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NOTIFICATION

Subj: Prohibition of Smoking in Public Places in Government Offices.

No.F.20016/17/2015-GAD, the 21st April,2017. Attention of all Heads of Departments/Heads of Offices is invited to that Section 4 of the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production Supply and Distribution) act, 2003 which prohibits smoking inside office premises and violation of which is liable to be penalized under Section 21 of COTPA, 2003.

Further, as per the Prohibition of Smoking in Public Places Rules, 2008, it is mandatory for all Government Offices to display 'No Smoking - Signage' and 'Complaint Board' - displaying prominently the name of the person(s) to whom a complaint may be lodged in case of violation. Moreover, no ashtrays, matches, lighters or any other things designed to facilitate smoking should be provided/displayed inside the office.

Therefore, all Administrative/Heads of Departments are hereby instructed to strictly ensure that-

1. Prohibition of smoking inside offices is strictly enforced.
2. To strictly **fine** all offenders
3. Display of '**No Smoking Signage**'
4. Display of '**Complaint Board**'.
5. No ashtrays, matches, lighters or any other things designed to facilitate smoking are provided/displayed inside the office.
6. Separate '**Tobacco Control Team**' be constituted in every Department.
7. The '**Tobacco Control Team**' will strictly check and monitor the level of compliance of COTPA - Smokefree Rules in their respective offices at least twice every month.
8. **Monthly Action Taken Report** of compliance shall be submitted to their respective Deputy Commissioners (format enclosed).

Zothankhuma,
Commissioner & Secretary to the Govt. of Mizoram,
General Administration Department.

MONTHLY ACTION TAKEN REPORT
(For all Head of Department)

To

The Deputy Commissioner,
Cum Chairman, Anti Tobacco Squad,
-----District.

Subject : Monthly Action Taken Report of Compliance to COTPA - Smokefree Rules

Sir/Madam,

I am submitting herewith Monthly Report on compliance to Section 4 of COTPA, 2003 (i.e. Prohibition of Smoking in Public Places) and Prohibition of Smoking in Public Places Rules, 2008 by -----
----- for the Month of-----

The findings are given below:-

Sl. No.	Checklist (Monthly Findings)		Remarks
1.	Presence of Active Smoking	Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Ofenders:----- Fines Collected:-----
2.	Whether Complaint Board is displayed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Whether No Smoking Signage is/are displayed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Whether Smoking Materials (ashtray, lighter, matches etc.) are displayed/found	Yes <input type="checkbox"/> No <input type="checkbox"/>	

(SIGNATURE)

Name:-----

Designation:-----

Adress:-----