

Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
**PORT HEALTH ORGANISATION, KOLKATA**

## **CITIZEN CHARTER**

- 1. The particulars of Port Health Organisation, Kolkata, its functions and duties are as follows**

### **KOLKATA PORT (Shyama Prasad Mookerjee Port)- JURISDICTION**

The **Port of Kolkata (Shyama Prasad Mookerjee Port)** is a riverine port in the city of Kolkata. It is the oldest operating port in India, having originally been constructed by the British East India Company.

The Port has two distinct dock systems - **Kolkata Docks at Kolkata** and a deep water dock at **Haldia Dock Complex, Haldia**.

Hence, the **jurisdiction of PHO Kolkata** is spread over a vast area extending from the Sandheads in the Bay of Bengal to Kolkata, and include:

**1.Kolkata Dock System** It: is situated on the left bank of the Hooghly River about 203 km upstream from the sea. It is comprised of:-

**(i) Kidder Pore Dock (KPD)**

**(ii) Netaji Subhash Dock (NSD)**

**(iv) Budge Budge Wharves** - situated at a distance of 30 kms from Kolkata and used **exclusively** for the berthing of oil tankers at the River Moorings:

**(iv) Diamond Harbour Anchorage** situated at a distance of 50 kms from Kolkata.

**(v) Sagar Anchorage** about 150 kms from Kolkata, where very large vessels transfer their cargo into smaller vessels.

**(i) Haldia Dock Complex** at a distance of 130 kms from Kolkata.

The complex consists of Impounded Dock System, Oil Jetties in the river, Barge Jetties in the River and Haldia Anchorage for LASH vessels

(PHO Kolkata has a camp office at Haldia since 1990. Officials are posted in Rotation).

**(ii) Paradip Port-** Besides, ships coming to Paradip Port are inspected by the Officers from PHO, Kolkata for issuing SSCEC/SSC.

**1.1.1 Name & Address of the organization :**

Port Health Organisation ,  
Marine House , Hastings Kolkata 700022  
Tel No. 03322230414 / E-Mail: [phokolkata@rediffmail.com](mailto:phokolkata@rediffmail.com).

**1.1.2 Head of Organisation :**

Prof. Dr.Ranjan Das,  
Port Health Officer  
Port Health Organisation, Kolkata.

**1.1.3 Vision, Mission and key objectives:** Monitoring supervision and implementation of responsibilities /activities under IHR 2005 and Indian Port Health Rules with in the jurisdiction of PHO., Kolkata.

Ensuring safe environment and sanitary conditions to prevent entry/exit and spread of any public health risk through ships, cargo and international travelers

### **1.1.4 Functions & Duties**

Activities are related to implementation of International Health Regulations-2005 & Indian port Health Rules 1955(under revision) which are “designed to prevent the international spread of disease”.

#### **> Activities with regard to ships**

1. Granting of “free pratique” to Vessels arriving from foreign ports.
2. Carrying out ROUTINE HEALTH SCREENING of international passenger/crews on arrival-only crew members in case of Kolkata ports.
3. Isolation/quarantine of international passengers/crews with suspected communicable diseases or coming from yellow fever endemic port departing within the last 6 days without valid Yellow fever Certificate.
4. Issuance of Ship Sanitation Certificate - Port Health Organisation, Kolkata is one of WHO approved centers for issuing Ship Sanitation Control Certificate, Ship Sanitation Control Exemption Certificate and Extension of SSC Certificate.
5. Issuance of Health Clearance Certificate of dead bodies brought on board from abroad, after necessary formalities.
6. Inspection of Medicine Chest of ships & to issue Certificates thereof.

#### **> Activities within the Port premises-Surveillance and application of public health measures**

- a) Mosquito and rodent control activities.
  - b) General Sanitation- Joint Sanitary Inspection with Port Trust officials.
  - c) To ensure supply of safe drinking water inside the Port area.
- > **Yellow Fever Vaccination** - PHO, Kolkata is one of 27 centers designated by the GOI for administration of YFV. The vaccine is given on Monday/ Wednesday/ Friday, if it is not a holiday. Prior appointment is desirable.
- > **Issuance of central license under FSSAI ACT, 2006** - PHO, Kolkata is the Designated officer as per the provision of FSSAI, Act 2006 for issuing central license to all FBOs (Food Business Operator) operating in the Kolkata port premises.

