

File No. DM HO-NP01/50/2022-DM HO-MNCL-Part(1)**Govt. of Telangana**

Mancherial District

DISTRICT MEDICAL & HEALTH OFFICE-MANCHERIAL

DISTRICT MEDICAL & HEALTH OFFICE-DM&HO

SUBJECT**Main Category** :**Sub Category** :**Description** :

Sub:- DM&HO-Implementation of National Tobacco control Programme(NTCP)–Constitution of District Level coordination committee(DLCCs) for effective implantation of NTCP and COTPA 2003 –Conduct of Quarterly Meetings Requested– Regarding.

OTHER DETAILS**Language** : English**Remarks** :

No correspondence is attached in this file.

Note No. #1

Rc.No.spl/NTCP-NCD/DLCC/2022

Date:13.09.2022

NOTE SUBMITTED TO THE DISTRICT COLLECTOR::MANCHERIAL

Respected Madam,

Sub:- Formation of enforcement Squad under NTCP for effective implementation of COTPA "Cigarettes and other Tobacco products Act- 2003 (Prohibition of advertisement and regulation of Trade and Commerce ,Production,Supply and Distribution)-Reg.

Ref :- Minutes of the District level Coordination Committee meeting conducted on Dt.08.09.2022.

It is perusal of the reference cited above the District Level Coordination Committee meeting conducted by the Chairman of DLCC, Honourable District Collector, Mancherial on Dt. 08.09.2022 at Collectors Conference Hall, Mancherial.

The following points were discussed and implement the agenda, instructed by the Chairperson of the Committee.

- Role and responsibilities of each line department officers were discussed in detailed.
- To put the note file for formation of "Enforcement Squad" immediately.
- Instructed to identify a Nodal officer of every department for implementation of COTPA Act
- To instruct all line department officers to implement the COTPA act effectively
- Display the "No Smoking Zone" and caution boards at every Department
- Instructed that all the official are look after their office premises as tobacco free from smoking and splitting.
- Advised that Municipal Commissioners to monitor all the shops and remove the smoking points at Tea Stalls , Bakeries, Hotels and Shops.
- District Education officer was advised to make all the schools and its premises as Tobacco free schools as per guidelines of National Tobacco Control Programme
- Instruction given to Commercial Tax Department to verify the bills and impose fine if COTPA Act over ruled.
- Instructed Agricultural Department to do awareness on adverse effects of tobacco growing to tobacco growers and advise provide information on alternative crops.
- Ride on Pan Shops, Provisional Stored and other Shops to stop Tobacco Product Selling.
- Instructed all the committee members to strict implementation of COTPA act as per their roles and responsibilities.

- Instructed to maintenance of reports and records on monthly basis.
- Instructed to collect the data of Oral Cancer (due to tobacco use) from all the Government and Private health institutions.
- Instructed to DM&HO – as a Convenor 1. To conduct the monthly meeting with DLCC regularly. 2.To monitor monthly reports regularly 3. To Supervise the all activities of District Tobacco Control Cell on monthly basis.

Indian Tobacco Control Law- At a Glance

Following are the key provisions of the Cigarettes and Other Tobacco Products (Prohibition of Advertisements and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 (COTPA) “COTPA”

- **Ban on smoking in public places (Section 4)**
- **Ban on direct and indirect advertisement (Section 5)**
- **Ban on sales to and by minors below 18 (6a) and within a radius of 100 yards of any educational institution (6b) (Section 6)**
- **Pictorial health warnings (Section 7)**

COTPA was enacted on May 18, 2003 while it came into force a year after (May 1, 2004).

As per guidelines circulated from state the following are the members of Tobacco Control Enforcement Squad at District Level

Sl.No	District Search and Seizure Squad	Member of the Squad
1	District Nodal Officer	Supervisor/Leader
2	Sub Inspecor of Police	Member
3	Food safety officer	Member
4	Drug Inspector	Member
5	Assistant Muncipal Public Health officer	Member
6	District Education officer	Member
7	NGO representative	Member

Roles and Responsibilities:

- The above Committee members shall be authorized to conduct the enforcement drives and charge the challans against violation of Section 4 , Section 5 , Section 6a and 6b of COTPA act 2003
- The enforcement raids should be a regular activity to the squad. However minimum 10 raids conducted in a month.
- Documenting the details of the raids in the check list form (Shall be provided by O/O Commissionerate)
- Deposit the challans into the respective head of account mentioned in the challan Book.
- Monthly reporting on the no.of. raids conducted /no. of. challans raised and amount of fine is collected to the nodal department

(Health & Family Welfare)

- Presenting the status report of enforcement raids in monthly DLCC Meeting.

