

कार्यालय रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम, दिल्ली छावनी-10  
**Office of the CGDA, Ulan Batar Road, Palam,  
Delhi Cantt-110010**

No. AN/III/3012/Circular/Vol.VIII

Dated 27.05.2019.

To,

All PCsDA/ PCA (Fys.)/ PIFAs,  
CsDA/ CsFA (Fys.)/ IFAs/ RTCs.  
(through CGDA website).

**Subject: Observance of "World No Tobacco Day" on 31<sup>st</sup> May, 2019.**

Please find enclosed a copy of DO No. Z.16016/02/2019-TC dated 8<sup>th</sup> May 2019 from Secretary, Government of India, Department of Health and Family Welfare on the subject for information and compliance.

Every year 31<sup>st</sup> May is observed as World No Tobacco Day highlighting the health and other risks associated with tobacco use, and advocating for effective policies to reduce tobacco consumption. This year, the theme of World No Tobacco Day 2019 is "Tobacco and lung health".

It is requested to organise a session to sensitize officials about the harmful effect of tobacco use alongwith a pledge ceremony on 31<sup>st</sup> May 2019 on the occasion of 'World No Tobacco Day'. A copy of pledge is enclosed.



(MUSTAQ AHMAD)  
Sr. Dy. CGDA (AN)

Enclosures: as above.

1. IT&S Wing: With a request to upload on CGDA's website.
2. AN- IV, Local: for information and compliance.



(MUSTAQ AHMAD)  
Sr. Dy. CGDA (AN)



प्रीति सूदन

सचिव

PREETI SUDAN  
Secretary



सत्यमेव जयते

भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India  
Department of Health and Family Welfare  
Ministry of Health & Family Welfare

D.O. No. Z.16016/02/2019-TC

Dated: 8<sup>th</sup> May, 2019

Dear Secretary,

Please refer to my earlier D.O. letter dated 20<sup>th</sup> November, 2018 regarding declaration of all government buildings/offices as "Tobacco Free" (copy enclosed). I am sure that necessary steps must have been taken to declare the government buildings/office "Tobacco Free".

2. As you are aware that every year, 31<sup>st</sup> May is observed as World No Tobacco Day (WNTD), highlighting the health and other risks associated with tobacco use, and advocating for effective policies to reduce tobacco consumption. This year, the theme of World No Tobacco Day 2019 is "Tobacco and lung health."

3. This year, on 31<sup>st</sup> May, 2019, on the occasion of World No Tobacco Day, I would like to take this opportunity to request you to organize a session to sensitize officials about harmful effects of tobacco use along with a Pledge Ceremony in your Ministry / Department, as well as in the organization(s) under your administrative control in order to make them committed to keep themselves desist from tobacco use (Pledge is enclosed).

Yours sincerely,

(Preeti Sudan)

Secretaries of all Ministries/Departments.

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17/5

IS & Adl (FARK)

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17/5  
DFAC (PAD) / (com)

P. U  
16/5  
AFA (DHO-com)

Office of the Secy. (Def. Fin.)  
Diary No. 2338  
Date: 15/5/2019

Office of Secy. (Def. Fin.) & JIS  
Dy. No. 2439  
Date: 15/5

shy

1133449/2018/TOBACCO CONTROL



*Pleasant*  
*OK*



प्रीति सूदन  
सचिव

PREETI SUDAN  
Secretary



~~SPFFD~~ Post  
By Hand  
भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Government of India  
Department of Health and Family Welfare  
Ministry of Health & Family Welfare

D.O. No. P.16012/06/2017- TC  
Dated, the 20<sup>th</sup> November, 2018

Dear Secretary,

I am writing to you with regard to a initiative taken by the Ministry of Health and Family welfare in declaring the premises of Nirman Bhawan as 'Tobacco Free Zone'.

2. As you are aware, tobacco use is highly detrimental to health. It is a major risk factor for Cancer, Cardiovascular Diseases (CVD), Diabetes, Chronic Lung Disease, stroke, infertility, blindness, Tuberculosis (TB), Oral Cavity etc. To protect non-users from involuntary exposure to tobacco smoke, smoking in public place which includes all public offices, workplaces, canteen etc. has been banned under Section 4 of the Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act (COTPA), 2003.

3. Thus, in the interest of public health and with a view to keep the building clean, contributing towards the "Swachh Bharat Swasth Bharat" campaign, the initiative was taken. As such smoking and spitting of tobacco in the premise of Nirman Bhawan is prohibited and is a punishable offence. A copy of the Circular for Tobacco Free Nirman Bhawan alongwith the Guidelines for implementation of the "Tobacco Free Zone" policy is enclosed.

4. In this regard, it would be appropriate that all government buildings/offices under your Ministry/Department are made tobacco free in order to protect public health. We would be happy to extend any technical support in this regard. I shall be thankful for your personal attention to the implementation of this policy.

