District Health & Family Welfare Samiti, Jalpaiguri

Registration No- S/IL/11745 OF 2002- 03

District Health Administrative Building, 1<sup>st</sup> Floor, Hospital Road, Jalpaiguri – 735101 Tele Fax No: 03561 225 380

Memo No: DHFWS 902 2016

Dated, Jalpaiguri the 13 06 2

Resolution of the extended meeting on National Tobacco Control Programme (NTCP), held on 07.06.2016 at the Conference Hall, DM Office, Jalpaiguri at 12.00 noon onward:

The District Magistrate and Executive Vice Chairperson, DHFWS, Jalpaiguri chaired the meeting.

The following personnel were present in the meeting:

- 1. M.P., Jalpaiguri
- 2. CMOH, Jalpaiguri
- 3. MLA, Rajganj, Jalpaiguri
- 4. MLA, Maynaguri, Jalpaiguri
- 5. MLA, Dhupguri
- 6. MLA, Mal, Jalpaiguri
- 7. MLA, Nagrakata, Jalpaiguri
- 8. Dy. Superintendent of Police, Jalpaiguri
- 9. ADM, in-charge of Health, District Administration
- 10. Chairman, Jalpaiguri Municipality
- 11. District Nodal Officer (Dy. CMOH-II), Tobacco Control, DH&FW
- 12. E.O, Jalpaiguri Municipality
- 13. O. C Health, Jalpaiguri
- 14. Dy. CMOH-I/III/ZLO/DPHNO, Jalpaiguri
- 15. DPO, ICDS, Jalpaiguri
- 16. Dy. Director, Agriculture Dept, Jalpaiguri
- 17. DTO, Jalpaiguri
- 18. ACMOH—Sadar/Mal, Jalpaiguri
- 19. Superintendent, Mal SDH
- 20. BDO-- Matiali
- 21. BMOH—Sadar/Rajganj/Maynaguri/Mal/Matiali/Nagrakata
- 22. Representative from State Excise Dept
- 23. Representative from Sales Tax, Jalpaiguri
- 24. Representative from DICO, Jalpaiguri
- 25. Executive Director, MANT

The CMOH, Jalpaiguri discussed about the different activities to be undertaken for implementation of the said act. After thorough discussion the following resolutions have been adopted unanonimously in the meeting.

- 1. COTPA will be implemented in the district on and from 1<sup>st</sup> July 2016.
- 2. All district level officers of various Line Departments of this district to be communicated regarding implementation of COTPA in their respective Office premises.
- 3. "No Smoking" signage board and also signage boards specified health warnings on all tobacco products will be displayed in the entrance & in all floors of all offices of the district. The land line Telephone nos. of the respective officers should be written in the signage boards.
- 4. Awareness campaign regarding the bad effects of Cigarette smoking & other tobacco products to be organized in all level. Miking throughout the district will be conducted before implementation of the COTPA.
- 5. Directives would be circulated to all the Schools and Colleges of this district to be declared smoke free and to remove / banned, all kind of advertisement about Cigeratte & other tobacco products within 100 yards of the institution. A meeting with all head of the schools & colleges to be organized Sub-division wise for better achievements.
- 6. The Officer-in-charge of every Block Police Station & Thana shall be nominated as a member of Block Level Co-ordination Committee (BLCC) and Block Level Monitoring Committee (BLMC).
- 7. BDO—Rajganj and Dhupguri will be the member of DLCC and DLMC.
- 8. Principal- Govt. Engineering College, Jalpaiguri and Headmaster- Zilla School, Jalpaiguri will be the member of DLCC and DLMC.
- 9. MANT, Jalpaiguri Unit and Shristi, Babupara, Jalpaiguri are also be the member of DLCC and DLMC.

As there was no other points of discussion the meeting ended with thanks to & from the Chair.

