

GOVERNMENT OF INDIA
PORT HEALTH ORGANISATION: KANDLA
P.O. KANDLA PORT - 370 210 (KACHCHH)

No.PHK/RTI/12/ 1093-95

Dated: - 29th August, 2012.

To

Shri.R.K.Kalra,
Dy. Director (Admn).
DGHS.Genl./Admn.I Section.
Nirman Bhawan, New Delhi - 110011.

Sub: - Implementation of Section 4 of the RTI Act, 2005 - Updation of website
Port Health Organisation, Kandla - Regarding..

Ref: - Dte.'s O.M.No.D.19016/5/2012-Genl./Admn.I, dated 23rd August, 2012.

Sir,

With reference to the above, I am furnishing hereunder the requisite, on the subject cited above, on points 1, 2, 3 & 4, in respect of Port Health Organisation, Kandla, a Subordinate Office of the DGHS, MH&FW, Deptt. of Health, New Delhi, as on 31st July, 2012, for uploading in Ministry's website:-

1. No.
2. Not Applicable.
3. Updated information on 17 points, under Section 4(1) of the RTI Act, 2005, as on 31.07.2012, in respect of PHO Kandla, is attached herewith
4. Dr.S.Senthil Nathan, CMO (NFSG), Port Health Officer, Kandla,

Kindly acknowledge the receipt.

Thanking you.



Yours faithfully,

(Dr.S.Senthil Nathan)

Port Health Officer, Kandla, CMO (NFSG).

Encls: - As stated above.

Cc to:-

✓ 1. The Senior Technical Director, National Informatics, Room No. 145-A, Min. of I&FW, Nirman Bhawan, New Delhi, for favour of information & necessary action.

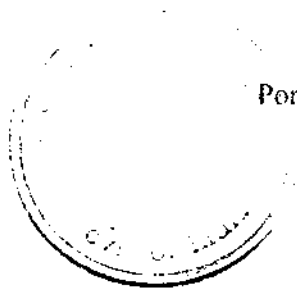
2. The Section Officer, RTI Section/ PH (III) Section, DGHS, New Delhi, for favour of information & necessary action w.r.t. their letter O.I.26011/17/2011-PH (III), dated 18.02.2011, and DGHS, New Delhi's letter quoted under reference, above.



(Dr. S. Senthil Nathan)

Port Health Officer, Kandla, CMO (NMSG).

Encls:- As above.



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

17 items(manuals) prescribed in clause (b) sub-section 1 of Section 4 which every public authority is required to publish within one hundred and twenty days from the enactment of this Act.

(i). Particulars of the Organisation, functions & duties:-

The Port Health Organisation, Kandla, is a Subordinate Office of the Govt. of India, Directorate General of Health Services, Min. of H&FW, and Deptt. Of Health, New Delhi.

This Organisation is a Statuary Organisation dealing in the matters of Public Health, in relation to the Port Activities at Point Of Entry with the target of awareness of general hygiene and introduction of IHR, 2005, PCS System, Screening and awareness of Swine Flu, Dengue, Rodent control measures in and around Kandla Port area, Rodent screening on ships etc. etc. However the main functions of this Organisation are:-

- a.) Implementation of the Indian Port Health Rules.
- b.) **Implementation of the International Health Regulations, 2005.**
- c.) Implementation of the Merchant Shipping Act.
- d.) Implementation of FSSA-2006 & FSSR-2011 by assisting Customs department for Imported food & as Local Health Authority for other Food Catering units in local port areas.

TOTAL STAFF SANCTIONED STRENGTH INCLUDING OFFICERS IS 20 (TWENTY) ONLY. DETAILS OF THE SANCTIONED, FILLED & VACANT POSTS ARE As under:-

<u>Sr.No.</u>	<u>Post Sanctioned.</u>	<u>No.of Post.</u>	<u>Group</u>	<u>Post Filled.</u>	<u>Post Vacant.</u>
01.	Port Health Officer.	01.	A	01.	Nil.
02.	Medical Officer.	01.	A	Nil.	01.
03.	Health Inspector.	02	B	02	Nil.
04.	Health Assistant (I.C.)	02	C	Nil	02
05.	L.D.Clerk.	02	C	01	01
06.	Food Inspector.	01	C	Nil	01
07.	M.T.S.	01	C	01	Nil
08.	Field Workers.	08	C	02	06
09.	Chowkidar.	01	D	Nil	01
08.	Safai Karamchhari.	01	D	Nil	01
Total: -		20.	--	07	13.

