



GOVERNMENT OF WEST BENGAL

Office of the District Inspector of School
Secondary Education, Jalpaiguri

Email: dissejal2017@gmail.com :: Phone: 03561-230171

Memo: 1562

Date: 28.08.18

From : District Inspector of School (Secondary Education),
Jalpaiguri

To : Head of Institution,
All School (Jr. High, Secondary & Higher Secondary), Jalpaiguri District

Ref: No. 1004-SE/S/10M-60/17 Dt. 14.11.2017 of Principal Secretary to the Govt. of West Bengal,
School Education Department.

Sub: Taking measure towards implementing the 'Tobacco Free School Policy & formation of 'Tobacco Control School Committee'.

With reference to the aforecited, the undersigned is directed to HM/TIC of all Jr. High, Secondary & Higher Secondary School of Jalpaiguri district for implementation of 'Tobacco Free School Policy' & formation of 'Tobacco Control School Committee' in pursuance of the Cigarette & Other Tobacco Product Act, 2003 (COTPA).

For smooth implementation, the following activities need to be ensured in your institution.

1. Displaying of '**NO SMOKING AREA** - Smoking here is an Offence' signage (in local language) at prominent places like corridor, entrance, stair, lift etc.
2. No smoking or chewing of tobacco inside the premises by Student/Teachers/Other staff/Guardians/Visitors to be ensured by the school authority.
3. Declaration by school as a '**Tobacco Free School**' & displaying signage of '**Tobacco Free Educational Institution**' prominently (in local language) at main gate & boundary wall and ensure that there is no sale of any form of tobacco within a radius of 100yards of outer wall of institution.
4. Formation of a Tobacco Control School Committee, chaired by the Head of the institution(HM/TIC) and comprising of Nodal Teacher, President/Secretary of MC, Two(02) Guardian representative & Panchayat member/Municipal councilor as member & shall monitor tobacco control activities.

It is also mentioned in COTPA, 2003 (Law & Statuaries) that the Head of Institution (HM/TIC) can impose fine upto Rs.200 on a person who uses/sells tobacco product within the premises of an Educational Institution.

Now, you are requested to take initiatives & do needful for creating a 'Tobacco Free Environment' and keep up the sustainability.

This is for your kind information & necessary action please.

Encl: Annexure Sheet
with rules/guidelines.

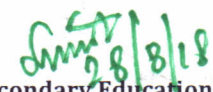

D.I of School (Secondary Education)
Jalpaiguri

Memo. No: 1562/1(7)

Date: 28.08.18



Copy Forwarded for Information & Necessary Action to the:

1. District Magistrate, Jalpaiguri
2. ADM(Health), Jalpaiguri.
3. Chief Medical Officer of Health, Jalpaiguri
4. Dy.CMOH-II & DNO(NTCP), Jalpaiguri.
5. District Programme Officer (SSM), Jalpaiguri
6. OC (Health), District Administration, Jalpaiguri
7. Office Copy


D.I of School (Secondary Education)
Jalpaiguri

Annexure Sheet

❖ Signage of No Smoking Area

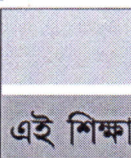
<div style="text-align: center; margin-bottom: 10px;">  <p style="font-size: small;">3 cm 15 cm</p> </div> <p style="text-align: center; font-weight: bold;">ধূমপান মুক্ত এলাকা এখানে ধূমপান করা আইনত দণ্ডনীয় অপরাধ</p> <p style="text-align: center; font-size: small;">অমান্য করলে ২০০ টাকা জরিমানা।</p> <div style="border: 1px solid black; padding: 5px; font-size: x-small;"> <p>এখানে কেউ ধূমপান করলে নিম্নলিখিত ব্যক্তির কাছে অভিযোগ করুন</p> <p>শ্রী/শ্রীমতি _____</p> <p>পদ _____</p> <p>দুরভাস নং _____</p> <p style="text-align: right;">-এর কাছে অভিযোগ দায়ের করুন।</p> </div>	<div style="text-align: center; margin-bottom: 10px;">  <p style="font-size: small;">3 cm 15 cm</p> </div> <p style="text-align: center; font-weight: bold;">গৈর ধূমপান ক্ষেত্র যहाँ ধূমপান करना अपराध है।</p> <p style="text-align: center; font-size: small;">उल्लंघन करने पर 200/- रुपये तक जुर्माना किया जाएगा।</p> <div style="border: 1px solid black; padding: 5px; font-size: x-small;"> <p>यदि आप को कोई भी धूमपान करते दिखाई देता है तो कृपया निम्न अधिकारी को शिकायत करें।</p> <p>1. श्री/श्रीमती _____</p> <p>2. पदनाम _____</p> <p>3. फोन / मोबाइल नं. _____</p> </div>
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Schedule II (under Section: 4 of COTPA, 2003)

- The board shall be of a minimum size of 60 cm by 30 cm of white background.
- It shall contain a circle of no less than 15 cm outer diameter with a red perimeter of no less than 3 cm wide with a picture, in the centre, of a cigarette or beedi with black smoke and crossed by a red band.
- The width of the red band across the cigarette shall equal the width of the red perimeter.
- The board shall contain the warning "No Smoking Area – Smoking Here is an Offence", in English or one Indian language, as applicable.

❖ Signage of Section : 6(b) under COTPA, 2003

Tobacco Free Educational Institution

<div style="text-align: center; margin-bottom: 10px;">  <p style="font-size: small;">3 cm 15 cm</p> </div> <p style="text-align: center; font-weight: bold;">তামাক মুক্ত শিক্ষা প্রতিষ্ঠান</p> <p style="text-align: center;">এই শিক্ষাপ্রতিষ্ঠানের ১০০ গজের মধ্যে সিগারেট এবং অন্যান্য তামাকজাত দ্রব্য বিক্রয় করা কঠোর ভাবে নিষিদ্ধ এবং সিগারেট এবং অন্যান্য তামাকজাত দ্রব্য আইনের ২৪ নং ধারা অনুযায়ী দণ্ডনীয় অপরাধ সঙ্গে ২০০ টাকা জরিমানা।</p> <p style="text-align: right; font-size: x-small;">আদেশানুসারে - অধ্যক্ষ/অধিকর্তা/ শিক্ষা প্রতিষ্ঠানের হেডমাস্টার</p>

❖ A Tobacco Control School Committee comprising of

Head of the Institute (Principal/HM/TIC)	Chairperson	Note: <ol style="list-style-type: none"> The committee shall monitor the Tobacco Control activities of school/college. No Smoking or Chewing of Tobacco inside the premise by Student/Teachers/Other Staffs/Guardians/Visitors. Please tag with Parent's meeting/MC meeting convenient accordingly.
Secretary/President of Managing Committee(MC)	Member	
Nodal Teacher	Member	
Parents/Guardian Two(02) Representatives	(02) Member	
Local Municipal Councilor	Member	
Local Member of PRI(Panchayat)	Member	

Please follow rules/guideline & do needful for success of the said programme.

Thanking you.


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