



## BIWTC

Bangladesh Inland Water Transport Corporation  
Ministry of Shipping, 24, Kazi Nazrul Islam Avenue, Banglamator, Dhaka-1000.  
web:www.biwtc.gov.bd

Memorandum No.-18.151.018.08.01.109, 2021-91

Date: 06 June 2024

### **Office Order No-Administration/Song & P-04/2024**

It is hereby informed for the information of all that the concerned department is hereby requested to follow up and implement the decisions of the exchange meeting held at BIWTC in joint initiative of BIWTC, Development Activities of Society (DAS) and Bangladesh Anti-Tobacco Alliance (BATA):

Decision taken at the meeting	Actions for implementation	Implementing Department
A commitment to ban smoking at the BIWTC head office is expressed.	Heads of Departments will sensitize everyone in their respective departments and discourage smoking in public.	All Sections
A commitment was made to put up no smoking signage at the BIWTC office.	The administration department will arrange to put up no smoking signage in all regional offices including the head office.	Administration Department
A commitment was made to take swift action to stop the use and sale of tobacco inside ferries.	Commercial and Marine Department will take effective and necessary measures in this regard.	Commercial Division and Marine Division
Arrangements should be made to place anti-tobacco law stickers on ferries in visible places, especially canteens and rooftops.	Signages supplied by Development Activities of Society (DAS) will be provided by the Administration Department to all ferry where in-charges.	➤ Administrative Department ➤ Commercial Department ➤ Marine Department

02. This order was issued in the public interest to avoid fire accidents and health hazards in water transport.

Signed/  
(Jesmin Ara Begum)  
**General Manager (Administration), BIWTC**  
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### **Distribution: For charity.**

1. Departmental (All), BIWTC, Dhaka.
2. Unit Head (All), BIWTC, Dhaka.
3. Deputy Head (All), BIWTC, Dhaka.
4. Team Lead, DAS-Tobacco Control Program, Development Activities of Society-DAS.

### **Copy: For information.**

1. Director (All), BIWTC, Dhaka.
2. Chairman's Private Secretary Chairman's Cell, BIWTC, Dhaka - For the kind information of the Chairman.
3. Office copy.

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**General Manager (Administration)**  
BIWTC