



TOBACCO BOARD
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(AN ISO 9001:2015 CERTIFIED ORGANISATION)



F.No.1(1)/2020-21/PDN/AP

Date:24.08.2020

C I R C U L A R

Sub:- 2020-21 Andhra Pradesh crop season – Criteria for registration/renewal of registration
as growers of Virginia Tobacco and grant of license for operation of barns in Andhra Pradesh – Reg.

The Board in its **152nd** special meeting held on **18.08.2020** fixed a crop size of **115 million kg** for cultivation of Flue Cured Virginia tobacco during 2020-21 crop season in Andhra Pradesh. Basing on this production policy, the Committee for Registration of Growers and Others in its 92nd meeting held on 18.08.2020 has laid down the criteria for registration/renewal of registration as growers of Virginia tobacco and grant of license for operation of barn in Andhra Pradesh for 2020-21 crop season. The registration criteria along with administrative instructions/ guidelines for grant of registration or renewal of registration as Virginia tobacco growers and barn operators for 2020-21 season are enclosed herewith for initiating the process of registration for 2020-21, as per the schedule given.

Further all the Auction Superintendents are directed to redistribute the authorised crop pertaining to registered growers who have declared nil plantations in their returns to the registered growers who had actually planted tobacco in 2020-21 and also reallocate the leftover authorised crop to the growers of same region who were registered and issued authorization cards for sale of the tobacco. Further, all the Auction Superintendents are requested to conduct a meeting of all FAs, FOs and SGO before the commencement of registration for guiding them on salient features of the production policy and the criteria for accord of registration/renewal of registration for 2020-21. **All the Auction Superintendents** shall also ensure that the process of grant of registration/renewal of registration to growers is **transparent at all levels** and should **not give scope for any corruption or criticism from any quarter.**

For raising of saplings for curing of tobacco, advise the growers to approach local Forest Department and obtain saplings on free of cost with the support of pattadhar pass book. Board will meet the transportation charges towards transport of saplings from Forest Department. All Regional Managers and the Auction Superintendents are directed to contact local Forest Officers and also approach Andhra Pradesh Social Forestry Nurseries and request them for arrangement of " 5X9" size saplings of wood bearing saplings / environment sustainable species of different varieties for better survival percentage.

A copy of **notification on Production Policy** of the Board for 2020-21 crop season in Andhra Pradesh is also **enclosed** for displaying it in the notice board and for information of all concerned.

This is for strict compliance of all concerned .


(A.SRIDHAR BABU)

Secretary

Encl: As above

To

All the Regional Managers & Auction Superintendents in Andhra Pradesh

- Copy to : 1. P.S. to Chairman / P.A. to E.D / P.A. to Secretary
2. All the Managers in Head Office, Tobacco Board, Guntur
3. OSD(Vigilance), Head Office, Guntur
4. Hindi Section for translation
5. Guard File / Internal Audit/ISO Project/Vigilance Squard
6. Computer Division- for instructions on Registration, Software usage

TOBACCO BOARD

REGISTRATION/RENEWAL OF REGISTRATION OF VIRGINIA TOBACCO GROWERS AND BARN OPERATORS IN ANDHRA PRADESH FOR 2020-21 CROP SEASON

1. TIME SCHEDULE FOR REGISTRATION/ RENEWAL OF REGISTRATION

The schedule for registration/renewal of registration of growers of virginia tobacco, licensing of barn operators for 2020-21 crop season in Andhra Pradesh is as follows.

Commencement of Registration/ renewal of registration	09.09.2020 (Wednesday)
Last date for receipt of applications with normal fee	23.10.2020 (Friday)
Last date for receipt of applications with late fee of Rs. 100/-	02.11.2020 (Monday)
Last date for receipt of applications with late fee of Rs. 400/-	10.11.2020 (Tuesday)

- Applications received after last date (10.11.2020) shall be refused for registration/renewal of registration. Hence, all the Auction Superintendents are directed to give wide publicity and advise the growers to apply well before the stipulated date.
- The Auction Superintendent/SGO shall review the progress of registration of growers with concerned Field Assistant and Field Officer a week before the last date of registration with normal registration fees and ensure that all the eligible growers covering their eligible barns apply for registration within the specified period of registration to avoid unnecessary correspondence later and lessen the work load at auction platform level.
- Flexi banners may be displayed at two places i.e., one at the office of Auction Superintendent and another at auction platform about the schedule of registration/renewal of registration.
- Press meet may be organized and publicity may be given about the criteria for registration and schedule for registration/ renewal of registration.
- Growers shall be reminded that the last date of registration as growers is also the last date for payment of Rs.500/- for renewal as member of Growers Welfare Fund.

2. AREA AND QUOTA AUTHORIZED PER BARN IN 2020-21 CROP SEASON AND OTHER GUIDELINES

The soil region wise crop size, area and quantity to be authorized for a licenced barn and the maximum number of barns permitted for grant of licence per individual grower in Andhra Pradesh during 2020-21 crop season considering the crop size of 115 million kg are as follows:

Soil Region	Crop size fixed (m.kgs)	Area to be registered per barn (ha.)	Area to be registered per barn (Acres)	Quota per barn (in Kgs)	Maximum no. of barns per grower	Maximum area per grower (in ha.)
N.L.S.*	40.45	1.30	3.25	2900	4	5.20
S.L.S.	37.91	2.30	5.75	2900	4	9.20
S.B.S.	33.43	1.40	3.50	2900	4	5.60
N.B.S.	3.21	1.00	2.50	2106	4	4.00

* N.L.S. includes ELS also

- The above quota is fixed taking into consideration the nature's bounty or production increases because of favourable weather conditions.
- Horizontal expansion of FCV tobacco cultivation is not permitted.** The efforts shall be on increasing the per acre yields (vertical expansion) with focus on quality of the product.
- The area authorised per barn is indicative only. The registered grower is required to reduce the area to be planted per each barn wherever per hectare productivity levels are high on account of high yielding varieties, soil fertility, favourable climatic factors etc., so as to match the ultimate production with the corresponding quota per barn and avoid excess/unauthorized production. In any case, he **should not plant tobacco in more extent than allowed.**
- As it was done during the last four years, the growers of high productive areas of SLS Region platforms i.e., Kandukur-I & II, Ongole-I and Kondepi auction platforms falling under following villages will be given an authorised area of 1.80 ha. or 4.50 acres per barn as against general authorization of 2.30 ha. per barn authorised in SLS area while the quota authorised remains same as 2,900 Kgs per barn.

Kandukur-I: Orugantivaripalem, Z.Mekapadu, Cherukuru, Mullamurivaripalem, Perikapalem, Sunkireddypalem, Thetupeta, Vempadu, Dubagunta, Kovuru, Singarabotlapalem, Oguru, Palukuru, Palukuru Reddypalem, Palukuru Venkannapalem, Pantavaripalem, Unnamvari-palem, B.V.Kostalu, G.V.Kostalu, Kondikandukur, Mahadevapuram, Mupparajuvarikostalu, Vikkiralapeta, Yerraguntapalem.

Kandukur-II: Badevaripalem, Kunipalem, Nukavaram, Parakondapadu, Parakondapadu Agraharam, Pokuru, Singamanenipalli, Z.Uppalapadu

Ongole-I: Madduluru, Rudravaram, Rudravaram Lakshmipuram, Nippatlapadu, Kakarla, Puttacheruvupalem, Manchikalapadu, Rajupalem Lakshmipuram, Ramachandrapuram

Kondepi: Nannurupadu

- The growers may be advised to strive for **increasing productivity by adopting Good Agricultural Practices** for cultivating tobacco within the authorised area to achieve the authorised quota/production rather than by undertaking cultivation in excess area.
- Farmers shall strive for enhancing productivity and quality, while using eco-friendly agro technologies to produce clean tobacco for improving the profit margin.
- Farmers are advised to go for green manuring in a big scale. Crop rotation in tobacco growing areas is to be done to ensure rejuvenation of soil.
- Farmers are advised to take up natural farming (ZBNF) cultivation atleast in one acre of the authorised area for improvement of soil health and thereby enhancing quality of tobacco.

