



GOVERNMENT OF INDIA.

MINISTRY OF HEALTH & FAMILY WELFARE,
(DIRECTORATE GENERAL OF HEALTH SERVICES)
PORT HEALTH ORGANISATION, TUTICORIN,
TUTICORIN PORT- 600001

A. Particulars of the Organisation, functions & duties: - Organisation History:

The Port, quarantine work was carried out for long time by Madras State Government. Port and Marine Dispensary were attached to Port Health Organization and Madras Quarantine Officer held the dual post of Port Health Officer cum Port and Marine Surgeon. In 1939 Port Health Organization was transferred to the control of Central Government.

After independence, Port Health Organisation, Tuticorin, is functioning as a Subordinate Office of the Directorate General of Health Services, under Ministry of Health & Family Welfare, Department of Health & Family Welfare, New Delhi.

Functions & Duties:

1. Inspection of ship/vessels (including sanitation and issuance of Ship Sanitation Control and Ship Sanitation Control Exemption certificate), baggage, cargo, containers, goods, Postal parcels and human remains from departing and arriving ships/vessels, so that they are in such a condition that they are free of sources of infection or contamination, including vectors and reservoirs.
2. 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.
3. Supervision and coordination of measures so that facilities used by travellers at points of entry are maintained in a sanitary condition and are kept free of sources of infection or contamination, including vectors and reservoirs;
4. Responsible for the supervision of any deratting, disinfection, disinsection or decontamination of baggage, cargo, containers, conveyances, goods, postal parcels and human remains or sanitary measures for persons, as appropriate under these Rules

5. Advise conveyance operators, as far in advance as possible, of their intent to apply control measures to a conveyance, and shall provide, where available, written information concerning the methods to be employed;
6. Responsible for the supervision of the removal and safe disposal of any contaminated water or food, human or animal waste, waste water and any other contaminated matter from a conveyance;
7. Take all practicable measures consistent with the Indian Port Health Rules, to monitor and control the discharge by ships of sewage, refuse, ballast water and other potentially disease-causing matter which might contaminate the waters of a port, river, canal, strait, lake or other international waterway;
8. Responsible for supervision of service providers for services concerning travelers, baggage, cargo, containers, conveyances, goods, postal parcels and human remains at points of entry, including the conduct of inspections and medical examinations as necessary;
9. Have effective contingency arrangements to deal with an unexpected PHEIC and the measures to deal with it to all the concerned agencies at the port;
10. Responsible for coordinating additional health measures at the port as decided by the Central Government in the event of PHEIC like passenger screening, isolation & quarantine, contact listing, ship disinsection, transportation, arranging logistics for various public health measures etc.
11. Rendering Yellow fever vaccination to international travellers.

B. Powers and duties of its officers and employees:

1.Designation: Port Health Officer: Powers:_

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.

1. Medical Officer (Dy. Port Health Officer):

Same powers and duties of Port Health Officer under International Health Regulations (2005), the Indian Port Health Rules etc related to substantive functions.

2. 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.

C. Procedure followed in the decision-making process, including channels of supervision and accountability:

This organization is a Field Unit established for the detailed execution 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.

D. Norms for the discharge of functions:

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.

E. 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, Regulations:

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 labeling Regulations), (FSSR)-2011 by assisting the Customs department for clearance of imported food and acting as Designated Officer for Food Catering Units within Port Areas.

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)

F. Statement of the categories of documents under control:

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. 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.

II. Administrative and financial records:

All records maintained for Establishment and accounts management as prescribed under relevant rules.

- (i) Arrangement for consultation with and representation by members of the public in relation to formulation of policy or implementation thereof -
- (ii) Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in Formulation of Policies.
- (iii) Representation for public in relation to implementation of policies is possible through constitution of specific committees. At present no such committee is existing.

I. Boards, Councils, Committees and other Bodies:

No Board, Council, or body consisting of two or more persons existing as a part of this authority. A Committee is functioning for screening of employees for grant of financial upgradations under Modified Assured Career Progression Scheme.

- J. **Procurement:** Procurement policy is as per General Financial Rules, 2017.
- K. **Public Private Partnership:** Subordinate Office – no such scheme is in operation so far.
- L. **Transfer Policy & Transfer Orders:** Being subordinate office, authority is bound to implement orders of Head of department – no separate policy is maintained.
- M. **RTI Applications:** Original applications and applications received on transfer basis are disposed of as per RTI Act, 2005.

N. CAG & PAC Paras: Nil

O. Citizen Charter: Notified by Head of Department, no separate charter established by this subordinate office.

P. Discretionary and non-discretionary grant: No grant is administered by this authority.

Q. Foreign Tours: From 1.1.2012, Nil. As and when Joint Secretary level officers and Head of Department of this authority undertake any foreign tour, the information will be updated on quarterly basis.

R. Directory of Officers and Employees:

TOTAL STAFF SANCTIONED STRENGTH INCLUDING OFFICERS:

S. No.	Post Sanctioned.	No. of Post.	Group	Post Filled.	Post
1.	Medical Officer	02	A	01	01
2.	Health Inspector	03	B	NIL	03
3.	Staff Nurse	01	C	NIL	01
4.	Upper Division Clerk	01	C	NIL	01
5.	Lower Division Clerk	02	C	NIL	02
6.	Health Assistant	02	C	NIL	02
7.	M.T.S	01	C	01	NIL

R) Monthly remuneration received by officers and employees:

S.No.	Name	Designation	Pay VII CPC	Allowances
1	Dr. P.Poornima	Port Health Officer	Level -10	Variable from time to time
2	Shri. A. Muniyandi	Multi Task Staff	Level – 2	

(Available in photuticorin@gmail.com)

S. Budget Grant and Expenditure made:

Sr. No.	Sub Heads.	Annual Budget sanctioned for the years 2020-21
1.	Salaries	2500000
2	Medical Treatment	50000
3	Wages	50000
4.	Travel expenses	150000
5	Office Expenses	600000
6	Rent, Rate & Taxes	200000
7	Material & Supply	800000
8	Minor Works	0
9	Proff. & Spl. Services	1500000
10	Other Charges	0
11	Swatchh Bharat	10000
Total		5860000

T. Subsidy Programmes and beneficiaries:

No subsidy programme is being administered by this Authority.

U. Grant of Concessions, Permits or Authorisations:

No Scheme of Concession, Permit or Authorisation is managed by this Authority.

V. Availability of Information in electronic form:

To refer to the website www.ihrpoe.co.in and the email id photuticorin@gmail.com.

W. Library and Reading Room Facilities:

A small Library with Reading Room facility for staff members as well as public is available during normal working hours of the office from 09.30 AM to 06.00 PM on all working days with lunch break from 01.00 to 01.30 PM. A variety of reference books & periodical journals on Central Civil Service Rules and Public Health are available in the library.

X. Public Information Officers:

The Public Information Officer (being the Head of Office) for this Organisation is: -

S.No	Particulars	Information
1.	Name of the Officer	Dr .P. Poornima
2.	Designation	Port Health Officer/Chief Medical Officer (NFSG).
3.	Address	Port Health Organisation, Tuticorin, B-20,World Trade Avenue, Pincode - 628004
4.	Telephone No	0461 2353341
5.	Fax No	0461 2353314
6.	E-Mail	photuticorin@gmail.com
7.	Direct Telephone	0461 2353341

Signature: - (Sd)-

Name: Dr. P. Poornima

Designation: Port Health Officer, Tuticorin

Date: 27.06.2020