(ii). Powers and duties of officers and employees:-

a. Port Health Officer, Kandla – He is Head of the Office and overall incharge of the Port Health Organisation, Kandla, for Administrative & Technical functions. He is the DDO with Cheque drawing power. His duties & Functions, in brief, are:-

- (i) Looking after the Quarantine work at Kandla Port and at various minor ports of Gujarat
- (ii) Issue of Radio Free Pratique/Free Pratique/Health Clearance/SSCEC/SSCC at Kandla Port and at various minor ports of Gujarat.
- (iii) Issue of Medicine Chest certificates at Kandla Port / minor ports
Lifting of imported edible oils & Food samples for laboratory tests, at the request of Customs. L.H.A. for Food Safety Screening at local area (Seaport).
- (iv) Dead body clearance etc.
- (v) Yellow Fever Vaccinations to Ships crew members and local International travelers.
- (vi) Supervision, Inspection, Registration & Licencing of Ship Chandlers/Garbage Collectors/Water Suppliers/Canteens of ships & Port Docks
- (vii) Testing of Water samples for Potability.
- (viii) General sanitary round of Kandla Port and its surrounding areas.

b. Administration (Ministerial Staff):-

LOWER DIVISION CLERK.

There are two posts of LDC sanctioned, out of which One post is lying vacant He looks after all the administration work vis.-

- 1) He is in-charge of the office section and stores.
- 2) He is preparing paybills and all other bills and enclosures etc.
- 3) He is maintaining all accounts registers, Cash-book, Subsidiary Cash-book
- 4) He is maintaining Service Books, leave records, GPF of Upgraded Group C, Postage stamp
- 5) He is maintaining ACRs, Budget proposals, reconciliations.
- 6) He is maintaining Inward, Outward registers, typing, computing, quarantine registers
- 7) He is looking after all quarantine returns, administrative returns, monthly/quarterly expenditure statements etc and all other miscellaneous work entrusted by the head of Office

MULTI TASK STAFF.

- 1) He is assisting office Clerk in administrative work.
- 2) He is assisting PHO & Health Inspectors in Quarantine duties at Kandla Port & at various minor ports of Gujarat.
- 3) He is looking after all the jobs related to Post office.
- 4) He is engaged in daily dak delivery to all concerned
- 5) He is maintaining the office

SAFAI KARAMCHARI/SAFAIWALLA.

Regular post of Safaiwallah is lying vacant. However, a daily rated Safai Karamchari is engaged who is looking after the cleaning of office

CHOWKIDAR.

The regular post of Chowkidar/Watchman is lying vacant. However, a Daily Rated Chowkidar is engaged who is looking after the watchkeeping duties of the office premises.

(c) Technical/Field staff:-

1. Health Inspectors – 02. They are engaged for the following duties.

1. Supervision of Upgraded Group C and Group D employees..
2. General sanitation of the jetty area and colony area, Vector Surveillance and control Measures in port & port areas.
3. Quarantine duties at Kandla Port.
4. Quarantine duties at minor ports of Gujarat.
5. Yellow Fever Vaccinations to the International travelers.
6. Drawing of the samples.of imported edible oils and food stuffs with PHO
7. Inspection of eating establishments inside the port area.
8. Maintenance of all store and stock registers.
9. Maintenance of Attendance register of their subordinates.
10. Any other work entrusted by the Head of Office.

2. Field Workers. They are engaged for the following duties.

1. General sanitation of Kandla Port area and residential area.
2. Spraying of insecticides in the port and surrounding area
3. Anti mosquito and anti-rodent measures.
4. Inspection of eating establishment etc. with H.I. and PHO.
5. Quarantine work at Kandla Port & at various minor ports of Gujarat.
6. Any other work entrusted by the Office/His/PHO.

(iii) **The procedure followed in the decision making process,including channels of supervision and accountability .**

Administration :-

Office Works ---- L.D.C. ----- PHO.

Accounts Work---- L.D.C. ----- PHO.

Technical staff.

Health Inspector ----- PHO.

Field Workers ----- Health Inspector ----- PHO.