- The farmers are advised to go for **crop rotation to prevent outbreak of orabanche parasite**. The farmers shall avoid growing tobacco in orabanche affected fields.
 - Farmers are prohibited to take up FCV tobacco cultivation in unsuitable/saline/low lying lands/ paddy fallows. The field staff shall take all measures to prevent cultivation of tobacco in unsuitable soils.
 - The farmers shall produce tobacco free from pesticide residues and Non Tobacco Related Materials (NTRMs). Farmers are advised to take up IPM practices to reduce use of pesticides. The growers may be encouraged to use Bio pesticides or alternative methods of pest control.
 - Growers are advised not to undertake tobacco cultivation by leasing in land or barn at exorbitant rates. As the risks in cultivation of tobacco have increased many folds because of unfavourable situation in world tobacco markets and as returns will not be commensurate with the costs, they are advised to avoid any factor which increases the cost of cultivation.
 - The growers who obtain registration as grower shall only cultivate tobacco. If the grower does not want to take up cultivation of tobacco for any reasons he may do so by informing the Board accordingly by submitting 'nil' plantation report.
 - Under no circumstances the barns will be allowed to be leased out unofficially as the cultivation of tobacco by unofficial lease grower cannot be controlled and quality cannot be tracked. Traceability of tobacco produced is also not possible. Board will therefore consider this as serious violation and action will be initiated against the violators.
 - Tobacco Board is a facilitator. It assists the farmers in crop production and conducts auctions for sale of tobacco. The grower prices are determined by demand and supply forces in global and domestic markets. The growers are therefore advised to consider all risks involved and make an informed decision regarding cultivation of tobacco in 2020-21.
 - The Auction Superintendents and their field staff shall make all efforts to promote cultivation of alternative crops in place of FCV tobacco among FCV tobacco growers, by suitably educating them.
 - The Auction Superintendents shall work in coordination with, Andhra Pradesh State Agricultural Department to implement the scheme of "Crop Diversification" for tobacco under Rashtriya Krishi Vikas Yojana (R.K.V.Y) and ensure that farmers shift some of their area to alternative crops.
- I. **CRITERIA FOR GRANT OF REGISTRATION OR RENEWAL OF REGISTRATION AS GROWERS OF VIRGINIA TOBACCO AND CURER OF VIRGINIA TOBACCO (RULE 33-A & 34-A) IN ANDHRA PRADESH FOR 2020-21 CROP SEASON**
- A. Eligible categories:
- i. All growers and barns registered with the Board in 2019-20 season will be considered for renewal of registration in 2020-21 season subject to the following conditions.
 - a) The grower should have only one registration at one platform.
 - b) The Grower applicant **shall possess suitable lands** for growing Virginia tobacco on his own or taken on lease in the existing areas of tobacco cultivation.
 - c) The Grower applicant shall **possess a fit curing facility (barn) on his own** or taken on lease, registered with Board during 2019-20 season and eligible for registration for the current year.

- d) The Grower applicant shall also **possess allied structures for storage and grading** of FCV tobacco.
- e) The Grower applicant shall be following **Crop rotation and Good Agricultural Practices** in cultivation of FCV tobacco.
- f) The grower shall plant a minimum of 10 saplings of trees as part of raising of own fuel for curing of tobacco to grant registration/renewal of registration during 2020-21 crop season.
- g) The grower shall adopt energy saving techniques in his barn for reducing fuel wood usage.
- h) **The growers shall put sand buckets and water drum or water tub/ establish fire extinguishers at the barn site to prevent spread of fire in the event of fire accident.**
- i) The Grower applicant **should not have violated any of the provisions** of the Tobacco Board Act, Rules & Regulations, terms and conditions of certification of registration or licence, directions issued, affidavits submitted to the Board and stipulations laid down by the Board during the previous crop seasons.
- j) The grower **shall submit an undertaking in the prescribed proforma** that he will abide by the conditions/stipulations laid down by the Board in granting the renewal of registration and will not plant in excess of the area allowed and produce tobacco in excess of the quota permitted.
- ii. **No new growers will be permitted** to take up FCV tobacco cultivation and **no new areas will be allowed** for FCV tobacco cultivation. **No new construction of barn will be permitted.**
- iii. The following grower applicants (new growers), **though they are not registered during 2019-20 season may be considered for grant of registration** for 2020-21 season on the basis of barn licensed for operation during 2019-20 subject to **submission of valid legal documents:** (Partition deed/sale deed/gift deed as is applicable).
 - a) **New owners of the licensed barns** who acquired ownership on account of partition / transfer of joint family property.
 - b) **Legal heirs of deceased registered growers** who got the registered barn transferred on to their names.
 - c) **New growers who acquired ownership** of a licensed barn by purchase / gift on 'as is and where is' basis.
 - d) **Lessee growers applying with a support of licensed barn** taken on lease supported by lease document subject to local laws.
 - e) **Owners of registered fit licensed barns leased out during 2019-20** or earlier and want to get registered as grower of tobacco on his name this year.

B. Eligible pending categories:

The following categories of grower applicants who are registered with the Board during 2019-20 or in the past three years block period and whose registration cannot be renewed straight away under 'eligible category' for not fulfilling the conditions laid down **may be considered** for accord of registration or renewal of registration subject to their becoming eligible after rectification of defects/ fulfillment of lapses (clearance of dues / repairing the barns / payment of penalties / **submission of requisite documents** as the case may be within stipulated time i.e., 31.12.2020.

- a) Growers/Barns (fit)/Barn owners having **outstanding dues** in respect of input loans, other loans arranged by Tobacco Board during 2019-20 season or in the past three years block period or earlier.
- b) The grower applicants applied with support of **barns licensed in 2019-20 season and unfit** during enumeration of barns in 2020-21.
- c) The grower applicants applied with support of fit barn which are involved in **ownership disputes** in the **past 3 years block period**. There shall be clear court orders instructing the Board not to renew the registration in favour of original grower.
- d) Grower applicants who have outstanding penalties (from earlier years) **stipulated under various categories** like **saline tobacco production; Vigilance cases; break-in-registration; not sold cases, 50% or less sold cases** and other categories wherever **penalties are applicable** as per policy in the past three years block period and applied with support of fit barn.
- e) Grower applicants (applied with support of eligible barn) who have **not submitted the requisite documents** for transfer of registration.
- f) Grower applicants having **licensed fit barn** as per latest enumeration and having **break-in-registration for 3 years or less than 3 years** (i.e., 2017-18, 2018-19 & 2019-20) and became eligible for registration after rectification of defects/fulfilling the criteria as above.
- g) **The registered growers owning an unauthorised barn on his own or on the name of his family members' subject to dysfunctioning of the unauthorised barn and submission of an affidavit stating that the barn will not be renovated again in future.**
- h) Grower applicants **who are registered growers in 2019-20 crop season** and submitted Form-II & III returns in proof of cultivation and curing of tobacco but **not sold tobacco** on the auction platforms **subject to payment of penalties @ 2%** of estimated sale proceeds taking into consideration the quota for 2019-20 and the average price of the concerned auction platform and **submission of an undertaking in local language in prescribed proforma.**
- i) Grower applicants **who are registered in 2019-20 crop season but have sold 50% of the quota or less on the auction platforms** subject to payment of following penalties and submission of an undertaking in local language in the prescribed proforma.
 - i. **Rs.1,000/- per barn** by the growers **who have sold 25% of the quota or less** on the auction platforms.
 - ii. **Rs.500/- per barn** by the growers **who have sold more than 25% of the quota but sold 50% of the quota or less** on the auction platforms.
- j) Growers who **sold saline tobacco in excess of 20%** of total quantity sold during the past two years subject to payment of penalty of Rs.2,000/- and submission of an undertaking that they will not plant tobacco in the identified saline soils and show alternative fields for cultivation of tobacco.
- k) Growers whose tobaccos contain pesticide residues beyond the Guidance Residue Levels (GRLs) fixed by CORESTA, subject to payment of penalty of Rs.1,000/- and submission of an undertaking that they will not use pesticide indiscriminately and will follow IPM methods of pest control under the close supervision of Board staff.

