



Government of West Bengal
Department of Health & Family Welfare
Swasthya Bhavan, GN 29, Sector-V, Salt Lake, Kolkata-91

Memo No. HFW/NCD/NTCP/139/2017

Dated. 05/07/2017

To
All Principals of MCHs/Directors/CMOHs,
Health & Family Welfare Department
Government of West Bengal

Subject: Tobacco Free Health care facilities & offices under Health & Family Welfare Department.

The Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 (COTPA) 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.

Section 4 of COTPA prohibits smoking in public places. Health care facilities and government offices are also public places as defined under COTPA and are to comply with the provisions of Section 4 of COTPA.


The Health & Family Welfare Department is committed towards improving health of the people as well as implementation of the tobacco control legislation. Promoting Tobacco free health care facilities and offices is an initiative towards this. In order to ensure the tobacco free health care facilities and offices, it is reiterated that the following steps to be taken by you:-

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 health facilities or offices. (The specification of signage is enclosed).
2. The signages must be in English, Hindi or in Bengali.
3. Display the name of the person at just below the signage to whom a complaint may be made, if necessary.
4. Ensure that smoking aids like ashtrays or lighters (used for smoking purpose) are removed found in the health care facility or office. Designated smoking rooms or zones are NOT permissible.
5. Ensure that nobody (faculties, staff, patients and visitors) use any form of tobacco (smoking and smokeless) in the whole campus including in canteens and toilets.
6. Ensure that no tobacco products are being sold or offered in the whole campus including in the canteens and toilets.
7. Ensure random checking at the probable points of violation especially during the peak hours.

It is further added, that under COTPA, the head of institution or any designated person on his/her behalf is authorised to fine a person for an amount upto Rs.200/- for violating Section 4 of COTPA in the health care facility or the office including the canteens and toilets. (Format of challan/receipt alongwith copy of memo regarding head of account for deposition of fine is enclosed).

Eliminating the violations, complying with the law by promoting Tobacco free health care facilities and offices is a specific responsibility of the head of the institution. Please ensure compliance.

Encl: As stated above.


Secretary & Mission Director, NHM
Health & Family Welfare Department

Memo No. HFW/NCD/NTCP/139/2017/1(A)

Dated. 05/07/2017

Copy forwarded for information & necessary action to:-

1. The Director of Health Service & E O Secretary, GoWB, Swasthya Bhawan, Kolkata.
2. All MSVPs/Dy.CMOH-II/Superintendents/Heads or In-charges of health facilities.
3. The ADHS (NCD-II) & SNO, State Tobacco Control Cell, GoWB, Swasthya Bhawan, Kolkata.
4. The System Coordinator, IT Cell, for web posting

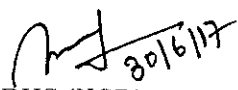


Joint DHS (NCD)
Swasthya Bhawan, Kolkata

Figure – 1-Signage

Design of the signage	Specification of the board
 <p>No Smoking Area - Smoking Here is an Offence</p>	<ol style="list-style-type: none"> 1. The board shall be of a minimum size of 60 cm by 30 cm of white background 2. 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. 3. The width of the red band across the cigarette shall equal the width of the red perimeter. 4. The board shall contain the warning "No Smoking Area - Smoking Here is an Offence", in English or one Indian language, as applicable.

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Government of West Bengal
Department of Health and Family Welfare
P.H.P. Branch
'Swasthya Bhavan'
GN-29, Sector-V, Salt Lake, Kolkata-700 091

No. HF/N/PHP/123/5C-13/2009

Dated Kolkata, the 17th March, 2010.

From : The Officer on Special Duty & Ex-officio Deputy Secretary
to the Government of West Bengal.

To : The Principal Accountant General (A&E), West Bengal,
Indian Audit and Accounts Department,
Kolkata - 700 001.

Sub. : Opening of new head of account.

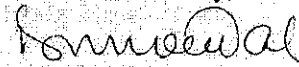
Sir,

I am directed by order of the Governor to say that the Governor has been pleased to open a new head of account, "0210-Medical and Public Health-04-Public Health-104-Fees, Fines etc.-004-Receipts under the Cigarettes and Other Tobacco Products Act, 2003-27-Other Receipts" towards deposit of fines and penalty on implementation of the provision of "The Cigarettes and Other Tobacco Products (Prohibition of Advertisement & Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.

2. This issues with the concurrence of the Finance Deptt. vide their Group 'N' U.O. No. 1880 dated 29-12-2009 read with Group 'O' U.O. No. 860 dated 11-11-2010 and with the approval of Principal Accountant General (A&E), West Bengal vide No. A-M-1/3-37/IX/793 dated 02-03-2010.

3. All concerned are being informed.

Yours faithfully,



Officer on Special Duty & Ex-officio
Deputy Secretary.

Contd. P-2.

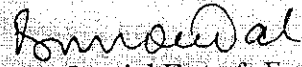
: 2 :

No. HF/N/PHP/123/5C-13/2009/1(5)

Dated, Kolkata, the 17th March, 2010.

Copy forwarded for information and necessary action to the :-

- 1) Principal Accountant General (Audit), West Bengal,
Treasury Buildings, Kolkata - 1.
- 2) Accountant General (RW & LB Audit), West Bengal,
Treasury Buildings, Kolkata - 1.
- 3) Sr. Deputy Accountant General (A/cs. & VLC),
Express AM-I Section,
Office of the Principal Accountant General (A&E), West Bengal.
- 4) Finance Department (Group 'N') of this Government.
- 5) Finance Department (Group 'O') of this Government.

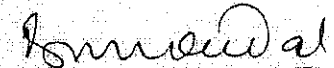

Officer on Special Duty & Ex-officio
Deputy Secretary.

No. HF/N/PHP/123/5C-13/2009/2(11)

Dated, Kolkata, the 17th March, 2010.

Copy forwarded for information and necessary action to :-

- 1) The Director of Health Services, West Bengal.
- 2) The Director of Medical Education, West Bengal.
- 3) The Additional Director of Health Services (AA&V), West Bengal.
- 4) The Joint Director of Health Services(AA&V), West Bengal.
- 5) The Joint Director of Health Services(PH&CD), West Bengal.
- 6) The Joint Director of Health Services(Admn), West Bengal.
- 7) The Deputy Director of Health Services(P&D), West Bengal.
- 8) The Deputy Director of Health Services(Admn), West Bengal.
- 9) The Assistant Director of Health Services(Oncology), West Bengal.
- 10) P & B Branch of this Deptt.
- 11) Guard file of PHP Branch.


Officer on Special Duty & Ex-officio
Deputy Secretary.

-7-Grant



Annexure – 1: Prototype of a Compounding Receipt

Name and address of the issuing Authority.

Book No.

Serial No.....

The 'Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003'

1. Name and Address of the accused person
2. Scene of the offence with date, time and place.....
3. Particulars of offence under Act/ Rules.....
4. Receivedon account of compounding fees.

Signature/left thumb impression of the accused

Signature of the witness

Name, Designation and Signature of the issuing officer.

Annexure – 2: Prototype of a Challan

Name and address of the issuing Authority.

Book No.

Serial No.....

The 'Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003'

1. Name and Address of the accused person.....

2. Scene of the offence with date, time and place.....

3. Particulars of offence under Act/ Rules.....

4. Where as you are hereby prosecuted for the offense described above, you are required to attend the court of *name & address* *place*& *time*
on (date) answer the said charges unless otherwise ordered by the court.

Signature/left thumb impression of the accused

Signature of the witness

Name, Designation and Signature of the issuing officer.