



National Health Mission
SDA Complex, Kasumpti, Shimla-9
Himachal Pradesh

Dated: Shimla-171009, the

2020



NOTIFICATION

To achieve the objective of protecting the vulnerable population especially the adolescents and college going young adults from exposure to tobacco use, it is imperative that the anti-tobacco efforts should be scaled up and sustained in all the Educational Institutions of the State. In light of the guiding principles laid down by the Government of India, the guidelines for making Educational Institutions Tobacco Free in the State of Himachal Pradesh are hereby notified (as per Annexure).

Objective of these Guidelines is to provide a fresh momentum to implementation of tobacco control initiatives among adolescents and young adults. These guidelines must be implemented by all educational institutions, including schools at all levels, colleges for higher or professional education and universities, both in public and private sector. It is the joint responsibility of all the key stakeholders departments i.e. Health, Home, Education, Panchayati Raj, Rural & Urban Development, District Administration, Health Safety and Regulation to work for effective implementation of Tobacco Free Educational Institute Guidelines in letter and spirit.

By Order
-sd-

Additional Chief Secretary (Health) to the
Government of Himachal Pradesh

Endst No. As Above, Dated: Shimla-9, the

Copy for information and necessary action to:

1. Chief Secretary to the Government of Himachal Pradesh
2. Additional Chief Secretary (Health) to the Government of Himachal Pradesh
3. Additional Chief Secretary (Home) to the Government of Himachal Pradesh
4. Secretary (Education) to the Government of Himachal Pradesh
5. Secretary (Rural Development & Panchayati Raj) to the Government of Himachal Pradesh
6. Director General Police, Himachal Pradesh
7. Director Health Safety and Regulation, Himachal Pradesh
8. Director Health Services, Himachal Pradesh
9. Director Higher Education, Himachal Pradesh

10. Director Elementary Education, Himachal Pradesh
11. Director, Rural Development, Himachal Pradesh
12. Director, Urban Development, Himachal Pradesh
13. All the Deputy Commissioners, Himachal Pradesh
14. All the Chief Medical Officers, Himachal Pradesh
15. All the District Programme Officers (NTCP), Himachal Pradesh
16. Guard file


20/7/20
Special Secretary (Health) cum
Mission Director, NHM
Himachal Pradesh, Shimla – 9



शिक्षण संस्थानों को तम्बाकू मुक्त बनाने के लिए दिशा निर्देश



महत्वपूर्ण बातें

- विश्व में लगभग 80 लाख लोग और भारत में लगभग 10 लाख लोग प्रति वर्ष तम्बाकू के कारण मरते हैं ।
- परोक्ष रूप से धूम्रपान करने वालों (passive smokers) को धूम्रपान करने वालों से भी ज्यादा नुकसान होता है ।
- तम्बाकू से कैंसर, हृदय घात (heart attack) , श्वास रोग (दमा) अधरंग (लकवा), अंधापन, गैंगरीन और नपुंसकता जैसे घातक रोग होते हैं ।
- हिमाचल प्रदेश में सरकार की इच्छा शक्ति व आम लोगों के सहयोग से वर्ष 2010 से 2020 तक तम्बाकू के प्रयोग में 35% की कमी आई है लेकिन अभी भी लगभग 15% लोग तम्बाकू का प्रयोग करते हैं, जो कि चिन्ता का विषय है ।
- प्रदेश सरकार ने वर्ष 2024 से पहले तम्बाकू के प्रयोग को 10% से कम करने व वर्ष 2030 तक 5% से कम करने का लक्ष्य रखा है, ताकि प्रदेश को तम्बाकू मुक्त किया जा सके ।
- तम्बाकू नशाखोरी के लिए पहली सीढ़ी का काम करता है, अतः नशाखोरी को रोकने के लिए तम्बाकू के प्रयोग को रोकना प्रथम लक्ष्य होना चाहिए ।
- हिमाचल प्रदेश को वर्ष 2013 में धूम्रपान मुक्त राज्य घोषित किया जा चुका है और हिमाचल प्रदेश विश्वविद्यालय को 31.5.2019 (विश्व तम्बाकू निषेध दिवस) पर तम्बाकू मुक्त घोषित किया जा चुका है ।
- स्कूली बच्चों और युवाओं में तम्बाकू के सेवन को शुरू करने की सम्भावना अधिक रहती है । अतः प्रदेश के समस्त शिक्षण संस्थानों को तम्बाकू मुक्त बनाना अनिवार्य है ।
- तम्बाकू नियंत्रण के उद्देश्य के लिए जागरूकता अभियान के साथ साथ कानूनी प्रावधानों को लागू करना भी अति आवश्यक है ।
- यह दिशा निर्देश पुस्तिका प्रदेश के सभी शिक्षण संस्थानों को तम्बाकू मुक्त बनाने में कारगर सिद्ध होगी ।

तम्बाकू नियंत्रण कानून 2003 के मुख्य प्रावधान

धारा - 4

सार्वजनिक स्थानों में
धूम्रपान करने पर 200
रुपये तक का
जुर्माना

धारा - 5

तम्बाकू पदार्थों के प्रत्यक्ष
या अप्रत्यक्ष विज्ञापन पर
2-5 वर्ष तक की कैद व
5000 रुपये तक
का जुर्माना

धारा - 6

शिक्षण संस्थानों के 100 गज
दायरे के अन्दर तम्बाकू बेचने
पर व नावालिगों को और
उनके द्वारा तम्बाकू बेचने
पर 200 रुपये तक
का जुर्माना

धारा - 7

बिना वैधानिक चेतावनी
के तम्बाकू पदार्थ बनाने /
बेचने पर 1-5 वर्ष तक
की कैद व 10000 रुपये
तक का जुर्माना

इसके अतिरिक्त प्रदेश सरकार ने गुटखा, खैनी आदि तम्बाकू पदार्थों पर प्रतिबन्ध लगाया है और खुली सिगरेट बेचने व बिना लाइसेंस तम्बाकू बेचने पर कड़ी कानूनी कार्यवाही और जेल का प्रावधान किया है।

- तम्बाकू नियंत्रण कानून 2003 की धारा 4 के अन्तर्गत समस्त राजपत्रित अधि. कारी, शिक्षण संस्थान के प्रभारी / प्रिंसिपल / मुख्य अध्यापक व अन्य अध्यापक, पुलिस और पंचायती राज संस्थाओं के प्रतिनिधि भी कार्यवाही के लिए प्राधिकृत हैं।
- तम्बाकू नियंत्रण कानून 2003 की धारा 6 के अन्तर्गत सभी शिक्षण संस्थानों के प्रभारी / प्रिंसिपल / मुख्य अध्यापक व अन्य अध्यापक, पुलिस और पंचायती राज संस्थाओं के प्रतिनिधि भी कार्यवाही के लिए प्राधिकृत हैं।
- तम्बाकू नियंत्रण कानून के अंतर्गत कार्यवाही के लिए चलान व रसीद की कॉपी निदेशक स्वास्थ्य सुरक्षा एवं विनियमन हिमाचल प्रदेश शिमला -2 द्वारा उपलब्ध करवायी जाएंगी।

- शिक्षण संस्थान में विशिष्ट स्थानों पर धूम्रपान / तम्बाकू मुक्त क्षेत्र का बोर्ड लगा होना चाहिए और उस पर संस्थान के नॉडल अधिकारी का नाम, पदनाम व फोन नंबर लिखा होना चाहिए (नमूना “क”)।
- शिक्षण संस्थान के प्रवेश द्वार / सीमा पर तम्बाकू मुक्त शिक्षण संस्थान का बोर्ड लगा होना चाहिए और उस पर संस्थान के नॉडल अधिकारी का नाम, पदनाम व फोन नंबर लिखा होना चाहिए (नमूना “ख”)।
- शिक्षण संस्थान की सीमा के अंदर सिगरेट / बीड़ी के टुकड़े / टोटे या खाने वाले तम्बाकू के पैकेट आदि नहीं मिलने चाहिए।
- शिक्षण संस्थान में उपयुक्त स्थान पर तम्बाकू से होने वाले नुकसान के बारे में जानकारी हेतु पोस्टर लगे होने चाहिए । पोस्टर के प्रारूप इस पुस्तिका के साथ संलग्न हैं।
- शिक्षण संस्थान में प्रत्येक 6 मास में कम से कम एक बार तम्बाकू नियंत्रण पर कोई कार्यक्रम आयोजित होना चाहिए जैसे की रैली, भाषण प्रतियोगिता, पेंटिंग प्रतियोगिता या सेमिनार आदि।
- शिक्षण संस्थान के प्रभारी को स्वयं या किसी अध्यापक को तम्बाकू नियंत्रण के लिए नॉडल अधिकारी (Tobacco Monitor) नियुक्त करना होगा, जिसका नाम बोर्ड “क” और “ख” में लिखा होना चाहिए।
- शिक्षण संस्थान की नियमावली में शिक्षण संस्थान के अंदर तम्बाकू का प्रयोग न करने का प्रावधान होना चाहिए।
- यह सुनिश्चित किया जाना चाहिए कि शिक्षण संस्थान के 100 गज के दायरे में तम्बाकू पदार्थों की बिक्री न हो।
- शिक्षण संस्थान के 100 गज के दायरे की निशान देही होनी चाहिए। रिहायशी, व्यावसायिक क्षेत्र अथवा सड़क इत्यादि पर 100 गज के दायरे को किसी पक्के रंग से अंकित किया जा सकता है, जिससे 100 गज के भीतर तम्बाकू पदार्थों की बिक्री का एक ही नजर में पता चल सके।

Evaluation Scorecard for Tobacco Free Educational Institution			
Name of the Educational Institution:-			
Name and Designation of Evaluator:-			
Date of Evaluation:-			
Final Score of the Educational Institute:			
Sl. No.	Criteria	Weightage Points	Scored points by the Institute
1	Display of 'Tobacco Free Area' Signage inside the premise of Educational Institute at all prominent place(s).	Mandatory (10)	
	The name/designation/contact number are mentioned / updated in the signage	Mandatory (10)	
2	Display of "Tobacco Free Education Institution" signage at entrance/ boundary wall of Educational Institute.	Mandatory (10)	
	The name/designation/contact number are mentioned / updated in the signage	Mandatory (10)	
3	No evidence of use of tobacco products inside the premise i.e. cigarette/beedi butts or discarded gutka/tobacco pouches, spitting spots.	Mandatory (10)	
4	Poster or other awareness materials on harms of tobacco displayed in the premise.	9	
5	Organisation of at least one tobacco control activity during last 6 months.	9	
6	Designation of Tobacco Monitors and their names, designations, and contact number are mentioned on the signages	9	
7	Inclusion of "No Tobacco Use" norm in the Educational Institute code of conduct guidelines	9	
8	Marking of 100 yards area from the outer limit of boundary wall / fence of the Educational Institute	7	
9	No shops selling tobacco products within 100 yards of the Educational Institute.	7	

यह मूल्यांकन वर्ष में एक बार निम्न सदस्यों की टीम द्वारा किया जायेगा :

1. नजदीकी चिकित्सा अधिकारी

2. प्रधान ग्राम पंचायत क्षेत्र / अध्यक्ष NAC क्षेत्र / कौंसलर MC एरिया

3. शिक्षण संस्थान का प्रतिनिधि (शिक्षण संस्थान के प्रभारी द्वारा मनोनीत)

133343/2020/NCD-Section

मूल्यांकन में यदि कोई शिक्षण संस्थान 90 या उससे अधिक अंक प्राप्त करता है, तो उसे सम्बंधित BMO द्वारा तम्बाकू मुक्त शिक्षण संस्थान का प्रमाण पत्र निम्न दर्शाये गए प्रारूप पर जारी किया जायेगा :



तम्बाकू मुक्त शिक्षण संस्थान



प्रमाण पत्र

संख्या

.....को प्राधिकृत समिति द्वारा किये गए सर्वेक्षण के अनुसार.....(शिक्षण संस्थान का नाम) ने...../100 अंक अर्जित किये हैं ।

अतः इस शिक्षण संस्थान को तम्बाकू मुक्त संस्थान प्रमाणित किया जाता है ।

दिनांक

BMO के हस्ताक्षर
(मुहर सहित)