**1.1.5) Organization chart :**

Port Health Officer,  
Dy. Port Health Officers,  
Health inspector & Health Asst.  
M.T.S & F.Ws  
Administrative and Supporting Staff

**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

**12) The powers and duties of its officers and employees: -**

**12.1) Powers and duties of officers:**

**i. Port Health Officer .**

- As head of organisation, he is responsible for detailed execution of decisions/ instructions of the Dte.GHS, MoH&FW or any other ministries of the Govt. of India.
- He monitors the overall activities of the Organisation.
- He acts as controlling Officer in respect of Port Health Organisation, Kolkata.
- He is responsible for budgetary control, expenditure control and ensures the best use of funds available at his disposal.
- As he is the Drawing and Disbursal Officer (DDO), he looks after all administrative work pertaining to the DDO.
- As per the provision of FSSAI, Act 2006 PHO,Kolkata is the Designated officer for issuing central license to all FBOs (Food Business Operator) operating in the Kolkata port premises.
- He is responsible for taking necessary steps in all legal matters related to PHO, Kolkata on behalf of the organisation, Dte. GHS, and the Govt. of India.

**ii. Deputy Port Health Officers .**

- To ensure that all vessels coming to the Kolkata Dock System are complying with the International Health Regulations and the Indian Port Health Rules.
- To supervise anti-mosquito activities within the port area and maintenance of Port sanitation jointly with the Health Officer of the Kolkata Port Trust through periodic sanitary inspection rounds.
- To issue license to the catering establishments of the food suppliers to vessels berthed at the seaports under the guidelines of the FSSAI.
- To administering vaccination against Yellow Fever to international travelers.

- To officiate as the Medical Officer-In-Charge of the Haldia Dock Office on rotational basis.
- To assist in the general administrative work of the organisation to ensure it's smooth functioning.
- Posted one H.A/F.W of the LBHU at Petrapole (West Bengal) against a permanent post.

### **1.2.2) Power and duties of other employees:**

#### **Head Clerk –**

- To supervise and oversee the work related to all the other employees.
- To prepare Court cases, Pension cases, Audit information, and Form-16, and file IT-return in Form-24 & 26.

#### **UDC/ LDC –**

- To look after purchase of stores, to prepare all correspondence related to Estt./ periodical returns/ maintenance of Service books/ leave applications, etc.
- Maintenance of cashbook and other records, cash handling, handling of cheques, preparation of various bills, receiving purchase bills, etc.
- Maintaining records regarding Budget, GPF contributions, withdrawals and advances, monthly and quarterly accounts and reconciliation with the PAO.
- To maintain records pertaining to stock register, livery grant, medical indent, and yellow fever vaccine stock.
- To prepare monthly/ annual report of yellow fever vaccination administered.

- Typing, receiving and dispatching of all correspondence with all system based work on computer.

#### **Health Inspector –**

- Supervision of anti-mosquito activity in the port area.
- Processing procurement and disbursement of various articles required for anti-mosquito activity.

- Assisting medical officer in the SSC inspection and sanitary inspection of ships.
- Computation of charges for SSCEC/SSCC Certificate.
- Participating in the joint sanitary inspection of the Port area.
- Assisting in the water sample collection from the port area.
- Maintenance of relevant records in the anti-mosquito and deratisation sections
- Preparation of all reports pertaining to epidemiological activity undertaken by the organization.

#### **Health Assistant**

- Supervising the anti-mosquito work of the field workers.
- Routine surveillance of the port area to detect possible breeding areas for mosquitoes and planning the action to be taken accordingly, in consultation with sanitary inspector and medical officer including rotational duty at Haldia Dock Office

#### **Field worker**

- Working under the direct supervision of the Insect collector, it is their duty to detect areas of water collection and possible breeding grounds for mosquitoes within the port area and undertake suitable anti-larval and anti-adult measures to prevent breeding of mosquitoes and keep the port area free of mosquitoes in general and Aedes mosquito in particular.
- To do rotational duty at the Haldia Dock Office.
- To assist Medical Officer posted at LBHU, Petrapole (West Bengal) in screening of passengers.

