



**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, functions & duties (Section 4(1)(b)(i)):

Introduction and Background Information:

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 7-8 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.

JURISDICTION

•The ports under the jurisdiction of PHO Kandla for implementation of IPHR-1955 and IHR-2005 include:

1. Kandla Sea Port – consisting of Cargo Jetty No 1-16& Oil Jetty No.1-7 and 400m of PoE.
2. Tuna Port – Cargo Jetty No. 1 to 4.

1.1.1) Name and Address of organisation

- 2 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,

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

2.1.1) Head of Organisation.

**Dr. Sunilkumar K. Prajapati
Port Health Officer,
Port Health Organisation,**

2.1.2) Vision Mission and Key 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 sectorial coordination & collaboration.

2.1.3) Functions & Duties:

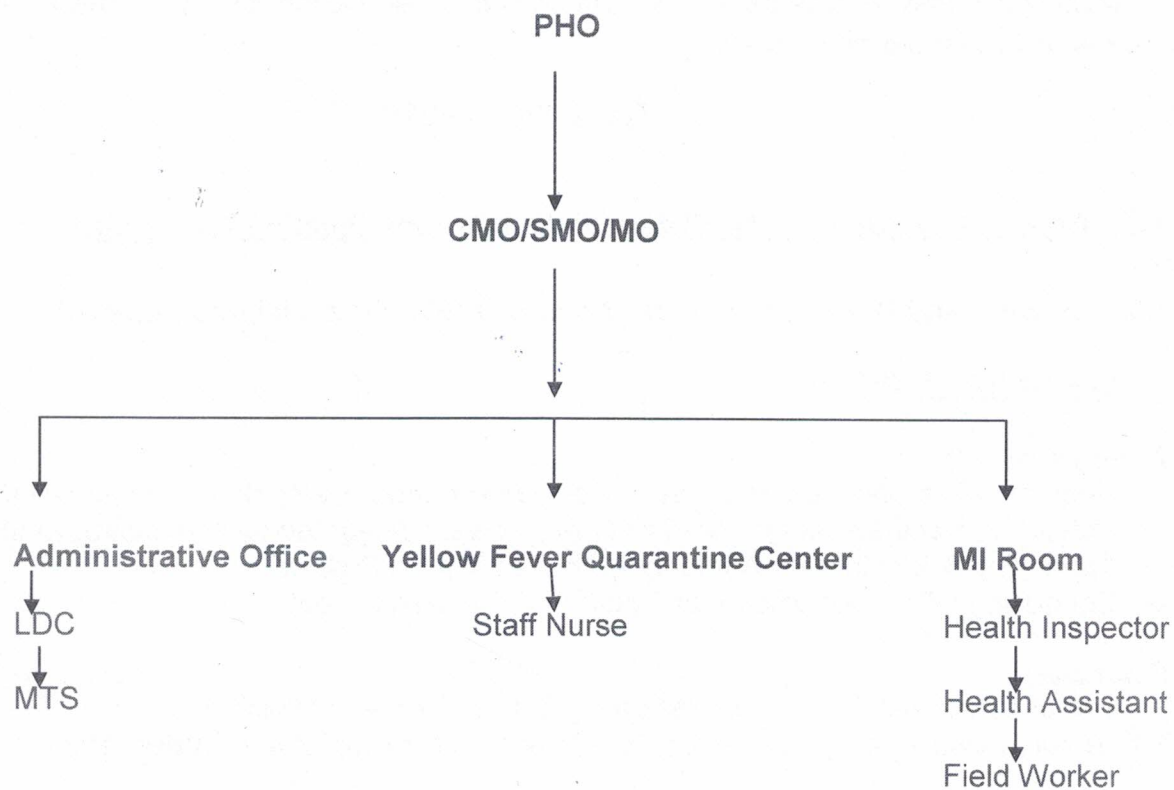
The PHO Kandla is catering the services viz.

- Inspection of the ships for the issuance of full terms Ship Sanitation Control Exemption Certificate/SSCC/Extension.
- 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.

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.

2.1.4) Organisation Chart



1.1.6) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt-

As in introduction

1.2) Powers and duties of its officers and employees (Section 4(1)(b)(ii)):

1.2.1) Powers and Duties of Officers (Administrative Financial and Judicial)

A) Port Health Officer:

Administrative:

- Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by administrative Ministry.
- Appointing & Disciplinary Authority for certain Group C posts.
- Controlling Officer for officers and staff of the establishment.

