

**GOVERNMENT OF INDIA
PORT HEALTH ORGANISATION
MANDAPAM CAMP/TUTICORIN**

A. Organisation, functions, and duties:

This Organisation was established on 1.2.1963 for the Port of Mandapam /Dhanuskodi /Rameswaram and it is a 'Designated and Approved Port ' for issue of 'Ship Sanitation Control/ Control Exemption Certificate to Ships'. Due to suspension of international movement of ships, the organization was shifted to Tuticorin Port and full-fledged functions commenced from 13.11.2007. The functions and duties of the organisation primarily include :

- *Medical examination, isolation and care of infected persons on international travel
- * Onboard sanitary inspection, disinfection and disinsecting of ships,
- *Supervision of active anti-mosquito measures in port and port premises,
- *Collection and examination of rodents for plague infection,
- *Assisting Customs in analysing and clearing imported food samples,
- *Verification and issue of Health Documents.
- *Providing Yellow Fever Vaccination (Approval of Vaccination Centre is awaited and will be notified shortly)

B. Powers and duties of its officers and employees:

1.Designation: Port Health Officer : Powers:

Administrative:

- 1.Head of Office with statutory & administrative powers delegated by Head of Deptt.
- 2.Appointing & Disciplinary Authority for certain Group C & all Group D posts
- 3.Controlling Officer for all non-gazetted staff.

Financial:

- 1.Drawing & Disbursing Officer for the establishment
- 2.Statutory powers delegated under Delegation of Financial Powers Rules, 1978
- 3.Other financial powers delegated by Head of Deptt.

Others:

- 1) A Regulatory Authority established under the Indian Ports Act, 1908 as 'Health Officer of Port' with the following powers:
 - a) with respect to any vessel, the powers conferred on a Shipping-Master by the Indian Merchant Shipping Act, 1859 (1 of 1859), section 71;
 - b) Power to enter on board any vessel and medically examine all or any of the seamen or apprentices on board the vessel;
 - c) Power to require and enforce the production of the log-book and any other books, papers or documents which he thinks necessary for the purpose of enquiring into the health and medical condition of the persons on board the vessel;
 - d) Power to call before him and question for any such purpose all or any of those persons and to require true answers to any questions which he thinks fit to ask;
 - e) Power to require any person so questioned to make and subscribe a declaration of the truth of the statements made by him.
- 2) Under The Prevention of Food Adulteration Act, 1954 and The Prevention of Food Adulteration Rules, 1955, the Port Health Officer functions as Local Authority and Local

(Health) Authority for Local Area of Port jurisdiction. The Local Authority appoints the 'Licensing Authority'.

Duties:

1. Medical examination, isolation and care of infected persons on international travel.
2. Onboard sanitary inspection, disinfection and disinsecting of ships
3. Supervision of active anti-mosquito measures in port and port premises
4. Collection and examination of rodents for plague infection
5. Assisting Customs in analysing and clearing imported food samples
6. Verification and issue of Health Documents.

2.Designation: Health Inspector: Powers: Subordinate staff: No independent powers.

- Duties:
1. Assisting Port Health Officer during onboard inspection of ships, and fumigation of infected or suspected ships arriving from Yellow Fever infected area.
 2. Periodical sanitary supervision for keeping the port premises and port area free from mosquitoes in their larval and adult stages.
 3. Inspection of catering establishments in Port Area as a Food Inspector.
 - 4 Supervision of Group C & D staff deputed for field work.

3.Designation:U.D.C.: Powers: Subordinate staff: No independent powers.

Duties: A ministerial dealing assistant for works related to house keeping and clerical work involved in substantive functions.

4.Designation: Peon: Powers: Subordinate staff: No independent powers.

Duties: A non-ministerial supporting staff in the office to assist higher officials in their official duties without prejudice to individual's dignity.

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: From UDC/Sanitary Inspector to Port Health Officer. No intermediate supervision is available. The Port Health Officer is accountable for decisions taken 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.The Prevention of Food Adulteration Act, 1954
- Rules:
- 1.The Indian Port Health Rules, 1955
 - 2.The Unberthed Passenger Ships Rules, 1954
 - 3.The Prevention of Food Adulteration Rules, 1955
 - 4.The Merchant Shipping (Carriage of Medical Officers) Rules, 1961
 - 5.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 :

Category A : Nil

Category B-Keep:

1. Copy of Acts, Rules, & Regulations administered by this CPIO.
2. The International Journal of Public Health.
3. Guidelines & 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 Analysis of Imported Food Samples.
6. Register of Medicines Chest Certificates.
7. Register of Dead Body Clearance.
8. Certificates of Analysis of Imported Food Samples.

