



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT HEALTH & FAMILY WELFARE SAMITI**  
**11, DR. P. K. BANERJEE ROAD, LICHUBAGAN, HOWRAH – 711101**  
**TELE-FAX: 26412074 / 1805, URL: www.swasthyalipihowrah.org**  
**E-MAIL: cmoh\_hwh@wbhealth.gov.in / cmoh.how@gmail.com**

No: DHFWS/ HOW/ 948/2014

Date: 26/09/2014

**MEMORANDUM**

The Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 was enacted in May 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 of COTPA prohibits smoking in public places. Schools, Health Facilities, Offices etc. are also the public places as defined under COTPA and are abide by the law to comply with the provisions of Section 4 of COTPA.

It is commonly seen that tobacco products are being sold and consumed in the health care facilities and offices in the State, this is against the law as well as unethical for a department like ours which work for improving health of the people.

Howrah District Authority is committed for the strict implementation of tobacco control legislation in the district, declaring all facilities and offices 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
2. The signages must be in English or in Bangla
3. Displays the name of the person at just below the signage to whom a complaint may be made. The specifications of signage is annexed.
4. Ensure that no smoking aids like ashtrays or lighters (used for smoking purpose) are present in the facilities.
5. Ensure that nobody (faculties, staff, patients and visitors) use any form of tobacco (smoking and smokeless) in the whole campus including canteens.
6. Ensure that no tobacco products are being sold or offered in the whole campus including the canteen.
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 references*), the head of institution or designated officer are authorised to fine a person of Rs. 200/- who used tobacco products in the institute's campus including the canteen.

It is essential that all necessary steps are taken at the facilities & offices under all Departments at different-levels in the District of Howrah to implement Section 4 of COTPA. Ensure that the display of specified signage under COTPA is must. Eliminating the violations, complying with the law and making facilities and offices a "Tobacco free" is a specific responsibility of a head/incharge.

Status of the action may kindly be shared within 45 days of receipt of this letter. The Dy CMOH-II & District Tobacco Control Cell, Howrah may be contacted for technical support which you may need.

A CD containing different GOs, communications from the State Authority, signage etc. is enclosed herewith for taking immediate action.

District Magistrate & Executive President  
DHFWS, Howrah

Chief Medical Officer of Health & Secretary  
DHFWS, Howrah



No: DHFWS/HOW/948/1(160)/2014.

Date: 26/09/2014

Copy forwarded for kind information and taking necessary action to:

1. The Sabhadhipati, Howrah Zilla Parishad.
2. The Mayor, Howrah Municipal Corporation
3. The DHS & e.o. Secretary, Govt of WB, Deptt of H&FW
4. The State Mission Director, NHM, Govt of WB, Deptt of H&FW
5. The Commissioner, Howrah Municipal Corporation
6. The ADHS (Oncology), Govt of WB, Deptt of H&FW
7. The ADM (G) / (P) / (D) / (L&LR), Howrah
8. The Executive Director, MANT, Kolkata
9. The Secretary, Howrah Zilla Parishad
10. The Karmadhakshya, Jana Swasthya-O-Paribesh Sthayee Samiti, Howrah Zilla Parishad.
11. The Dy CMOH-I / II / III / DMCHO / ZLO, Howrah
12. The Commissioner of Police, Howrah
13. The Superintendent of Police (Rural), Howrah
14. The SDO (Sadar / Uluberia), Howrah
15. The PD, DRDC, Howrah
16. The OC-Health, Howrah.
17. The ZHO, KMHUO, Zone-V
18. The Chairperson, Bally Mpty / Uluberia Mpty
19. The ACMOH (Sadar / Uluberia / (PH&FW)-cum-DTO / MA), Howrah
20. The DPHNO, Howrah
21. The Divisional Forest Officer, Howrah
22. The RTO, Howrah
23. The DPRDO, Howrah
24. The DPO, SSM, Howrah
25. The DICO, Howrah
26. The DPO - ICDS, Howrah
27. The DSWO, Howrah
28. The DRM, Howrah Division
29. The DI of Schools (Secondary), Howrah
30. The DI of Schools (Primary), Howrah
31. The Superintendent, \_\_\_\_\_ DH / SDH / SGH / IDH (all)
32. The Superintendent Engineer, KMDA, RE Sector
33. The Executive Engineer, PWD, Howrah Cons Div / Civil - Howrah Div / CB
34. The Executive Engineer, PWD, Western Electrical Div, Howrah / Uluberia
35. The Executive Engineer, PHE, Mechanical / Civil / Electrical, Howrah
36. The Executive Engineer, Agri Irrigation / Agri Mechanical, Howrah
37. The Regional Manager, WBSEDCL
38. The Deputy Director, ARD, Howrah
39. The District Controller, Food & Supplies, Howrah
40. The Deputy Director, Technical Education, Howrah
41. The Deputy Commissioner, Labour, Howrah
42. The District Horticulture Officer, Howrah
43. The Lead District Manager, UCO Bank / UBI, Howrah
44. The Divisional Fire Officer, Fire & Emergency Services, Howrah
45. The Assistant Director, Fisheries, Howrah
46. The Assistant Registrar, Cooperative Societies, Howrah
47. The General Manager, DIC, Howrah
48. The Sabhapati, \_\_\_\_\_ Panchayat Samiti (all)
49. The BDO, \_\_\_\_\_ Block (all)
50. The BMOH/MOIC, \_\_\_\_\_ BPHC / RH (all)
51. The OSD (Health), HMC
52. The Health Officer, Bally Mpty / Uluberia Mpty
53. The CDPO, \_\_\_\_\_ Block / Urban (all)
54. The SI of Schools \_\_\_\_\_ (all)

Chief Medical Officer of Health & Secretary  
DHEWS, Howrah