यह प्रमाण पत्र जारी करने के उपरांत एक वर्ष तक मान्य होगा ।

	तम्बाकू मुक्त क्षेत्र
	इस स्थान पर तम्बाकू का प्रयोग करना अपराध है
उलंघन करने वाले की सूचना तुरंत निम्नलिखित अधिकारी को दें।	
नाम _____	
पदनाम _____	
फोन नंबर _____	
या	
(तम्बाकू छोड़ने के लिए राष्ट्रीय हेल्पलाइन 1800112356 या टोल फ्री नम्बर 104 पर संपर्क करें)	

60 CM

45 CM

बोर्ड “क”

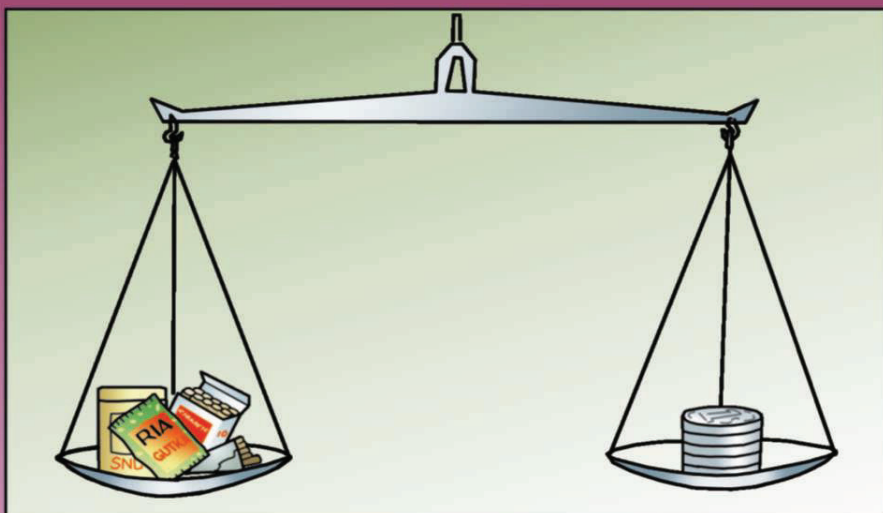
तम्बाकू मुक्त शिक्षण संस्थान	
इस शिक्षण संस्थान के बाहर 100 गज के दायरे में किसी भी प्रकार के तम्बाकू पदार्थ बेचना गैर कानूनी और दण्डनीय अपराध है।	
उलंघन करने वाले की सूचना तुरंत निम्नलिखित अधिकारी को दें।	
नाम _____	
पदनाम _____	
फोन नंबर _____	
(तम्बाकू छोड़ने के लिए राष्ट्रीय हेल्पलाइन 1800112356 या टोल फ्री नम्बर 104 पर संपर्क करें)	
आदेशानुसार	

60 CM

45 CM

बोर्ड “ख”

बेहतर जीवन के लिए बचत कीजिये या मौत के सामान पर खर्च कीजिए



खर्चा
बीमारी
पीड़ा
मौत

बचत
सेहत
खुशियां
ज़िन्दगी

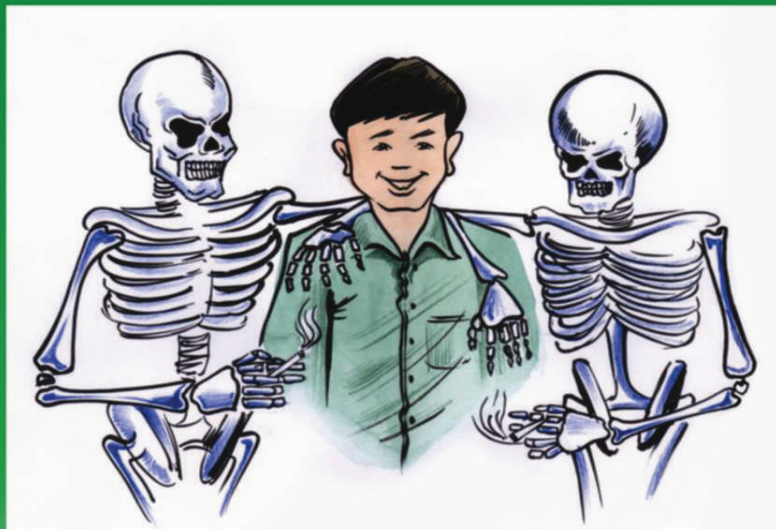
जीवन है आपका, मर्जी है आपकी

5 रुपये एक दिन के हिसाब से, एक साल के 1825 रुपये अगर आप बचाएं, तो ज़रा सोचिये आप ज़िन्दगी में कितना बचा सकते हैं



ज़िन्दगी तुमो, तम्बाकू नहीं

ऐसे दोस्तों से दोस्ती किस काम की जो कराये दोस्ती मौत से?



क्या आपके दोस्त सच में आपके दोस्त हैं? क्या इन्हें आपकी परवाह है?
यदि होती, तो क्या यह आपको तम्बाकू के रूप में मौत का सामान देते?

ज़रा सोचिये।

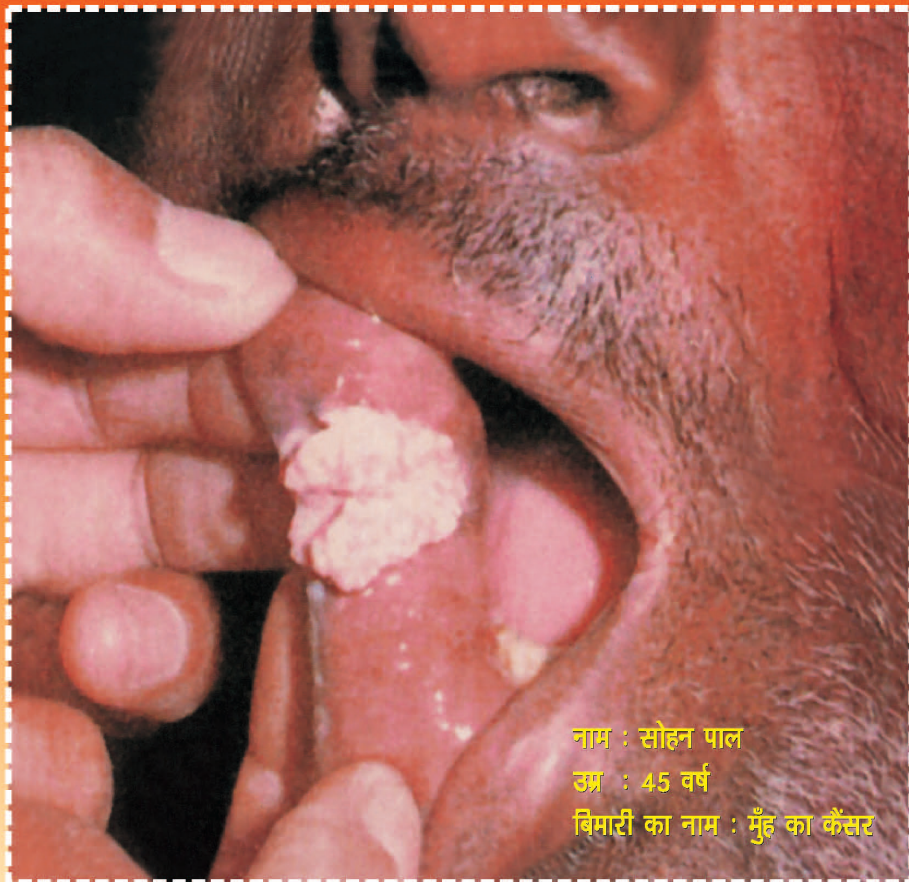
जब कोई परिवार का चहेता मृत्यु को प्राप्त होता है तो
परिवार का दिल टूट जाता है।

कहीं आपके परिवार को आपकी दोस्ती का मूल्य न चुकाना पड़े?



ज़िन्दगी तुनो, तम्बाकू नही

ठहरिये!



नाम : सोहन पाल

उम्र : 45 वर्ष

बिमारी का नाम : मुँह का कैंसर

आँखों बन्द कर लेने से या इस तस्वीर को अनदेखा कर लेने से आप सच्चाई से मुँह नहीं फेर सकते।

यदि आप तम्बाकू का सेवन करते हैं, तो यह मुँह आप का भी हो सकता है। सिर्फ आप ही अपने शरीर को तम्बाकू की गिरफ्त से बचा सकते हैं।



राष्ट्रीय तंबाकू नियंत्रण कार्यक्रम

तंबाकू छोड़िए आज ही !



सम्पन्न करते
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
भारत सरकार
www.mohfw.nic.in

क्या आप जानते हैं ? तम्बाकू में मौजूद **4000**

जहरीले तत्व इन बिमारियों
का कारण बन सकते हैं ...



बालों का झड़ना



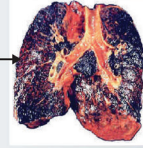
मोतियाबिंद



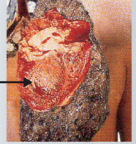
दांत में सड़न



फेफड़ों का कैंसर



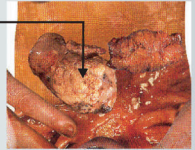
दिल की बीमारी



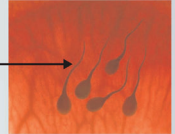
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बदरंग उंगलियां



विकृत शुक्राणु



गैंग्रीन



राष्ट्रीय तम्बाकू निवर्तन कार्यक्रम

....क्या आप बिमारियों भरी
जिंदगी एवम् दर्दनाक मौत चाहेंगे ?



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- प्रदेश सरकार ने सभी शिक्षण संस्थानों को तम्बाकू मुक्त बनाने का लक्ष्य रखा है, ताकि युवाओं को तम्बाकू व अन्य नशों से बचाया जा सके।
- प्रदेश सरकार ने किसी भी ग्राम पंचायत को तम्बाकू मुक्त बनने पर 5 लाख रुपए के इनाम का प्रावधान किया है।
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आइये, इस अभियान की सफलता व प्रदेश को तम्बाकू मुक्त बनाने में अपना सहयोग दें।



अधिक जानकारी के लिए टोल फ्री
नम्बर- 104 पर संपर्क करें।

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जानकारी के लिए वाट्स-ऐप नम्बर-
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राष्ट्रीय स्वास्थ्य मिशन
स्वास्थ्य एवं परिवार कल्याण विभाग, हिमाचल प्रदेश



Implementation Manual

Tobacco Free Educational Institutions (ToFEI)



Department of School Education and Literacy
Ministry of Education, Government of India

Implementation Manual

Tobacco Free Educational Institutions (ToFEI)

May - 2024

For any information, please connect :

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स्कूल शिक्षा और साक्षरता विभाग
Government of India
Ministry of Education
Department of School Education & Literacy



MESSAGE

The pervasive use of tobacco is rapidly becoming a significant public health concern worldwide. Alarming, tobacco products such as cigarettes, beedis, pan masala, gutkha, zarda and khaini (chewable tobacco) are readily available in and around educational campuses. The tobacco industry actively targets minors and youth, exacerbating the gravity of the issue. This situation demands urgent attention and collective action from all stakeholders.

We know, tobacco use is one of the major causes of preventable deaths and diseases in India and accounts for nearly 1.35 million deaths every year in the country. India is also the second largest consumer and producer of tobacco.

According to Global Youth Tobacco Survey (GYTS) 2019 data, 8.5 percent of school students in the age group of 13 to 15 consume tobacco in different forms across the country. Most disturbing fact is more than 5,500 children initiate tobacco consumption daily in India. Most of the adult users of tobacco start tobacco use in their adolescence. 55% users initiate into lifelong tobacco use before the age of 20 years. Tobacco, more often than not, also acts as an entry gate to other addictions because some of them subsequently start using other intoxicating agents like alcohol and other addictive substances.

As part of the National Tobacco Control Program, the Ministry of Health and Family Welfare, Government of India, has initiated the Tobacco Free Educational Institutions (ToFEI) campaign aimed at safeguarding minors and youth from tobacco addiction. It is imperative to take proactive measures to eliminate tobacco vendors within a 100-yard radius of all educational establishments.