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

G. Arrangement for consultation with and representation by members of the public in relation to formulation of policy or implementation thereof

- i) Being a Subordinate Authority established for implementation of Policies of the Government of India, this CPIO has no role in Formulation of Policies.
- ii) Representation for public in relation to implementation of policies is possible through constitution of specific committees. At present no such committee is existing. The matter of constitution of such committees will be considered in the future.

H. Boards, Councils, Committees and other Bodies:

_____No Board, Council, Committee or body consisting of two or more persons is existing as a part of this CPIO.

I. Directory of Officers and Employees:

A.Regular Employees:

S. No.	Name & Designation	Telephone/Fax/E-mail	
		Office	Residence
1	Dr.M.Maheswari Port Health Officer	STD Code: 0461 Phone: 2353341 Fax: 2353314 E-mail: phott@dataone.in	9788810200
2	Shri K.Jayakumar Health Inspector	--	9443140775
3	Shri S.Sinnamallian U.D.C.	--	9865436526
4	Shri A.Muniyandi Peon	-	

B.Persons onContract Engagement:

Name	Designation	Office Phone	Residence Phone
Dr.G.K.Muthu Esakki	Medical Officer	9994277667
Shri M.Muthuraj	Sanitary/Health Inspector	9944318013
Shri M.Senthil Kumar	Sanitary/Health Inspector	9787151006
Shri M.Balamurugan	Insect Collector (Health /Asstt.)	9944661667
Kum.M.Devaki	Data Entry Operator/LDC	9788818869
Shri N.Mariappan	Field Worker	9842604068
Shri M.Malairajan	Peon-cum-Safaiwala	9842411928

J. Monthly remuneration received by officers and employees:

A.Regular Employees:

S. No.	Name	Designation	Monthly Remuneration	Compensation/ Compensatory allowance	The Procedure to determine the remuneration as given in the Regulations
1	Dr.M.Maheswari	Port Health Officer	34586	1856	As per Govt. of India Rules & Orders on Salaries & allowances issued from time to time.
2	Shri K.Jayakumar	Sanitary Inspector	25742	3098	
3	Shri S.Sinnamallian	UDC	18535	928	
4	Shri A.Muniyandi	Peon	9015	1214	

B. Persons on contract engagement:

S. No.	Name	Designation	Monthly Remuneration Rs.	Compensation/ Compensatory allowance	The Procedure to determine the remuneration as given in the Regulations
1	Dr.G.K.Muthu Esakki	Medical Officer	20,000	Nil	As fixed by Competent Authority from time to time.
2	Shri M.Muthuraj	Sanitary/Health Inspector	12,000	Nil	
3	Shri M.Senthil Kumar	Sanitary/Health Inspector	12,000	Nil	
4	Shri M.Balamurugan	Insect Collector (Health /Asstt.)	7,000	Nil	
5	Kum.M.Devaki	Data Entry Operator/LDC	7,000	Nil	
6	Shri N.Mariappan	Field Worker	5,000	Nil	
7	Shri M.Malairajan	Peon-cum-Safaiwala	5,000	Nil	

K. Budget Grant and Expenditure made:

Head	Year	Head	B.E.	R.E.	F.E.	Expenditure
2210-	2005-06	Non-Plan	6,14,000	6,63,000	6,14,000	6,11,434

Airport/ Port Health Organi- sation	2006-07	Non-Plan	7,06,000	825000	800000	6,74,394
		Plan	15,00,000	-	-	2,31,216
	2007-08	Non-Plan	8,25,000	10,25,000	8,80,000	8,31,484
		Plan	15,00,000	15,00,000	15,00,000	4,28,505
	2008-09	Non-Plan	10,25,000	13,25,000	12,30,000	12,08,847
		Plan	15,00,000	12,00,000	5,00,000	4,41,691
	2009-10	Non-Plan	13,25,000	-	-	-
		Plan	12,00,000	-	-	-

L. Subsidy Programmes and beneficiaries:

No subsidy programme is being administered by this CPIO.

M. Grant of Concessions, Permits or Authorisations:

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

N. Availability of Information in electronic form: Nil

O. 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 09.00 AM to 05.30 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.

P. Public Information Officers: The details of Central Public Information Officer of this Organisation is as follows:

Dr.M.Maheswari	Office Phone:0461-2353341
Port Health Officer	Fax: 0461-2353314
Mandapam Camp/ Tuticorin	Residence.: .9788810200
	E-Mail : phott@dataone.in

Dated the 26th May, 2009
Tuticorin.

DR.M.MAHESWARI
PORT HEALTH OFFICER
MANDAPAM CAMP/ TUTICORIN