The Honourable District Collector is requested to issue the necessary instructions and circulars district heads of the line departments and their under control subordinates offices/institutions for effective implementation COTPA act 2003.

Submitted for kind perusal and approval..Madam.

District Level Coordination Committee (DLCC):

Each district should have a District Level Coordination Committee (DLCC) chaired by, **The Collector or District Magistrate**. The District Nodal Officer would be the member secretary and should convene regular meetings of the Committee. The Squad members of the Committee and their roles are as under mentioned.

S. N o.	Department/Officer	Responsibility
1.	DM&HO, Member Secretary. Nodal Officer	<ul style="list-style-type: none"> • Nodal Officer for convening the meeting. • Regular monitoring, review and supervision of the District Tobacco Control Programme.
2.	Superintendent of Police	<ul style="list-style-type: none"> • Form enforcement squad • Enforce and monitor all the provisions under COTPA. • Regular reporting of the violations during the monthly crime review meeting.
3.	District Education officer	<ul style="list-style-type: none"> • Implementation of tobacco-free educational institutions guidelines. • Monitor compliance with Sections 4 & 6 of the Tobacco control Act (COTPA). • Awareness programmes in the schools and community outreach activities in rural areas /urban slums through involvement of school children.
4.	Sales Tax Officer	<ul style="list-style-type: none"> • Ensure that the tobacco products manufactured and packaged by industries registered under them depict the notified pictorial health warnings thereon. • Keeping a check on illicit manufacture

		and trade of tobacco products • Check tax evasion by tobacco industry.
5.	District Information Officer (DIO)	• District wide public awareness campaigns on harmful effects of tobacco use and on provisions under COTPA. • Develop local IEC campaign materials for display and dissemination at local events, melas, and local campaigns.
6.	Selected of two MDOs members on rotation basis	• Represent Block Administration and highlight the concerns of the implementation at Block level. • Alternate livelihood programme for bidi rollers under NRLM/SGSY
7.	Municipal Health Officer	• Enforce the provisions of COTPA through Municipal Ward committees. • Inclusion of compliance with COTPA in all licenses issued to eateries/shops etc.
8.	Principals of select School/ Colleges	• Implement school programmes and create tobacco free educational institutions. • Involve students in campaigns and organizing events against tobacco use • Implement Sections - 4 & 6 of COTPA.
9.	District Labour Officer*	• Ensure that all tobacco products manufactured in registered factories print the pictorial health warnings on the packaging. • Vocational training to bidi rollers for alternative livelihood. • Sensitization of bidi rollers about the Health hazards of bidi rolling
10.	Agriculture Extension Officers*	• Awareness generation on alternative crops options for tobacco growers • Awareness generation among the farmers about the harmful effects of Tobacco growing as well as its use.
		• Integrate tobacco control in all their ongoing interventions. . • Monitor violations of tobacco control laws and bring them to the notice of Authorities/steering committee. • Collaborate with State Govt./Local

11.	Civil Society Organizations working on Health / Tobacco Control/Livelihood	Govt. on awareness generation. Help planning IEC strategies <ul style="list-style-type: none"> • Work with the Communities and CBOs, Panchayati Raj Systems and Urban Local Bodies to create awareness against tobacco use and strengthen the implementation of COTPA.
12.	Representative from the Department of Food and Drug Administration	<ul style="list-style-type: none"> • Enforce and monitor the relevant provision of the FSS Act, 2006 • Enforce ban on Gutkha and other smokeless tobacco products, if applicable



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SUBBARAYUDU
(DEPUTY CIVIL SURGEON)

Note No. #2

Ok.



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BHARATI HOLLIKERI I.A.S.,
(COLLECTOR & DISTRICT MAGISTRATE)

Note No. #1

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Guidelines for Tobacco Control Program at District Level

1. Formation of District Level Coordination Committee and Enforcement Squad.
2. Trainings to Multiple Stake Holders.
3. Implementation of Tobacco Free Educational Institutes Guidelines at all educational institutions- School Programs
4. Establishment of Tobacco Cessation centers at District NCD clinic.
5. To conduct Raids, Awareness programs, IEC activities.