The "ToFEI Implementation Manual" has been collaboratively developed by Vital Strategies and Socio Economic and Educational Development Society (SEEDS), under the auspices of the Department of School Education & Literacy, Ministry of Education, Government of India. This manual is poised to serve as a crucial tool in transforming all educational institutions across the nation into tobacco-free zones.

I take this opportunity to convey best wishes to all stakeholders.

(Sanjay Kumar)

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अपर सचिव

V. Hekali Zhimomi, IAS

Additional Secretary



सत्यमेव जयते



MESSAGE

Tobacco use is the single largest cause of preventable deaths and illness worldwide and kills half of its users prematurely, in their most productive age. According to the latest Global Youth Tobacco Survey, tobacco use has decreased among youth in the past decade – from 14.6% in 2009 to 8.4% in 2019. While this achievement indicates that our tobacco control strategies are moving in the right direction, however, much more needs to be contributed to protect our younger generation from getting addicted to Tobacco use.

Tobacco control is multi-sectoral and has been one of the high priorities of the Government. Consistent with the idiom of "Prevention is better than cure", the Government has taken various measures for both prevention of initiation of tobacco use among the children and youth, and for providing cessation services. Cigarettes and Other Tobacco Products Act (COTPA 2003) contains specific provisions to discourage tobacco use among children and youth, such as ban on smoking in public places, including in all educational institutions of all levels, both public and private, prohibition of sale of tobacco products to or by minors (less than 18 years of age) and prohibition of sales of tobacco products within 100 yards of any educational institution.

It is imperative that we take all possible measures to curb the use of tobacco among children at a very young and impressionable age, in order to combat the menace of tobacco addiction. The more and the sooner, we create awareness among children about harms due to tobacco use, the better will be the outcomes in terms of reduction in prevalence of tobacco use among children and consequently among adults.

We need to make collaborative efforts to protect young children and minors from the addiction of tobacco use so that we could protect our future generations by increasing awareness about the ill effects of tobacco use as well as promoting tobacco control in educational institutions. The government is committed to the effective implementation of the tobacco control program in which the role of NGOs is significant.

I am grateful that Department of School Education and Literacy, Ministry of Education, Government of India in partnership with Socio Economic and Educational Development Society (SEEDS), a civil society organization has developed the Implementation Manual for Tobacco Free Educational Institution Guidelines (ToFEI)", which will serve as a tool for creating educational institutions "Tobacco Free".

I am confident that our joint and coordinated efforts will lead to realization of our goal of creating a healthy and tobacco free environment in Educational Institutions, leading to a healthier India.

With best wishes.

(V Hekali Zhimomi)

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Additional Secretary



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शिक्षा मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग

Government of India
Ministry of Education
Department of School Education & Literacy



Message

Consumption of tobacco in any form is awfully detrimental for health. Tobacco consumption causes many diseases, of which cancer is the most prominent.

According to the Global Adult Tobacco Survey 2017, 28.6% people in India consume tobacco in some form. In which most of the people consume Smoke Less Tobacco products which is the biggest cause of oral cancer.

We need to make cooperative efforts to protect children and minors from the addiction of tobacco consumption so that we educate our future generations by increasing awareness in educational institutions of about its ill effects tobacco consumption as well as promoting tobacco control. It is necessary to strictly comply with various provisions of COTPA 2003. The government is committed for effective implementation of the tobacco control program in which the role of NGOs is significant.

I am happy that the Ministry of School Education and Literacy, Government of India, Ministry of Health and Family Welfare, Government of India and Socio Economic and Educational Development Society (SEEDS) are jointly making efforts to implementation of Tobacco Free Educational Institutions (ToFEI) in all educational institutions in India.

I hope that this ToFEI implementation manual developed by SEEDS in accordance with the TOFEI Guidelines will prove useful in ensuring that educational institutions are tobacco free.

With best wishes;

(Vipin Kumar)

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MESSAGE

The youth is particularly vulnerable to tobacco use due to several factors, including social influences and the targeted marketing efforts of the tobacco industry. In view of these challenges, establishing tobacco-free campuses is a significant step towards promoting youth well-being, preventing tobacco use among young people, and ensuring a conducive learning atmosphere for them.

The Ministry of Health and Family Welfare, Government of India introduced the updated "Guidelines for Tobacco-Free Educational Institutions" (ToFEI) in 2019 to ensure all campuses are tobacco free and comply with the provisions of the Cigarettes and Other Tobacco Products Act, 2003 and the Juvenile Justice Act, 2015 to prevent youth exposure to tobacco products and its use. These guidelines aim to increase awareness about the harms and health effects of tobacco, ensure a healthy and tobacco-free environment in educational institutions, and enhance the implementation of legal provisions regarding the sale and use of tobacco products as prescribed for educational institutions, public places, statutory warnings, and minors.

The leadership and support from The Ministry of Education, Government of India and the National Council of Educational Research and Training (NCERT) will play a pivotal role in implementing these guidelines by all schools across the country. This initiative will help in successful adoption and enforcement of these policies, ensuring a healthier and safer learning environment for students.

I congratulate the Ministry of Education, the National Council of Education, Research and Training (NCERT) and Socio Economic and Educational Development Society (SEEDS) for developing a comprehensive manual for implementation of the TOFEI guidelines that will provide fresh momentum for the implementation of tobacco control and guide through the implementation process, providing clear steps, best practices, and practical tools to help create and maintain a tobacco-free educational setting.

Dr Rana J Singh

Director – Tobacco Control
South-East Asia
Vital Strategies, New Delhi, India

Preface

As per Global Youth Tobacco Survey (GYTS-2019), in India 8.5% students of age 13-15 years use tobacco in one or other form. Although, the second Global Adult Tobacco Survey report (GATS-2, 2016-17) indicated decline in tobacco use prevalence - by 6% points from 34.6% in GATS-1 (2009-10) to 28.6% in GATS-2 – it also highlights tobacco use among adolescents and young adults remains a grave cause of concern.

Most of the adult users of tobacco start tobacco use in their adolescence. GATS-2 informs us that 55% users initiate into lifelong tobacco use before the age of 20 years. Tobacco also acts as an entry gate to other addictions because some of them subsequently start using alcohol and other addictive substances. Tobacco Advertising Promotion and Sponsorship targets the youth. Advertisements of various tobacco products are very common in all forms of media including the print media, television, the roadside hoardings and banners besides internet and online streaming platforms. Tobacco is highly addictive and quit rates are very low, therefore, preventing the younger generations from this addiction remains the most important public health intervention, especially in the school settings.

To make Educational Institutions "Tobacco-Free", Ministry of Health and Family Welfare, Government of India released the revised Tobacco Free Educational Institution (ToFEI) guidelines in 2019. Main objectives of the ToFEI guidelines are to: -

- i. Create awareness about harmful effects and long-term health impact of tobacco use amongst the students, teachers, workers and officials in educational institutions.
- ii. Create awareness about available tobacco cessation services and methods to quit.
- iii. Ensure better implementation of legal provisions regarding sale and use of tobacco products, especially those related to educational institutions, public places, statutory warnings and minors access to tobacco.
- iv. To ensure a healthy and tobacco free environment in all educational institutions in the country.

Under guidance of Ministry of Health and Family Welfare, Government of India and with the technical support from Vital Strategies and Socio Economic and Educational Development Society (SEEDS) Department of School Education and Literacy, Ministry of Education, Government of India has developed this implementation manual for effective compliance with the revised ToFEI guidelines by all schools in the country.

We hope that this implementation manual will be a useful tool for Principals, Headmasters, Teachers and Student Monitors in making their schools compliant with the ToFEI guidelines and thus making their institutions 'Tobacco Free'. Help and support of all stakeholders including civil society organizations will be critical in making all educational institutions tobacco free in the country.

Rahul Pachori

Director

Department of School Education and Literacy
Ministry of Education, Government of India

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Need for Tobacco Control

Tobacco use is one of the biggest public health threats globally. It is estimated that in India, nearly 13.5 lakh people die from tobacco use every year. It is also a big threat to the productivity and economy of our country. But the relieving fact is morbidity and mortality due to tobacco are easily preventable.

Although tobacco use is a global cause of concern but production and consumption of tobacco is growing much faster in developing countries. Tobacco Industry adopts different strategies to attract adolescents and young adults specially. Children and youth must be protected from such industry tactics.

Government of India launched National Tobacco Control Program (NTCP) in year 2007-08 to accelerate tobacco control efforts in the country. Implementation of different provisions of tobacco control law (COTPA-2003), school awareness programs, IEC activities, capacity building of stakeholders and counselling for quitting at Tobacco Cessation Centres are main activities under NTCP.

To address the tobacco menace, Government of India enacted the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act (COTPA) 2003. The main objectives of implementing COTPA are to protect minors from easy accessibility of tobacco products, protect non-smokers from exposure to second hand smoke and prohibiting advertisement and promotion of tobacco products.

As per second Global Adult Tobacco Survey (GATS-2, 2017) which was conducted by World Health Organisation (WHO) and Government of India, 28.6% adults (15+ years), 42.4% male and 14.2% female consume tobacco. 21.4% adults use smokeless/chewing tobacco while 10.7% use smoking forms. Khaini and bidi are most commonly used tobacco products. 11% adults consume khaini while 8% smoke bidi. Tobacco use prevalence decreased by 6% points from 34.6% in GATS-1 (2009-10) to 28.6% in GATS-2 which indicates that tobacco control efforts are in right direction.

As per data of GYTS-4 (*Annexure-1*), 8.5% students of age 13-15 years use tobacco in one or other form in India. While, 18.1% students of this age ever tried tobacco products. Almost 70% of students who smoke cigarettes bought it from pan shop/vendors.

It is usually observed that selling of tobacco products like cigarettes, bidi, khaini, pan masala and zarda etc is being sold around educational institutions. It promotes tobacco addiction among adolescents and young adults. Under Section 6B of COTPA there is provision for not selling tobacco products to the minors and not to sale tobacco product within 100 yards of any educational institutions.

Health Effects of Tobacco Use

Tobacco affects almost all body organs and causes many diseases. Most cases of head, neck, oesophagus and lung cancers are due to tobacco. Approximately one third of all cancer are tobacco related while 90% oral and lung cancers are linked to tobacco.

It can also cause cancer of bladder and kidneys. Tobacco use is a major risk factor for Cancer, Cardiovascular Diseases (CVD), Chronic Lung Diseases, Stroke, Diabetes, Infertility, Blindness and Tuberculosis (TB) etc.

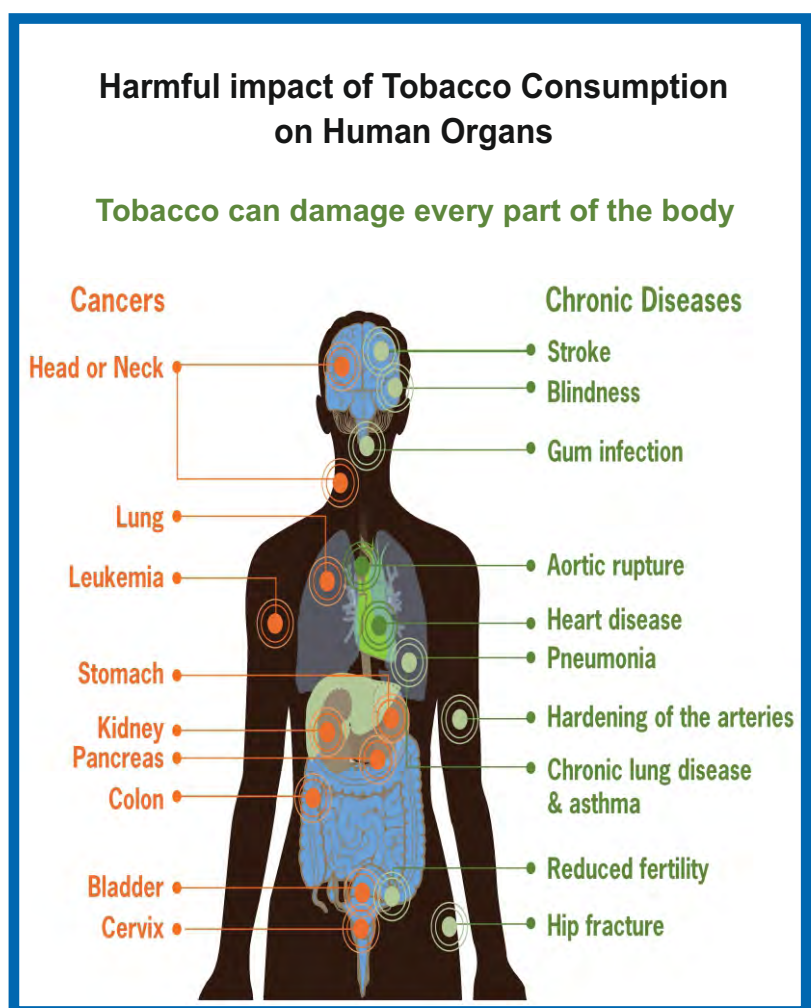
Possibilities of lung cancer in male smokers is 23 times more than non-smokers and in females it is 13 times more. Age of a smoker is reduced by 22-28% than a non-smoker, risk of lung cancer is 20-25 times and risk of sudden death is 3 times. Tobacco use doubles the risk of stroke.

