



## MEMORANDUM

Ref. No. ....

Date : .....

The Cigarette and Other Tobacco Product Act, 2003 was enacted in 2003 essentially to discourage the consumption of cigarettes and other tobacco products and to protect youth and the general population from the harmful effects of tobacco use. This act is applicable to the entire country.

Section 4 and Section 6 of COTPA prohibits smoking in public places. Schools, Health Facilities, Borough Offices along with other workplaces and line, are also the public places as defined under COTPA act and are abide by the law to comply with the provisions of Section 4 of COTPA. Section 6 of COTPA protects the minors and youths from tobacco by regulating and restricting the tobacco business. All educational institutions as defined under COTPA and are abide by the law to comply with the provisions Section 6 of COTPA.

Borough XV, KMC is committed for the strict implementation of tobacco control legislation under its jurisdiction. Declaring all facilities like offices, health centers, Educational Institutes and Parks tobacco free is one of the important strategies. In order to ensure the tobacco-free facilities and offices, following steps may be ensured at your level.

1. Display the 'No Smoking' signage prominently at the entrance and additionally displaying at every entrance, every floor in addition to other conspicuous places within the facilities. Display of another signage "Tobacco free educational Institution" at main gate/outer boundary informing prohibition of sale of tobacco products within 100 yards distance of any educational institutions.
2. The signages must be in English, Bengali or in Hindi.
3. Ensure that nobody (teachers, staffs, students, patients and visitors) use any form of tobacco (smoking and smokeless) in the whole office or educational institution campus including canteens and hostels.
4. Displays the name of the person at just below the signage to whom a complaint may be made. The specifications of signage are annexed.
5. Ensure that no smoking aids like ashtrays or lighters (used for smoking purpose) are present in the public places and educational institutions as well.
6. Ensure that no tobacco products are being sold or offered in the whole campus of the public places including in the canteen, hostel, mess and within 100 yards of the outer boundary/main gate of the educational institution.
7. Ensure random checking at the probable points of violation especially during the peak hours.

It is further added that under the law (copies attached for reference), the head of institution or designated officer are authorized to fine a person up to Rs. 200/- who used tobacco products in the institute's campus including the canteen.