Financial:

- Head of Office and Drawing & Disbursing Officer for the establishment
- 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.

B) 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

- Clearance of Quarantine Ships Coming to Kandla port.
- Granting of Health Clearance to ships.
- Issue of Free pratique /Radio pratique certificates to ships coming to Kandla port.
- Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension}
- Inspection of Medicine Chest and issuance of Medicine Chest Certificate.
- Dead body clearance.
- Inspection of water Barges & water sampling in Dock.
- Supervision and Monitoring of Sanitation of port premises.
- Supervision and Monitoring of vector control and anti-rodent activities carried out by Kandla Port Trust.
- Inspection and issuance of Licence to FBO in the Dock premises.
- To attend Administrative work
- Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
- Training of Stakeholders and staff as and whenever necessary.

1.2.2) Power and duties of other employees:-

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.

1.2.3) Rules /orders under which power and duty are derived and exercised Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1)(b)(v)):

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
4. Sea Customs Act & Regulations
5. Epidemic Diseases Act 1897.

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)

1.3). Procedure followed in the decision-making process, including channel of supervision and accountability (Section 4(1)(b)(iii)):

1.3.1) Process of decision making Identify key decision-making points

This organization is a Subordinate office under the Govt. of India, Min. of Health and Family Welfare, the Directorate General of Health Services, Central IHD, 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.

1.3.2) Final Decision-Making Authority at this Office: -

Dr. Sunilkumar K. Prajapati,
Port Health Officer,
Port Health Organisation, Kandla.

1.3.3) Related provisions, act, and rules, Acts: -

- 1). The Indian Ports Act, 1908.
- 2). The Merchant Shipping Act, 1958.
- 3). Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR).
- 4). Sea Customs Act & Regulations
- 5). Epidemic Diseases Act 1897.

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)

1.3.4) Time limit for taking a decision, if any: -

Depending on work and as per requirement.

1.3.5) Channel of supervision and accountability: -

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.

At DGHS level The Director General of Health Services
 Deputy Director General (IH)
 Assistant Director General (IH)
 PH (IH) Division & Central IH Division.

At Local Level Port Health Officer, Kandla

1.4. 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.

1.4.1) Nature of Function/Service Delivery: -

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.

A) 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.
- 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

1.4.2) Norms/standards for Function Service Delivery: -

This Office observes the implementation of International Health Regulation 2005 and Indian Port Health Rules 1955. the various regulatory and statutory provision in above Act/rule/Regulation this Office Issues Certification /Advisory/monitoring to existing Regulation.

1.4.3) Process by which these services can be accessed: -

- A) By Direct Appointment.
- B) By Email Appointment.

1.4.4) Time limit for achieving Targets: -

As per need of work

1.4.5) Process of Redress of Grievances: -

Grievances can be redressed by approaching following authority

- (A) Dr. Sunilkumar K. Prajapati,
Port Health Officer,
Port Health Organisation, Kandla.
- B). PH (IH) Section,
Directorate General of Health
Services, Nirman Bhavan,
Ministry of Health and Family Welfare,
Govt. of India

1.5) Rules Regulations, instructions manual, and records for discharging Functions [Section 4(1)(b)(v)]:-

1.5.1) Title and nature of the record/ manual /instruction

1.5.2) List of Rules, regulations, instructions manuals and records

1.5.3) Acts/ Rules manuals etc.

1. The Indian Ports Act, 1908.
2. The Merchant Shipping Act, 1958.
3. Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR).
4. Sea Customs Act & Regulations.
5. Epidemic Diseases Act 1897.

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)

1.5.4 Transfer policy: -

Being a Subordinate Office under the Directorate General of Health Services, MoHFW, following the transfer policy of Government of India.

1.6) Statement of the categories of documents held under its control (Section 4(1)(b)(vi):