Second hand/passive smoking is equally harmful and causes respiratory diseases in children.

Tuberculosis (TB) is a cause of premature deaths in India specially among smokers. Smoking increases the risk of contracting TB, increases the risk of recurrent TB and impairs the response to treatment of the disease.

Blood circulation decreases due to contraction in blood vessels of tobacco users. Risk of vascular diseases is 10 times more in tobacco users than to non-users.

Tobacco use causes infertility and reduced sperm count in males and fertility issues. Tobacco use affects the immune system and increases the risk of respiratory and other infections. Tobacco use also increases the risk of Diabetes.



Legal Provisions of Tobacco Control

To curb the tobacco menace, Government of India enacted 'The Cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003' (COTPA). There are four main provisions of COTPA which are discussed in table below :-

Section	Objective	Offense	Penalties
Section 4	To protect non-smokers from the exposure of second hand smoke	Smoking in Public Places	Fine up to Rs.200
Section 5	To minimize the attraction towards the tobacco products specially among adolescents and young adults	Direct/indirect advertisement of tobacco products and scholarship /sponsorship of any event by tobacco companies	First Offence: Fine up to Rs. 1000/- or imprisonment up to two years or both Subsequent offence: Fine up to Rs. 5000/- or imprisonment up to five years or both
Section 6a	Restricting easy accessibility of tobacco products to the minors	Sale of tobacco products to or by minors	Fine up to Rs.200
Section 6b		Sale of tobacco products within 100 yards of any educational institute	Fine up to Rs.200
Section 7	To discourage the users from using tobacco products and aware them about the harms of tobacco even to the illiterates by pictorial warnings	Mandatory 85% Pictorial Health Warning at both sides of tobacco product pack	First Offence: Fine up to Rs. 5,000/- or imprisonment up to two years or both Subsequent offence: Fine up to Rs. 10,000/- or imprisonment up to five years or both

Note:- List of authorized officers for section 6 of COTPA is given at *Annexure-II*.

For effective implementation of COTPA provisions and National Tobacco Control Programme (NTCP), Government of India has suggested to form State Level Coordination Committee (SLCC) under chairmanship of Chief Secretary at the state. Similarly at districts, under chair of District Magistrate District Level Coordination Committee (DLCC) has to be formed. For taking action against violators of COTPA, many states has formed three tiered enforcement squads at district, sub-divisional and block level.

Other Legal Provisions on Tobacco Control

Juvenile Justice (Care and Protection of Children) Act 2015, Section 77

- Under section 77 of JJ Act, there is provision for penalty of Rs. One Lakh fine and imprisonment of 7 years on offering or selling or giving tobacco products to any person below the age of 18 years.
- Under section 107(1) of this act, Child Welfare Police Officers are nominated in every police station to ensure compliance with the law.

Environment Protection Act 1986

Poisonous smoke affects our environment adversely and people pay huge cost due to this. As per the Act, necessary steps should be taken to protect the environment. Tobacco smoke not only adversely effects the health but also our surrounding environment.

Food Safety and Standard Act 2006, Food Safety Rules 2011, Rule 2.3.4

- As per the Rule 2.3.4 of this Act, any food product should not contain any substance which may be injurious to health. It mandates that tobacco and nicotine shall not be used as ingredients in any food products.
- As per order no. 1/10 dated 23-9-16 of Hon'ble Supreme Court of India, separate packs of Pan Masala and tobacco can't be sold together either by stapling them in the form of twin pack or mixing them together.
- Penal action can be taken under section 41 and 42 of FSSA and Section 272 & 273 of Indian Penal Code (IPC).
- Sub-Inspector and above rank officers of Food and Drug Administration can take action against the violators.

Drugs and Cosmetics Act 1940

Under this Act, use of tobacco in all dental products is prohibited since 1992.

Cable Television Network Act 2000

Under this Act, advertisement of tobacco products is prohibited in cable television and state electronic media.

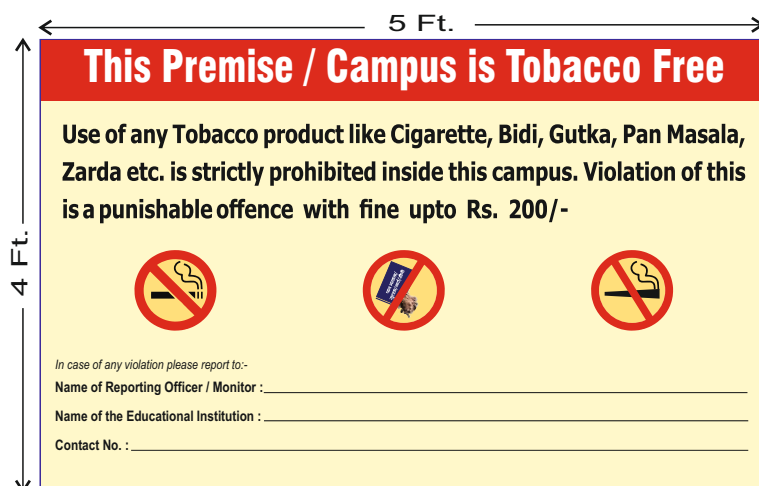
Prohibition of Electronic Cigarettes Act 2019

Under this Act, production, manufacture, import, export, transport, sale, distribution, storage and advertisement of E-cigarettes are prohibited.

Activities for Tobacco Free Educational Institutions

ACTIVITY-1: Display of 'Tobacco Free Area' Signage inside the premise of Educational Institute at all prominent place(s) with information of designated person

Signage of 'Tobacco Free Premise' and 'Smoke Free Area' should be placed at prominent places of all floors of the Educational Institution as per below given templet :-



5 Ft.

This Premise / Campus is Tobacco Free

Use of any Tobacco product like Cigarette, Bidi, Gutka, Pan Masala, Zarda etc. is strictly prohibited inside this campus. Violation of this is a punishable offence with fine upto Rs. 200/-

In case of any violation please report to:-
 Name of Reporting Officer / Monitor : _____
 Name of the Educational Institution : _____
 Contact No. : _____

4 Ft.



60 cm



**No Smoking Area
Smoking here
is an offence**

On violation fine upto Rs. 200/-

In case of any violation please report to:-
 Name of Reporting Officer / Monitor : _____
 Name of the Educational Institution : _____
 Contact No. : _____

OR
Call at Toll Free No. 1800-112-356

30 cm

15 cm

- Minimum size of the signage will be 60 cm. X 45 cm. and colours should be as in given samples.
- These signages can be printed as boards and placed on the wall or can be painted.
- Language used in the sign boards preferably should be the locally spoken or it can be English as in the given sample.
- Sign Board/ Wall paint should be placed at prominent places like office notice Board, near entrance gate, staircases, library, washrooms and places where management thinks desired message can be expressed in an effective way.
- Name and details of the 'Tobacco Monitor' must be mentioned in the signages nominated by the Head of the Institution among teachers/ staff members who himself should not be tobacco user.

ACTIVITY-2:- Display of "Tobacco Free Education Institution" signage at entrance/boundary wall of Educational Institute with information of designated person

'Tobacco Free Educational Institution' signage as per below given sample should be placed or painted at the boundary wall outside the entrance of Educational Institutions

60 cm

45 cm

TOBACCO FREE EDUCATIONAL INSTITUTION

Sale of Tobacco products like Cigarette, Bidi, Gutka, Pan Masala, Zarda etc. is strictly prohibited within a radius of 100 yards of this Educational Institution. Violation of this is a punishable offence with the fine upto Rs. 200/-

In case of any violation please report to:-

Name of Reporting Officer / Monitor : _____

Name of the Educational Institution : _____

Contact No. : _____

By Order
Deputy Commissioner

Directions for the Signage –

- Minimum size of the signage will be 60 cm. X 45 cm. and colours can be as in given samples.
- "Tobacco Free Educational Institution" signage should be placed as board or can be painted at conspicuous place/s outside the premise on the boundary wall near the entrance gate/s.
- Language used in the sign boards preferably should be the locally spoken or it can be english as in the given sample.
- Name and details of the 'Tobacco Monitor' must be mentioned in the signages nominated by the Head of the Institution among teachers/ staff members who himself should not be tobacco user.

ACTIVITY-3: - There should not be any evidence of tobacco use inside the premise like cigarette/beedi butts or discarded gutka/tobacco pouches, spitting spots

To consider any Educational Institution "Tobacco-Free", there should not be any evidences of tobacco usage inside the premise such as butts of cigarettes / Beedi; pouches of Gutka / Pan Masala/ Zarda/ Khaini etc. and spitting spots of chewing tobacco products.

To achieve the above objective following message can be displayed at prominent places inside the premise :-

Important Notice

Littering of this premise by throwing cigarettes / Beedi butts; pouches of Gutka / Pan Masala / Zarda / Khaini etc. or spitting is strictly prohibited and will be penalized. Please inform the following person in case of violation :-

Name of Tobacco Monitor :

Designation :

Contact No.:

Important Instructions :-

- Since consumption of tobacco products is prohibited in the premise, any of the mentioned evidences found will be considered as proof of tobacco consumption in the premise.
- Keep the premises clean. Do random checks of students / staffs regularly and frisk the tobacco products.
- If feasible, please place or wall paint the above message in local language at prominent places like office notice board, near entrance gate, staircases, library, washrooms and places where management thinks desired message can be expressed in an effective way.
- Name and details of the 'Tobacco Monitor' must be mentioned in the signages nominated by the Head of the Institution among teachers/ staff members who himself should not be tobacco user.



Tobacco adversely affects almost all the organs of the body and causes various diseases. Information on harms of tobacco consumption should be conveyed effectively to the students by displaying posters, charts, clip boards or other resource materials inside the premise at prominent places where maximum persons can access these easily. These awareness materials can be printed on flex or can be wall painted. It is also recommended that best posters prepared by the students should also be displayed inside the premise.



ACTIVITY - 5: Organizing at least one tobacco control activity during last 6 months

Students should be involved in tobacco control activities to make them understand the subject well. Educational Institutions should organize one of the following activities on tobacco control preferably quarterly else at least once in every 6 months :-

- Anti-tobacco pledge during the morning assembly. Sample of the Pledge is given at Annexure-III.
- Organize poster/ slogan/ essay/ debate/ quiz competitions on tobacco. Best posters/slogans can be displayed at prominent places to encourage the students.
- Street plays/ skits/ rallies can be organized on specific days like World No Tobacco Day (31st May), World Cancer Day (4th February) or any other day.
- Photographs of the activities should be taken for the record and these can be shared on social media as well for wider awareness.
- Exemplary contribution on tobacco control by the students/ teachers/ other staff must be appreciated by providing them awards/certificates/appreciation letters.
- Local Health Experts and law enforcers may also be invited during the assembly or other programs to make students aware about the tobacco menace and related laws.



ACTIVITY - 6 : Nomination of 'Tobacco Monitors' and their names, designations, and contact number are to be mentioned on the signages

In every Educational Institution 'Tobacco Monitors' have to be nominated among teachers/ staff members. Few tobacco monitors can also be nominated among the students. In case of schools, student nominated as 'Tobacco Monitor' should be from class 9 to 12. It has to be ensured that nominated monitor himself should not be a tobacco user. Order from the Head of the Institution on nomination of 'Tobacco Monitor' should be released and displayed on Notice Board.

