

No. C/13/15/2/2025-ESTT-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex, Aizawl – 796001
Email: gadmizoram@gmail.com

Aizawl, the 28th May, 2025

OFFICE MEMORANDUM

Attention of all Administrative Heads & Heads of Departments is hereby invited to Section 4 of the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production Supply and Distribution) Act, 2003, which prohibits smoking inside office premises and violation of which is liable to be penalized under Section 21 of COPTA, 2003.

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

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

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

Sd/- H. LALENGMAWIA
Commissioner & Secretary to the Govt. of Mizoram
General Administration Department

Memo No. C/13/15/2/2025-ESTT-GAD : Aizawl, the 28th May, 2025

Copy to:-

- 1) Secretary to the Governor of Mizoram.
- 2) PS to Chief Minister, Mizoram.
- 3) PS to Speaker/Ministers/Leader of Opposition/Deputy Speaker/ Ministers of State/Vice-Chairman, State Planning Board/Deputy Govt. Chief Whip, Mizoram.
- 4) All Members of Legislative Assembly.
- 5) Chief Executive Member, MADC/LADC/CADC.
- 6) Sr. PPS to the Chief Secretary, Govt. of Mizoram.
- 7) All Pr. Secretaries/ Commissioners/ Secretaries/ Special Secretaries, Govt. of Mizoram.
- 8) Secretary, MIC/MLA/MPSC/MSEC, MSCPCR Mizoram.
- 9) All Administrative Departments, Govt. of Mizoram.
- 10) All Head of Departments, Govt. of Mizoram.
- 11) Municipal Commissioner, Aizawl Municipal Corporation.
- 12) All Boards/Commissions/Agencies Govt. of Mizoram.
- 13) Website Manager, GAD for uploading on the website.
- 14) Guard File.

(R. LALRINZUALI)

Under Secretary to the Govt. of Mizoram
General Administration Department

MONTHLY ACTION TAKEN REPORT
(For all Head of Department)

To,

The Deputy Commissioner,
Cum Chairman, Anti Tobacco Squad,
_____ District

**Subject: Monthly Action Taken Report of Compliance to COTPA –
Smokefree Rules.**

Sir/Madam,

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

The findings are given below:-

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

(SIGNATURE)

Name: _____
Designation: _____
Address: _____