1.6.1) Categories of documents

<u>S.No</u>	<u>Objects of PoEs</u>	<u>Approved Retention Schedule</u>
I. Shipping Section		
1.	<u>Maritime Declaration of Health forms</u>	C-1
2.	<u>Health certificates of ship</u>	C-3
3.	<u>Register regarding Health Certificates of ships</u>	C-10
4.	<u>Deratting Exemption Certificate (DEC) [Replaced with Ship Sanitation Control Exemption Certificate (SSCEC)]</u>	C-3
5.	<u>Register regarding Deratting Exemption Certificate (DEC) [Replaced with Ship Sanitation Control Exemption Certificate]</u>	C-1
6.	<u>Pratique granted file/Counter folio</u>	C-3
7.	<u>Register regarding Pratique granted file/Counter folio</u>	C-10
8.	<u>W.H.O. chronicles</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-10 C-1
9.	<u>Weekly Epidemiological Records (W.H.O. Publication) receive from Directorate General of Health Services(DGHs)</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-10 C-1
10.	<u>Quarantine restriction-general</u> <u>i. Publication</u> <u>ii. Correspondence</u>	C-1
11.	<u>Visiting of Ships Programme Register</u>	C-3
12.	<u>Quarantine Register</u>	C-5
13.	<u>Dead bodies - correspondence file</u>	C-5
14.	<u>International Sanitary Regulation Booklet</u>	C-2
15.	<u>Medicine Chest Inspection Book</u>	C-3
16.	<u>Register regarding Medicine Chest Inspection Book</u>	C-10
17.	<u>Indian Port Health Rules Book</u>	C-5
II. Food Section		
18.	<u>Prevention of Food Adulteration Act, 1962</u>	C-5
19.	<u>License to FBOs inside Dock premises</u>	C-5
20.	<u>Register regarding License to FBOs</u>	C-10
21.	<u>Yellow fever Vaccine (TR-5 Receipts)</u>	C-3
22.	<u>Yellow fever Vaccination Resister</u>	B

23.	<u>Drugs, Equipment's-and other consumable items register</u>	C-3 Or 1 year after the audit is over whichever is later
24.	<u>W.H.O. fellowship-Correspondence</u>	C-5
25.	<u>Monthly, Quarterly Report</u>	C-1
26.	<u>Annual Report</u>	C-5

*** Categorization of Records: -**

(i) Category 'B' means 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purpose.

(ii) Category 'C' implies 'keep for specified period only'. This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years, it will be upgraded to B Category. Hence; C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

1.6.2) Custodian of documents/categories: -

Port Health Officer,
Port Health Organisation, Kandla

Under PH (IH) Division, Directorate General of Health Services.

1.7) Boards, Councils, Committees and other Bodies (Section 4(1)(b)(viii):-

Following Committees are constituted for smooth functioning and to maintain transparency in day to day functions of office at local level.

OFFICE COUNCIL

	Composition of Committee	
1	Dr. Sunilkumar K. Prajapati	Chairman
2	Dr. Rajendrasinh R. Jadeja	Member
3	Mr. Dinkar Dhanjibhai Shrimali	Member
4	Mr. Neeraj Nautiyal	Member

PURCHASE COMMITTEE

1	Dr. Sunilkumar K. Prajapati	Chairman
2	Dr. Rajendrasinh R. Jadeja	Member
3	Shri Priyabrata Shaw	Member

CONDEMNATION & DISPOSAL COMMITTEE

1	Dr. Sunilkumar K. Prajapati	Chairman
2	Dr. Rajendrasinh R. Jadeja	Member
3	Shri Priyabrata Shaw	Member

DPC/SCREENING COMMITTEE FOR M.A.C.P.

1	Dr. Sunilkumar K. Prajapati	Chairman
2	DDA, PHIH	Member
3	Medical officer	Member

RAJBHASHA(HINDI) COMMITTEE

1	Dr. Sunilkumar K. Prajapati	Chairman
2	Dr. Rajendrasinh R. Jadeja	Member
3	Mr. Ramesh A. Rathod	Member
4	Mr. Dinkar D. Shrimali	Member
5	Mr. Neeraj Nautiyal	Member
6	Mr. Rizvan U. Sheikh	Member

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

(i) Name and designation

(ii) Telephone, fax and email ID

Name of Employee	Designation	Contact No.	Email Id
Dr. Sunilkumar K. Prajapati	Port Health Officer, PHO, Kandla	9898838827	Sunilkumar.prajapati@gov.in
Dr. Rajendrasinh R. Jadeja	Medical Officer	7046656719	jadeja1rajendra89@gmail.com
Mr. Ramesh A. Rathod	Field Worker	9879463712	ramesh.arathod74@gov.in
Mr. Dinkar D. Shrimali	Health Assistant	9586645968	dinkar.shrimali@gov.in
Mr. Neeraj Nautiyal	Health Assistant	9054724395	neeraj.nautiyal@gov.in
Mr. Rizwan Sheikh	Health Assistant	7874105108	rijusheikh107@gmail.com

