



तम्बाकू बोर्ड TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)
(Govt. of India, Ministry of Commerce & Industry, Department of Commerce)
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Date:15/12/2025

CIRCULAR

Sub: Transfer and Posting Policy of Tobacco Board
Employees – Reg.

In supersession of all previous circulars, orders, and instructions issued on the subject, the Tobacco Board hereby promulgates the Transfer and Posting Policy, 2025, applicable to all categories of employees of the Board.

This policy is formulated in line with the principles and guidelines laid down by the Department of Personnel & Training (DoPT) and aims to ensure transparency, fairness, and administrative efficiency in the management of transfers and postings.

TRANSFER AND POSTING POLICY, 2025

1. Preamble

The Tobacco Board, a statutory body under the Ministry of Commerce & Industry, Government of India, oversees tobacco-related activities through five Regional Offices located in Andhra Pradesh and Karnataka, and the Directorate of Auctions, Bengaluru, under the overall supervision of the Head Office, Guntur.

Given the Board's multi-state operations and the seasonal nature of its activities, periodic rotation of personnel is essential to:

- provide exposure to varied functional areas;
- maintain uniform standards of supervision and transparency;
- ensure continuity and accountability in service delivery; and

- prevent development of vested interests;

This policy establishes a structured system of transfers and postings consistent with the DoPT's Rotational Transfer Policy (RTP) and comparable organizational practices, while safeguarding legitimate employee interests.

2. Objective

To regulate and manage transfers and postings of Tobacco Board employees in a transparent, equitable, and efficient manner, ensuring both administrative effectiveness and employee welfare.

3. Applicability

This policy applies to all officers and staff working in all offices of Tobacco Board

4. Guiding Principles

1. Transfers and postings shall be effected primarily in administrative interest and in rare cases on request
2. Every employee is eligible to be transferred to anywhere within the jurisdiction of the Tobacco Board.
3. Transfers shall be made once a year during March- April, except under exigent circumstances.
4. The present place of posting shall be treated as a normal station for the purpose of determining the tenure at a given station.
5. Upon promotion, employees shall not be considered for retention at their present place of posting under any circumstances.
6. Every employee shall be required to serve a compulsory tenure of Ten years either Andhra Pradesh and Karnataka.
7. The DoPT's Consolidated Guidelines on Rotational Transfer Policy shall apply *mutatis mutandis*.

8. The Executive Director shall be the competent authority for all transfers and postings.

5. Tenure Norms

Sl. No.	Category / Cadre	Normal Tenure at One Station
1	Regional Manager / Manager / Auction Superintendent / Senior Grading Officer / Asst. Manager (Accounts)	2 years
2	Field Officer / Accountant / Assistant / Computer Operator	2 years
3	Senior Field Assistant / Field Assistant / UDC / LDC	3 years
4	Drivers	5 years
5	Multi-Tasking Staff (MTS)	Transfer only on request or administrative exigency

The category /cadre are not covered, tenure will be 2 years

Notes:

- Tenure shall be reckoned as on 31 March each year.
- Employees with less than one year left before superannuation shall normally not be transferred.
- Periods of leave, deputation, or training exceeding six months shall not count toward tenure.

6. Regional Rotation

Employees shall be rotated among the five Regional Offices, Directorate of Auctions, Bengaluru and Head Office, Guntur to ensure balanced exposure. Posting to the home district will generally be avoided.

7. Procedure for Transfers

1. **Identification:** The draft list of officers due for transfer (tenure completing in March of the following year) will be

published annually on 31st December by The Personnel Administration Section

2. The options from the concerned officers shall be submitted to this office on or before 31st January of the following year.
3. **Preferences:** Eligible employees may indicate up to three preferred stations, which will be considered subject to available vacancy and administrative feasibility.
4. **Processing:** Proposals shall be routed by Personnel Administration through the Secretary to the Executive Director for approval. Transfer orders shall take effect only after written approval by the Executive Director.

8. Request and Mutual Transfers

- Request Transfers: Considered after completion of two years at a station, based on genuine grounds.
- Mutual Transfers: Permitted between employees of the same cadre, both clear from vigilance angle and having served at least two years at their current stations. Tenure at the new station shall count afresh.
- Request transfers or mutual transfers will be considered only twice in the entire service period of the employee.