CMOH & Secretary

DHFWS, Jalpaiguri

District Magistrate & Executive Vice Chairperson, DH & FW Samiti, Jalpaiguri

## Copy forwarded to the following for necessary action:

- 1. Sri. Goutam Deb, Hon'ble Minister in Charge, Tourism Dept., Govt. of West Bengal
- 2. Sabhadhipati, Jalpaiguri Zilla Parishad, Jalpaiguri
- 3. Sri.Bijoy Chandra Barman, Member of Parliament, Jalpaiguri
- 4. MLA, Rajganj, Jalpaiguri
- 5. MLA, Sadar, Jalpaiguri
- 6. MLA, Maynaguri, Jalpaiguri
- 7. MLA, Dhupguri, Jalpaiguri
- 8. MLA, Nagrakata, Jalpaiguri
- 9. MLA, Mal, Jalpaiguri
- 10. Chairman, Jalpaiguri Municipality, Jalpaiguri
- 11. Chairman, Mal Municipality, Jalpaiguri
- 12. Chairman, Dhupguri Municipality, Jalpaiguri
- 13. Karmadhakshya- Swasthya, Zilla Parishad, Jalpaiguri

CMOH & Secretary

Memo No. DHFW3 1902/1(39)/2016

Dated, Jalpanjuni The 13/06/2016

Copy forwarded to the following for necessary action:

- 1. Director of Health Services, GoWB, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
- 2. Mission Director & Commissioner (NHM), GoWB, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
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- 10. DCP, Home Department, Jalpaiguri
- 11. RTO, Transport Department
- 12. DI of School (Secondary), School Education Dept.
- 13. DI of School (Primary), School Education Dept.
- 14. DPO, Sarva Siksha Mission, School Education Dept.
- 15. DPO, ICDS, Dept of Social Welfare
- 16. Deputy Labour Commissioner, Labour Department
- 17. District Controller, Food & Supply Dept.
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- 20. Dy. CMOH- I / III / ZLO / DMCHO/DTO/ DPHNO, Jalpaiguri
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- 27. DICO, Jalpaiguri
- 28. Principal Agricultural Officer, Jalpaiguri
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- 30. BDO—Rajganj/Sadar/Maynaguri/Dhupguri/Mal/Matiali/Nagrakata, Jalpaiguri
- 31. BMOH-- Rajganj/Sadar/Maynaguri/Dhupguri/Mal/Matiali/Nagrakata, Jalpaiguri
- 32. EO, Jalpaiguri Municipality, Jalpaiguri
- 33. Head Master, Jalpaiguri Zilla School
- 34. Station Master, Railway Station, Jalpaiguri Town/Jalpaiguri Road/Raninagar Jn., Jalpaiguri
- 35. State NCD Cell, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
- 36. CDPO-- Rajganj/Sadar/Maynaguri/Dhupguri/Mal/Matiali/Nagrakata, Jalpaiguri
- 37. Executive Director, MANT, Kolkata
- 38. DPMU, DH&FWS, Jalpaiguri
- 39 Office File

CMOH & Secretary Jalpaiguri

District Health & Family Welfare Samiti, Jalpaiguri Registration No- S/IL/11745 OF 2002- 03 District Health Administrative Building, 1<sup>st</sup> Floor, Hospital Road, Jalpaiguri – 735101

Tele Fax No: 03561 225 380

Memo No: DHFWS 904 2016

Dated, Jalpaiguri the 13 06 2016

# Sub: Declaring Public Place under Jalpaiguri District Administration's Area-Smoke-Free

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 front the harmful effects of tobacco use. This act is applicable to the entire county.

Section 4 of COTPA prohibits smoking in public places. 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 public places in the District, this is against the law and it is also against good health of the people.

Jalpaiguri District Administration is committed for the strict implementation of tobacco control legislation in the district, declaring all public places smoke free is one of the important strategies. In order to ensure the smoke free public places, 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 public place.
- 2. The signage must be in English or in Bengali
- 3. Displays the name of the person at just below the signage to whom a complaint may be made. The specification of signage is annexed.
- **4.** Ensure that no smoking aids like ashtrays or lighters (used for smoking purpose), are present in public places.
- **5.** Ensure that nobody (faculties, staff, patients and visitors) use any form of tobacco (smelting 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. Once 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 institutions or designated officer is authorised to impose fine on a person Rs. 200/- who used tobacco products in the institute's campus including the canteen.

It is essential that all necessary steps are taken to implement section 4 of COTPA. Ensure that the display of specified signage under CPTPA is must, even if you don't come across any visible violation in the campus. Eliminating the violations, complying with the law and making a health care facilities and offices a "Smoke free" is a specific responsibility of a head/in-charge.

