0	0	0	0	0	1	1
9	No. of Sanitary Inspection	0	21	20	25	18	18	25	21	20	16	17	15	216

	carried out in dock area													
10	No. of yellow fever vaccination given	0	0	0	0	0	0	0	0	0	0	0	0	0
11	No. of water samples lifted	0	0	0	0	0	0	0	0	0	0	0	0	0
12	No. of Catering Establishments inspected and issued License.	0	0	0	0	0	0	0	0	0	0	0	0	0
13	No. of food samples lifted under FSSAI	0	0	0	0	0	0	0	0	0	0	0	0	0
14	No. of dead bodies given clearance	0	0	0	0	0	0	0	0	0	0	0	0	0
15	No. of entomological surveys undertaken	0	21	20	25	18	18	25	21	20	16	17	15	216
16	No. of medical chest inspected	0	3	2	4	0	2	3	1	3	1	2	4	25
17	No. of passengers screened	0	0	0	0	0	0	0	0	0	0	0	0	0
18	No. of crews screened	1998	2396	2333	2485	2309	2244	2246	2371	2384	2058	2222	2338	27384
19	No. of medical emergencies attended	0	0	0	12	0	9	6	3	7	5	6	11	59
20	No. of Ships from Rodent endemic areas Screened for Rodent	0	0	102	0	102	96	96	105	116	89	94	102	902

19. Publicity Band Public interface

19.1 Are the details of policies / decisions, which affect public, informed to them

Yes on the website www.ihrpoe.co.in and the email id is [phomangalore\[at\]gmail\[dot\]com](mailto:phomangalore[at]gmail[dot]com)

19.2 Dissemination of information widely and in such form and manner which is easily accessible to the public

Yes on the website www.ihrpoe.co.in and the email id is [phomangalore\[at\]gmail\[dot\]com](mailto:phomangalore[at]gmail[dot]com)

19.3 Form of accessibility of information manual/ handbook

Yes on the website www.ihrpoe.co.in and the email id is [phomangalore\[at\]gmail\[dot\]com](mailto:phomangalore[at]gmail[dot]com)

19.4 Whether information manual/ handbook available free of cost or not

Yes on the website www.ihrpoe.co.in and the email id is [phomangalore\[at\]gmail\[dot\]com](mailto:phomangalore[at]gmail[dot]com)

20.DIRECTORY

Director General of Health Services

Directorate General of Health Services ,
Ministry of Health & Family Welfare, Nirman Bhavan,
New Delhi – 110108
Phone : 011 23061438

Additional Director General (MH & IH)

Directorate General of Health Services ,
Ministry of Health & Family Welfare, Nirman Bhavan,
New Delhi – 110108
Phone : 011 23061806

CMO (NFSG) (PH/IH)

Directorate General of Health Services ,
Ministry of Health & Family Welfare, Nirman Bhavan,
New Delhi – 110108
Phone : 011 23062167

Director (A&V)

Directorate General of Health Services,
Ministry of Health & Family Welfare, Nirman Bhavan,
New Delhi – 110108
Phone : 011 23061015

Dy. Director (A&V)

Directorate General of Health Services ,
Ministry of Health & Family Welfare, Nirman Bhavan,
New Delhi – 110108
Phone: 011-23063203

20.1 DIRECTORY OF OFFICERS AND EMPLOYEES OF PHO,MANGALORE

S. No.	Name and Designation	Telephone / E-mail
1	Dr. P.S. Ashraf, CMO(SAG) Dy. Port Health Officer, Cochin Port Health Officer i/c, PHO, Mangalore	Phone : 0484 2666130 ashrafdmps[at]gmail[dot]com pho[dot]cochin-dghs[at]gov[dot]in phomangalore[at]gmail[dot]com

21. E.Governance

S.No.	Item	Details of disclosure
5.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	Available in English
5.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Yes in 2020
5.3	Information available in electronic form [Section 4(1)(b)(xiv)]	Available on website www.ihrpoe.co.in and the email id is phomangalore[at]gmail[dot]com
5.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	Office Timing (On working days) : 09.00 Hrs. to 17.30 Hrs.
		Lunch break : 13.00 Hrs. to 13.30 Hrs.
5.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	NA
5.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	NA
5.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	NA

22. Information as may be prescribed

S. No.	Item	Details of disclosure	Information
6.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	1. Name of the Officer – Dr P.S Ashraf 2. Designation - Port Health Officer i/c 3. Address - Port Health Organisation willingdon island, cochin-682009 4. Telephone No - 04842666060 5. E-Mail pho@cochin-dghs.gov.in
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not carried out
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	NA
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NA
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	NA

23. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Information
7.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Yes. Displayed
7.2	Guidelines for Indian Government Websites	(i) Whether STQC certification	Not applicable

<p>(GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)</p>	<p>(ii) obtained and its validity. Does the website show the certificate on the Website?</p>	
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