## **MULTI TASKING STAFF–**

- To carry out movement of files and other documents, and perform other regular duties of a peon common to all government offices.
- To assist in obtaining water samples periodically from the port area under the supervision of the medical officer and submit the same for testing at the AIIH &PH, Kolkata.
- To perform other miscellaneous duties assigned by officers.
- To assist the cashier including banking in his daily work, and to carry out movement of bills and all other documents related to accounts between the PAO's office and this office.
- To maintain the cleanliness of the office premises and its immediate surroundings.
- To do watch and ward duty in sections.

### **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)):**

#### **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) Procedure followed in the decision-making process:**

#### **1.3.1) Process of Decision making:**

- i. Regarding administrative policy matters, this office is implementing the decisions taken by the Govt. of India/ Ministry of Health & Family Welfare/ Dte.GHS.
- ii. During Inspection of ships, it is the discretion of the medical officer to take decisions in compliance with the International Health Regulations & the Indian Port Health Rules, in consultation with the Port Health Officer as and when required.
- iii. During inspection & sampling of imported food items it is the discretion of the medical officer to take decisions in compliance with the PFA Act & Rules, in consultation with the Port Health Officer as and when required.



iv. On routine office matters within his jurisdiction as Head of the Office and the DDO, the authority of decision-making lies with the Port Health Officer.

v. In various matters like purchase, MACP for Group-C employees, etc, a committee is formed from time to time who submits its recommendations to the Port Health Officer for final approval.

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

Prof. Dr. Ranjan Das,  
Port Health Officer,  
Port Health Organisation, Kolkata.

**1.3.3) Related provisions, act, 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 Channels 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 → Deputy Director General (IH) → Assistant Director General (IH) → PH(IH) Division & Central IH Division. At Local Level → Port Health Officer, Kolkata.

**1.4) Norms for the discharge of its functions:**

As set by the Dte.GHS, Ministry of Health & Family Welfare, Govt. of India, from time to time.

#### **1.4.1) Nature of function/ Service delivery:**

##### **(A) Related to clearance of vessels**

- a) clearance of vessels: -issuance of Free Pratique Health clearance
- b.) Inspection and Issuance of Ship Sanitation Certificate to Vessels: -
- c.) Inspection of provision and Issuance of Provision certificate: -
- d.) Inspection and Issuance of Medicine chest certificate: -
- e.) Clearance of Dead body:

##### **B) Inspection of water supply to ships & water barges: -**

##### **C) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control in docks and surrounding areas: -**

##### **D) Monitoring and Supervision of sanitation of facilities for port users: -**

##### **E) Monitoring and Supervision of sanitation control of cargo handling areas and yards:-**

##### **F) Medical examination of fresh seamen as and when referred by the Shipping Master: -**

##### **G) Vaccination for Yellow Fever Disease to International travelers: -**

##### **H) Licensing of Catering Establishments: -**

#### **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) Prof. Dr. Ranjan Das, Port Health Officer, Kolkata.

(B) PH(IH) Section, DGHS, Nirman Bhawan, New Delhi-110011

#### **1.5) Rules, regulations, instructions, manuals, and records used by the employees of Port Health Organisation.**

##### **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.

**1.5.4 Transfer policy.**

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

**1.6 & 1.6.1) Documents that are held by the Port Health Organisation can be broadly categorized into:**

- i. Administrative documents.
  - ii. Documents of Personnel details.
  - iii. Accounts & Finance documents.
  - iv. Documents related to license of food items supplied to the vessels in the port areas.
  - v. Documents related to Quarantine activities.
  - vi. Documents related to license of food items supplied to the vessels in the port areas.
  - vii. Documents related to Quarantine activities.

**1.6.2) Custodian of documents/categories**

Port Health Officer, Port Health Organisation, Kolkata.

