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तम्बाकू बोर्ड TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)
(Govt. of India, Ministry of Commerce & Industry, Department of Commerce)

श्रीनिवास राव तोटा, जी.टी. रोड, गुण्टूर-522004

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अं.प्र.सं.9001::2015 से प्रमाणित संस्था /An ISO 9001:2015 Certified organization

दूरभाषा Tel: 0863-2358399- - www.tobaccoboard.com



Ref.No. 2025/Miscellaneous/01

Date:11/08/2025

CIRCULAR

Sub: Strict Adherence to Confidentiality in Official Matters-Reg

It has been brought to the attention of the competent authority that certain confidential or sensitive matters discussed during internal meetings, particularly those held in closed-door settings with senior officials, have been **disclosed to unauthorized persons or non-relevant staff**, including outsourced personnel.

2. This is a **serious violation of conduct and trust**, and any such act is contrary to Rule 11 of the **Central Civil Services (Conduct) Rules, 1964**, which clearly prohibits unauthorized sharing of official information.

3. All employees, including those engaged through outsourcing agencies, are hereby **strictly instructed** to:

- Maintain the confidentiality of any information shared during official discussions.
- Refrain from sharing such information, even informally, with others who are not directly involved or authorized.
- Exercise caution in handling internal files, documents, or verbal communications, especially where sensitive matters are involved.

4. Any **breach of confidentiality will be dealt with sternly**, and may attract disciplinary proceedings in the case of regular employees, or immediate removal from duty and suitable action against the agency in the case of outsourced personnel.

5. All Functional Heads and outsourced Agencies must ensure this directive is properly communicated to all staff under their control.

This issues with the approval of the competent authority.


(D. Venugopal)
Secretary i/c

To,
All Officers/Employees including Outsourced personnel of Tobacco Board

Copy to:

PA to Executive Director / PA to Director (Auctions) / PA to Secretary.

The Directorate of Auctions, Tobacco Board, Bengaluru.

All the Functional heads in H.O./The Regional Managers/Auction Superintendents /Manpower Agencies /CPIO, RTI cell, Tobacco Board, Guntur.

The Computer section, H.O., Guntur with a request to update the website.

Hindi section / Vigilance Cell / Personal File / Guard File/Notice Boards

11.8.2025