

Dated: 19.12.2022

Ref: DSE/UT/S5 11 () 2022

To

All Principals of Schools (Govt and Private),
UT Chandigarh.

Subject:- Implementation of Tobacco Free Educational Institution ToFEI (Guidelines Revised) issued by Ministry of Health and Family Welfare, Government of India in the Schools of UT, Chandigarh, reg.

1. Please find enclosed the letters of the Government of India, Ministry of Education, Department of School Educational literacy Shastri Bhawan New Delhi letter no. F18-4/2022-IS-6 dated 07-07-2022 and D.O No. 1829/2022-IS.15/14 dated 12-07-2022
2. The Ministry of Health and Family Welfare, Govt. of India has released Tobacco free educational institutions (TOFEI) guidelines (revised). This has already been disseminated through D.O No. P.16012/16/201-TC, dated 18-12-2020 (copy enclosed).
3. There is a need to accelerate the pace of implementation of these revised guidelines to create a Healthy and Tobacco free environment in educational institutions (Schools) in UT, Chandigarh.
4. In this regard, you are hereby directed to go through the contents of the aforesaid letters and said revised guidelines about the harmful effects of tobacco use. To evaluate performance of each educational institutions self evaluation score card for tobacco free educational institutions as per Annexure-IV of revised ToFEI guidelines 2020 may be used.

These revised guidelines are to be followed in letter and spirit.

Encl as above.

Director School Education
Chandigarh Administration

Endst No. Even

Dated: 19.12.2022

DSE-UT-S5-11(45)07-III / 8177

19-20/12/2022

Copy is forwarded to:

1. Secretary Health, UT Chandigarh, for information and necessary action towards implementation of the Revised Guidelines referred above
2. Commissioner Corporation, MC UT Chandigarh for information and necessary action towards implementation of the Revised Guidelines referred above.
3. Deputy Commissioner UT Chandigarh for information and necessary action towards implementation of the Revised guidelines referred above.
4. Education Secretary, UT Chandigarh for information.
5. SSP UT, Chandigarh for information and necessary action towards implementation of the Revised Guidelines referred above (especially with regard to the Revised Guidelines provisions 3.4 to ensure no tobacco products are sold in an area within 100 yards of the school premises).
6. Dy, Directors Dept of Education and DEO, UT Chandigarh to monitor in the schools of UT, Chandigarh, the implementation of the Tobacco Free Educational Institutions (ToFEI) Revised Guidelines issued by the Ministry of Health and Family Welfare, GoI.
7. The Technical Officer, IT Cell of this department with the direction to upload the same on the department website.

MINUTES OF THE MEETING HELD ON 19.12.2022 UNDER THE CHAIRPERSONSHIP OF EDUCATION SECRETARY, CHANDIGARH ADMINISTRATION AT 3.00 PM FOR THE IMPLEMENTATION OF TOBACCO FREE EDUCATIONAL INSTITUTION (TOFEI) GUIDELINES (REVISED), ISSUED BY MINISTRY OF HEALTH AND FAMILY WELFARE, GOVERNMENT OF INDIA IN THE SCHOOLS OF UT, CHANDIGARH.

The following officers were present in the meeting held via *google meet*:

1. Sh. Mridul, IPS, ASP (SDPO South West), UT, Chandigarh.
2. Sh. Charanjit Singh Virk, DSP (SDPO South), UT, Chandigarh.
3. Sh. Gurmukh Singh, DSP, (SDPO Central), UT, Chandigarh.
4. Ms. Palak Goel, DANIPS, (DSP SDPO East), UT, Chandigarh.
5. Sh. Sukhwinder Singh, (SDPO North East), UT, Chandigarh.
6. Sh. Nitesh Singla, PCS, SDM, SDM (East), UT, Chandigarh.
7. Sh. Pradhuman Singh, HCS, SDM (South), UT, Chandigarh.
8. Sh. Sanyam Garg, HCS, SDM (Central), UT, Chandigarh.
9. Director Health Services, UT, Chandigarh (Nominee).
10. Mr. H.P.S Brar, PCS, Director School Education, UT, Chandigarh.
11. All Cluster heads of the Schools in UT Chandigarh.