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- l) Grower applicants whose bales are rejected for sale during last season for containing NTRMs above permissible levels subject to payment of penalty of Rs.1,000/- and submission of an undertaking that they will follow standard grading procedures.

All the above categories of **applicants shall fulfill the criteria** for considering their registration for 2020-21 crop season **on or before stipulated date i.e., 31.12.2020.**

C. Ineligible categories:

The following categories of grower applicants are **not eligible for according registration** or renewal of registration (**ineligible categories**).

- a) Grower applicants applied without support of licensed barns (curing facility).
- b) Grower applicants applied with support of unauthorized barns / barns ineligible for registration as per the criteria fixed for licensing of operation of barn.
- c) Grower applicants seeking licence for construction of new barns.
- d) Grower applicants filing applications for cultivation of tobacco in the known saline lands/ irrigated wet lands (paddy lands)/low lying lands/New areas/Forest areas or Agency areas.
- e) The grower applicants who filed their applications for registration/ renewal of registration after stipulated last date.
- f) Grower applicants who obtained registration in earlier years by submitting false information/ false returns.
- g) Growers indulged in activities which are in violation of Tobacco Board Act, Rules & Regulations.
- h) Growers who have indulged in malpractices at the auction platforms such as misbehavior, obstructing Board Staff in discharge of their duties, manhandling of buying staff, labourers, obstruction of auction proceedings, nesting of tobacco etc.
- i) Grower applicants who applied with support of barns which have break-in-registration (not registered with Board) for more than 3 years (i.e., 2017-18, 2018-19 and 2019-20).
- j) Grower applicants who are hiring child labour for cultivation operations.
- k) Growers who are having registration at two platforms.

II. THE CRITERIA FOR GRANT OF LICENCE OR RENEWAL OF LICENCE FOR OPERATION OF BARNs IN ANDHRA PRADESH FOR 2020-21 CROP SEASON. (RULE 34-O OF TOBACCO BOARD RULES 1976)

- a) **All the barns licensed in 2019-20 are eligible for grant of license for operation in 2020-21**, provided that they are in **fit** condition and are not black listed or liable to be black listed by the Board for any violations of Tobacco Board Act, Rules & Regulations etc., by the concerned growers/ barn operators.
- b) If the barn **licensed for operation during 2019-20 is unfit for curing at the time of enumeration**, the barn operator should complete the repairs and make it fit for curing on or **before the stipulated time** to be eligible for renewal of licence for operation of barn.

- c) License for operation of barn shall **not be granted to the barn operator if he intends to cure tobacco of unregistered growers** or operate his own unauthorised barns.
- d) The growers / barn owner may be advised to insure their **barns against natural calamities, fire accidents etc.**, directly with designated Insurance Companies by the Board or through their Bankers.

III. THE CRITERIA FOR GRANT OF LICENCE FOR CONSTRUCTION OF BARN IN ANDHRA PRADESH FOR 2020-21 CROP SEASON (RULE 34-M OF TOBACCO BOARD RULES 1976)

- a) **No licenses for construction of new barns** will be granted to the applicants who file application seeking license for construction of new barns. The existing curing capacity of licensed barns in Andhra Pradesh is more than sufficient to produce the crop size fixed by the Board and new additional curing infrastructure is not required.
- b) Likewise, **no unauthorized barn will be regularized** during 2020-21 crop season as Government of India had not permitted shifting of licensed barns against construction of new barns or regularisation of unauthorised barns within same soil region by sale/transfer beyond 31.08.2020 vide orders no.9/11/2016-EP(Agri.III) dated 02.07.2020.
- c) It shall be propagated among all growers by the field staff that no new construction of barns is allowed and construction of barns without license from the Board amounts to violation of the Tobacco Board Act, Rules & Regulations and punishable as per the provisions of the Act.
- d) Registered growers who are constructing the barn without licence are liable for cancellation of their registration.
- e) The Auction Superintendent may also suitably advise the bankers and Co-operative societies in writing that they should not finance for such unauthorized construction of barns/unauthorised cultivation by unregistered growers.
- f) **As Government of India had not permitted shifting of licensed barns against construction of new barns or against regularisation of unauthorised barns within the same soil region by sale/transfer beyond 31.08.2020 vide letter No.9/11/2016-EP(Agri-III), dated 02.07.2020, sale/purchase of barn on shifting basis against construction of new barns or regularisation of unauthorised barns is not allowed in Andhra Pradesh during present crop season. However, shifting of barns by the owners of barn within the same village or nearby village will be allowed for their operation convenience and vastu reasons.**

2020-21 CROP SEASON – REGISTRATION/RENEWAL OF REGISTRATION OF GROWERS, LICENSING OF BARN OPERATORS – GENERAL INSTRUCTIONS AND GUIDELINES

1. GENERAL

- a) All the Auction Superintendents are requested to go through the criteria, guidelines and the instructions issued and follow them strictly while granting registration/renewal of registration to growers/licensing barn operators. The H.O shall be informed of any ambiguity in instructions or if any clarifications are required on any matter relating to registration of growers.
- b) Auction Superintendents shall conduct a meeting of all FAs, FOs and S.G.O., before commencement of registration for guiding them on salient features of the production policy for 2020-21 and the criteria for accord of registration/renewal of registration.

2. FILING OF APPLICATIONS FOR REGISTRATION / RENEWAL OF REGISTRATION BY GROWERS

- a) Grower applicants registered during 2019-20, seeking renewal of registration/license as barn operator for 2020-21 shall file their application in revised format (single sheet) in the place of statutory forms – Form-1 and Form-25.
- b) All the applications for renewals shall be accompanied by Tobacco Growers Pass Book in original invariably. Without passbook registration shall not be renewed.
- c) New growers applying for registration, however, have to file applications in Form-1 for registration as Virginia tobacco growers and Form-25 for licensing as barn operators as per normal procedure.
- d) The serially numbered blank application forms have to be issued to the intending tobacco growers. Not more than one/one set of applications are to be issued to avoid wastage and shortage later.
- e) The application forms, *other than the prescribed forms* filed by the growers for registration as growers of Virginia tobacco and for licensing as barn operators shall not be considered and shall be rejected.
- f) **Incomplete applications/representations with DDs may be returned to growers immediately for resubmission in prescribed formats after rectification of defects before the last date of registration.**
- g) Aadhar No. of the grower, social status (SC,ST, OBC and General), Gender (male or female), age of the applicant; category of grower as Marginal, Small or Big, family code no. (as per barn enumeration 2020-21) and family holding details also need to be ascertained and mentioned on the application. Photostat copy of the Aadhar of the grower shall be attached to the application. (If not collected earlier).
- h) For the purpose of recording latest Savings Bank Account details of the grower (existing bank) the photo copy of the first page of the bank pass book shall be obtained, if not collected earlier (for the purpose of crediting of sale proceeds through online in e-auction system).
- i) **Mobile number or contact telephone number of the grower** shall be mentioned on the application invariably.
- j) Applications sent directly to Head Office/ Regional Manager's office will not be processed for grant of registration.

3. DIARIZING

- All the applications eligible for registration after scrutiny and payment of fees shall be fed to the computer on the same day and generate reports on daily receipts of applications which may be secured as diarizing register for eligible applications.
- All the ineligible and pending eligible applications received in the platform have to be entered in a separate register (format given below) specially maintained for this purpose. The nature of disposal of each application (either registration granted or refusal or appropriate communication sent) should be shown in the same register against each name in remarks column. The F.O. shall sign in the register, which shall be verified by the SGO & Auction Superintendent periodically and by Regional Managers during their visits to auction platforms.

