

Directorate of School Education
24 OCT 2025

No. EDN(SE)-H(10)F(9)/171001
Directorate of School Education
Himachal Pradesh, Shimla-171001

Dated Shimal-171001 the Oct.,2025

To

All the Deputy Director of School Education (Secondary)
in Himachal Pradesh

All the Principals in GSSSs/Private school in Himachal Pradesh

Subject:

**Implementation of "Tobacco-Free Educational Institutions (ToFEI)"
Guidelines in all Schools of Himachal Pradesh – reg.**

In continuation to this directorate letter of even No dated 17.10.2025 regarding proceeding of the meeting on the Rollout of Tobacco Free Youth Campaign (TFYC) 3.0 in Himachal Pradesh.

In this context it is informed that the Government of India, Ministry of Health & Family Welfare, issued the *Tobacco-Free Educational Institutions (ToFEI) Guidelines, 2019* to ensure that all educational campuses remain tobacco-free and comply with the provisions of the *Cigarettes and Other Tobacco Products Act (COTPA), 2003* and the *Juvenile Justice Act, 2015*. The objective is to protect students from exposure to tobacco and nicotine, promote awareness about their health hazards, and ensure a healthy learning environment.

The State of Himachal Pradesh adopted these guidelines vide notification dated **20 July 2020**. However, implementation across schools now requires renewed attention. In view of the ongoing **Tobacco-Free Youth Campaign (TFYC) 3.0 (9 October – 8 December 2025)** under the National Tobacco Control Programme, all schools must complete ToFEI compliance activities and achieve *Tobacco-Free Educational Institution* certification by **30 November 2025**.

You are, therefore, requested to ensure that all schools under your jurisdiction take immediate action as per the **nine criteria** below:

Nine Mandatory Criteria for ToFEI Compliance

1. **Interior Signage:** Display "Tobacco-Free Area / Smoke-Free Area" signboards (min 60 × 45 cm) at all prominent places within the premises, in English or Hindi language, with name and contact of Tobacco Monitor.



2. **Exterior Boundary Signage:** Install a large "Tobacco-Free Educational Institution" board (min 60 × 45 cm) on the school boundary wall or main gate, clearly visible to the public.
3. **Clean Premises:** Maintain the entire campus completely tobacco-free – no cigarette/bidi butts, gutka pouches, or spitting marks. Adopt a zero-tolerance policy.
4. **Awareness Materials:** Display posters, charts, and IEC materials on the harms of tobacco at visible locations such as corridors, classrooms, and libraries.
5. **Awareness and Anti-Tobacco Activities:** Conduct anti-tobacco pledge ceremonies, poster and slogan competitions, debates, rallies, and street plays. Organize at least one such activity every quarter.
✓ Take a **paper-based Anti-Tobacco Pledge** in school by all students, followed by **online QR-code-based Anti-Tobacco and Nasha Mukh Bharat Abhiyan pledges** on the *MyGov Portal* by students, staff, and parents at home.
Document these activities through photographs and short reports.
6. **Appointment of Tobacco Monitors:** Through a written office order, nominate teachers/staff (and optionally students of classes 9–12) as "Tobacco Monitors" to check compliance, organize awareness events, and report violations.
7. **Inclusion in Code of Conduct:** Integrate "No Tobacco Use" policy in the school's code of conduct for staff and students. Display the code of conduct on Notice board. Ban sale, use, and advertisement of tobacco within and around the campus.
8. **Marking of 100-Yard Zone:** Demarcate the 100-yard (300 feet) boundary around the school by painting a red/yellow line or installing "Tobacco-Free Zone" signage.
9. **No Tobacco Shops within 100 Yards:** Ensure no shop sells tobacco products within 100 yards of the school. Coordinate with Health/Police/Gram Panchayat / Municipal Council for enforcement.

In view of above you are requested to collect the details of activities being done in different schools from each block from Block Project Officer and submit the Daily Activity report as Annexure-I to Chief Medical Officer / District Nodal Officer (NTCP) by 16:00 PM. It will be the responsibility of every Principals/Complex Heads in Govt. schools as circulated vide this directorate letter No EDN(SE)-H(12)-2025 Restructuring of Complex dated 24.09.2025 and Heads of Private school in HP, to report the status of all the schools under their complex to the BPO every day positively.

