

Quarterly Reporting Format (DTCC to STCC)			
DISTRICT TOBACCO CONTROL CELL:			
REPORT FOR THE QUARTER ENDING			
Part-A			
S.No.	Activities	Yes/No	Reasons, if the answer is No
1	Whether District Cell has been set up		
	Whether TCC has been set up (including procurement of equipments)		
2	Status of recruitment of staff in the District Cell		
	-District Consultant		
	- Psychologist		
	-Social Worker		
	-any other		
3	Whether District Level Co-ordination Committee (DLCC) has been constituted		
4	Whether COTPA and its rules have been displayed on the official district website		
5	Whether challaning mechanism for COTPA has been set up at District Level		
	Whether separate head of account has been opened for deposit of challan amount at district level		
	Whether challan books have been received from STCC		
	Whether challan books have been distributed to authorized officers		
	Whether enforcement squads have been set up in the district to monitor compliance of COTPA		
	Whether compliance of COTPA has been integrated in the monthly crime review meetings(kindly share monthly reports with the STCC)		
6	Whether Utilization Certificate has been submitted for the previous financial year		
7	Whether Statement of Expenditure has been submitted for the previous financial year		
Part-B			
Sl.No.	Activities	During the quarter	Up to the quarter in the Financial Year
1.	No. of meetings of the DLCC with dates		
2.	No. Visits conducted by the enforcement squads		
	Persons challaned and amount collected (<i>information to be given month-wise in the format as annexed</i>)		
	Complaints received through National Violations helpline		
	Details of such complaints where action has been taken		
3.	Trainings/Sensitization programmes for different stakeholders organized by DTCC		
	Participants in the trainings/sensitization programmes organized		
4.	No. and types of IEC materials adapted/ developed by DTCC (e.g. posters/stickers/handouts/wall paintings/hoardings etc)		
	No. of PHCs, CHCs, Govt buildings, schools and other public places covered with these IEC materials		
5.	Schools covered in the School Programmes by the DTCC		
	(i) Public Schools		
	(ii) Private Schools		
	(iii) Coaching		
	Details of Children covered in the School Programmes		
	Details of School Programmes conducted		
6	Details of meetings held with other relevant State Govt. departments		
	Details of training programs of other departments in which DTCC participated and made presentations on tobacco control		
7	Details of meetings held with civil society organizations and professional bodies (e.g. NGOs, NSS, NCC, IDA, IMA etc)		
8	No. of Blocks where Block Level Coordination Committees have been set up		
	No. of villages where Village Level Committees have been set up		
9	Details of TCC set up in the district (indicate separately details of TCCs set up in the district hospital, other government set ups, NGOs, private set ups etc.)		
	a. Whether Staff is in place in these TCCs		
	b. Whether counselors working in these TCCs are formally Trained in cessation activities (indicate separately the total number of counselors in place and the number of counselors who have received formal training)		
	c. Have the TCCs arranged for any cessation trainings for healthcare providers/workers? If yes, indicate the number of trainings undertaken with details		
	b. No. of FGD done in Quarter		
	e. Whether pharmacological treatment of tobacco dependence is available		
	f. Whether equipments such as Carbon Monoxide monitor and Spirometer have been procured		
	g. No. of persons who availed services at the TCCs		

	i) Number of person who received counseling		
	ii) Number of persons who received pharmacotherapy		
	iii) Number of persons who received both		
	iv) Number of person who quit tobacco after counseling		
	h. Other activities during the month you want to share with STCC		