



भारत सरकार / Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय / Ministry of Health & Family Welfare

स्वास्थ्य सेवा महानिदेशालय / Directorate General of Health Services

पतन स्वास्थ्य संगठन / PORT HEALTH ORGANISATION

मेरिन हाउस, हेस्टिंग्स/ Marine House, Hastings

कोलकाता / Kolkata – 700022

दूरभाष / Telephone: 033-22230414/ 22230178

फैक्स / FAX: 033-22230435

No. 271 /PHO-CC1/2024-25

ई-मेल / E-Mail: pho.kol-mohfw@gov.in

[phokolkata@rediffmail.com](mailto:phokolkata@rediffmail.com)

Date: 24/07/2025

## Circular


### **Sub: Standard Operating Procedures (SOP) for inspection/ certification of international vessels, Reg**

In partial modification of Circular No. 91/PHO-CC1/2024-25 dated 27/03/2025 on the above subject, the following revised instruction is issued and shall be effective from **01/08/2025**:

For achieving expeditious and digitized operations, the Port Health Organization (PHO) Kolkata, under Dte. GHS, MoHFW has decided to modify its Standard Operating Procedures (SOP) with respect to the following inspections/ certifications for clearance of international vessels:

Sl No	Type of Inspection/ Certification	Date of Implementation	Remarks
1.	<b>During Routine Sanitary Inspections,</b> as documents are already submitted in NLP Marine, PHO will no longer collect hard copies onboard. - However, as per Rule 6 of the Indian Port Health Rules, 1955, during inspection, if deemed necessary, PHO officials may demand submission of relevant documents from the ship captain or master. - The intimation letter, previously submitted in hardcopy, can now be sent via email.	01.08.2025	As per Port Health Rules & digitization drive
2.	<b>Ship Sanitation Certification (SSC):</b> Documents not submitted on NLP Marine portal are required in hardcopy: (i) Bharat Kosh Payment Receipt (ii) Ship Particulars (iii) Medicine Chest Certificate (iv) Last One Month Records of Medical Log (v) Last waste disposal records (vi) Latest Water Analysis Report (vii) The freshly Issued SSC	01.04.2025	For PHO Records
3.	<b>Medicine Chest Certification:</b> Documents not submitted on NLP Marine portal are required in hardcopy: (i) Medical inventory list (ii) The freshly Issued Medical Chest Certificate	01.04.2025	For PHO Records
4.	<b>Sail Out/ Health Clearance certificate:</b> The certificate is currently issued online through NLP Marine.	01.04.2025	Hardcopy certificates may apply for emergencies/ technical glitches



  
24/7/25.

Dr. Nibedita Das  
Port Health Officer  
Port Health Organization,  
Kolkata

To –

1. The PS to the Chairman, Syama Prasad Mookerjee Port Trust, Kolkata (SMPK) ([chairman@kolkataporttrust.gov.in](mailto:chairman@kolkataporttrust.gov.in))
2. Director of Marine Department (DMD), SMPK ([dmd@kolkataporttrust.gov.in](mailto:dmd@kolkataporttrust.gov.in))
3. Secretary, SMPK ([secretary@kolkataporttrust.gov.in](mailto:secretary@kolkataporttrust.gov.in))
4. The Traffic Manager, SMPK ([tm@kolkataporttrust.gov.in](mailto:tm@kolkataporttrust.gov.in))
5. Capt. Aninda Guha Thakurta, Dy. Harbour Master, SMPK ([capt.anindya.hdc@kolkataporttrust.gov.in](mailto:capt.anindya.hdc@kolkataporttrust.gov.in))

With the request to kindly bring above to the notice of all shipping agencies of Kolkata & Haldia Dock complex for compliance.

Copy to:

1. The Addl. DDG, Dr. Senthilnathan S, Dte.GHS ([ddg.cihd-mohfw@gov.in](mailto:ddg.cihd-mohfw@gov.in))
2. The Director, PHIH Section, Dte.GHS ([phi.h.section@gov.in](mailto:phi.h.section@gov.in))
3. PS to the JS (GM), Dte.GHS ([yrajendrasingh@nic.in](mailto:yrajendrasingh@nic.in))
4. PSO to the DGHS, Dte.GHS ([dghs@nic.in](mailto:dghs@nic.in))