This initiative shall be treated as **High Priority**, with intensified activities during the TFYC 3.0 period (9 October – 8 December 2025), ensuring all schools are **ToFEI-Compliant** by 30 November 2025. The **Final consolidated report** from each education block to be submitted to respective Chief Medical Officer and office of undersigned by 30 November 2025 as per Annexure II. Your personal attention and leadership are solicited to achieve 100 % compliance within the stipulated time frame, thereby contributing towards a **Tobacco-Free Youth and Tobacco-Free Himachal Pradesh**.

o/c

Director School Education
Himachal Pradesh
the Oct., 2025

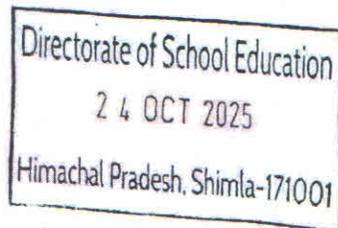
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Copy for information to:

1. The Secretary Health to the Government of Himachal Pradesh, Shimla-2.
2. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2
3. All the Dy Directors School Education (Elementary/Quality) in Himachal Pradesh.
4. All Chief Medical Officers, all Districts– for information please
5. All District Nodal Officers, NTCP, all Districts– for information and necessary coordination please.
6. Nodal Officer IT Cell (Int) with the request to upload the same on departmental website.
7. Guard file.

o/c

Director School Education
Himachal Pradesh



13044-44
25/10/25

Endst. No. KGR (Sci. Consultant) Drug 2025-26
o/o The Dy. Dir. of School Education Kangra at D/shala

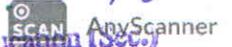
Copy to:-

All the Principals/HM's of GSSS/GHS/Pvt. schools in Distt. Kangra are directed to go through the ToFEI guidelines and implement in their institution.

BDO's cum Principals are also directed to fill the daily reporting format and submit the format through Email address- ddhekangra3@gmail.com. & dno.kangra@hp.gov.in.

Encls- Annexure - I

Dy. Director of School Education (Sci.)
Kangra at Dharamshala.





Annexure-1

Daily Reporting Format for activities on ToFEI guidelines (Timeline of submission: 4:00 pm Daily)
 District Name: _____
 Name of Dy Director School Education (Secondary): _____
 Contact Number / Email: _____

Sr. No.	Block Name	Total number of schools in the block	Number of EIs self-evaluated as per ToFEI guidelines - today (the date of reporting)	Number of EIs declared Tobacco Free as per ToFEI guidelines - today (the date of reporting)	Number of sessions conducted for tobacco free pledge in EIs - today (the date of reporting)	Number of School Rallies conducted in EIs - today (the date of reporting)	Number of competition(s) [debate, slogan writing/ poster/ painting/ quiz...] conducted in EIs - today (the date of reporting)
1.							
2.							
3.							
4.							
District Total							

Date: _____
 (Secondary)

Office Seal: _____

Signature of Dy Director School Education



Annexure-II

Consolidated Reporting Format for activities on TOFEI guidelines (Timeline of submission: 30 November 2025)
 District Name: _____
 Name of Dy Director School Education (Secondary): _____
 Contact Number / Email: _____

Sr. No.	Block Name	Total number of schools in the block	No of schools having displayed "Tobacco-Free Area / Smoke-Free Area" signboards inside the school	No of schools having displayed "Tobacco-Free Educational Institution" board at the boundary	No of schools having campus completely tobacco-free - no cigarette/bidi butts, gutka pouches, or spitting marks.	No of schools display Awareness Material on tobacco harms	No of schools where Tobacco Monitors are appointed through office orders	No of schools included "No Tobacco Use" policy in school's code of conduct	No of schools have marked of 100-Yard Zone	No of schools where there are no tobacco Shops within 100 Yards	No schools having done their self-evaluation activity and submitted application to BMO	No of schools declared TOFEI compliant and certificate received
1.												
2.												
3.												
4.												
District Total												

Date: _____
 Office Seal: _____
 Signature of Dy Director School Education (Secondary)