

**Government of West Bengal**  
**Office of the District Magistrate, Howrah,**  
**Health Section**

*Memo No. 343/Health*

*Date. 1/08/2017*

To  
The District Inspector of Schools,  
Secondary Education,  
Howrah.

**Sub:** Taking measures towards ensuring a tobacco free atmosphere in the schools.

**Ref.:** Letter of the Joint Secretary, Govt. of West Bengal, SE Department vide his no. 541/1(7)-SE/S/10m-60/17 dated 05.07.2017.

Enclosed please find herewith a copy of the letter as referred above, which has already been endorsed to you. In this connection it may please be noted that Howrah district has already been declared as 'Smoke Free' district on 31<sup>st</sup> May, 2017 and you have already been requested to take proper measures and follow up actions, so that provisions of the COTP Act, 2003 are being followed properly in and around all secondary institutions.

You are once again requested to ensure that all the guideline contained in the enclosed letter of the Joint Secretary, Govt. of West Bengal, SE Department are being followed in the true sense.

In this regarding you are requested to submit a compliance report in the following format.

| Sl. No | Name of the School | Whether any signage of 'No Smoking Area' displayed | Whether any person uses tobacco in the school | Whether cigarette or tobacco is sold within 100 mtr of school (if yes mention locations) | Steps taken by school (if column no.4 or 5 reported yes) | Whether random checking is made by the Head of the institution |
|--------|--------------------|--|---|--|--|--|
| 1      | 2                  | 3  | 4   | 5  | 6  | 7  |
|        |                    |  |   |  |  |  |

Encl.: As stated above.

Additional District Magistrate (General),  
Howrah

*Date. 1/08/2017*

*Memo No. 343/1(4)/Health*

Copy forwarded for information to:-

- 1) The Joint Secretary, Govt. of West Bengal, SE Department.
- 2) The Commissioner, Howrah Municipal Corporation, Howrah.
- 3) The CMOH, Howrah.
- 4) C.A. to the District Magistrate, Howrah.

Additional District Magistrate (General),  
Howrah