Detailed Guidelines for District Level Coordination Committee:

District Level Coordination committee and enforcement Squads to be formed with Respective District Collectors approval. The District Nodal Officer i.e. District Medical & Health Officer would be the Member Secretary and should convene regular meetings of the committee. The other members of the Committee and their roles are as under:

Sl.No	Department / Officer	Responsibility
1	District Collector or District Magistrate (Chairman)	<ul style="list-style-type: none"> Charging the Meeting
2	DMHO (Convenor)	<ul style="list-style-type: none"> Nodal Officer for convening the meeting Regular Monitoring, review and Supervision of the District Tobacco Control Programme
3	Superintendent of Police (Member)	<ul style="list-style-type: none"> Form enforcement Squad Enforcement and monitor all the Provisions under COTPA Regular reporting of the Violations during monthly crime review meetings
4	District Education Officer (Member)	<ul style="list-style-type: none"> Implementation of Tobacco free educational institutions guidelines

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		<ul style="list-style-type: none"> • Monitor Compliance with sections 4 and 6 of Tobacco Control Act (COTPA) • Awareness programmes in the school and community outreach activities in rural areas / urban slums through involvement of school Children.
5	Sales Tax Officer (Member)	<ul style="list-style-type: none"> • Ensure that Tobacco Products manufactured and packaged by industries registered under them depict the notified pictorial health warnings thereon • keeping a check on illicit manufacture and trade of tobacco products • check tax evasion by tobacco industry
6	District Information officer (Member)	<ul style="list-style-type: none"> • District wide Public awareness campaigns on harmful effects on tobacco use and develop campaign materials for display and dissemination at local events, melas and local campaigns
7	Mandal Development Officer2 Nos (Members)	<ul style="list-style-type: none"> • Represent Mandal Administration and highlight the concerns of implementation at Mandal Level.
8	Municipal Health Officer (Member)	<ul style="list-style-type: none"> • Enforce the provisions of COTPA through Municipal Ward committees • Inclusion of compliance with COTPA in all licenses issued
9	Principals of Selected Schools/ Colleges	<ul style="list-style-type: none"> • Implement School Programmes and create tobacco free educational institutes. • Involve students in campaigns and organizing events against tobacco use

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		<ul style="list-style-type: none"> Implement /section-4 & 6 of COTPA
10	District labour Officer (Member)	<ul style="list-style-type: none"> Ensure that all tobacco Products manufactured in registered factories print the pictorial health warnings on the packaging. Vocational training to bidi rollers for alternative livelihood Sensitization of bidi rollers about Health hazards of bidi rollers.
11	Agriculture Extension Officer (Member)	<ul style="list-style-type: none"> Awareness generation on alternative crops options for tobacco growers Awareness generation among the farmers about harmful effects of Tobacco growing as well as its use.
12	Representative from the Department of Food and Drug Administration (Member)	<ul style="list-style-type: none"> Enforces and monitor the relevant provisions of the FSS Act 2006and drug and cosmetic Act 1940 and related Regulations/Rules Ensure ban on Gutka and other smokeless tobacco products. Enforce ban on all Electronic Nicotine delivery systems.
13	NGOs working on Health/ Tobacco Control / Livelihoods	<ul style="list-style-type: none"> Integrate tobacco control in all their ongoing interventions Monitor violations of tobacco control laws and bring them to the notice of Authorities/ steering committee. Collaborate with State Govt/Local Govt on awareness generation Help planning IEC strategies.

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		<ul style="list-style-type: none"> • Work with the communities and CBOs, VHSCs and Urban local bodies to create awareness against tobacco use and strengthen the implementation of COTPA.
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Enforcement Squad Formation:

- Enforcement squad is a set of authorized officials identified by the District Tobacco Control Cell (DTCC) and constituted preferably under the guidance of the Collector/ District Magistrate (DM).
- The overall responsibility of this squad is to enforce and monitor all the provisions under COTPA and also ensure regular reporting of the violations during the monthly crime review meetings.
- The Department of Health should take the lead in collaboration with the Department of Home Affairs in the formation of these enforcement squads and conducting regular Raids

Roles and Responsibilities:

- Carry out regular enforcement drives in public places like public transports, restaurants, Government buildings, health facilities, educational institutions.
- The fine collected from the penalties to be deposited in a separate head of account.
- Funds generated from collected fines to be utilized in tobacco control initiatives or awareness campaigns in the state/district.