PROFORMA FOR CENTRAL DIARAGE REGISTER FOR INELIGIBLE AND PENDING ELIGIBLE APPLICATIONS FOR REGISTRATION/RENEWAL OF REGISTRATION

APF NO:

Diarage particulars		Sl. no. of the application	Name of the applicant & Fathers' name	Village TBGR No	Details of application		Nature of disposal		(**)Remarks
Date	No.				Barn applied for	Area applied for	Eligible pending/ Ineligible	(*)Date of disposal	

(*) Under the column date of disposal the date of refusal or date of communication sent to the applicant to make good deficiencies in applications shall be recorded.

(**) In case of pending eligible applications, the date of fulfilling the criteria and subsequent grant of registration shall be recorded.

4. SCRUTINY OF APPLICATIONS FOR REGISTRATION

- All the applications received from the growers shall be scrutinized by the Field Officer with the assistance of field assistant concerned and F.O. is responsible for entering the eligibility status i.e., registration status of grower/barn and physical condition of barn as per enumeration report.
- It is also the responsibility of FA and FO to collect Aadhar Number, Mobile Number and record them on application. The FA/FO shall also be responsible for collecting details of other registrations in family/other barns in family and allot a common family code to all these growers. They shall also collect photo copy of the latest savings bank account pass book. (Existing bank), if not collected earlier.
- The latest updated barn enumeration report should be adopted for verification of the applications as regards to the curing facilities (barns) possessed by the applicants.
- The FO will also decide the eligibility for grant of registration to the applicants in accordance with the criteria, which will be confirmed by the SGO.
- The Asst. Manager (Accts)/concerned official from Accounts Section shall ensure recording details of outstanding dues, if any.
- The Auction Superintendents after verifying all these comments, shall give approval for accord of registration or otherwise as per authorization given by the Registration Committee. Then the eligible applicant shall be accorded registration.
- The concerned Field Officer, SGO and Auction Superintendent should sign invariably on the application against the columns provided.

5. PAYMENT OF REGISTRATION FEE

- a) The particulars of registration fees payable as per the Rules 33(4) (for registration as a grower of Virginia tobacco) and 34 (N)(3) (for license as barn operator) of Tobacco Board (Amendment) Rules, 1988 are as follows:
 - i) Registration fees for registering as a grower of Virginia tobacco is Rs.1/- per 0.4 ha. (one acre) and with corresponding increase of the fee with increase in area.
 - ii) License fees for barn operator is Rs.10/- per barn. The license fee shall be proportionately collected depending on his/her share in the barn.
- b) **Registration fee may be accepted in cash at the auction platform/by DD drawn in favour of the Auction Superintendent but not in favour of the Regional Manager/Head Office. A receipt may be raised for the fee collected.**
- c) The fee collected should be accounted for in the **Accounts Section** of the Auction Platform on the same day. The Auction Superintendent and Asst. Manager should sign the cashbook daily at the end of the day.
- d) Out of the triplicate set of computer generated receipts, the original receipt is to be issued to the grower applicant, duplicate copy to be attached to the application and the triplicate is to be kept for record in the Accounts Section.
- e) **The receipt number and date of the receipt also should be endorsed on the right corner of the application.**

6. GRANT OF REGISTRATION/RENEWAL OF REGISTRATION AS GROWER

- a) After payment of fees, Renewal of registration/Registration as growers of Virginia tobacco is to be granted to all the eligible applicants on the spot by **endorsing particulars of registration i.e., area authorized, quota per barn in the Tobacco Growers Pass Book (TGPB) for 2020-21 crop season.**
- b) The Registration Certificate is also included in **TGPB and same may be endorsed by the authorized officer** duly filling all the columns.
- c) In respect of barn share holders, the quota authorized for a licensed barn shall be **allocated in proportionate to the shares.**
- d) **Without making endorsements in the TGPB and attesting of the entries by the authorised officer, the registration process is not complete.** Hence, Auction Superintendents shall ensure that all growers are given TGPBs and entries are made in the TGPB according registration or renewal of registration.

7. ELIGIBLE PENDING CATEGORIES – COMMUNICATING THE LAST DATE FOR FULFILLING THE CRITERIA AND THEIR DISPOSAL

- a) In case of Pending eligible applications (Para1-B above), wherever the grower had to make good certain lapses in the application or fulfill the criteria and guidelines (clearing of loans/ dues, payment of penalties etc., settling Barn disputes/legal matters, submission of documents for transfer of registration, repair or re-construction of barns, disfunctioning of unauthorised barn etc.,) the **Auction Superintendents shall organize to issue an immediate communication to the applicants in writing within 7 days of receiving such applications advising them to comply with directions/fulfill the criteria and become eligible for grant of registration or renewal of registration on or before 31.12.2020.**

- b) The growers under this category, shall not plant tobacco without obtaining registration. Further, it shall be also informed that in the event of **failure to fulfill the criteria** the applicants will be categorized as unregistered growers and tobacco planted and produced, if any by them, will be **treated as unauthorised production** and action will be initiated accordingly.
- c) Applicants under **eligible pending categories** who fail to fulfill the criteria within the given time **(31.12.2020)** shall be **refused for grant of registration by 07.01.2021 by the Auction Superintendent as per the authorization given by the Registration Committee** and the same shall be communicated to the applicants with reasons along with fees, giving an opportunity to them for filing a representation seeking revision of the decision, which **shall be referred to Head Office through concerned Regional Manager to place them before the Board in its next meeting for taking appropriate decisions.**
- d) The Regional Managers shall verify and ensure that the communication letters are served to all eligible pending categories growers requesting them to fulfill the criteria **on or before 31.12.2020 and refusal letters to those growers who had not fulfilled criteria are sent without fail as per time schedules prescribed.**

8. COMMUNICATION OF REFUSAL OF REGISTRATION TO THE APPLICATIONS RECEIVED FROM INELIGIBLE CATEGORY APPLICANTS

- a) According to the Tobacco Board Rules 33 A (6) if any farmer applying for registration is not **eligible** for registration, as per the criteria laid down, the matter has to be placed before the Registration Committee again for considering grant or refusal of registration.
- b) However, in order to avoid **delay in communication of refusal of registration to the ineligible applicants /barns and to restrain them from planting tobacco**, the Registration Committee has **authorized the Auction Superintendents to examine the applications as per the criteria laid down for registration and communicate refusal of registration to the ineligible categories of growers.**
- c) The refusal letter informing the criteria for registration and the reasons for such **refusal shall be sent to concerned grower within 7 days of filing of applications.** This would also help to refrain them from cultivation of tobacco unauthorisedly.
- d) The grower shall be informed about the opportunity to **represent to the Board, within 30 days**, through a revision petition in this refusal communication.
- e) Fees paid by the applicant shall also be **refunded along with application** filed to the concerned growers.
- f) While communicating refusal, **the reasons for refusal of registration** shall be very clearly mentioned bringing to the notice of the applicant, the specific reason/deficiency/ ineligibility in the application (i.e., applied without support of eligible barn or applied with support of unauthorised barn not eligible for registration as per policy) as against the criteria for considering grant of registration rather than stating that **"registration refused as per policy".**
- g) Auction Superintendents shall invariably **maintain record of office copies of such refusal communications** for future reference. Regional Managers shall verify them during their regular platform visits.

