

**Office of the District Development Commissioner
Budgam**

CIRCULAR

No: - DC/PA-SP/1077

Dated: - 02-12-2011

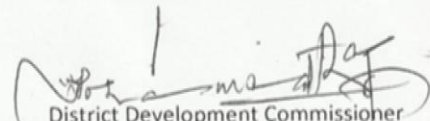
Subject: Block Level Special Enforcement Squads for implementation of COTPA- 2003

Block level special squads have been formed for effective implementation of Cigarette & Other Tobacco Products Act (COTPA-2003) mainly section 4 and 6(a,b) comprising of following officials;

1. SHO
2. Naib Tehsildar
3. Food Safety Officer (Nodal Person)

In a consultative meet held with representatives of different departments including Health, Police, Education, Planning, Food & Drug and civil society on 5th Nov. 2011 following operational guidelines have been formulated for proper enforcement & monitoring:

- I. Each Special Squad will have two enforcement drives in every 15 days; the squad can choose any two days as per their convenience with a gap of 5 days at least.
- II. Apart from enforcement i.e. monitoring and compounding of any violation, it is duty of the squad members to make the person(s) (found violating the Act) aware about the provisions and rules of COTPA-2003.
- III. Concerned Block Medical Officer and Police will provide the vehicles for enforcement drives in distant areas of the block.
- IV. Food Safety Officers of the concerned block will compile a monthly report of the drives and submit it to the District Monitoring Committee's Chairman i.e. DC/ Member Secretary i.e. Chief Medical officer on the last working day of every month. The format of Report is Enclosed.
- V. A quarterly review meeting for progress evaluation and further planning to strengthen tobacco control initiatives in the district will be held at District Head-Quarter at the end of second week of March, June, September and December.
- VI. Any technical support related to the enforcement of COTPA-2003 and other tobacco control initiatives may also be obtained from JK-Voluntary Health & Development Association. (0194-2466199 / 9906860539)


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Special Squad Drive for implementation of COTPA 2003

Monthly Report

(Name of the Block:)

Dated:

Sl.	Dates of enforcement drive	Name of the squad members	Areas / locality visited
1.			
2.			
3.			
4.			

Details of the Violation

Type of violation	Number of persons issued challans	Amount of fine collected (in Rs)	Additional information, if any.
Violation of Section 4: Smoking at Public Place			
Violation of Section 6 (a): Sale of tobacco products to / by Minors			
Violation of Section 6(b): Sale of tobacco products within 100 yards of any Educational Institution			

Report Submitted By:

Signature with dates