



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**Department of Health & Family Welfare**  
**South 24 Parganas**

Administrative Building, M R Bangur Hospital Complex, 241, Deshapran Sashmal Road, Tollygunge, Kolkata 33.  
Mail Id- cmohs24pgs@gmail.com, Website- www.spghealthgov.in, Phone no / Fax - 033-2422 1037, 033-2422-0124

Memo No: CMOH (SPG) 8678

Dated: 11.9.18

To

(All the Heads of the Line Departments)

**Sub: Tobacco Free Office premises under the jurisdiction of South 24 Parganas and  
Diamond Harbour Health District**

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 Cigarette 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 all the Government offices are defined as 'Public place' under COTPA and are to comply with the provisions of Section 4 of COTPA.

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

1. Display of "No Smoking Area" Signage at the entrance and additionally displaying at every entrance, every floor in addition to other conspicuous places in all the Government facilities. (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 offices. Designated smoking rooms or zones are NOT PERMISSIBLE.
5. Ensure that nobody (staff, patients or visitors or any other person) use any form of tobacco (smoking or smokeless) in the whole campus including canteen and toilets.
6. Ensure that no tobacco products are being sold or offered in the whole campus including in the canteen and toilets.

7. Ensure random checking at the probable points of violation especially during the peak hours.
8. 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 violation Section 4 of COTPA in the facility or the office including canteen and toilets. ( Challan and Receipt copy including head of account for deposition of fine is enclosed).
9. Fixation of District, Block and GP Level (if any) nodal officer in all the line department offices under the jurisdiction of South 24 Parganas and Diamond Harbour Health District to ensure the tobacco control activities. The primary responsibility of the Nodal Officer is to report the violation to the appropriate authorities or Enforcement Squad. The reports of violations may also be collated and recorded for the future planning and evaluation purpose.  
The Nodal Officer is also responsible for Coordination of COTPA enforcement initiatives with other line departments. It is to be noted that only the designated officers or their representatives as mentioned in the law and its subsequent rule published on 15<sup>th</sup> September 2009 can impose fine on the violators.
10. Necessary circulars to make compliance to COTPA, 2003 mandatory under your jurisdiction.
11. The Notification of District Level Coordination Committee (DLCC), District level Enforcement Squad and District Level Monitoring Committee (DLMC) under National Tobacco Control Programme is attached herewith for your kind information.

Eliminating the violations, complying with the law by promoting Tobacco free facilities and offices is a specific responsibility of the Head of the Institution. Please ensure compliance.

  
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 Addl. District Magistrate (Health)  
 South 24 Parganas

Memo No: CMOH (SPG) 8678 / 1 (59)

Dated: 11-9-18

Copy forwarded for kind information and taking necessary action to;

1. The Mission Director (NHM), Govt. Of West Bengal, Deptt of Health and Family Welfare
2. The District Magistrate, South 24 Parganas
3. The Sabhadhipati, Zilla Parishad, South 24 Parganas
4. The Superintendent of Police, Baruipur Police District, Diamond Harbour Police District and Sundarban Police District
5. The Chief Medical Officer of Health, Diamond Harbour Health District
6. The Chairman, All Municipalities, South 24 Parganas and Diamond Harbur Health District
7. The Member Secretary & Project Director, Sundarban Development Broad and The Project Director, DRDC, South 24 Parganas Zilla Parishad

8-12. The Sub-Divisional Officer (All), South 24 Parganas and Diamond Harbour Health District



13. The Project Officer cum District Welfare Officer, Backward Classes, South 24 Parganas
14. The Secretary, Zilla Parishad, South 24 Parganas
15. The Deputy Secretary, Zilla Parishad, South 24 Parganas
16. The Officer-In-Charge, Kanyashree, South 24 Parganas
17. The District Programme Officer, ICDS, South 24 Parganas
18. The District Officer, Minority Affairs, South 24 Parganas
19. The District Youth Officer, South 24 Parganas
20. The District Manager, SC& ST Development & Finance Corporation, South 24 Parganas
21. The Deputy Labour Commissioner, South 24 Parganas
22. The Joint Director Employment, South 24 Parganas
23. The Deputy Director of Agriculture (Admin.), South 24 Parganas
24. The Deputy Director of Horticulture, South 24 Parganas
25. The District Food Processing Industries Officer, South 24 Parganas
26. The District Panchayat & Rural Development Officer, South 24 Parganas
27. The District Planning Officer, South 24 Parganas
28. The Officer-In-Charge, Disaster Management Department, South 24 Parganas & Technical Education, Training and Skill Development Department, South 24 Parganas
29. The District Self-Help Group & Self Employment Officer, South 24 Parganas
30. The Officer-in-Charge, Mid-Day Meal, South 24 Parganas
31. The Special Land Acquisition Officer, South 24 Parganas
32. The District Nodal Officer, MGNREGS, South 24 Parganas
33. The Member Secretary and Executive Officer, GBDA
34. The Additional Deputy Controller, Civil Defence, South 24 Parganas
35. The Chief Executive, FFDA
36. The Divisional Forest Officer, 24-Parganas (South) Division
37. The District Controller, Food & Supplies, South 24 Parganas
38. The District Inspector of Schools (Primary Education), South 24 Parganas
39. The District Inspector of Schools (Secondary Education), South 24 Parganas
40. The District Project Officer, Sarva Shiksha Mission, South 24 Parganas
41. The Deputy Director, Animal Resources Development Officer, South 24 Parganas
42. The Assistant Director of Fisheries, South 24 Parganas
43. The Assistant Director of Fisheries (Marine), Diamond Harbour, South 24 Parganas
44. The Assistant Director of Fisheries (Brackish Water), South 24 Parganas
45. The general Manager, District Industries Centre, South 24 Parganas
46. The District Social Welfare officer, South 24 Parganas
47. The District Information and Cultural Officer, South 24 Parganas

48. The Assistant Registrar of Co-operative Society, South 24 Parganas
49. The Regional Manager, 24 –Parganas (S) Region, WBSEDCL
50. The Project Manager, Baruipur RE Project, WBSEDCL
51. The Project Manager, Baruipur RE Project, WBSEDCL
52. The Project Manager, Diamond Harbour RE Project, WBSEDCL
53. The Regional Transport Officer, South 24 Parganas
54. The Field Director, Sundarban Tiger Reserve
55. The District Engineer, South 24 Parganas
56. The Officer-In-Charge District Social Audit Unit, South 24 Parganas
57. CA to Sabhadhipati, South 24 Parganas Zilla Parishad with a request to bring it to the notice of the Sabhadhipati, South 24 Parganas
58. CA to DM, South 24 Parganas with a request to bring it to the notice of the District Magistrate, South 24 Parganas
59. Office Copy

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Chief Medical Officer of Health  
South 24 Parganas