Tobacco monitors have to ensure that nobody uses any form of tobacco product in the premise and there is compliance of tobacco control laws as well. They may also play a very crucial role in organizing awareness activities inside and outside the premise involving students to raise the awareness among the students and masses. They should also do random checks and frisking of tobacco products inside the premise.

Student Tobacco Monitor should inform 'Tobacco Monitor Teacher' about the students who consume tobacco in any form inside/outside and also support them to quit.

Details of 'Tobacco Monitor' has to be mentioned in all signages placed inside / outside the premise.

Name, Designation and Contact Details of 'Tobacco Monitor'

Name of Tobacco Monitor :

Designation:

Contact No. :

ORDER

Date :

To declare our school tobacco Free and ensuring 100% compliance of Tobacco Free educational Institute (ToFEI) guidelines, school's teacher Mr./Ms. is nominated as Tobacco Monitor. Their main task will be – Ensuring no use of any tobacco product inside the premise by students, teachers, other staff or visitors and aware them about ill effects of tobacco use; involving students in various activities such as taking anti-tobacco pledge, in essay, slogan or painting competition, in rallies to create awareness among them for not using tobacco; placing posters, hoardings related to ill effects of tobacco, display of signage as per Tobacco Control Act (COTPA-2003) and mentioning name along with details of Tobacco Monitor on it; marking of yellow line from the 100 yards of school; keeping school premise free from evidence of tobacco use and making policies to discourage tobacco use in the premise. He/She must also randomly check students and their bags for tobacco products at least once in a week.

Students of class 9 to 12 who are Monitors of their class are also designated as Tobacco Monitor for their respective class. Their main responsibility will be to inform Tobacco Monitor Teacher about the students who consume tobacco and helping those in quitting.

Any person who consumes tobacco shall not be nominated as Tobacco Monitor.

By Order
Principal

Draft Order from Head of Institution to nominate "Tobacco Monitor"

Activity-7 : Inclusion of "No Tobacco Use" Guidelines in the Educational Institutions code of conduct

- Management of the Educational Institutions should not allow use of any tobacco product inside the premise; to ensure it a code of conduct on no tobacco use has to be prepared and in case of violation, action might be taken against the violators.
- Educational Institutions shall not participate in the events sponsored by any firm or a subsidiary of a firm which manufactures or promotes the use of tobacco in any form. Schools/Students should also not accept any prize or scholarship instituted by a tobacco producing or promoting firm/company.
- All Educational Institutions would include 'No Tobacco Use' norms in their code of conduct. If Educational Institution is not having code of conduct, following draft can be used and displayed at notice board.

Sample 'Code of Conduct' Tobacco Free Educational Institution

- ✓ Use of any tobacco product is strictly prohibited in the campus, vehicles and events of the Educational Institute.
- ✓ Tobacco products and smoking aid like match sticks, lighters are prohibited in the school premises.
- ✓ Advertisements/promotions of tobacco products is not permissible in the campus, events and publications of the Educational Institute.
- ✓ Support or sponsorship of any programs related to Educational Institute by tobacco companies is strictly prohibited.
- ✓ Advertisements, promotions or sponsorships of any tobacco product, tobacco company or tobacco use must not be displayed in any asset of Educational Institute including dress and uniforms. This policy will cover students, staff, parents and visitors of the Educational Institute.
- ✓ Sale, distribution and transport of tobacco products is prohibited within 100 yards of the Educational Institute.
- ✓ Suitable instructions and guidance must be shared with students of class 8 to 12 to stop tobacco initiation among them.
- ✓ Students and staff of Educational Institute who use tobacco should be provided help to quit within the premise

ACTIVITY- 8 : Marking of 100 yards area from the outer limit of boundary wall / fence of the Educational Institute

It is important to make the public/shop keepers aware about the 100 yards area around the Educational Institution in which tobacco products can't be sold. Therefore, Educational Institutions would mark the area of 100 yards (300 feet) with either by paint a Red line on the road or fixing boards mentioning 'Tobacco Free Zone'.

Students can also be involved in the activity of marking 100 yards around the Educational Institution.

100 yards has to be measured from the outer boundary wall of the Educational Institution in both the directions.



ACTIVITY - 9 : Shops within 100 yards of the Educational Institute shall not sell any kind of tobacco products

Selling of any tobacco products within 100 yards (300 feet) of any Educational Institution is a punishable offence. There should not be any shop selling tobacco products in the radius of 100 yards of the Educational Institution. If there is any such shop within radius of 100 yards, either it should stop selling tobacco products or should be moved out of 100 yards with the help of Gram Panchayat / Municipal body. Head of the Institutions are authorized under Section 6b of COTPA-2003 to penalize the violators with the fine up to Rs. 200/-.

Violations can also be reported to the local Police Station, Anti-Tobacco Squad, Municipal body or to the National Helpline No. 1800-11-2356.



Self-Evaluation score card of ToFEI Guidelines Implementation

After implementation of all provisions of ToFEI guidelines, Head of the Institutions would self-evaluate the Institution once every six-month and shared the signed copy of Self-Declaration (*Annexure-IV*) along with the photos as evidences to the concerned Education official (O/o DEO/Higher Education/Technical Education/Medical Education). If Institution scores more than 90 points after verification of submitted self-declaration, it may be considered for the 'ToFEI compliance' award. State Governments may reward such institutions with Appreciation letters on World No Tobacco Day i.e. 31st May.

Self-Evaluation Scorecard for Tobacco Free Educational Institution			
Name of the Educational Institution :			
Name and Designation of Evaluator :			
Date of Self Evaluation :			
Self Assessment Score :			
Sl. No.	Criteria	Weightage Points	Scored Points by the Institute
1.	Display of 'Tobacco Free Area' Signage inside the premise of Educational Institute at all prominent place (s).	Mandatory (10)	
	The name / designation / contact number are mentioned / updated in the signage	Mandatory (10)	
2.	Display of "Tobacco Free Education Institution" signage at entrance/ boundary wall of Educational Institute.	Mandatory (10)	
	The name/designation/contact numbers are mentioned in the signage.	Mandatory (10)	
3.	Cigarette / Beedi butts or discarded Gutka / Pan Masala / Tobacco pouches, spitting spots not found inside the premises.	Mandatory (10)	
4.	Poster or other awareness materials on harms of tobacco displayed in the premise.	9	
5.	Organisation of at least one tobacco control activity during last 6 months.	9	
6.	Designation of Tobacco Monitors and their names, designations, and contact number are mentioned on the signages	9	
7.	Inclusion of "No Tobacco Use" policy in the Educational Institution's code of conduct.	9	
8.	Marking of Yellow Line within 100 yards area from the outer limit of boundary wall / fence of the Educational Institution.	7	
9.	No shops selling tobacco products within 100 yards of the Educational Institute.	7	

ANNEXURES

GYTS-4 | GLOBAL YOUTH TOBACCO SURVEY

FACT SHEET
INDIA 2019

About GYTS

The Global Youth Tobacco Survey (GYTS), a component of the Global Tobacco Surveillance System (GTSS), is a global standard for systematically monitoring youth tobacco use (smoking and smokeless) and tracking key tobacco control indicators.

GYTS is a cross-sectional, nationally representative school-based survey of students in grades associated with ages 13 to 15 years. GYTS uses a standard core questionnaire, sample design, and data collection protocol. It assists countries in fulfilling their obligations under the World Health Organization (WHO) Framework Convention on Tobacco Control (FCTC) to generate comparable data within and across countries. WHO has developed MPOWER, a technical package of selected demand reduction measures contained in the WHO FCTC:



- Monitor tobacco use & prevention policies
- Protect people from tobacco smoke
- Offer help to quit tobacco use
- Warn about the dangers of tobacco
- Enforce bans on tobacco advertising, promotion, & sponsorship
- Raise taxes on tobacco

In India, four rounds of GYTS have been conducted in 2003, 2006, 2009 and 2019. The earlier three rounds were designed to provide estimates at the national level only. The present round has been designed to provide estimates at the state/UT level by sex and location of school (rural/urban).

GYTS-4 Methodology

GYTS uses a global standardized methodology that includes a two-stage sample design with schools selected with a probability proportional to enrollment size. The classes within selected schools are chosen randomly and all students in selected classes are eligible to participate in the survey. The survey uses a standard core questionnaire with a set of optional questions that countries can adapt to measure and track key tobacco control indicators. The questionnaire covers the following topics: tobacco use (smoking and smokeless), cessation, secondhand smoke (SHS), pro- and anti-tobacco media messages and advertisements, access to and availability of tobacco products, and knowledge and attitudes regarding tobacco use. The questionnaire is self-administered; using paper sheets, it is anonymous to ensure confidentiality.

In India, GYTS-4 was conducted in 2019 by the International Institute for Population Sciences (IIPS) under the Ministry of Health and Family Welfare (MoHFW). The overall response rate was 96.9%. A total of 97,302 students from 987 schools (Public-544; Private-443) participated in the survey. Of which, 80,772 students aged 13-15 years were considered for reporting.

GYTS-4 Aim & Objectives

Overall aim was to document and monitor the extent of smoking and smokeless tobacco use, and to understand and assess the students' attitudes, knowledge and behaviour towards tobacco use and its health impact, including cessation, second hand smoke, media and advertising and minors' access. Specific objectives were:

- To determine the level of tobacco use by State/UTs, sex, location of school (urban/rural).
- To estimate the age of initiation of cigarette and *bidi* smoking and smokeless tobacco.
- To estimate the exposure to secondhand smoking (SHS).
- To estimate the exposure to tobacco advertising.
- To assess the reach of major prevention programmes to school-based population.

Trend in the selected indicators of tobacco use over different rounds of GYTS (%)

Indicators	2003	2006	2009	2019
Current tobacco users	16.9	13.7	14.6	8.5
Current tobacco users, boys	21.6	16.8	19.0	9.6
Current tobacco users, girls	9.7	9.4	8.3	7.4
Current tobacco smokers	8.1	7.0	8.1	7.3
Current cigarette smokers	4.2	3.8	4.4	2.6
Current <i>bidi</i> smokers	2.2	4.7	5.3	2.1
Current smokeless tobacco users	14.0	9.4	9.0	4.1
Exposure to tobacco smoke at home	36.4	26.6	21.9	11.2
Source of obtaining cigarette: Store	65.8	51.9	47.0	39.7
Refused to sell cigarette due to age	44.9	27.9	43.8	54.7
Students who thought other people's tobacco smoking is harmful to them	-	67.9	66.8	70.6

Note: The first three rounds of GYTS adopted a two-stage cluster sampling to provide national level estimates. GYTS-4 adopted multistage stratified systematic cluster sampling design to provide the estimates at national as well as state/UT level.



Ministry of Health and Family Welfare
New Delhi – 110011
(Government of India)



International Institute for Population Sciences
Mumbai – 400088
(Deemed University)

GYTS-4 HIGHLIGHTS

TOBACCO USE

- 8.5% of students – 9.6% of boys and 7.4% of girls – currently used any tobacco products.
- Highest current use of any tobacco was in Arunachal Pradesh & Mizoram (58% each) and lowest in Himachal Pradesh (1.1%).
- 7.3% of students – 8.3% of boys and 6.2% of girls – currently smoked tobacco.
- 4.1% of students – 4.6% of boys and 3.4% of girls – currently used smokeless tobacco.

CESSATION

- 2 in 10 current smokers – 25% of boys and 13% of girls – tried to quit smoking in the past 12 months.
- 21% of current smokers wanted to quit smoking now.
- 27% of current users of smokeless tobacco – 28% of boys and 25% of girls – tried to quit using in past 12 months.
- 1 in 4 current users of smokeless tobacco wanted to quit now.

SECONDHAND SMOKE

- 11% of students were exposed to tobacco smoke at home.
- 21% of students were exposed to tobacco smoke inside enclosed public places.

ACCESS & AVAILABILITY

- 69% of current cigarette smokers and 78% of current *bidi* smokers bought cigarettes/*bidis* from a store, *paan* shop, street vendor or vending machine.
- Among the current smokers who bought cigarette/*bidi*, 45% of cigarette smokers and 47% of *bidi* smokers were not refused because of their age.

MEDIA

- 52% of students noticed anti-tobacco messages in the mass media.
- 18% of students noticed tobacco advertisements or promotions when visiting points of sale.