With warm regards,

Yours sincerely,  
*[Signature]*  
(Preeti Sudan)

Encl: As above

Secretaries of all Departments

Tele : (O) 011-23061863, Fax : 011-23061252, E-mail : secyhw@nic.in  
Room No. 156, A-Wing, Nirman Bhavan, New Delhi-110011

E.No. 16012/06/2017-TC  
 Ministry of Health and Family Welfare  
 Government of India  
 (Tobacco Control Division)

Nirman Bhawan, New Delhi  
 Dated, the 8<sup>th</sup> November, 2017

CIRCULAR

**"TOBACCO FREE NIRMAN BHAWAN"**

The harmful effects of tobacco use are well established and accepted globally. The use of tobacco is a prominent risk factor for 6 to 8 leading causes of death and almost 40% of the Non Communicable Diseases (NCD) including cancers, cardio-vascular diseases and lung disorders are attributable to tobacco use. The number of deaths every year in India which is attributable to tobacco use is almost 8-9 lakhs.

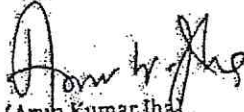
Whereas the Central Government has enacted the Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act (COTPA) in 2003, to protect the youth and the masses from adverse harmful effects of tobacco use and Second Hand Smoking.

Whereas COTPA envisages protection of non-user from involuntary exposure to tobacco smoke, which specifically finds mention in Section - 4 of the Act that prohibits smoking in public place which includes all public offices, workplaces, canteen etc.

Whereas spitting of tobacco etc. leads to spread of swine flu, tuberculosis, and pneumonia and gastro-intestinal diseases, TB Bacilli can survive in spit for an entire day which causes health problems to the public or nuisance to the people in general.

Whereas Section 268 of the Indian Penal Code stipulates that *a person is guilty of a public nuisance who does any act or is guilty of an illegal omission which causes any common injury, danger or annoyance to the public or to the people in general who dwell or occupy property in the vicinity, or which must necessarily cause injury, obstruction, danger or annoyance to persons who may have occasion to use any public right.*

Whereas in the interest of public health and with a view to keep the building clean, thus contributing towards the "Swachh Bharat Swasth Bharat" campaign, the premise of Nirman Bhawan is declared as "Tobacco Free Zone". As such smoking and spitting of tobacco in the premise of Nirman Bhawan are prohibited and is a punishable offence. Guidelines for implementation of the "Tobacco Free Zone" policy are at Annexure.

  
 (Arun Kumar Jha)  
 Economic Adviser

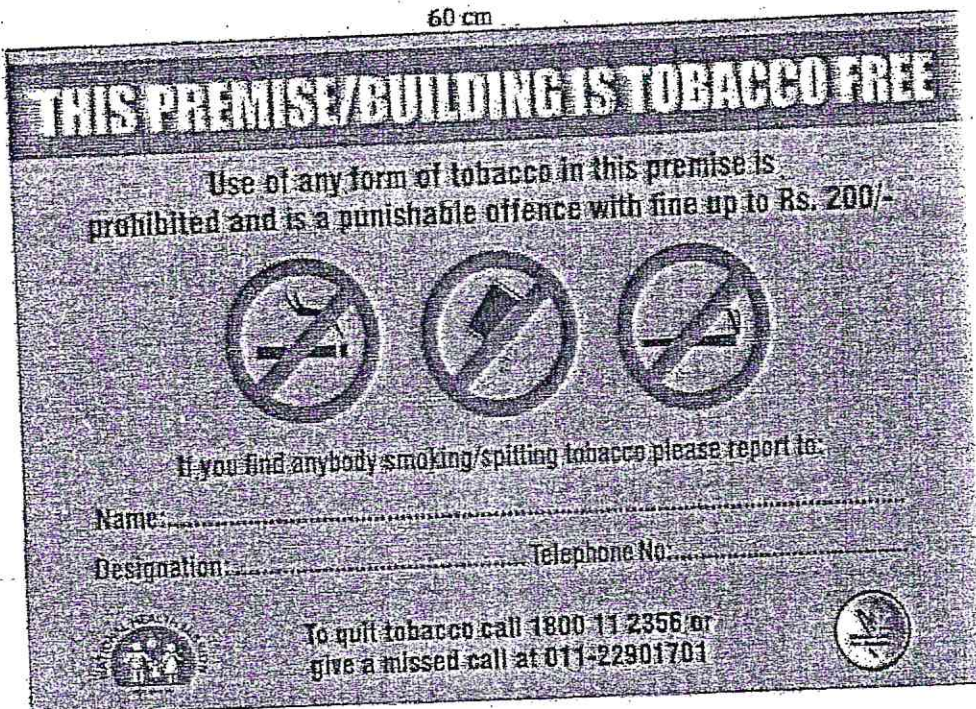
Annexure

Guidelines for implementation of "Tobacco Free Zone"

1. A board shall be displayed prominently at each entrance of the building, near the lifts and on different wings of each floor, with the following specifications:
  - a) The board shall be of a minimum size of 60 cm X 30 cm.
  - b) The board shall contain the following warning "Use of any form of tobacco in this premise is prohibited and is a punishable offence with fine up to Rs. 200/-" in English or one Indian language, as applicable.
  - c) The board shall display at the bottom the name and other details of the person(s) to whom a complaint may be made for violation.