To set the context of the meeting, the Education Secretary apprised the members that:-

- (a) The Ministry of Health and Family Welfare, Govt. of India has issued Tobacco Free Educational Institutions (ToFEI) Guidelines (revised) in year 2020. However, to create a healthy and tobacco free environment in school of UT Chandigarh there is a need to accelerate the pace of implementation of these guidelines.
 - (b) With a view to make provisions to effect reduction in tobacco use the Government of India has enacted a comprehensive tobacco control law The Cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 (COTPA 2003) in 2004.
 - (c) Various rules have been notified for effective regulation of tobacco products from time to time for prohibition of;
 - (i) Smoking in public places,
 - (ii) Sales of tobacco products to and by minors,
 - (iii) Sale of tobacco products within 100 yards of educational institutions and,
 - (d) Smokeless Tobacco Products such as Gutkha, Zarda, Khaini etc. have been prohibited vide the Food Safety and Standards (Prohibition and Restrictions on Sales) Regulation, 2011 under Food Safety and Standards Act, 2006.
 - (e) The National Tobacco Control Programme (NTCP), a comprehensive programme, which not only provides a robust framework for implementation of tobacco control laws/initiatives but also focuses on community engagement, school programme, IEC and advocacy was launched in 2007-08. Various cessation services have been set up under the NTCP. A national quitline was launched in 2016.
 - (f) Since the premises of all schools by their nature are public places, smoking inside the premises of an school is a violation of section 4 of the COTPA. The Head of all Schools are also authorized to impose and collect fine under the COTPA, 2003 for such violations.
2. After detailed deliberations the following decisions were recorded:
- (a) The ToFEI Guidelines (Revised) must be followed in letter and spirit.
 - (b) To accelerate the pace of effectively implementation of the ToFEI Guidelines (Revised), **'a joint action team'** is constituted, for each school in UT Chandigarh, comprising of the school principal, officials of the SDM office, local Police Station and Health authorities for, inter-alia:
 - (i) Marking such boundaries/area which clearly defines the 100 yards area from the school premises and to ensure that no tobacco products are sold within marked area. For this the school principal will contact and coordinate with the authorities to undertake survey and marking of boundaries. A confirmation to this effect signed by the joint action team be sent to the office of DEO no later than Friday, 23.12.2022.
 - (ii) Ensuring that no tobacco products are sold in the area within a 100 yards from the school premise. The joint action team shall undertake regular visits at the marked 100 yard areas outside the school premises. A record of the visits shall be maintained in the school.
 - (c) Schools shall, in terms of the ToFEI Guidelines (Revised);
 - (i) Display a "Tobacco Free Educational Institution" signage in their premises and a "Tobacco Free Area" signage outside their school premises. This must be displayed, in terms of the Guidelines (revised), by 23.12.2022

- (ii) Designate Tobacco Monitor(s) from amongst their staff, an official or a teacher or a student representative (the student from class IX onwards). Health & Wellness Ambassadors shall also be designated as Tobacco Monitors.
- (iii) Ensure that *no tobacco products are sold* inside the school premises. Any violation should be reported to the National Quitline at 1800-11-2356. The Head of the Institution is also authorized to collect fine for violation of section 6(b), sale of tobacco products within 100 yards of an educational institution.
- (iv) shall not permit any use of tobacco products in the premises of the institution by anybody, including students, teachers, other staff members, school buses' drivers & staff and visitors.
- (v) Include in school's code of conduct guidelines for the "No Tobacco Use" norm and action be taken against such violations as per school's policy. This may include community service, information to and discussions with parents.
- (vi) Make tobacco users ineligible for the Student\Teacher\Staff of the Year Award or other awards given for co-curricular excellence.
- (vii) Help tobacco users and tobacco addicts to quit tobacco by encouraging them to avail the Quitline services and mCessation services.
- (viii) Use the Self-Evaluation Score card for Tobacco Free Educational Institution given in the Annex IV of the ToFEI Guidelines (Revised), to assess the status of implementation of the ToFEI Guidelines in their school on half-yearly basis. The first evaluation must be done by 31.12.2022 and thereafter on half yearly basis. The school that scores 90% and above marks will be rewarded/recognised for this achievement.
- (ix) Undertake tobacco control activities from time to time, such as:
 - Assemblies for taking pledge against tobacco
 - Poster/slogan/essay/quiz/debate competitions and street plays etc. Posters so developed with information about the harmful effects of tobacco should be displayed at prominent places in the school.
 - Encourage tobacco control initiatives by students /teachers/ other staff and certificates of appreciation or awards may be given to those who take initiative and do good work in this regard.
 - Invite the local law enforcement authorities/and health authorities to be the part of school assembly and deliver an address on tobacco control.

The chairperson thanked the participants.

Dated: 19.12.2022

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Education Secretary,
Chandigarh Administration

Endst No: DSE-UT-SS-11(45)07-III / 8178

Dated: 19.12.2022 / 20/12/2022

1. A copy is forwarded to all the concerned officers for information and necessary action please
2. PS to the Adviser to the Administrator, Chandigarh Administration for kind information please.

Dated: 19.12.2022


Director School Education