KNOWLEDGE & ATTITUDES

- 71% of students thought other people's cigarette smoking is harmful to them.
- 58% of students favoured ban on smoking inside enclosed public places.

SCHOOL POLICY

- 85% of school heads – 85% in rural and 87% in urban schools – were aware of COTPA, 2003.
- 83% of school heads – 82% in rural and 63% in urban schools – were aware of the policy to display 'tobacco-free school' board.

TOBACCO USE	Boys (%)	Girls (%)	Rural (%)	Urban (%)	Total (%)
Any tobacco use¹ (smoked and/or smokeless)					
a. Ever tobacco users ²	19.3	16.9	19.5	13.5	18.1
b. Current tobacco users ³	9.6	7.4	9.4	5.5	8.5
Smoking tobacco⁴					
a. Ever tobacco smokers	12.6	9.3	11.8	8.1	11.0
b. Current tobacco smokers	8.3	6.2	8.1	4.5	7.3
Cigarette					
a. Ever cigarette users	6.0	3.1	4.7	4.1	4.6
b. Current cigarette users	3.5	1.6	2.6	2.3	2.6
Bidi					
a. Ever <i>bidi</i> users	5.0	3.2	4.3	3.7	4.1
b. Current <i>bidi</i> users	2.8	1.4	2.2	1.9	2.1
Smokeless tobacco					
a. Ever smokeless tobacco users	13.0	12.0	13.7	8.5	12.5
b. Current smokeless tobacco users	4.6	3.4	4.6	2.1	4.1
c. Ever users of <i>paan</i> masala ⁵ together with tobacco	4.9	3.6	4.7	2.7	4.3
Susceptibility					
a. Never cigarette smokers susceptible to cigarette use in future ⁶	8.5	8.4	8.9	6.8	8.4
Median age of initiation (in years)					
a. Cigarette	10.4	9.3	11.6	11.2	11.5
b. <i>Bidi</i>	11.6	8.6	10.7	10.0	10.5
c. Smokeless tobacco	10.3	9.1	9.7	10.5	9.9
ELECTRONIC CIGARETTE⁷					
a. Awareness about e-cigarette	27.3	26.4	27.5	24.7	26.9
b. Ever e-cigarette use	3.4	2.1	2.6	3.2	2.8

Notes: 1. Use of any form of tobacco, i.e. smoking, smokeless, and any other form of tobacco products; 2. Ever tried or experimented any form of tobacco even once; 3. Use of any form of tobacco in past 30 days; 4. Includes other form of smoking products in addition to cigarette and *bidi* such as *hookah*, cigars, cheroots, cigarillos, water pipe, *chillum*, *chutta*, *dhumti*; 5. Use of *paan* masala together with tobacco was asked directly as one of the categories of smokeless tobacco; 6. Susceptibility to future cigarette use includes those who answered "yes", or "maybe" to using tobacco products if one of their best friends offered it to them; 7. E-cigarette is part of Electronic Nicotine Delivery System (ENDS) and includes like devices and other emerging products.

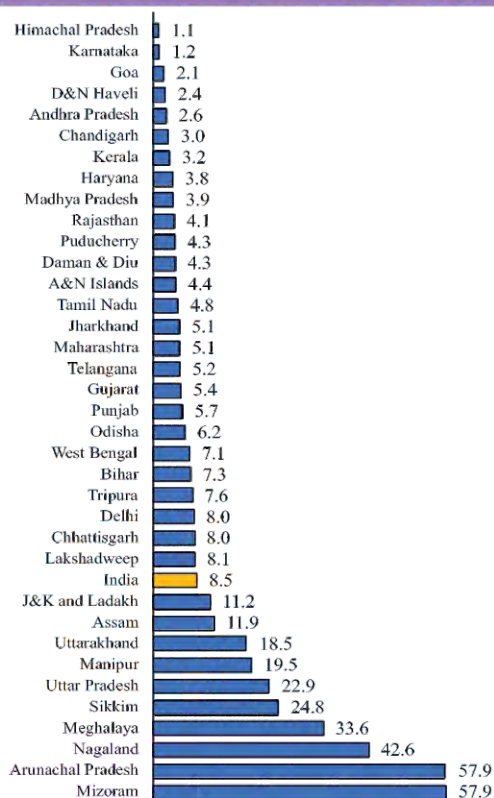
CESSATION	Boys (%)	Girls (%)	Rural (%)	Urban (%)	Total (%)
Smoking tobacco					
a. Ever tobacco smokers who quit in last 12 months ⁸	13.0	7.0	9.8	14.6	10.6
b. Current tobacco smokers who tried to quit smoking in the past 12 months ⁹	24.8	13.3	18.6	29.3	20.0
c. Current tobacco smokers who wanted to quit smoking now ⁹	24.4	15.2	19.8	25.7	20.6
Smokeless tobacco					
a. Ever smokeless tobacco users who quit in last 12 months ⁸	10.7	8.0	8.7	13.7	9.4
b. Current smokeless tobacco users who tried to quit tobacco in the past 12 months ⁹	27.5	25.4	27.0	23.7	26.7
c. Current smokeless tobacco users who wanted to quit tobacco now ⁹	22.8	27.7	24.9	24.0	24.8
SECONDHAND SMOKE (SHS)¹⁰					
a. Exposure to tobacco smoke at home/public place	30.9	27.9	28.3	33.4	29.5
b. Exposure to tobacco smoke at home	13.1	9.2	11.8	9.0	11.2
c. Exposure to tobacco smoke inside any enclosed public places ¹¹	22.7	19.7	20.3	24.6	21.2
d. Exposure to tobacco smoke at any outdoor public places ¹²	25.1	21.6	22.5	26.8	23.4
e. Students who saw anyone smoking inside the school building or outside school property	30.8	26.7	29.3	27.1	28.8
ACCESS AND AVAILABILITY					
Major source of tobacco products¹³					
a. Cigarette: Store	41.2	36.0	41.7	31.7	39.7
b. Cigarette: <i>Paan</i> shop	27.8	19.1	24.7	27.4	25.2
c. <i>Bidi</i> : Store	51.9	47.3	54.0	35.0	50.5
d. <i>Bidi</i> : <i>Paan</i> shop	26.5	29.7	23.8	43.5	27.5
e. Smokeless tobacco: Store	40.3	45.7	42.9	37.9	42.0
f. Smokeless tobacco: <i>Paan</i> shop	23.6	19.2	18.9	36.0	22.2
g. Current cigarette smokers who bought cigarettes from a store, <i>paan</i> shop, street vendor, or vending machine	71.9	63.7	69.3	69.8	69.4
h. Current <i>bidi</i> smokers who bought <i>bidi</i> from a store, <i>paan</i> shop, or street vendor	79.1	74.2	78.1	75.2	77.6
Refused sale because of age in past 30 days					
a. Refused sale of cigarette	46.4	74.9	54.3	56.3	54.7
b. Refused sale of <i>bidi</i>	47.4	65.5	50.6	61.7	52.7
c. Refused sale of smokeless tobacco	62.4	74.6	69.5	50.0	67.0
Bought cigarette/<i>bidi</i> as individual sticks in past 30 days					
a. Cigarette	41.2	32.6	39.0	37.3	38.7
b. <i>Bidi</i>	30.3	25.9	30.2	23.1	28.9
MEDIA AND ANTI-TOBACCO MESSAGES					
Anti-tobacco advertising in past 30 days					
a. Students who noticed anti-tobacco messages anywhere ¹⁴	71.2	71.3	70.3	74.6	71.3
b. Students who noticed anti-tobacco messages in mass media ¹⁵	52.7	51.7	50.9	57.1	52.3
c. Students who noticed anti-tobacco messages at sporting, fairs, concerts, community events or social gatherings ¹⁶	37.7	32.6	34.8	36.6	35.2
d. Students who noticed health warnings on any tobacco product/cigarette packages	24.6	25.8	25.0	26.0	25.2

Notes: 8. Stopped using tobacco in past 12 months; 9. Refers to current tobacco users only; 10. Secondhand smoking or passive smoking refers to exposure to other people's smoking in past 7 days; 11. Refers to schools, hostels, shops, restaurants, movie theatres, public conveyances, gyms, sports arenas, airports, auditorium, hospital building, railway waiting room, public toilets, public offices, educational institutions, libraries, etc.; 12. Refers to playgrounds, sidewalks, entrances to buildings, parks, beaches, bus stops, market places, etc; 13. Refers to source of obtaining tobacco products by current users at the time of last use in past 30 days and the two major sources are given here, therefore, these two figures may not add upto 100% as there are other sources; 14. Includes any form of mass media, fairs, concerts, sporting, community events or social gatherings, tobacco products packages and taught in class; 15. Mass media includes television, radio, internet, billboards, posters, newspapers, magazines, movies, etc.; 16. Social events include sports events, fairs, concerts, community events, social gatherings etc..

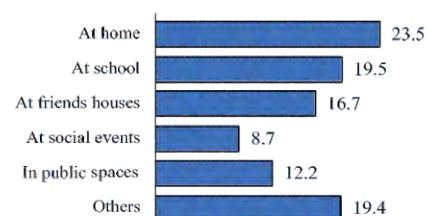
MEDIA AND ANTI-TOBACCO MESSAGES		Boys (%)	Girls (%)	Rural (%)	Urban (%)	Total (%)
Tobacco advertising in past 30 days						
a.	Students who saw tobacco advertisements anywhere ¹⁷	60.0	61.2	59.4	64.6	60.6
b.	Students who saw anyone using tobacco on mass media ¹⁵	51.6	54.0	51.1	58.6	52.8
c.	Students who noticed cigarette advertisements/promotions at point of sale ¹⁸	18.1	16.8	17.8	16.3	17.5
Anti-tobacco message						
a.	Students who were taught in class about harmful effects of tobacco use during past 12 months	36.8	38.9	38.9	34.1	37.8
KNOWLEDGE AND ATTITUDE						
a.	Students who thought it is difficult to quit once someone starts smoking tobacco	26.2	25.7	24.8	30.1	26.0
b.	Students who thought other people's tobacco smoking is harmful to them	69.2	72.2	69.8	73.3	70.6
c.	Students who favoured ban on smoking inside enclosed public places	58.7	57.4	56.1	64.8	58.1
d.	Students who favoured ban on smoking at outdoor public places	61.2	59.8	58.6	67.4	60.5
SCHOOL POLICY ON TOBACCO USE¹⁹						
a.	School heads aware of COTPA ²⁰ , 2003			84.6	86.9	85.4
b.	Schools authorized by the state government to collect fine for violation under Section-6 of the COTPA, 2003			39.2	36.4	38.2
c.	Schools followed 'tobacco-free school' guidelines			81.9	82.4	82.1
d.	Schools aware of the policy for displaying 'tobacco-free school' board			82.2	83.0	82.5

Notes: 17. Includes any form of media or point of sale; 18. Point of Sale includes any stores, grocery shops, paan shops etc.; 19. Unit of analysis is the school (unweighted); 20. Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.