9. Compassionate Grounds

Transfers on compassionate grounds may be considered in the following cases:

1. Persons with Disabilities (PwD) will be considered on case to case – posting near family or medical support.
2. In case an officer requests for retention in a particular station up to the end of the particular academic year on the ground that his/her child is studying in Class-X or Class-XII may consider such requests.

3. Any other Medical Grounds – A certificate issued by the Medical Board is required: in the case of Andhra Pradesh, by the Guntur Medical Board; and in the case of Karnataka, by the Medical Board, Mysore

10. Administrative Transfers

The Executive Director may transfer any employee at any time in public interest or on functional, disciplinary, or vigilance grounds. Employees under investigation shall not be posted to sensitive positions until clearance.

11. Joining and Relieving

Employees must be relieved within 15 days of issue of transfer orders. Failure to do so will result in *deemed relief* after 15 days, and the employee must join the new station within 10 working days thereafter. Pay shall not be drawn beyond the date of deemed relief.

12. Postings on Promotion

Employees who are promoted and have completed their tenure shall normally be posted to another region. Employees with less than two years of service left before retirement may be retained. Employees within one year of retirement shall normally not be transferred.

13. Deputation / Long Leave / Training

Employees returning from deputation, long leave, or training exceeding six months shall be posted by the Personnel Administration Section as per administrative requirement. The posting shall be treated as a fresh tenure.

14.Sought to Influence:

Any attempt to influence administrative decisions, including postings and transfers, through external recommendations or personal influence exerted by public figures or other authorities, will be viewed seriously. All concerned are hereby reminded that such actions are strictly prohibited.

For regular Government employees, this constitutes a violation of Rule 20 of the Central Civil Services (Conduct) Rules, 1964, which stipulates:

“No Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government”

15. Compliance

Regional Managers shall ensure timely relief and joining of employees. Any deliberate delay or non-compliance will invite action under the CCS (Conduct) Rules.

16. Relaxation and Interpretation

The Executive Director may relax, modify, or interpret any provision of this policy in public interest or administrative exigency.

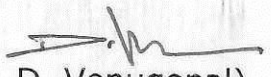
17. Effective Date:

This Transfer and Posting Policy, 2025 shall come into force with immediate effect and supersedes all previous circulars, orders, and instructions on the subject.

Regional Offices and Directorate of Auctions

Sl. No.	Office/ Directorate	Headquarters	Jurisdiction / Coverage Area
1	Head Office	Guntur (A.P.)	Overall supervision of all Regions and Directorate of Auctions
2	Directorate of Auctions	Bengaluru (Karnataka)	All Karnataka auction platforms; coordination with A.P. Regions
3	Regional Office, SBS & SLS	Ongole (A.P.)	All Auction Platforms and Regional Office in jurisdiction
4	Regional Office, Rajahmundry	Rajahmundry (A.P.)	All Auction Platforms and Regional Office in jurisdiction
5	Regional Office, Mysuru	Mysuru (Karnataka)	All Auction Platforms and Regional Office in jurisdiction
6	Regional Office, Periyapatna	Periyapatna (Karnataka)	All Auction Platforms and Regional Office in jurisdiction

This issues with the approval of the Executive Director.


D. Venugopal)
Secretary i/c

16.12.2025

To

- 1 All the Functional heads in H.O., Tobacco Board, Guntur.
- 2 Directorate of Auctions, Tobacco Board, Bengaluru.
- 3 The Regional Managers / Auction Superintendents in Andhra Pradesh and Karnataka

With a request to circulate among the staff and also place in the notice Board

Copy to

PA to Executive Director / PA to Director (Auctions) / PA to Secretary The Manager (F & A), Tobacco Board, Guntur.

CPIO, RTI cell, Tobacco Board, Guntur.

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

Accounts Section (Bills Wing) / (Pay Bills), Tobacco Board, Guntur / Bengaluru.

Hindi section / Vigilance Cell / Personal File / Guard File.

Tobacco Board
Options for Transfer (order of preference)

- Employee Name: _____
- Employee ID: _____
- Designation: _____
- Current Place of Posting: _____
- Date of Joining at Present Station: _____

2. Options for Transfer (in order of preference)

Employees are requested to indicate their preferences strictly as per the prevailing Transfer Policy.

Preference	Auction Platform/ RM Office	Location	Reason
1 st			
2 nd			
3 rd			

Signature of the Employee