



# GOVERNMENT OF WEST BENGAL

Office of the District Magistrate  
Darjeeling

Memo No.: 5/COTPA/Dj-18

To,

Date: 08/03/2018

1. District Inspector of Schools , Primary – Darjeeling
2. District Inspector of Schools , Secondary – Darjeeling
3. District Inspector of Schools , Primary – Siliguri
4. District Inspector of Schools , Secondary – Siliguri

**Subject: Implementation of Tobacco free educational institution policy under COTPA 2003**

Sir/Madam,

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 from the harmful effects of tobacco use.

Section 4 of COTPA 2003 prohibits smoking in public places and Section 6 of COTPA protects the minors and youths from tobacco by regulating and restricting the tobacco business. All educational institutions as defined under COTPA and are abide by the law to comply with the provisions of Section 4 and Section 6 of COTPA.

**In order to ensure the compliance to the law, following things must be ensured at an institutional level:**

1. Display of "No Smoking Area" signage at prominent places in the institution campus.
2. Display of another signage "Tobacco free educational Institution" at main gate/outer boundary informing prohibition of sale of tobacco products within 100 yards distance.
3. Ensure that nobody (faculties, staff, students and visitors) use any form of tobacco (smoking and smokeless) in the whole institution campus including canteens and hostels.
4. Ensure that no tobacco products are being sold or offered in the whole campus including the canteen, hostel mess and within 100 yards of the outer boundary/main gate of the institution.
5. Ensure random checking at the probable points of violation especially during the peak hours.

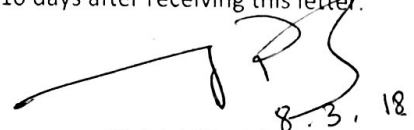
It is further added that under the law:

- 1) The head of institution or designated officer are authorised to fine a person amounting Rs. 200/- who use tobacco products in the institute's campus including the canteen.
- 2) The head of institution or designated officer are authorised to fine the tobacco vendors Rs. 200/- who sell tobacco products within 100 yards of the institute's main gate/boundary.

Eliminating the violations, complying with the law and making an institute- a "Tobacco free educational institute" is a specific responsibility of a Head / In- charge of institution.

Therefore, you are requested to serve the format enclosed (Annexure-I) to all the Head of the Institution and revert the enclosure to dcpsdarjeeling@gmail.com within 10 days after receiving this letter.

Enclosure: as stated above

  
8.3.18  
District Magistrate  
Darjeeling

Memo No.: 5/COTPA/Dj-18

Date: 08/03/2018

**Copy forwarded for the necessary information to the:**

1. SDOs Darjeeling Kurseong Mirik Siliguri with a request to follow up the timely submission of monthly report (Annexure-I)
2. The Executive Director, MANT, Kolkata

  
District Magistrate  
Darjeeling