Status of the action may kindly be shared with the office of under signed within 45 days of receipt of this letter. District Tobacco control Cell may be contacted for technical support which you may need.

CMOH & Secretary

District Magistrate & Executive Vice Chairperson, DHFWS, DH & FW Samiti, Jalpaiguri

Memo No: DHFWS 904/1(13)

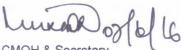
Dated, Jalpaiguri the 13/06/2016

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2. Sabhadhipati, Jalpaiguri Zilla Parishad, Jalpaiguri

- 3. Sri. Bijoy Chandra Barman, Member of Parliament, Jalpaiguri
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- 9. MLA, Mal, Jalpaiguri
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- 11. Chairman, Mal Municipality, Jalpaiguri
- 12. Chairman, Dhupguri Municipality, Jalpaiguri
- 13. Karmadhakshya- Swasthya, Zilla Parishad, Jalpaiguri



Meno NO. DAFNS 904/1(39) /2016

Dated, Japangini the 13/06/2016

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- 2. Mission Director & Commissioner (NHM), GoWB, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
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- 10 DCP, Home Department, Jalpaiguri
- RTO, Transport Department 11.
- DI of School (Secondary), School Education Dept.
- DI of School (Primary), School Education Dept.
- DPO, Sarva Siksha Mission, School Education Dept.
- DPO, ICDS, Dept of Social Welfare 15.
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- 37. Executive Director, MANT, Kolkata
- 38. DPMU, DH&FWS, Jalpaiguri
- 39. Office File

CMOH & Secretary Jalpaiguri

## District Health & Family Welfare Samiti, Jalpaiguri

Registration No- S/IL/11745 OF 2002- 03

District Health Administrative Building, 1<sup>st</sup> Floor, Hospital Road, Jalpaiguri – 735101 Tele Fax No: 03561 225 380

Memo No: DHFWS | 903 | 2016

Dated, Jalpaiguri the 13/06/2016

## **MEMORANDUM**

In reference to the Memo No. HF/O/PHP/119/NCD/NTCP/32/2012 dated 20.03.2013 of the Principal Secretary, Govt. of West Bengal, Dept. of Health & Family Welfare, the District Level Coordination Committee (DLCC) and District Level Monitoring Committee (DLMC) for National Tobacco Control Programme (NTCP) is hereby formed and all the Sabhapatis of Panchayat Samitis, BDOs & BMOHs are also requested to constitute the Block Level Cordeination Committee (BLCC) and Block Level Monitoring Committee (BLMC) for the same purpose with an intimation to the District Nodal Officer (Dy. CMOH-II), Tobacco Control, DH&FW, Jalpaiguri. The composition of the BLCC and BLMC are mentioned in the above referred Memo.

## **District Level Coordination Committee (DLCC)**

1.	District Magistrate	Chairperson	
2	Chief Medical Officer of Health	Co-Chairperson	
3	Superintendent of Police	Member	
4	DI of School (Secondary)	Member	
5	DI of School (Primary)	Member	
6	Regional Transport Officer	Member	
7	Commercial Tax Officer	Member	
8	DICO	Member	
9	District Labour Officer	Member	
10	Principal Agricultural Officer	Member Member-Convenor	
11	Dy. CMOH-II		
12	Block Development Officer (Rajganj & Dhupguri)	Member	
13	EO, Jalpaiguri Municipality	Member	
14	Principal/Heads of Schools/College (nominated by the Chairperson)  a) Principal, Govt. Engineering College, Jalpaiguri  b) Head Master, Jalpiguri Zilla School, Jalpaiguri	Member	
15	Station Master/Manager, Railway Stations	Member	
16	Representative from Civil Society a) MANT, Jalpaiguri Unit b) Shristi, Babu Para, Jalpaiguri	Member	

District Level Monitoring Committee (DLMC) will be same as DLCC

Block level Co-ordination Committee (BLCC):