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

1.9.1) List of employees with Gross monthly remuneration

Sr. No.	Name of Employee	Designation	7 TH PAY COMMISSION Pay level	Gross Salary	Allowances
1	Dr. Sunilkumar K. Prajapati	Port Health Officer	Level-11	165358	As per govt provisions
2	Dr. Rajendrasinh R. Jadeja	Medical Officer	Level-10	113678	
3	Mr. Ramesh A. Rathod	Field Worker	Level-3	66320	
4	Mr. Dinkar D. Shrimali	Health Assistant	Level-2	43530	
5	Mr. Neeraj Nautiyal	Health Assistant	Level-2	43530	
6	Mr. Rizvan U. Sheikh	Health Assistant	Level-2	43530	

1.9.2) System of compensation as provided in its regulations: -

Not Applicable

1.10) Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]

1.10.1) Name and designation of the Public Information officer (PIO), Assistant PublicInformation(s) & Appellate Authority

1.10.2) Address, telephone numbers and email ID of each designated official.

A) Public information officer (PIO):-

S.No.	Particulars	Information
1.	Name of the Officer	Dr.Sunilkumar K Prajapati
2.	Designation	Port Health Officer.
3.	Address	Port Health Organisation, Kandla, Near" Nirman" Building of Deendayal Port Trust, Kandla Port, New Kandla, Dist. Kutch, Gujarat. Pin Code -370210
4.	Telephone No	02836-270220/270189
5.	Fax	-
6.	E-Mail	phokandla@gmail.com

Appellate Authority

Deputy Director
General, Central IH
Division, DGHS,
Nirman Bhavan,
Ministry of Health and Family
Welfare, Government of India.
Telephone no- 011-23061806

1.11) No. of employees against whom Disciplinary action has been proposed/taken (Section 4(2))

NIL

1.11.1) Pending for Minor penalty or major penalty proceedings

NIL

1.11.2) Finalised for Minor penalty or major penalty proceedings

NIL

1.12) Programmes to advance understanding of RTI, (Section 26)

1.12.1) Educational programmes

Not Applicable

1.12.2) Efforts to encourage public authority to participate in these programmes

Not Applicable

1.12.3) Training of CPIO/APIO

Not Applicable

1.12.4) Update & publish guidelines on RTI by the Public Authorities concerned

Not Applicable

1.13) Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

Being a Subordinate Office under the Directorate General of Health Services,
MoHFW,
following the transfer policy of Government of India

2) Budget and Programme: -

2.1) Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

BUDGET ESTIMATE/REVISED ESTIMATE

BUDGET ALLOCATIONS - 2024-25

DEMAND No.046.

Medical & Public Health
Establishment

Major Head:2210 public health 06, Port Health Establishment
Including Airport Health Organisations.

Function Head - 2210060010200

In Actual.

Object Heads Of Accounts.		B. E. -2024-25
Salaries	20001	3500000
Wages	20002	100000
Rewards	20005	40000
Medical Treatment	20006	50000
Allowances	20007	3000000
LTC	20008	200000
Training Expenses	20009	25000
Travel Expenses (Domestic)	20011	200000
Office Expenses	20013	1000000
R R T For Land & Building	20014	150000
Printing & Publications	20016	25000
Rent Others	20018	550000
Digital Equipment	20019	50000
M & S	20021	350000
Minor Work	20027	500000
Proff. & Spl. Services	20028	2400000
Repair & Maintenance	20029	25000
Other Revenue Expenditure	20049	20000
Swachhta Action Plan (SAP)		
Other Charges-221060010296	29649	10000
Total:-1		12195000
PM-ABHIM-2024-25		
Office Expenses	20013	0

Proff. & Spl. Services	20028	3241716
Total:-2		3241716
Total:-1+2		15436716

DGHS No.G-20011/03/2024-PH (IH), dated 28.03.2024.

DGHS No.G-20011/04/2024-PH(IH), dated 03.04.2024.(PM-ABHIM)

2.2) Foreign and domestic tours

2.2.1) Budget for Domestic travel Expenses (Allocated) Rs. In Thousands

B.E. 2023-24 Rs 200.000 R.E. 2023-24 Rs. 200.000 (In Thousand)

2.2.2.) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

No Foreign Tours or Domestic Tours undertaken by the officials of this organisation during the period 2023-2024.