- h) Further, the particulars of all such **ineligible applications are to be sent to H.O.** through concerned Regional Manager giving detailed reasons for ineligibility in each case along with the pending eligible categories for placing it before the Registration Committee for information and ratification.
- i) The revision petitions if any received from the growers **shall be referred to H.O.** through concerned Regional Manager to place them before the Board in its next meeting for taking appropriate decisions.
- j) **No inputs/loans shall be arranged by the Board to the pending eligible/ineligible growers who filed applications seeking registration for 2020-21 crop season.**

9. PROCEDURE FOR REGISTRATION OF BARNS/LANDS LOCATED IN THE JURISDICTION OF OTHER AUCTION PLATFORMS

- a) The barns and lands where registered growers plant tobacco shall be within the jurisdiction of respective platform. If not, the grower applicant has to invariably inform the same to the Auction Superintendent at the time of registration itself.
- b) **However growers apply for registration with support of barns/lands located in the jurisdiction of other auction platforms and if such barn or lands are located in far off places involving a distance of more than 20 kms, such requests shall be rejected.**
- c) Wherever growers apply for registration with support of barns/lands located in the jurisdiction of other auction platforms (within 20 kms radius), the Auction Superintendent, who received application for registration shall **first obtain required particulars of barn/lands and required certifications from the other Auction Superintendent and then submit the proposals** on grant of registration to the concerned Regional Manager.
- d) Regional Manager in turn **shall make necessary verifications of the particulars**, if any and after ascertaining the genuineness of the case communicate clearance or other wise to the Auction Superintendent concerned for grant of registration as per procedure.
- e) **A list of such cases may be submitted to Production Section** with a copy to Vigilance Section for record and reference.
- f) In general, Auction superintendents are not following the above guidelines and hence **it is stressed for compliance of above instructions.**

10. REGISTRATION AS TOBACCO GROWER AND APPLICATION OF 1/70 ACT

- a) Tobacco growers in the scheduled area where 1/70 Act is in existence shall not involve in construction of barns and cultivation of tobacco in leased lands.
- b) The growers cultivating tobacco in areas where this act is applicable shall file a certificate (Revenue Title Certificate) from the concerned Officer of the Revenue Department or self declaration on Rs.20/- Non-judicial stamp paper to the effect that he is cultivating tobacco in his own land, free from disputes and that the land is vacant without any crop or orchards, along with his application to consider renewal/grant of registration.

11. BARN DISPUTES

- a) The barn is considered under dispute when the issue of ownership is **pending in a court of law (sub-judice)** and Board receives specific directions from the court to stop registration in such specific case.
- b) Mere disputing the ownership rights on the **licensed barns by way of representation/ legal notice/lodging a petition in a court** cannot be considered as a dispute.

- c) In the absence of specific directions from the Hon'ble Court on the barn litigation, renewal of registration may be granted as per the eligibility to the existing grower to whom registration was granted in the previous season (with the support of the said barn).
- d) In case the ownership of barn applied for license in the current year is under dispute, based on court direction, registration shall be granted only after the dispute is settled by appropriate courts.
- e) If Court directs the Board not to grant registration to any applicant with support of disputed barn, the concerned applicant may be informed of the position in writing stating that his application is categorized under pending eligible category and registration will be considered only if dispute is settled before stipulated last date. If it is not settled before stipulated date, the same may be refused.
- f) In such case, the applicant should not plant tobacco without valid registration. In case, the grower proceeds with cultivation of tobacco, his cultivation amounts to 'Unauthorised' cultivation.

12. TRANSFER OF REGISTRATION – DOCUMENTS REQUIRED

The applications for transfer of registration by partition, gift or sale will be considered only during the time of registration. After stipulated last date 10.11.2020, the transfer of registration by above means will not be allowed. Only in case of death, transfer of registration to the legal heir will be considered throughout the year by the Regional Manager concerned. The following documents are to be submitted for transfer of registration by grower applicants.

- a) In respect of partition of joint family property, a valid registered partition deed or a valid, irrevocable notarized partition deed with reference to the barn under consideration on Rs.100/- stamp paper witnessed by 3 registered growers.
- b) In cases of acquiring ownership of a licensed barn through purchase/gift or other wise, a registered sale deed/gift deed or a valid, irrevocable notarized sale/gift deed.
- c) In respect of death of a registered grower, a legal heir/vamsavruksha/proper person certificate issued by competent authority.
- d) In all the above cases, no objection from other family members shall be obtained in the prescribed proforma on Rs.20/- stamp paper witnessed by 2 registered growers. In case the growers submit a registered deed/ registered will confirming the absolute ownership of barn, the no objection from other family members may be waived.
- e) In case of death, where Revenue Authorities are refusing to give legal heir or proper person certificate, in lieu of this, the family member certificate issued by Competent Revenue Authorities along with a deed given by these family members authorizing one of the members of family to get registration may be accepted for allowing transfer of registration.
- f) In case, the transfer of registration is to the wife of deceased grower or to the husband of deceased wife, the transfer may be allowed even if one/two members of the family have not signed the no objection certificate subject to condition that the agreement from all family members shall be submitted before a stipulated time and with prior approval of the Regional Manager. The family members may be advised to settle disputes, if any in proper forum and Board will abide by the verdict of proper legal authority in this matter.
- g) In all the above cases, the applicants also shall submit no dues certificate from the Bank.
- h) In case, it is not possible for the applicant to obtain NOC from banks because of his financial problems, the following procedure may be followed.

- The Auction Superintendent after **ascertaining the reasons for not issuing the NOC from bank**, may recommend for transfer of registration subject to the condition that the sale proceeds of the grower on to whose name the barn is being transferred **shall be routed through the same bank**, where loan outstandings are there.
 - An undertaking **letter (addressed to Bank) from the grower agreeing for recovery of outstanding loan amounts of the deceased grower** from the sale proceeds may be obtained. This undertaking shall be witnessed by two registered growers.
 - After affecting transfer of registration, the **same shall be intimated to concerned bank** while forwarding the undertaking letter.
- i) In case of leasing out of the barn or the owner applying for registration on his own name after previous year's lease, no NOC/NDC from concerned bank may be insisted, since it is only temporary transfer of registration basing on lease. **However, leasing out of barns within the family members shall not be allowed.**
 - j) In case the owner of a leased out barn wants to get himself registered, the owner of the barn shall not be held responsible for the crop loans drawn by lessee, unless the owner of the barn is the guarantor of such loans.
 - k) Original TGPB in respect of the barn under consideration for transfer shall be surrendered to the office and same shall be cancelled after transfer of registration.
 - l) The new growers who have obtained transfer of registration by partition, gift, sale or death of registered grower shall be allotted new TBGR No. The TBGR No. existing on the old grower shall not be allotted to the new grower (even to the wife or husband) and shall not be allotted to any other grower also later.

13. SHIFTING OF LICENSED BARNs

Government of India had permitted shifting of licensed barns against construction of new barns or against regularisation of unauthorised barns within the same soil region by sale/transfer up to 31.03.2020 vide letter No.9/11/2016-EP (Agri-III) dated 10.10.2019. Timelines for shifting of barns was extended up to 31.05.2020 vide order No.9/11/2016-EP (Agri-VI) dated 25.03.2020 in view of COVID –19 pandemic. And also again extended up to 31.08.2020 vide order no.9/11/2016-EP (Agri-VI) dated 02.07.2020. Sale/purchase of barns on shifting basis within village or village to village or from one platform to another platform against construction of new barns or regularization of unauthorised barns is not allowed in Andhra Pradesh after 31.08.2020.

Shifting of barns for the applications filed by the owners of barn(s) may be received after 31.08.2020, within the same village or nearby village (within 20 km radius) allowed for their operational convenience and vastu reasons. The Auction Superintendents are authorized to accord permission in such cases as per the guidelines already in vogue. Shifting of barns by owners beyond 20 km limits and from platform to other platform is not permitted.

14. BREAK-IN-REGISTRATION CASES

- a) Growers with **break-in-registration for 3 years or less than 3 years** (i.e., 2017-18, 2018-19 & 2019-20) may be considered for grant of registration/renewal of registration during 2020-21 season subject to the following conditions:
 - i. The barn to be eligible for registration under this category shall be in '**FIT**' condition as per the latest enumeration report.