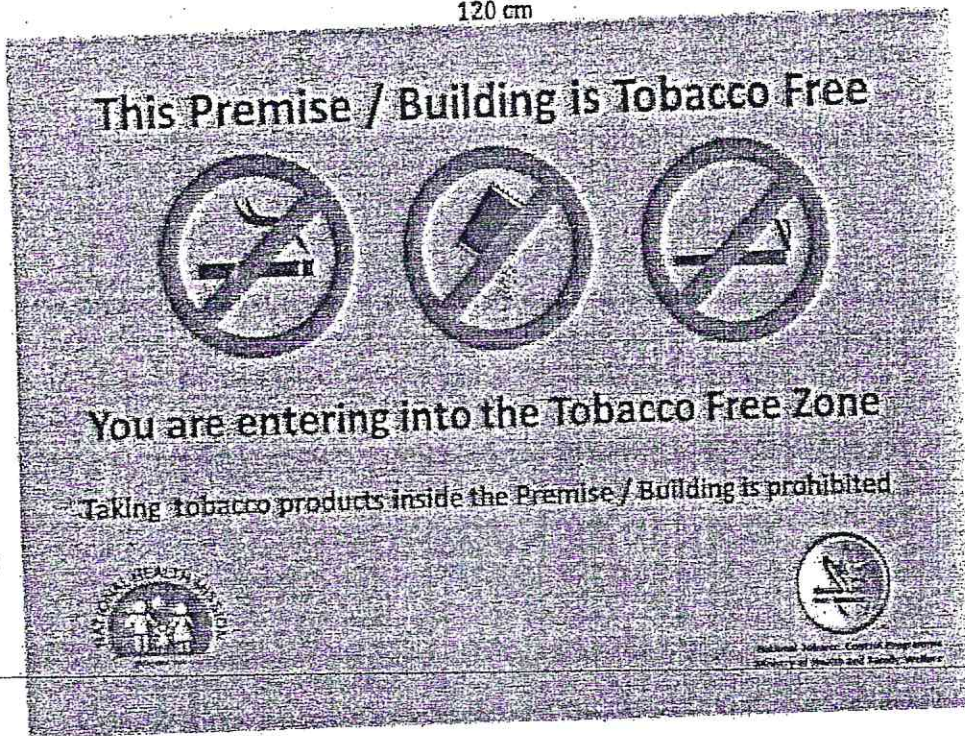
Prototype Board

60 cm



2. Gazetted Officer(s) should be identified to whom complaint about violation(s) can be reported and should be authorized to impose and collect the fine against the violation. A challan/receipt book as in Annexure-1 should be used for collection of the fine.
3. Fine so collected may be deposited in the head of account of the respective Ministry / Department.
4. Board (Size: 120 cm x 60 cm) as specified below should also be placed at the main entrance of the premise;

120 cm



5. A box should be placed at each entry gate of the building; any person who possesses any tobacco product should put it in the box before entering into the premise.

Annexure-1

Prototype of a receipt

Ministry / Department.....	
.....BHAWAN, NEW DELHI	
RECEIPT	
Receipt No. 851	Date :.....
Received Rs. ....(in words).....	
.....	
from .....	S/o .....
R/o .....	
.....on account of fine.	
For offence committed by him at ..... (Name of the Place) under the provisions of the Cigarettes and other tobacco products (prohibition of advertisement and regulation of trade and commerce, production, supply and distribution) Act, 2003 and Circular dated .....	
Signature of the Offender	Signature of the Authorized Officer

## शपथ

विश्व तम्बाकू निषेध दिवस के इस अवसर पर मैं यह शपथ लेता / लेती हूँ कि मैं कभी भी धूम्रपान व अन्य किसी भी प्रकार के तम्बाकू उत्पादों का सेवन नहीं करूँगा / करूँगी एवं अपने परिजनों या परिचितों को भी धूम्रपान व अन्य तम्बाकू उत्पादों का सेवन नहीं करने के लिए प्रेरित करूँगा / करूँगी। मैं अपने कार्यालय परिसर को तम्बाकू मुक्त रखूँगा / रखूँगी और अपने सहयोगियों को भी इसके लिए प्रेरित करूँगा / करूँगी।

## **PLEDGE**

On this occasion of World No Tobacco Day, I take a pledge that I shall never smoke & consume any type of tobacco products in my life and motivate my family or acquaintances to not to smoke & use any tobacco products. I shall keep the campus of my office tobacco-free and shall also motivate my colleagues for the same.