Under Director General Health Service, Nirman Bhawan, New Delhi -110011

**1.7) Boards, Councils, Committees and other Bodies constituted as part of the Public Authority**  
**[Section 4(1)(b)(viii) RTI Act : 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.	Prof. Dr. Ranjan Das	Chairman
2.	Dr. N.Ghosh	Member
3.	Dr.A.Naskar	Member
4.	Shri P.K.Mandal	Member
5.	Shri P.Saha	Member
6.	Shri P.L.Singha	Member
7.	Shri D.Mali	Member
8.	Shri D.Majumdar	Member

**PREVENTIVE VIGILANCE COMMITTEE/GRIEVANCE COMMITTEE**

1.	Dr. A.Naskar	Chairman
2.	Dr. R.N.Mandal	Member
3.	Dr. Kumaresan M	Member

**1.8) Directory of its officers and employees as on 31.07.2023**

**Group 'A'**

Sl No.	Name & Designation	Pay Level in the Pay Matrix	Telephone Number		E-mail Id	Date of Appointment	Date of Superannuation
			Office	Residence			
1.	Dr N. Ghosh, CMO (SAG) & PHO	Level-14	033- 2223 0414	033-2529 2127	<a href="mailto:nisith.ghosh@gov.in">nisith.ghosh@gov.in</a> <a href="mailto:dr_nisith@rediffmail.com">dr_nisith@rediffmail.com</a>	24.12.1987	30.09.2026
2.	Dr A. Naskar CMO (SAG) & Dy. PHO	Level-15	033- 2223 0414	033-2353 8370	<a href="mailto:arunabha.naskar@gov.in">arunabha.naskar@gov.in</a> <a href="mailto:arunabhanaskar@ymail.com">arunabhanaskar@ymail.com</a>	22.10.1986	31.03.2024
3.	Dr R. N. Mandal, CMO (SAG) & Dy PHO	Level-15	033- 2223 0414	033- 2492 5883	<a href="mailto:rabindranath.mandal@gov.in">rabindranath.mandal@gov.in</a> <a href="mailto:rabinpapun@gmail.com">rabinpapun@gmail.com</a>	26.11.1987	31.01.2026
4.	Dr D. R. Mondal, CMO (SAG) & Dy PHO	Level-14	033- 2223 0414	033- 2526 8231	<a href="mailto:debranjn.mondal@gov.in">debranjn.mondal@gov.in</a> <a href="mailto:dr.debranjnmondal@gmail.com">dr.debranjnmondal@gmail.com</a>	30.08.1993	30.04.2024
5.	Dr.Kumaresam M. (M.O)	Level-10	033- 2223 0414		<a href="mailto:Kumaresan06071997@gmail.com">Kumaresan06071997@gmail.com</a>	28.06.2023	31.06.2059
6.	Dr.A.K.Pradhan	Level-10	033- 2223 0414		<a href="mailto:akhaya.pradhan@gov.in">akhaya.pradhan@gov.in</a>	26.09.2023	30.04.2058
7.	Dr.Kulothungan.S	Level-10	033- 2223 0414		<a href="mailto:kulothugan.s@gov.in">kulothugan.s@gov.in</a>	04.10.2023	31.10.2055
8.	Dr.Barathaja.E	Level-10	033- 2223 0414		<a href="mailto:barathraja.e@gov.in">barathraja.e@gov.in</a>	04.10.2023	31.05.2059

**Group 'B'**

SL.No.	Name & Designation	Pay Level in the Pay Matrix	Telephone Number & E-Mail		Date of Appointment	Date of Superannuation
			Office	Residence & E-Mail		

1.	Shri P. K. Mondal, Health Inspector	Level-8	033) 2223 0178	98303 09994 probirkm29@gmail.com	01.06.1988	31.12.2029
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**Group 'C'**