- ii. **Unfit barns shall not be categorized under this category.**
- iii. The grower shall pay a **penalty/regularization charges of Rs.1,000/- per barn per year** of break in registration.
- iv. The grower shall **submit relevant supporting documents** regarding fulfillment of criteria/ guidelines applicable in respect of the following cases:
 - Licensed 'fit barn' for which registration could not be granted due to disputes on settlement of dispute.
 - Licensed barns for which registration was not granted in earlier years, on account of the owner of the barns not settling the dues (tobacco loans, input loans, penalties etc) on clearance of dues.
 - Wherever the unfit barns (Licensed barns) were repaired lately (after the crop season), these barns should have been enumerated as fit and valid for the season and included in the "targeted barns".
 - Wherever farmers are having licensed barns in 'Fit condition' in the break-period as per annual barn enumeration but not applied to the Board seeking registration for health and other reasons.
- b) **The applications of growers/barns who have a break-in-registration for more than 3 years/seasons (i.e. 2016-17, 2017-18, 2018-19 & 2019-20 or more) may be refused for grant of registration.**

15. IDENTIFICATION OF GROWERS WHO ARE NOT CULTIVATING AND CURING TOBACCO, BUT SELLING THEIR QUOTAS AND MEASURES TO BE TAKEN TO CONTROL THEIR ACTIVITIES

It has come to the notice of the Board that certain growers after obtaining registration are **not cultivating and not curing tobacco**. Some of these growers are indulging in sale of their quotas to unauthorised growers or purchasing tobacco from unauthorised growers and selling it as their quota in violation of auction regulations. This is of serious concern and need to be curbed.

Though this information is known to field staff, these cases are neither reported uniformly nor are subjected to any action for violations of Tobacco Board Act. The transactions by these set of individuals are encouraging unauthorised movement and sale of tobacco outside auctions. In order to control the activities of these persons, all the **Auction Superintendents are requested to take up the following measures:**

- a) Cluster wise list of growers who are not cultivating/ curing tobacco shall be prepared by Field Assistant and the same shall be verified by the Field Officers. Senior Grading Officer and Auction Superintendent shall randomly check the list.
- b) The growers owning more than one barn in a family and does not want to use all the barns for curing for economy reasons, such growers shall submit this information to the Auction Superintendent at the time of planting itself so that the growers will not be included in the list of violators.
- c) In view of reduced quotas, if farmers come forward to utilize only one barn for curing instead of two, they should inform the same to the Board in writing and the same will be allowed.
- d) The growers who obtain registration as grower shall only cultivate tobacco. If the grower does not want to take up cultivation of tobacco, he may inform the board accordingly by submitting '**nil**' plantation returns.

- e) Growers who are habituated to sell their quota may be advised/ educated before hand in group meetings that the permission for sale by means of authorization card will not be given if they do not cultivate tobacco and cure tobacco. In case, it is not possible for them to cultivate tobacco on their own, they shall lease out their barns and lands or submit 'nil' returns.
- f) If this is not controlled, the excess and unauthorised production will grow uncontrolled and the farmers' interest will not be protected as over production results in low prices.
- g) Growers by selling away their quotas are helping unauthorised farmers to sell their production as authorised production and this adjustment is affecting the interest of law abiding registered farmers.
- h) If these growers submit Form-II and Form-III claiming that they have grown without actually cultivating tobacco, they may be issued notices for submitting false returns and also calling for explanation for such violation.
- i) The growers who have not cultivated and cured tobacco shall not be issued authorization card for sale of tobacco and all such cases shall be referred to H.O. along with notices issued, replies received for initiating action against them.
- j) The availability of physical stocks in the bulk sheds of grower is the solid proof that the grower has cultivated and cured tobacco on his/her own. If the grower is not having stocks of his/her own, it means that he/she is trying to sell away his/her quota to others.

A. Monitoring the cultivation by tenant farmers:

1. Growers are advised not to undertake tobacco cultivation by leasing in land or barn at exorbitant rates as returns will not be commensurate with the costs in the present market conditions.
2. There are certain quality issues in tobacco cultivation which are hampering the interest of the farmers. The pesticide residues and other quality issues are resulting in lower returns to the farmers in the form of declining prices. In order to address these issues, the FCV tobacco cultivation shall be taken up on scientific lines and under total control of Tobacco Board. Then only the Board can train the farmers to implement Good Agricultural Practices, monitor their cultivation at each stage and guide them properly to avoid quality problems. If the growers lease out their barns unofficially, there will be no control on tobacco farmers who are cultivating tobacco and the "traceability" of tobaccos will be lost.
3. The owners of barns who are leasing out barns/lands on unofficial lease are availing bank loans, drawing subsidies while exploiting the tenant farmers and in view of this it is decided not to allow the unofficial leases of barns.
4. Tobacco Board will not recognize unofficial lease growers. Under no circumstances the barns will be allowed to be leased out unofficially as the cultivation of tobacco by unofficial lease growers can't be controlled and quality tracked. Sale of tobacco by these growers will not be allowed.
5. The tenant growers cultivating tobacco may be advised to submit a leased deed at the time of registration and obtain registration on to their name to cultivate, cure and market their tobacco with due authorization by Board.
6. Particulars of tenant farmers village-wise (Both official and unofficial lease) along with barn details shall be listed out and sent to H.O. All the growers who have given their barns on unofficial lease may be issued notices.

7. Cultivation by the head of the family on behalf of the other family members shall not be seen as unofficial lease. Auction Superintendents shall take care not to include such cases in unofficial lease growers list. The rationale behind identifying the unofficial lease growers is to prevent sale of quota by unscrupulous persons but not to trouble real growers.
8. A list of such growers shall be sent to concerned banks, which are financing these growers.
9. The growers who have leased out their barns unofficially **shall not be issued bale pattas and authorization card for sale of tobacco** and all such cases shall be referred to HO along with notices issued, replies received for initiating action against them.
10. Even in case of official lease, the procedure prescribed for registration of barns/ lands located in the jurisdiction of other auction platforms elsewhere shall be followed strictly.

B. Verification of Form-II & III returns

1. As per Tobacco Board (Auction) Regulations, 1984, registered growers and barn operators shall file statutory returns in respect of area planted and estimated production in Form-II & III within 15 days of completion of plantations and before 31st December respectively. As the particulars of estimated production will not be available by 31st December, Auction Superintendents may give time for collection of Form-III upto the end of February.
2. All the Auction Superintendents shall arrange to collect returns in **Form-27** regarding operation of barns from all the registered growers along with **Form-II & III**. It seems that some field staff are not collecting this return. Since it is a statutory return collection of this return is mandatory and the information shall be fed to computer to generate the data.
3. Auction Superintendents should ensure verification of the particulars of area planted and quantity produced as declared in all Form-II & IIIs invariably by concerned Field Assistant and Field Officer and the correctness of particulars shall be certified.
4. It is observed that, in practice, these instructions are not being followed and all the growers who have submitted Form-II & III are being issued authorization cards without proper verifications. This is giving opportunity for some middle men to sell away their quota at premium prices to unauthorised growers, where by unauthorized tobacco is sold as authorized tobacco.
5. Auction Superintendents should therefore ensure mandatory checking of Form-II & III returns submitted by all the growers for their genuineness and correctness of area planted and quantity produced by the Field staff and the correctness of particulars shall be certified which shall be the basis for issuance of authorization card for sale. These details shall be fed to computer without fail.
6. Any defects or deviations shall be recorded and action initiated against such growers for submitting false returns as per Rules.
7. The Senior Grading Officer and Auction Superintendent shall also randomly check the Form-II & IIIs and note their remarks as to the correctness of the same. They shall also inspect all disputes cases of growers with regard to remarks of Field Assistants/Field Officers, on area planted and quantity produced and record their observations basing on the facts. If needed, help of Revenue Authorities shall also be taken to establish factual position.
8. Especially, the Auction Superintendents shall identify and report the growers who have not cultivated and cured tobacco having submitted Form-II & III Returns and withhold their authorization cards. A list of such growers shall be sent to Head Office.

