

Telephone No. 2561-5061 [chairman\\_garulia@rediffmail.com](mailto:chairman_garulia@rediffmail.com) Fax no. 2540-8432 (033)

**Office of the Councillors, Garulia Municipality**

P.O. Garulia, Dist – North 24 Parganas

***Sri Sunil Singh***  
***Chairman***  
**Garulia Municipality**

Memo No.

Date:29-11-2016

**M E M O R A N D U M**

The Cigarette and Other Tobacco Products 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, Municipal Offices along with other work places 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.

Garulia Municipality 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.

It is essential that all necessary steps to be taken to implement Section 4 and Section 6 of COTPA. Ensure that the display of specified signage under COTPA is must, even if you don't come across any visible violation in your jurisdiction. Eliminating the violations, complying with the law and making a public place- a **"Smokefree Public Place" or "Tobacco Free Educational Institute"** is a specific responsibility of the concerned Head/In-charge of the public place or educational institution.

It is further to be notified that Municipal Commissioner, Executive Officer, Finance Officer and Health Officer of the Municipality would be the designated officials for making the municipality smoke-free. However, Sanitary Inspectors, Community Organizer/Town Project Officers, OSD/Head Clerk and Urban Planner have been entrusted to report violations to the aforesaid officials to take necessary actions against the same. Fortnightly raids by the designated Officials may be made in this regard.

Status of the action may kindly be shared with this municipal authority. We would be happy to extend any technical support, which you may need.

Let's make our Municipality a healthy place for our new generation.



  
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