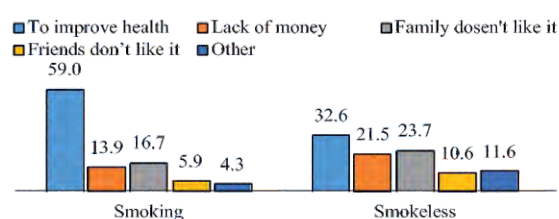
Current use of any tobacco by State/UT (%)



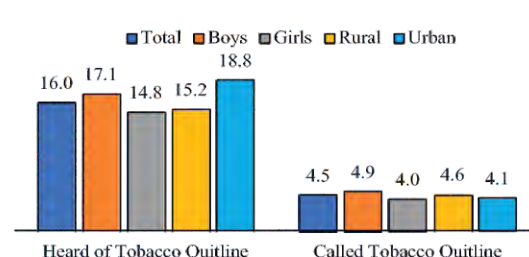
Places of usual smoking (%)



Reasons for quitting tobacco (%)



Ever used or ever heard about Tobacco Quitline (%)



Annexure-II

Following persons shall be authorized to impose and collect the fine against the violation of Section 6 (a & b)

Sl. No.	Department/Office	Authorized Officers
1	Educational Institutions	Vice Chancellor or Director or Proctor or Principal or Headmaster or in-charge of an Educational Institution
2	Labour Department	Assistant Labour Commissioner from the Department of Labour
3	Department of Food and Drug Administration	All officers of the rank of Sub-Inspector in State Food and Drug Administration
4	Education Department	All officers of the rank of Inspectors from the Department of Education
5	Police	All police officers of the rank of Sub-Inspector of Police and above
6	Urban Development	Executive Officers and Health Officers of Municipal corporations/Municipality/City Council/Town Council
7	Panchayati Raj Institutions	Representatives of Panchayati Raj Institutions (Chairperson or Sarpanch or Panchayat Secretary)
8	District Health Society	District Programme Manager or Finance Manager- District Health Society (National Health Mission)
9	Health Department	Director or Joint Director Department of Health, and Department of Education in the State Government, Civil Surgeon or Chief Medical Officer at District Hospital or Medical Officer, Tobacco Control Cell under NTCP at Primary Health Centre (PHC)
10	Block Development	Block Development Officer, Block Extension Educator (BEE)
11	National Tobacco Control Program (NTCP)	Nodal Officers of State and District Tobacco Control Cell under NTCP

Please Remember :-

- ✓ Tobacco Products should not be sold to or by the minors.
- ✓ There should not be shops selling tobacco products near the educational institutions.
- ✓ Free samples of tobacco products should not be distributed among children.
- ✓ Tobacco products should not be displayed in such manner where these are easily visible to the minors.

Pledge Against Tobacco use

I (Name)..... take the pledge that I will not use any tobacco product ever in my life. I will also encourage my family, friends and acquaintances to not use tobacco products.

I take the pledge that I will fully cooperate to protect the environment from the adverse effects of tobacco use.

I solemnly swear that I will not use any tobacco product ever in my entire life. I also promise to make others aware about the ill effects of tobacco consumption and motivate them to quit tobacco.

I take the pledge that I will use my best abilities to make my school and work place tobacco free. Further, I will do my best to make our society tobacco free.

Signature

Name

Designation

Date

Choose Life, Not Tobacco

Tobacco Free Educational Institution

Self-Declaration

Name of Educational Institution

Address of Educational Institution

I (Name of the Principal/Head of the Institution).....

hereby declare that

1. Signages as per Tobacco Free Educational Institution (ToFEI) guidelines have been placed/wall painted at prominent places inside and outside the premise.
2. I have also nominated 'Tobacco Monitor' to monitor violations and their details are mentioned on signages.
3. There is no tobacco use inside the premise and it is regularly being checked for any evidence of tobacco usage.
4. Awareness activities have been organized for the students to raise awareness about the harms of tobacco and benefits of quitting. All students/teachers/staffs have taken pledge against tobacco use.
5. 100 yard area around the institution has been marked by the thick line (yellow/red/blue) or board.
6. Any shopkeeper/person found selling tobacco products within 100 yards area around the institution will be penalised lawfully as per section 6b of COTPA-2003 and section 77 of Juvenile Justice (Care and Protection of children) Act 2015.

Date :

Signature of the Principal/Head of Institution
Stamp of the Institution

ANNEXURE V



RAJESH BHUSHAN

Secretary
Ministry of Health &
Family Welfare

ANITA KARWAL

Secretary,
Deptt. of School Education &
Literacy,
Ministry of Education

AMIT KHARE

Secretary,
Deptt. of Higher Education
Ministry of Education

D.O. No.P.16012/16/2017-TC
18th December 2020

Dear Colleague,

Tobacco use is the single largest cause of preventable deaths and illness worldwide and kills half of its users prematurely, in their most productive age. As per the Global Youth Tobacco Survey (GYTS), 2009, 14.6% of students in India, aged between 13 to 15 years, use tobacco in any form. According to the Global Adult Tobacco Survey (2016-17), 28.6% of adults (15 year and above) in India use tobacco. The tobacco epidemic is estimated to impact about 27 crore tobacco users, mostly younger generation.

2. Government of India has enacted the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act, 2003 (COTPA), to discourage the use of tobacco, with emphasis on protection of children and young people from being addicted to the use of tobacco. The Act and Rules provide for a ban on smoking in public places and also prohibits sale of tobacco products to or by minors and within 100 yards of an educational institution.

3. Government of India has also launched the National Tobacco Control Programme in 2007-08. School awareness programme is one of the vital components under the National Tobacco Control Programme. In 2019, this Ministry issued "the Guidelines for Tobacco Free Educational Institutions [ToFEI]", with the key objective of providing fresh momentum to implementation of tobacco control initiatives in educational institutions. These guidelines need to be implemented by educational institutions, including schools, colleges/institutes for higher or professional education and universities, both in public and private sector. *A copy of Guidelines is enclosed.*

contd..2/-

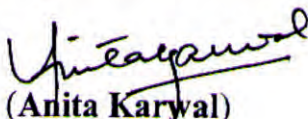
4. The ToFEI Guidelines lay down the roles & responsibilities of different stakeholders viz. Central Government; State Governments; Educational Institutions and Civil Society Organizations for making the Educational Institutions tobacco free. States are requested to implement this initiative as a priority and issue necessary instructions for implementing these guidelines in all educational institutions.

5. We sincerely hope and believe that through effective coordination between State Education and Health Departments, the “Tobacco Free Educational Institution” initiative will be successful. The effective implementation of ToFEI will go a long way in shaping the behavior of children and young adults, by sensitizing them to the harmful effects of tobacco use and create a healthy and tobacco free environment.

Yours sincerely,



(Rajesh Bhushan)



(Anita Karyal)


18.12.2020

(Amit Khare)

Encls. : A/a

To,

1. Additional Chief Secretary/ Principal Secretary/ Secretary - Health - All States/UTs.
2. Additional Chief Secretary/ Principal Secretary/ Secretary - Medical Education- All States/UTs.
3. Additional Chief Secretary/ Principal Secretary/ Secretary - School Education - All States/UTs.
4. Additional Chief Secretary/ Principal Secretary/ Secretary - Higher Education - All States/UTs.
5. Additional Chief Secretary/ Principal Secretary/ Secretary - Technical Education - All States/UTs.

We Are **HERO**



Say **NO** to Tobacco

Are you suffering from Tobacco / Smoking addiction ?

Do you want to Quit ?

If so, please visit :-

Tobacco Cessation Centre

at

District Hospitals

or

Call at **1800112356** (TOLL FREE)

or

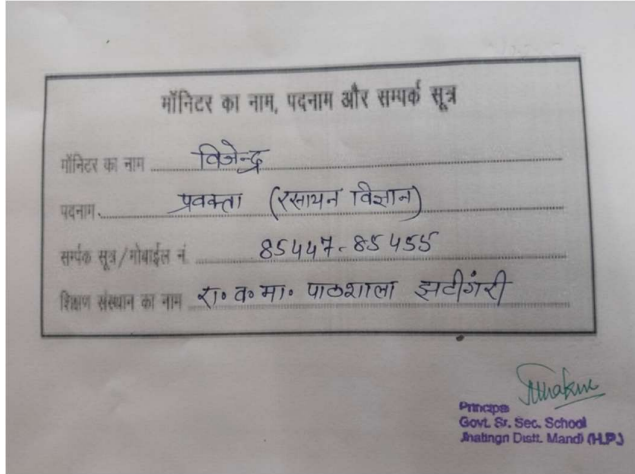
Register on <http://www.nhp.gov.in/quit-tobacco/registration> to avail tobacco cessation services

Youth has to lead for Tobacco Free future

Annexure 1: Steps for preparing an Educational Institution for **TOFEI Compliance and Certification**

Sr. No.	Activity/Criteria	Weightage/points	Description	Pictorial representation
1	Display of 'Tobacco Free Area' signage inside the premise of Educational Institute at all prominent place(s). The name/designation/contact number of the Institution Incharge must be mentioned in the signage.	Mandatory (10) Mandatory (10)	- Standardized signages of minimum size 60 × 45 cm shall be displayed at the main entrance of the educational institution and at all other entrances, wherever applicable. - These signages shall also be displayed at conspicuous places inside all buildings including hostels and canteens of the educational institution, including on every floor, near staircases and lift entrances, and in open areas within the premises such as playgrounds, parking areas, courtyards and other common areas. - Non-display of the prescribed signage shall be treated as a violation of Section 4 of COTPA, and the Institution Incharge may be liable for action as per the provisions of the Act. - No teaching/non-teaching/support staff or visitor can bring any tobacco products inside the institute.	

2	Display of 'Tobacco Free Educational Institution' signage at entrance/boundary wall of Educational Institute. The name/designation/contact number of Institution Incharge must be mentioned in the signage	Mandatory (10) Mandatory (10)	- Standardized signage of minimum size 60 x 45 cm shall be displayed at the entrance/boundary wall of the institution. - Non-display of the prescribed signage shall be treated as a violation of Section 6(b) of COTPA, and the Institution In-charge may be liable for action under the provisions of the Act.	तम्बाकू मुक्त शिक्षण संस्थान इस शिक्षण संस्थान के 100 गज के दायरे में किसी भी प्रकार के तम्बाकू उत्पाद बेचना कानूनी अपराध है, उल्लंघन करने वालों पर 200/- रुपये तक का जुर्माना हो सकता है। यदि कोई भी व्यक्ति उल्लंघन करता हुआ पाया जाये तो तुरंत सूचित करें नाम _____ पद नाम _____ मोबाइल नंबर _____ आदेशानुसार:- जिला प्रशासन
3	No Cigarette/Beedi butts or discarded Gutka/Pan Masala/Tobacco pouches, spitting spots inside the premises- Tobacco litter free campus	Mandatory (10)	- Educational institutions are classified as public places under COTPA, and the presence of tobacco-related litter within the campus may be considered an indication of tobacco use, which is punishable under Section 4 of COTPA. - The Institution In-charge shall ensure strict compliance with tobacco control provisions within the campus premises, failing which appropriate action may be initiated as per the applicable rules and regulations.	
4	Poster or other awareness materials on harms of tobacco displayed in the premise.	9	Standardized IEC material or posters and creative materials prepared by students on the harmful effects of tobacco may be displayed to promote awareness and encourage student participation in tobacco control activities.	

5	Organization of at least one tobacco control activity during last 6 months.	9	Conduct at least one activity out of the following: - Student rally, Anti-tobacco competition, Street plays and Health talk by experts etc.	 
6	Designation of Tobacco Monitors and their names, designations, and contact number are mentioned on the signages.	9	- One faculty member/teacher may be designated as a "Tobacco Monitor" through a written office order. - The Tobacco Monitor shall serve as a responsible focal point for monitoring and reporting any tobacco-related violations within the institution premises and within a 100-yard radius of the institution. - He/she shall remain vigilant regarding the sale and use of tobacco products and shall support the Institution In-charge in ensuring compliance with tobacco control regulations. - In larger campuses, such as universities or colleges, more than one Tobacco Monitor may be appointed, with responsibilities assigned on a department-wise or zone-wise basis to ensure effective coverage and monitoring.	

7	Inclusion of 'No Tobacco Use' policy in the Educational Institution's code of conduct.	9	- A written declaration signed by the Institution In-charge stating that the educational institution follows a "No Tobacco Use Policy" should be prepared and prominently displayed on the notice board. - The declaration should clearly mention that the use of any tobacco products within the institution premises is strictly prohibited, the institution does not promote or advertise tobacco products in any form, and no sponsorship, support, or contribution from the tobacco industry is accepted for any institutional activity or event.	Sample 'Code of Conduct' Tobacco Free Educational Institution ✓ Use of any tobacco product is strictly prohibited in the campus, vehicles and events of the Educational Institute. ✓ Tobacco products and smoking aid like match sticks, lighters are prohibited in the school premises. ✓ Advertisements/promotions of tobacco products is not permissible in the campus, events and publications of the Educational Institute. ✓ Support or sponsorship of any programs related to Educational Institute by tobacco companies is strictly prohibited. ✓ Advertisements, promotions or sponsorships of any tobacco product, tobacco company or tobacco use must not be displayed in any asset of Educational Institute including dress and uniforms. This policy will cover students, staff, parents and visitors of the Educational Institute. ✓ Sale, distribution and transport of tobacco products is prohibited within 100 yards of the Educational Institute. ✓ Suitable instructions and guidance must be shared with students of class 8 to 12 to stop tobacco initiation among them. ✓ Students and staff of Educational Institute who use tobacco should be provided help to quit within the premise
8	Marking of Yellow Line within 100 yards area from the outer limit of boundary wall/fence of the Educational Institution.	7	- This marking is intended to designate a Tobacco-Free Zone around the educational institution, where the sale and use of tobacco products are strictly prohibited. - In locations where drawing a yellow boundary line is not feasible due to the geographical setting of the school, permanent markings, stamps, or landmark signs may be placed on stones, walls, or other visible surfaces to indicate the Tobacco-Free Zone.	