9. The Regional Managers are also requested to cross check the information in Form-II & III returns in each platform randomly by verifying the fields and also stocks of growers and report the correctness of the verifications of field staff during their regular inspections.

C. 'NIL' sold growers, growers who sold 50% of the quota or less and recording NIL returns.

1. The growers who are registered in 2019-20 crop season and submitted Form-II & III returns in proof of cultivation and curing of tobacco but not sold tobacco on the auction platforms are eligible for registration/ renewal of registration for 2020-21 subject to following conditions:
 - i) The growers shall submit their explanation for not selling tobacco having submitted Form-II & III returns.
 - ii) The growers have to pay penalties @ 2% of estimated sale proceeds taking into consideration the quota for 2019-20 and the average price of the concerned platform as it was done in the previous years and subject to fulfillment of all other criteria for registration.
 - iii) They shall also submit an undertaking in local language in the prescribed proforma stating that they will sell their entire production on auction platform during 2020-21 and if they violate this provision in the ensuing auctions they are liable for any action as per the Tobacco Board Act and Rules.
2. Growers who are registered in 2019-20 crop season but have sold 50% of the quota or less on the auction platforms as against the full quota produced by them as declared in Form-III returns are also eligible for registration/renewal of registration for 2020-21 subject to following conditions:
 - i. The growers shall submit their explanation/reasons for not selling their quota in full.
 - ii. The growers have to pay following penalties and subject to fulfillment of all other criteria for registration.
 - a) **Rs.1,000/- per barn** by the growers who have sold 25% of the quota or less on the auction platforms.
 - b) **Rs.500/- per barn** by the growers who have sold more than 25% of the quota but sold 50% of the quota or less on the auction platforms.
 - iii. They shall also submit an undertaking in local language in the prescribed proforma stating that they will sell their entire production on auction platform during 2020-21 and if they violates this provision in the enuing auctions they are liable for action as per the Tobacco Board Act and Rules.
3. All the Auction superintendents are instructed to prepare the lists of growers who have not sold tobacco having submitted Form-II and Form-III returns and growers who sold 50% of the quota or less on the auction platforms before start of registration.
4. All the Auction Superintendents shall monitor the cultivation by these categories of growers closely. The Auction Superintendents shall ensure through their field staff that these growers sell their tobacco on auction platforms invariably, if they have grown tobacco.
5. In the ensuing season, Auction Superintendents shall organize intensive field visits during and after the completion of plantations to identify and establish nil planted growers and stop issue of authorization cards to such growers for sale of tobacco, so as to prevent sale of tobacco by unregistered and unauthorised growers and also to curb other illegal activities related to such sales.

6. There are certain pockets of tobacco areas, where the growers have stopped tobacco cultivation and leasing out most of their barns. Auction Superintendents shall list out all such villages and concentrate in those areas to establish non-cultivation of tobacco. A list of such villages shall also be submitted to Head Office for record.
 7. Representations in respect of specific **instances of crop damage** resulting in significantly lower production (up to 50% or less) or even Nil production, if any, shall be filed by the growers to the Auction Superintendent before commencement of auctions itself. Such damages shall be verified and to be established by the field functionaries for record and for future reference. Such growers will be exempted from payment of penalties, if any. Growers shall be advised that late representations on the crop damages will not be entertained.
 8. All the Auction Superintendents shall organize to prepare and furnish following details to Head Office.
 - i) NIL planted growers/barns during current crop season.
 - ii) Not cured barns during current crop season (other than cases mentioned at point No.15 b) &c) in page number 15)
 - iii) Growers who failed to submit Form-II & III returns.
 - iv) Growers who have submitted Form-II & III returns stating that they have planted and cured tobacco without actually cultivating tobacco as per field verification.
 9. No authorization card for sale of tobacco on the auction platform shall be given to the above said four categories of growers.
 10. Any reports/complaints about unauthorised transactions on authorization cards of growers who have not planted tobacco involving Board employees will be viewed seriously and appropriate disciplinary action will be initiated.
- D. Managing hot spots – Monitoring plantation of tobacco in low lying areas/ known saline areas and paddy fields;**
1. All Field staff shall vigorously campaign against planting of tobacco in low lying areas/ known saline areas/paddy fields.
 2. If any farmer is planting tobacco in paddy fields / low lying areas, the same may be recorded electronically by taking photographs and the grower may be served with notices for planting tobacco in violation of directions of the Board.
 3. The names of such growers shall be displayed in notice boards.
 4. All the registered growers who have planted tobacco in paddy fields/ low lying areas shall be issued notices and proposals for cancellation of their registration may be sent to Head Office.
 5. Supply of inputs to such growers shall be stopped forthwith.
 6. The registered growers who have planted tobacco in undesirable areas shall not be issued bale pattas and authorization cards allowing for sale of tobacco.

7. All these growers shall be black listed for registration as grower and supply of inputs in the coming season.
8. The bankers of such growers may also be informed about the action proposed to be taken against such registered growers.
9. The Regional Managers shall review and follow up these matters from time to time and guide the field staff to regulate cultivation of tobacco in unsuitable soils.

E) Monitoring movement of green and cured tobacco leaf

1. The field staff shall maintain a strict vigil on movement of green and cured leaf from village to village and from platform to platform or for storing in cold storage.
2. Movement of cured leaf across the platforms for sale on the authorized cards of other growers will not be permitted.
3. The particulars of registration granted on the basis of barns or lands located outside the jurisdiction of village/platform shall be informed to vigilance cell before hand to monitor movement of green/cured tobacco leaf.
4. Any movement of tobacco by such growers shall be on the basis of transport permit issued by Auction Superintendent under a copy marked to vigilance officials.
5. Any transport of green/cured leaf without transport permit shall be treated as unauthorised tobacco and shall be handed over to Vigilance Squad for initiating necessary action.
6. The growers who wants to store tobacco produced by them in cold storages shall have to intimate to the concerned Auction Superintendent & obtain transport permit while transporting to cold storage and the sale there after.
7. The details of transport permits issued grower wise, village wise mentioning the name of the owners of cold storages, address of cold storage points, mobile/ phone numbers, no.of bales permitted/stored etc., have to be communicated to the Vigilance Officials under copy to Head Office.
8. The Auction Superintendents shall monitor the cold storage points where the growers have stored tobacco at regular intervals and ensure that the entire tobacco is sold on auction platforms. In case any grower tries to indulge in outside sales, the authorization cards of such growers may be withheld and action may be initiated against such growers.
9. The Auction Superintendents shall also issue instructions to the concerned officials of cold storage points where the growers have stored tobacco to maintain stock registers on movement of tobacco on the name of the registered grower only as per Tobacco Board Act, Rules & Regulations and also for verification by the officer of the Board at regular intervals.

16. EXCESS/UNAUTHORISED PRODUCTION

- a) Government of India vide letter No.9/11/2016-EP(Agri-III), dated 17.01.2018 directed the Board to discourage unauthorised production of tobacco through community measures. Auction Superintendents are therefore directed to give wide publicity among the farming community/growers/grower associations at the time of registration and well before the planting season about the crop size fixed during 2020-21 and quota per barn and educate the farmers to stick to their quotas.