2.2.3.) Information related to procurements: -

a) Notice/tender enquires, and corrigenda if any thereon,

NIL

b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured

All items procured in strict accordance with GFR-2017 norms, and through GeM portal to the maximum possible extent except contingent circumstances.

c) The works contracts concluded – in any such combination of the above -and

NIL

d) The rate /rates and the total amount at which such procurement or works contract is to be executed.

1) Contractual Manpower through local Outsourcing Agency

1. One post of Medical Officer @ Rs. 58344/- + GST & service charges - M/S S N Associates, Kachchh
2. One posts of Field Worker @ Rs. 18720/- + GST & service charges - M/S S N Associates, Kachchh
3. One DEO @ Rs. 26520/- + GST & service charges - hired from Ms. Z Plus Security & Services, Gandhidham
4. One MTS @ Rs. 18720/- + GST & service charges - hired from Ms. Z Plus security services, Gandhidham
5. One post of Safaiwala @ Rs.18720 /- + GST & service charges - hired from Ms. Z Plus security services, Gandhidham

All remuneration as per rates given in DGHS guidelines for these posts for hiring contractual manpower from outsourcing agencies under SFC.

6. Contractual Manpower through local Outsourcing Agency (PM-ABHIM Scheme)

1. One post of Nursing Staff @ Rs. 46410/- + GST & service charges - hired from Ms. Z Plus Security Services, Gandhidham
2. One post of Health Inspector @ Rs. 46410/- + GST & service charges - hired from Ms. Z Plus Security Services, Gandhidham
3. Two post of LDC @ Rs. 27846/- + GST & service charges - hired from Ms. Z Plus Security Services, Gandhidham
4. Six posts of Health @ Rs. 23205/- + GST & service charges - hired from Ms. Z Plus security services, Gandhidham

2.1) Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Not Applicable

2.2) Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

Not Applicable

2.3) Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

Not Applicable

2.6) CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

Nil

Publicity and Public interface

3.1) Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof of Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

3.1.1) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Documents and Information related to Yellow Fever Vaccination, Indian Port Health Rules and International Health Regulation-2005

3.1.2) Arrangements for consultation with or representation by:-

- a) Members of the public in policy formulation/ policy implementation
Not Applicable

b) Day & time allotted for visitors

Not Applicable

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

PIOs

Dr. Sunilkumar K. Prajapati,

Port Health Organisation,

Port Area, Kandla - 370210

02836-270220/270189

pho.kandla-mohfw@gov.in

3.1.3) Public-private partnerships (PPP):-

Being a Subordinate Office under the Directorate General of Health Services, no Public PrivatePartnership at local level so far.

3.2) Are the details of policies / decisions, which affect public, informed to them[Section 4(1) ©]? -

Yes

3.3) Dissemination of information widely and in such form and manner which is easilyaccessible to the public [Section 4(3)]: -

Yes

3.3.1) Use of the most effective means of communication Internet (website):-

To refer to the website <https://ihpoe.mohfw.gov.in/> and <https://mohfw.gov.in/> the email pho.kandla-mohfw@gov.in

3.4) Form of accessibility of information manual/ handbook [Section 4(1)(b)]:-

Being Subordinate office not published / prepared at local level but prepared/published at Central leveland available for use in Digital Form from above mentioned websites.

3.5) Whether information manual/ handbook available free of cost or not: -

Yes

E-Governance: -

S No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English -Yes (See 3.4 above)
		(ii) Vernacular/ Local Language-- No
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Not Applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form To refer to the website https://ihpoe.mohfw.gov.in/ and https://mohfw.gov.in/ & https://ihpoe.mohfw.gov.in/RTIPHO/Kandla.pdf
		(ii) Name/ title of the document/record/ other information - Suo Moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 -Indian Port Health Rules
		(iii) Location where available https://ihpoe.mohfw.gov.in/ and https://mohfw.gov.in/