(iv) **The norms set by Ministry for the discharge of its functions.**

This office follows the Indian Port Health Rules,International Health Regulations,Merchant Shipping Act,FSSA-2006 & FSSR-2011 etc. The transaction of work at different levels are carried out in this department in accordance with the rules and regulations and Government's inspections, issued from time to time, promptly

(v) **The rules, regulations, instructions, manuals and records, held by the department or under its control or used by the employees for discharging its functions:-**

The Indian Port Health Rules, The International Health Regulations, The Merchant Shipping Act,FSSA-2006 & FSSR-2011,Medical Guide to Internatiuonal plying ships,Manual of Office Procedure,FSSR,Treasury Rules,CCS Conduis (CCA) Rules,Pension Rules,GFR, LTC Rules/CEA Rules, Medical Attendance Rules, World Atlas etc. are available at PHO Kandla and all regulatory Rules are in public domain through Ministry of Health & F.W.,WHO Websites etc.

(vi) Statement of categories of documents that are held by Port Health Organisation, Kandla or under its control:-

The documents held by this organisation are: - The monthly and quarterly administrative Reports, the monthly and quarterly accounts reports. All annual reports, ACRs of staff, Postage stamps, Service Books, GPF ledger of upgraded Group-C employees, Stock Registers, Paybill registers, all accounts and quarantine registers, Y.F. Vaccine register, Asset Register, Communal Roster, Attendance registers, Cash Books, etc. etc.

(vii) The particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:- All the work of this Organisation is as per the statutory requirements of the Government of India, under Indian Port Health Rules, International Health Regulations, FSSA-2006 & FSSR-2011, and Merchant Shipping Act etc. etc., which are all in the Public domain.

(viii). Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:-

Not Applicable, as there is no any board/council or committee constituted at Port Health Organisation, Kandla. However, the Port Health Officer, Kandla is always available to Public and Port Users for any grievances, information etc. etc.

(ix) Directory of Port Health Organisation, Officers & employees:-
See the table of S No 10.

(x). Monthly remuneration received by each of officers and employees :- (as on 31.07.2012)

Sr.No	Name	Designation	Scale	Grade Pay	Gross
01.	Dr. S. Senthil Nathan	PHO/CMO(NFSSG)	37400-67000	8700.00	108974.00
02.	Shri.R. N Dubey,	Health Inspector	9300-34800	4800.00	38779.00
03.	Shri K. D. Soni	Health Inspector	9300-34800	4600.00	35316.00
04.	Shri A. S. Pandey	Clerk-Cashier	9300-34800	4800.00	35273.00
05.	Shri Nanalal A Rathod	M T S	5200-20200	2000.00	19937.00
06.	Shri D V Mangalia	Field Worker	5200-20200	2000.00	19682.00
07.	Shri.Ramesh A Rathod	Field Worker	5200-20200	1900.00	17129.00

(xi). The budget allocated to this Organisation, Non plan, and expenditures, etc.:-

Sr. No.	Sub Heads.	Annual Budget sanctioned for the years 2011-12
1.	Salaries	4,500,000
2.	Medical Treatment	300,000
3.	Wages	200,000
4.	Travel expenses	300,000
5.	Office Expenses	500,000
6.	Rent, Rate & Taxes	1,001,000
7.	Material & Supply	300,000
8.	Other Charges	100,000
9.	Minor Works	2,500,000
Total:		9,701,000

(xii). Execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:-

Not Applicable, as there is no any subsidy or grant-in-aid programme at PHO Kandla

(xiii). Particulars of recipients of concessions permits or authorizations granted by the Organisation:-

Not Applicable

(xiv) Information held by the Ministry in the electronic form:-

To refer to the website www.mohfw.nic.in and the email id is phokandla@gmail.com

(xv) Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use. There is no library or reading room for Public in this office. However, the working hours of office are:-

Working Hours:-Administration: - 09:30 hrs to 18:00 hrs.
Technical : - 08:00 hrs to 16:00 hrs.

(xvi). The names, designations and other particulars of the Public Information Officers
The Public Information Officer (being the Head of Office) for this Organisation is -

Name of the Officer: - Dr.S.Senthil Nathan,

Designation: Port Health Officer/Chief Medical Officer (NFSG).

Address: - Port Health Organisation, Kandla,
P.O. Kandla Port, District: - Kachchh
Pin Code No.370 210,
Gujarat

Telephone No. - 02836-270189/270220,

Fax No :- 02836-270189

Telegram :- QUARTANTINE KANDLA,
SANGRODH KANDLA.

E Mail :- phokandla@gmail.com

Mobile No.
(Personal.) - 09428506206.

(xvii). such other information as may be prescribed:-
Not Applicable.