- b) The farmers shall not plant tobacco in excess of area authorised and produce tobacco over and above the quota authorised.
- c) Tobacco Board will not be responsible for sale of excess/unauthorised production or for ensuring remunerative prices for those tobaccos.
- d) The excess quantity produced by the registered growers and unauthorised tobacco produced by unregistered growers will be in violation of Tobacco Board Act and Rules and will be dealt with accordingly as per law.
- e) **Excess production over and above 10% of the quota authorised will be treated as unauthorised production and will be levied penalties at higher rates as applicable to sale of unauthorised production of tobacco in 2020-21 crop season also.**

17. PREVENTING THE CONSTRUCTION OF UNAUTHORIZED BARNs

- a) Government of India vide letter No.9/11/2016-EP(Agri-III), dated 17.01.2018 directed the Board to take all necessary steps against construction of unauthorised barns. Auction Superintendents are **directed to maintain strict vigil** and ensure that **no new barns are constructed in their jurisdiction**. Any grower resorting to unauthorized construction of barns shall be given a notice and the violation may be recorded by conducting Mahajarnamas and the cases be referred to Head Office for sending them to the Government for permission for prosecution.
- b) **Any construction of barn in the family of registered grower shall be recorded on the name of registered grower only and his authorization card shall be withheld and proceedings for cancellation of registration shall be initiated.**
- c) Any deviation from these instructions and lapses in not reporting unauthorised construction of barn and inaction on the part of staff in preventing the construction of unauthorized barns will be viewed seriously by making concerned field staff responsible for these lapses

18. EMPLOYING CHILD LABOUR IN TOBACCO CULTIVATION – INDISCRIMINATE USE OF PESTICIDES RESULTING IN PESTICIDE RESIDUES - REFUSAL OF REGISTRATION

- a) Wherever it is established that the growers are employing child labour in the tobacco cultivation and related activities, they shall be refused for grant of registration/renewal of registration or licensing as barn operators.
- b) All the tobacco growers shall be informed that their registrations will be liable for cancellation in case they engage child labour in tobacco cultivation. A notice to this effect shall also be displayed in the Notice Board.
- c) **All the registered growers at the time of registration should submit declaration stating that “No child labour is used in any of the tobacco operation, no forest wood is used for tobacco curing and not involved in any cases of misuse or illegal transport of forest wood ”.**
- d) Registered growers shall not use CPAs indiscriminately resulting in quality problems. Growers whose tobaccos contain pesticide residues beyond the Guidance Residue Levels (GRLs) fixed by CORESTA during 2020-21 crop season are liable for action and their registrations will be withheld during 2021-22. All the tobacco growers shall be informed of this with an advice to use pesticides judiciously.

19. ENCOURAGING PLANTING OF TREES FOR TOBACCO CURING BY REGISTERED GROWERS

- a) All the registered growers shall plant a minimum of 10 saplings of trees before getting renewal for 2020-21 crop season.

- b) All the field staff are requested to inform each and every grower about this decision of the Registration Committee and ensure that the same is fulfilled.
- c) The Field Assistant concerned shall have to verify whether all the registered growers have planted 10 trees during 2020-21 crop season and certify the plantation details of all the registered growers.
- d) The Field Officer concerned shall have to randomly inspect the planting of 10 trees by all the registered growers and certify the plantation details of registered growers.
- e) The Auction Superintendent and Senior Grading Officer shall also randomly inspect and certify planting of 10 trees by registered growers.
- f) Report on planting of trees with proper documentation shall be submitted to Head Office.**
- g) After completion of above said process at the platform, the Head Office may send inspection teams from other platforms to verify the plantation of 10 trees by registered growers during 2020-21 crop season and if any, lapses are identified during verification, the action will be initiated against concerned officers. Hence, all the Auction Superintendents are requested to follow the above said procedure without fail.

20.ADOPTION OF ENERGY SAVING TECHNIQUES BY THE REGISTERED GROWERS

- a) All the registered growers who are accorded registration for 2020-21 crop season shall adopt the energy saving techniques in his barn for reducing fuel wood usage for current crop season.
- b) All the field staff are requested to inform each and every grower about this decision of the Registration Committee and ensure that the same is fulfilled.
- c) Progress report on adoption of energy saving techniques shall be submitted to Head Office at regular intervals.

20. PLACEMENT OF SAND BUCKETS & WATER DRUM OR WATER TUB/ FIRE EXTINGUISHERS AT THE BARN SITE BY THE REGISTERED GOWERS.

- a) All the registered growers who are accorded registration for 2020-21 crop season shall put sand buckets and water drum or water tub/ establish fire extinguishers at the barn site to prevent spread of fire in the event of fire accident.
- b) All the field staff are requested to inform each and every grower about this decision of the Registration Committee and ensure that the same is fulfilled.
- c) Report on placement of sand buckets & water drum or water tub/ fire extinguishers at the barn site at the time of curing shall be submitted to Head Office after completion of curings during 2020-21 crop season.

22. PROGRESS OF REGISTRATION- REPORTING

- a) The weekly progress reports on granting registration to growers of Virginia tobacco/ licensing for operation of barns have to be sent to Regional Managers Office in the ISO **formats** at the week end.
- b) The Office of the Regional Managers shall furnish consolidated report to Head Office on **every Monday of the following week.**

- c) Soon after completion of registration, the particulars of total farmers registered, area registered, barns licensed for operation, district wise, mandal wise and soil wise is required to be sent to Head Office **within 10 days** of completion of registration.
- d) Family wise details of registration, registrations in terms of small, medium and large growers and registrations in terms of SC, ST, Women and Other Growers shall be submitted to Head Office after completion of registration.
- e) Thereafter the updated registration particulars have to be sent periodically as and when the eligible pending applications are granted registration.
- f) After closure of registrations, a registration tally i.e., a comparison of barns registered during 2020-21 with that of 2019-20 with reasons for increase and decrease of barns shall be submitted to Head Office.

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TOBACCO BOARD:: Guntur
(Govt. of India, Ministry of Commerce &
Industry, Department of Commerce)



NOTIFICATION

2020-21 CROP SEASON – REGISTRATION OR RENEWAL OF REGISTRATION AS GROWERS OF VIRGINIA TOBACCO AND GRANT OF LICENSE FOR OPERATION OF BARN IN ANDHRA PRADESH

A crop size of **115 million kg** is fixed for cultivation of Flue Cured Virginia tobacco in Andhra Pradesh for 2020-21 crop season. The Committee for registration of growers and others in its 92nd meeting held on 18.08.2020 at Head Office, Guntur has laid down the criteria for registration of growers and barn operators for 2020-21 crop season. The Committee fixed the soil region wise area to be registered and quantity authorised per a licensed barn as follows:

Soil Region	Crop size (million kg)	Area to be registered per barn		Quota per barn (in Kgs)
		Hectares	Acres	
N.L.S.	40.45	1.30	3.25	2900
S.L.S.	37.91	2.30	5.75	2900
S.B.S.	33.43	1.40	3.50	2900
N.B.S.	3.21	1.00	2.50	2106

The area authorised per barn is indicative only. The grower is required to reduce the area to be planted per each barn wherever productivity levels are high so as to match the ultimate production to quota and avoid excess/unauthorized production. The quota per barn is fixed taking into consideration the nature's bounty.

The criteria for registration or renewal of registration as grower and barn operator - salient points.

- All the growers registered with the Board in 2019-20 and all the barns licensed for operation in 2019-20 will be considered for renewal of registration in 2020-21 seasons subject to other conditions.
- No new licenses will be granted for construction of barns during this season and no new registrations as FCV tobacco grower will be issued. New areas will not be permitted for cultivation of FCV tobacco.
- Raising tobacco nursery, cultivating FCV tobacco, construction of barns and operating the barn unauthorisedly without valid registration / license, will be treated as violation of Tobacco Board Act, Rules & Regulations and penal action will be taken against the violators.

Time schedule for Registration.

The schedule for registration/renewal of registration of growers of Virginia tobacco, licensing of barn operators for 2020-21 crop season in Andhra Pradesh will commence from **09.09.2020** and end by **23.10.2020** Thereafter, Applications will be accepted with **late fees up to 10.11.2020.**

Guntur
Dt.

(A. SRIDHAR BABU)
SECRETARY

Note:- For full details, on production policy and criteria for registration, concerned Auction Superintendent / Office of the Regional Managers, Tobacco Board at Rajahmundry and Ongole (SLS & SBS) may be approached or visit our website www.tobaccoboard.com