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	<p>(i) Name & location of the faculty 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 E-mail ID: pho.kandla-mohfw@gov.in</p> <p>(ii) Details of information made available -Suo-moto Declaration Under Section 4 Of RTI Act 2005 -IHR 2005 -Indian Port Health Rules -Yellow Fever Vaccination</p> <p>(iii) Working hours of the facility 0930 hrs to 1800 hrs Monday to Friday except Holidays</p> <p>(iv) Contact person & contact details (Phone, fax email) Medical Officer Tel.: 02836-270220/270189 Email: pho.kandla-mohfw@gov.in</p>																																																																				
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<p>(i) Grievance redressed mechanism Grievances received directly through post/Email/in Complaint Box or from Ministry and DGHS are processed as per the guidelines issued from time to time.</p> <p>(ii) Details of applications received under RTI and information provided from 01/01/2023 to till date</p> <table><tr><th>S.N</th><th>RTI Applicant</th><th>Date of Receipt</th><th>Date of Reply</th></tr><tr><td>1</td><td>Sh. A Vijay Kumar</td><td>26/12/2022</td><td>06/01/2023</td></tr><tr><td>2</td><td>Ms. Seema</td><td>30/05/2023</td><td>23/06/2023</td></tr><tr><td>3</td><td>Sh. Tejashvi Kumar Verma</td><td>31/05/2023</td><td>23.06.2023</td></tr><tr><td>4</td><td>Sh. Tribhuvan Kuribagi</td><td>16/06/2023</td><td>04/07/2023</td></tr><tr><td>5</td><td>Sh. Amit Kumar Soni</td><td>21/06/2023</td><td>04/07/2023</td></tr><tr><td>6</td><td>Sh. Vicky Gahlota</td><td>27/06/2023</td><td>10/07/2023</td></tr><tr><td>7</td><td>Sh. Anand Pratap Singh</td><td>28.08.2023</td><td>28.08.2023</td></tr><tr><td>8</td><td>Ms. Babunti Devi</td><td>31.10.2023</td><td>01.11.2023</td></tr><tr><td>9</td><td>Dr. Kumar</td><td>04.12.2023</td><td>05.12.2023</td></tr><tr><td>10</td><td>Shri. Kishan Pant</td><td>06.02.2024</td><td>06.02.2024</td></tr><tr><td>11</td><td>Shri. Pithadia Rajat Ramesh</td><td>22.04.2024</td><td>23.04.2024</td></tr><tr><td>12</td><td>Shri. Ezhilarasu</td><td>22.04.2024</td><td>23.04.2024</td></tr><tr><td>13</td><td>Sh. Tulsi Ram</td><td>29.04.2024</td><td>30.04.2024</td></tr><tr><td>14</td><td>Sh. Akshay Goyal</td><td>29.04.2024</td><td>30.04.2024</td></tr><tr><td>15</td><td>Sh. Sanjay Kumar</td><td>29.04.2024</td><td>30.04.2024</td></tr><tr><td>16</td><td>Sh. Satish</td><td>09.05.2024</td><td>14.05.2024</td></tr></table> <p>(iii) List of completed schemes/ projects/ Programmes Not Applicable</p> <p>(iv) List of schemes/ projects/ programme underway Not Applicable</p> <p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>Refer 2.3.c</p>	S.N	RTI Applicant	Date of Receipt	Date of Reply	1	Sh. A Vijay Kumar	26/12/2022	06/01/2023	2	Ms. Seema	30/05/2023	23/06/2023	3	Sh. Tejashvi Kumar Verma	31/05/2023	23.06.2023	4	Sh. Tribhuvan Kuribagi	16/06/2023	04/07/2023	5	Sh. Amit Kumar Soni	21/06/2023	04/07/2023	6	Sh. Vicky Gahlota	27/06/2023	10/07/2023	7	Sh. Anand Pratap Singh	28.08.2023	28.08.2023	8	Ms. Babunti Devi	31.10.2023	01.11.2023	9	Dr. Kumar	04.12.2023	05.12.2023	10	Shri. Kishan Pant	06.02.2024	06.02.2024	11	Shri. Pithadia Rajat Ramesh	22.04.2024	23.04.2024	12	Shri. Ezhilarasu	22.04.2024	23.04.2024	13	Sh. Tulsi Ram	29.04.2024	30.04.2024	14	Sh. Akshay Goyal	29.04.2024	30.04.2024	15	Sh. Sanjay Kumar	29.04.2024	30.04.2024	16	Sh. Satish	09.05.2024	14.05.2024
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(vi) Annual Report January 2023 to December 2023