Persons who are authorized to impose and collect the fine against the violations (Section 4&6) :

1. Vice Chancellor or Director or Proctor or Principal or Headmaster or In-Charge of an Educational Institution
2. Assistant Labour Commissioner from the Department of Labour

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3. All officers of the rank of Sub-Inspector in State Food and Drug Administration from the Department of Food and Drugs
4. All officers of the rank of Inspectors from the Department of Education
5. All police officers of the rank of Sub-Inspector of Police and above
6. Municipal Health Officers
7. Representatives of Panchayati Raj Institutions (Chairperson or Sarpanch or Panchayat Secretary)
8. District Programme Manager or Finance Manager District Health Society (National Rural Health Mission)
9. Civil Surgeon or Chief Medical Officer at District Hospital or Medical Officer at Primary Health Centre (PHC)
10. Block Development Officer, Block Extension Educator(BEE)
11. Director or Joint Director of Department of Health, and Department of Education in the State Government
12. Nodal Officers of State and District Tobacco Control Cell under National Tobacco Control Programme

School Programmes:

The Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act (COTPA) in 2003, is enacted to protect children and youth from adverse and harmful effects of tobacco use. Specific provisions of COTPA include:

- 1) Section 6(a): Prohibition of sale of cigarettes and other tobacco products to a person below the age of 18 years.
- 2) Section 6(b): Prohibition of sale of tobacco products within a radius of 100 yards of educational institutions.

A Yellow line or pink Line campaign is initiated at educational institutions, with the objective to inform/alert Officers/Staffs/Teachers of Educational Institutions about harmful effects of tobacco use and to declare educational institutions

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tobacco free by ensuring there is no sale of tobacco products within a radius of 100 yards of educational institutions in compliance with Section 6(b) of COTPA.

All Education Institutions of the State of Telangana shall:

- a. display a Board/Wall paint measuring 60cm x 45cm at a conspicuous place(s) outside the premises, stating *"sale of cigarettes and other tobacco products in an area within a radius of one hundred yards of the educational institution is strictly prohibited and is a punishable offence"* (Annexure-1)
- b. display boards stating *"No Smoking Area- Smoking here is a punishable offence"*, as per the specification in (Annexure-2), at the entrance of the educational institution, in case there are more than one entrance at each such entrance and conspicuous place(s) inside. In case if there are more than one floor, at each floor including the staircase and entrance to the lift/s at each floor. with the name of the person for reporting violations.
- c. ensure there is no smoking or chewing of tobacco inside the premises of educational institution by students/teachers/other staff members/visitors. Head of the institution or his nominee should regularly check for evidences of tobacco use i.e. cigarette/beedi butts or discarded gutka/tobacco pouches, spitting spots in the premises.
- d. shall paint/mark/draw a Pink Line/ Yellow line at the distance of 100 yards i.e., 91 meters from the outer limits of the boundary wall/fence of the educational institution with the message *"Tobacco Free Zone"* at the entrance of the educational institution, in case there are more than one entrance at each such entrance and conspicuous place(s) outside.

ANNEXURE 1 (Prototype Sign Board)

TOBACCO FREE EDUCATIONAL INSTITUTE

Note No. #1

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Sale of cigarettes and other tobacco products in an area within radius of one hundred yards of this educational institution is strictly prohibited and is a punishable offense.

45 cm

By Order

60 cm

ANNEXURE 2 (Prototype Sign Board)

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 center, 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 a punishable offence", in English or one Indian language, as applicable.
5. The board shall the name of the person(s) to whom a complaint may be made.



30cm

60 cm

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Trainings:

- Trainings to Police Officials on Implementation of COTPA Act.
- Trainings to Principals on Implementation of Tobacco Free Educational Guidelines at Schools. Intern to train Science and social teachers on ill effects of tobacco products usage and Tobacco control laws.
- To bring awareness on Small Kiosk owners on Tobacco control Laws.

Tobacco Cessation Centres:

- The tobacco addicted cases can be treated at NMHP camps scheduled at PHCS by Psychiatrists.
- The Psychologist and Counselors to follow up cases.

STATE ENFORCEMENT SQUAD/COMMITTEE

The Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act (COTPA) in 2003, is enacted to protect children and youth from adverse and harmful effects of tobacco use. The Government of Telangana is pleased to constitute the following State Level Enforcement Squad for overall implementation of COTPA:

Sl No.	State Search and Seizure Squad	Member of the Squad	Name of the Officer
1.	State Nodal Officer(State Tobacco Cell)	Supervisor/Leader	
2.	Sub-Inspector and above of Police and above.	Member	
3.	Food Safety Officer(State)	Member	
4.	Drug Inspector(State)	Member	
5.	Municipal Officer(State)	Member	
6.	Junior Labor Commissioner and above	Member	
7.	Inspectors of Sales Tax/Transport Departments.	Member	
8.	Inspectors of Central Excise / Income tax/ Customs	Member	

The Government of Telangana State is committed towards improving the health, wellbeing of public and to make Telangana a tobacco free state.