SL.No.	Name & Designation	Pay Level in the Pay Matrix	Telephone Number & E-Mail		Date of Appointment	Date of Superannuation
			Office	Residence &E- Mail		
1.	Shri T. Chakraborty UDC	Level-6	(033) 2223 0178	8697323404	01.02.1991	31.12.2029
2.	Shri T. K. Naskar LDC	Level-6	(033) 2223 0178	98365 48765	30.03.1989	31.08.2023
3.	Shri M. Talukdar LDC	Level-6	(033) 2223 0178	92390 76838	08.05.1992	30.11.2029
4.	Shri P. Saha LDC	Level-2	(033) 2223 0178	86209 67587	04.05.2018	28.02.2051
5.	Shri A. Kumar LDC	Level-2	(033) 2223 0178	9931366392	23.08.2023	31.05.2057
5.	Shri P. L. Singha Health Assistant	Level-4	(033) 2223 0178	90389 47839	10.05.1989	30.06.2029
6.	Shri D. Majumdar, MTS	Level-04	(033) 2223 0178	8017960441	01.07.1992	31.07.2027
7.	Shri iMundarlal Dhanuk, MTS	Level-03	(033) 2223 0178	91633 84690	19.07.1995	30.04.2029
8.	Shri R. Singh, MTS	Level-04	(033) 2223 0178	94321 86978	02.02.1998	30.09.2032
9.	Shri Susanta Koley, MTS	Level-03	(033) 2223 0178	94776 35960	04.02.2000	31.03.2035
10	ShriTapanGhosh, MTS	Level-03	(033) 2223 0178	99036 09402	03.02.2003	31.03.2024
11.	Shri D. Mali, Field Worker	Level-04	(033) 2223 0178	80130 72152	01.03.1989	30.11.2028
12.	Shri S. Mahato, Field Worker	Level-04	(033) 2223 0178	70447 29714	05.10.1990	31.03.2029
13.	Shri S. G. Giri, Field Worker	Level-03	(033) 2223 0178	94777 44886	11.03.1992	29.02.2024
14.	Shri C. Sadhukhan, H.A	Level-02	(033) 2223 0178	91633 87448	08.09.1992	31.01.2026
15.	Shri S. K. Manjhi, H.A	Level-02	(033) 2223 0178	90624 69921	01.02.2008	28.02.2030
16.	Shri Mahesh Kumar, H.A	Level-02	(033) 2223 0178	94741 56386	17.12.2014	31.05.2048
17.	Shri Deep Sarkar, H.A	Level-02	(033) 2223 0178	90385 52064	17.12.2014	31.05.2052

18.	Shri Dharambir Paswan, H.A	Level-02	(033) 2223 0178	70447 13043	22.12.2014	31.10.2049
19.	Shri Pankaj Paswan, H.A	Level-02	(033) 2223 0178	96748 50919	22.12.2014	30.06.2050
20.	Shri Kundan Kumar Yadav, H.A	Level-02	(033) 2223 0178	98367 62887	22.12.2014	28.02.2051
21.	Shri Dayal Das, H.A	Level-02	(033) 2223 0178	70447 13044	22.12.2014	30.04.2053
22.	Shri A.K.Singh H.A	Level-02	(033) 2223 0178	9939942070	31.12.2014	29.02.2052

### 1.10.2) Address & telephone number of each designated official

#### A) Public information officers (PIO)

Public Information Officer Name: Dr R N Mandal, M.B.B.S.

Designation: Dy. Port Health Officer,

Kolkata Address: Port Health Organisation, Marine House (Ground Floor), Hastings, Kolkata -700022

Telephone No: 033-2223 0414(O), 033- 2223 0178(O),

E-mail: [phokolkata@rediffmail.com](mailto:phokolkata@rediffmail.com)

#### B) Appellate Authority

**B.1)** Port Health Officer-**First** Appellate Authority

**B.2)** Director General- **Final** Appellate Authority

Central IH Division,

DGHS, Nirman Bhawan,

Min of H & FW,

Govt of India,

Telephone number -011-23061806

#### C)Contract Details of information and facilitation to provide under RTI applicant :

Dr. D.R.Mandal

CPIO & Dy PHO ,

Port Health Organization Kolkata-700022,

Tel No: 033- 2223 0414 ,

E-Mail-[debranjan.mondal@gov.in](mailto:debranjan.mondal@gov.in)