Sr. No.	Particulars of Work	01st Jan,2023 to 31st December 2023
1	No. of Ships Arrived	2410
2	No. of ships given Health clearance	2410
3	No. of ships given Free Pratique	816
4	No. of Ships Given Radio Free Pratique	872
5	No. of Ships Quarantined	0
6	No. of Ships where control measures applied	0
7	No. of ships issued Ship Sanitation Control Certificate + SSCC - ERF	1
8	No. of ships issued Ship Sanitation Control Exemption Certificate	1207
9	No. of Ships issued Extension to existing Ship Sanitation Certificate	0
10	No. of Sanitary Inspection carried out in docks area	48
11	No. of Yellow Fever vaccination given	1312
12	No. of Imported Food Samples lifted	0
13	No. of Water Samples lifted	
14	No. of Imported Edible Oil samples lifted	0
	Discontinued w. e. f 08.09.2015 as per FSSAI & Customs Order.	0
15	No. of catering Establishments inspected and issued License	
	FBO License Issued	2
16	No. of Dead Bodies given clearance	2
17	No. of entomological surveys undertaken	Daily surveillance for Anti-Mosquito and
18	No. of Medical Chests Inspected	123
19	No. of Passengers Screened	Nil
20	No. of Crew Screened	54450
21	No. of Medical Emergencies attended	92
22	No. of Ships from Rodent endemic areas Screened for Rodents & COVID 2019	619

		23	No. of Oral Polio Vaccination Given	0
		24	No. of Bells/Tons of Old Clothing Woollen rags cleared	0
		25	No. of Bells/Tons of Old Clothing Woollen rags Fumigated	0
		(vii) Frequently Asked Question (FAQs) Not Applicable		
		(viii) Any other information such as a) Citizen's Charter Following MOHFW and DGHS Citizen Charter		
		b) Result Framework Document (RFD) Not Applicable		
		c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter: Not Evaluated		

4.6	Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed from 01/01/2023 to till date																																																																				
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Information as may be prescribed: -

5.1) 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]

Name & details of

(a) Current CPIO & FAAs

1) Current CPIOs

S.N o.	Particulars	Information
1.	Name of the Officer	Dr. Sunilkumar K. Prajapati
2.	Designation	Port Health Officer.
3.	Address	Port Health Organisation, Kandla, Near "Nirman" Building of Deendayal Port Trust, Kandla Port, New Kandla, Dist. Kutch, Gujarat. Pin Code -370210
4.	Telephone No	02836-270220/270189
5.	Fax	-
6.	E-Mail	pho.kandla-mohfw@gov.in

Current FAAs

2) Appellate Authority,
Deputy Director
General PH(IH)
Section, Dte. GHS,
Nirman Bhavan,
Ministry of Health and Family
Welfare, Government of India.

(b) Earlier CPIO & FAAs from 01/01/2015 to Till Date

S. No.	Name of the CPIO at PHO, Kandla	Period	
		From	To
1	Dr. S. Senthilnathan	01.08.2008	01.08.2016
2.	Dr. S.P. Singh	02.08.2016	03.09.2019
3.	Dr. Sunilkumar K. Prajapati	04.09.2019	Till date

S. No.	Name of the FAAs	Period	
		From	To
1	Dr. Sujit Singh	01/01/2015	05/03/2018
2.	Dr. DeepakSule	06/03/2018	15/04/2019
3.	Dr. P. K. Sen	15/04/2019	22/01/2021
4.	Dr. Anil Kumar	22/01/2021	16/12/2021
5	Dr. Sudarsan Mandal	17/12/2021	25/09/2022
6	Dr. S. Senthilnathan	26/09/2022	Till date

5.1.2) Details of third-party audit of voluntary disclosure: -

Done online in May-2023.

(a) Dates of audit carried out

Nil

Report of the audit carried out

N/A (will be done by Dte. GHS)

5.1.3) Appointment of Nodal Officers not below the rank of Joint Secretary/

Additional HoD: -

Not Applicable

(a) Date of appointment

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.4) Consultancy committee of key stake holders for advice on Suo-Moto disclosure

No committee constituted, However Suo-Moto Disclosure prepared in Consultation with other officials of the organisation.

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the officers

Not Applicable

5.1.5) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI

Not Applicable

(a) Dates from which constituted

Not Applicable

(b) Name & Designation of the Officers

Not Applicable

6. Information Disclosed on own Initiative: -

6.1) Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Suo-Moto Declaration Under Section 4 Of RTI Act 2005,

<https://ihpoe.mohfw.gov.in/RTIPHO/Kandla.pdf>

6.2) Guidelines for Indian Government Websites (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): - No Local website. Website run and maintained by DGHS.

6.2.1) Whether STQC certification obtained and its validity: -

Not Applicable

6.2.2) Does the website show the certificate on the Website? -

Not Applicable



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