Block level Co-ordination Committee (BLCC):				
i)	Savapati of Panchayat Samiti of the respective Block	Chairperson		
ii)	BDO	Co-Chairperson		
iii)	MLA(s) having jurisdiction over the Block	Member		
iv)	MP(s), having jurisdiction over the Block	Member		
V)	BMOH of the respective Block	Member-Convenor		
vi)	All elected members of the Panchaaet samiti	Member		
vii)	Jt. BDOof the respective Block	Member		
viii)	Pradhan of All Gram Panchayat	Member		
ix)	SI (s) of School having jurisdiction	Member		
x)	SAE, PHE Directorate	Member		
xi)	SAE, Rural Development	Member		
xii)	Co-operative Operator	Member		
xiii)	Block Live Stock Development Officer	Member		
xiv)	Prominent NGO(s) working in the Block	Member		

Block Level Monitoring Committee (BLMC) will be same as BLCC

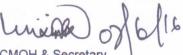
Additionally, the progress on implementation of National Tobacco Control Programme (NTCP) will be reviewed at District level by the DLCC, Jalpaiguri by holding quarterly meetings

CMOH & Secretary DHFWS, Jalpaiguri

District Magistrate & Executive Vice Chairperson, DH & FW Samiti, Jalpaiguri

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- 12. Chairman, Dhupguri Municipality, Jalpaiguri
- 13. Karmadhakshya- Swasthya, Zilla Parishad, Jalpaiguri



CMOH & Secretary

Jalpaiguri Memo NO. DAFWS (903/1(39)

Copy forwarded to the following for necessary action:

- Dated, Jalpangin the 13/06/2016
- 1. Director of Health Services, GoWB, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
- 2. Mission Director & Commissioner (NHM), GoWB, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
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CMOH & Secretary

Jalpaiguri

# District Health & Family Welfare Samiti, Jalpaiguri

Registration No- S/IL/11745 OF 2002- 03
District Health Administrative Building, 1<sup>st</sup> Floor, Hospital Road, Jalpaiguri – 735101
Tele Fax No: 03561 225 380

Memo No: DHFWS 906 2016

Dated, Jalpaiguri the 13 06 2016

### **MEMORANDUM**

In reference to the Memo No. HPH/NTCP/COTPA/LAW/2014/5278 dated 07.08.2015 of the MD (NHM) & Secretary, Dept. of H&FW, Govt. of West Bengal, the District and Block Level Enforcement Squad for Tobacco Control comprising the following members is hereby formed in the District of Jalpaiguri as per the guideline:

## **District Level Enforcement Squad for Tobacco Control:**

- i) ADM, in-charge of Health, District Administration, Jalpaiguri
- ii) CMOH, DH&FW, Jalpaiguri
- iii) District Nodal Officer (Dy. CMOH-II), Tobacco Control, DH&FW, Jalpaiguri
- iv) ASP, Home Department., Jalpaiguri
- v) DCP, Home Department, Jalpaiguri
- vi) DSP, Home Department, Jalpaiguri
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- viii) RTO, Transport Department, Jalpaiguri
- ix) DI of School (Secondary), School Education Dept., Jalpaiguri
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- xi) DPO, Sarva Siksha Mission, School Education Dept., Jalpaiguri
- xii) DPO, ICDS, Dept of Social Woelfare, Jalpaiguri
- xiii) Deputy Labour Commissioner, Labour Department, Jalpaiguri
- xiv) District Controller, Food & Supply Dept., Jalpaiguri
- xv) Dy. Commissioner, Excise Dept., Jalpaiguri
- xvi) Officer in Charge of Health, District Administration, Jalpaiguri

#### **Block Level Enforcement Squad for Tobacco Control:**

- i) Block Development Officer of the respective Block
- ii) Block Medical Officer of the respective Block
- iii) Child Development Programme Officer
- iv) School Inspector—Primary
- v) School Inspector—Secondary
- vi) Agricultural Extension Officer
- vii) Block Welfare Officer
- viii) Officer-in-charge of Police Station

CMOH & Secretary DHFWS, Jalpaiguri

District Magistrate & Executive Vice Chairperson, DH & FW Samiti, Jalpaiguri

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CMOH & Secretary

Jalpaiguri

Dated, Jalpaismi the 13/06/2016

Memo No. DH Fws | 966 | (39) | 2016 Copy forwarded to the following for necessary action:

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- 2. Mission Director & Commissioner (NHM), GoWB, Swasthya Bhavan, Salt lake, Sec- V, Kol-91
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CMOH & Secretary
Jalpaiguri