9	No shops selling tobacco products within 100 yards of the Educational Institution.	7	- The institution in-charge is also an authorized officer under Section 6 of COTPA. - He/She shall inspect all shops located within 100 yards of the institution, and if any person is found selling tobacco products, appropriate penalty should be imposed immediately, or the matter may be reported to the nearest Medical Officer In-charge or police officials. - There shall be zero tolerance towards any violation of Section 6 of COTPA near educational institutions.	
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Next Steps:

- 1 After completing all 9 ToFEI activities and securing 90% or above in self-assessment, the Head of the Educational Institution shall submit the signed Self-Declaration Form to the concerned Block Medical Officer along with supporting documents and photographic evidence.
- 2 A verification team constituted by the BMO shall physically assess the Educational Institution on the 9 ToFEI criteria and submit the evaluation report to the BMO.
- 3 Educational Institutions securing 90% or above in physical verification shall be awarded the ToFEI Certificate.
- 4 The ToFEI Certificate remains valid for one year.

Self-Assessment score card of ToFEI Guidelines

Self-Assessment Scorecard for Tobacco Free Educational Institution			
• Name of the Educational Institution:			
• Name and Designation of Assessor:			
• Date of Self-Assessment:			
• Self-Assessment Score:			
Sl. No.	Criteria	Weightage Points	Points scored on self-assessment
1.	Display of 'Tobacco Free Area' signage inside the premise of Educational Institute at all prominent place(s). The name / designation / contact number are mentioned / updated in the signage.	Mandatory (10) Mandatory (10)	
2.	Display of 'Tobacco Free Education Institution' signage at entrance/boundary wall of Educational Institute. The name/designation/contact numbers are mentioned in the signage.	Mandatory (10) Mandatory (10)	
3.	Cigarette / Beedi butts or discarded Gutka / Pan Masala / Tobacco pouches, spitting spots not found inside the premises.	Mandatory (10)	
4.	Poster or other awareness materials on harms of tobacco displayed in the premise.	9	
5.	Organization of at least one tobacco control activity during last 6 months.	9	
6.	Designation of Tobacco Monitors and their names, designations, and contact number are mentioned on the signages.	9	
7.	Inclusion of 'No Tobacco Use' policy in the Educational Institution's code of conduct.	9	
8.	Marking of Yellow Line within 100 yards area from the outer limit of boundary wall / fence of the Educational Institution.	7	
9.	No shops selling tobacco products within 100 yards of the Educational Institution.	7	

Name and signature of
Head of the Educational
Institution (with seal)

Tobacco Free Educational Institution

Self-Declaration

Name of Educational Institution

Address of Educational Institution

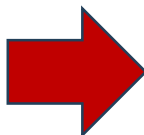
I (Name of the Principal/Head of the Institution).....
hereby declare that

1. Signages as per Tobacco Free Educational Institution (ToFEI) guidelines have been placed/wall painted at prominent places inside and outside the premise.
2. I have also nominated 'Tobacco Monitor' to monitor violations and their details are mentioned on signages.
3. There is no tobacco use inside the premise and it is regularly being checked for any evidence of tobacco usage.
4. Awareness activities have been organized for the students to raise awareness about the harms of tobacco and benefits of quitting. All students/teachers/staffs have taken pledge against tobacco use.
5. 100 yard area around the institution has been marked by the thick line (yellow/red/blue) or board.
6. Any shopkeeper/person found selling tobacco products within 100 yards area around the institution will be penalised lawfully as per section 6b of COTPA-2003 and section 77 of Juvenile Justice (Care and Protection of children) Act 2015.

Date :

Signature of the Principal/Head of Institution
Stamp of the Institution

Prototype of Self-assessment scorecard and Self-declaration Form



The Head of the Educational Institution shall **submit** the duly signed Self-Declaration Form and self-assessment scorecard, along with supporting documents and photographic evidence, to the Block Medical Officer concerned, with a copy marked to the District Tobacco Control Cell.

Sr. No.	District Name	Health Block Name	Official email ID	Mandatory copy to Distt Tobacco Control Cell
1.	Bilaspur	Ghumarwin	chghumarwin@gmail.com	dpopo2blp@gmail.com
2.	Bilaspur	Markand (Bilaspur)	chcmarkand@gmail.com	
3.	Bilaspur	Jhandutta	bmojhandutta@gmail.com	
4.	Bilaspur	Shri Naina Devi Ji	bmosndj@gmail.com	
5.	Chamba	Choori	bmochoori@rediffmail.com	ncdchambahp@gmail.com
6.	Chamba	Killar (Pangi)	bmokillar@gmail.com	
7.	Chamba	Samote	bmosamote@gmail.com	
8.	Chamba	Pukhari (Chamba)	bmopukhari@gmail.com	
9.	Chamba	Kihar	bmosalooni@gmail.com	
10.	Chamba	Tissa	bmotissa@yahoo.com	
11.	Chamba	Bharmour	bmobharmour@gmail.com	
12.	Hamirpur	Tauni Devi (Hamirpur)	bmotauni.do@gmail.com	ncdhamirpur@gmail.com
13.	Hamirpur	Sujanpur	bm91456@gmail.com	
14.	Hamirpur	Nadaun	nadaunbmo@yahoo.in	
15.	Hamirpur	Galore	bmogalore3@gmail.com	
16.	Hamirpur	Barsar	bmobarsar@gmail.com	
17.	Hamirpur	Bhoranj	bmobhoranj@gmail.com	
18.	Kangra	Fahehpur	bmofatehpur@yahoo.com	ntcpkangra@gmail.com
19.	Kangra	Gopalpur (Palampur)	bmogopalpur@gmail.com	
20.	Kangra	Nagrota Surian	bmochngs@gmail.com	
21.	Kangra	Dadasiba	bmodadasiba@yahoo.in	
22.	Kangra	Mahakal	bmomahakal@yahoo.in	
23.	Kangra	Tiara (Kangra)	bmotia-kan-hp@gov.in	
24.	Kangra	Shahpur	bmoshahpur@yahoo.in	
25.	Kangra	Indora	bmoindora@yahoo.in	
26.	Kangra	Jawalamukhi	bmojawalamukhi@gmail.com	
27.	Kangra	Bhawarna	bmobhawarna@yahoo.in	
28.	Kangra	Nagrota Bagwan	bmongb@gmail.com	
29.	Kangra	Nurpur (Gangath)	bmogangath@yahoo.in	
30.	Kangra	Thural	thuralbmo@gmail.com	
31.	Kangra	Jaisinghpur	bmojaisinghpur2024@gmail.com	
32.	Kangra	Dehra	bmodehra@gmail.com	
33.	Kinnaur	Pooh	bmopooh@gmail.com	ncdcellkinnaur@gmail.com

34.	Kinnaur	Nichar (Bhabanagar)	bmonichar@gmail.com	mohmandihp3@gmail.com
35.	Kinnaur	Sangla	bmosangla@gmail.com	
36.	Mandi	Ratti (Mandi)	moicchcratti@yahoo.in	
37.	Mandi	Padhar	moicchcpadhar@yahoo.in	
38.	Mandi	Baldwara	moicchcbaldwara@yahoo.in	
39.	Mandi	Karsog	karsogbmo@yahoo.in	
40.	Mandi	Bagsaid	bagsaidbmo@yahoo.in	
41.	Mandi	Kotli	moicchckotli@yahoo.in	
42.	Mandi	Ladbharol	bmoladbharol@gmail.com	
43.	Mandi	Sandhole	bmosandhole1966@gmail.com	
44.	Mandi	Rohanda (Sundar Nagar)	bmorohanda@gmail.com	
45.	Mandi	Janjehli	bmojanjehlihp@yahoo.in	
46.	Mandi	Kataula	bmokataula@gmail.com	
47.	Shimla	Mashobra (Shimla rural)	bmomashobra123@gmail.com	dpo4shimla@gmail.com
48.	Shimla	Shimla Urban	urbanshimlahealth@gmail.com	
49.	Shimla	Matiana	bmomatiana@gmail.com	
50.	Shimla	Kumarsain	bmokumarsain1@gmail.com	
51.	Shimla	Rampur	bmorampur@gmail.com	
52.	Shimla	Nankhari	bmonankhari95@gmail.com	
53.	Shimla	Nerwa	bmonerwa@gmail.com	
54.	Shimla	Chirgaon	bmochirgaon1@gmail.com	
55.	Shimla	Tikker	bmotikkar1@gmail.com	
56.	Shimla	Kotkhai	bmokotkhai1@gmail.com	
57.	Shimla	Sunni	bmosunni@gmail.com	
58.	Sirmaur	Dhagera (Nahan)	bmodhagera2@gmail.com	dposirmaur2@gmail.com
59.	Sirmaur	Rajpur (Paonta Sahib)	bmorajpur2@gmail.com	
60.	Sirmaur	Pachhad (Sarahan)	bmopachhad3@gmail.com	
61.	Sirmaur	Shillai	bmoofficeshillai@gmail.com	
62.	Sirmaur	Sangrah	bmoofficesangrah@gmail.com	
63.	Sirmaur	Rajgarh	bmorajgarh@gmail.com	
64.	Solan	Dharampur (Solan)	bmodharampurhp@gmail.com	dpo5solan@gmail.com
65.	Solan	Nalagarh	bmonalagarhhp@gmail.com	
66.	Solan	Arki	bmoarkihp@gmail.com	
67.	Solan	Chandi	bmochandihp@gmail.com	
68.	Solan	Syri	bmosyrihp@gmail.com	
69.	Solan	Baddi	bmobaddi@gmail.com	
70.	Una	Amb	bmoamb001@gmail.com	dpo4unahp@gmail.com
71.	Una	Thanakalan	bmothanakalan1@gmail.com	

72.	Una	Gagret	bmogagret1776@gmail.com	
73.	Una	Haroli	bmoharoli1@gmail.com	
74.	Una	Basdehra (Una)	bmobasdehra@gmail.com	
75.	Kullu	Nirmand	bmonirmand@gmail.com	nrhmkulluhp@gmail.com
76.	Kullu	Naggar (Manali)	bmonaggar@gmail.com	
77.	Kullu	Anni	bmoanni002@gmail.com	
78.	Kullu	Banjar	bmobanjar@gmail.com	
79.	Kullu	Jari (Kullu)	bmojari@gmail.com	
80.	L&S	Gondhla (Keylong)	bmogondhla@gmail.com	dpolahaulspiti@gmail.com
81.	L&S	Kaza	bmokaza@gmail.com	



तम्बाकू मुक्त शिक्षण संस्थान
प्रमाण पत्र

संख्या.....

को प्राधिकृत समिति द्वारा किये गये सर्वेक्षण के अनुसार..... (शिक्षण संस्थान का नाम)

ने...../100 अंक अर्जित किये हैं।

अतः इस शिक्षण संस्थान का तम्बाकू मुक्त संस्थान प्रमाणित किया जाता है।

दिनांक:..... BMO के हस्ताक्षर

(मुहर सहित)

यह प्रमाण पत्र जारी करने के उपरांत एक वर्ष तक मान्य होगा।

Prototype of ToFEI Certificate

- All reference materials related to TOFEI guidelines, standardized signages, IEC posters, and templates of the self-assessment scorecard, Self-declaration, code of conduct, anti-tobacco pledge, and TOFEI certificate can be downloaded from from <https://nhm.hp.gov.in/ntcp>
- For any queries, please feel free to contact the State Tobacco Control Cell, National Health Mission, Himachal Pradesh Shimla-09 at osdncdhp@gmail.com