



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

Srinivasaraothota, G.T.Road- GUNTUR - 522004

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

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



Ref. No.:83(1)/2025-P.Ad.

Date: 06/02/2026

OFFICE ORDER

Sri Anaparthi Siva Ranganath, LDC, Head Office, Guntur who is under orders of transfer to the Regional Manager's Office, Mysore vide orders dated:29/10/2025 **is retained for a period of One year at Head Office, Guntur and posted to the Extension Section** on from the Vigilance Squad.

The concerned Controlling Officers are hereby directed to relieve the aforesaid officials at the earliest and to ensure proper handing over and taking over of charge and records. In any case, the officials must be relieved within **15 days** from the date of issue of these transfer orders. Failure to relieve the officials within the stipulated period shall result in **deemed relief** on completion of 15 days. The concerned officials shall thereafter report and join their new place of posting within **10 working days** from the date of deemed relief. No pay and allowances shall be drawn beyond the date of deemed relief.

The Controlling Officers shall also ensure that a **successor note**, along with a **brief note highlighting the achievements and contributions of the officials during their tenure**, is duly prepared, recorded, and forwarded along with the **handing over/taking over report**.

This is issued with the approval of Competent Authority.


(D. Venugopal)
Secretary i/c

06.02.2026

To,
The individuals concerned

Copy to:

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

Directorate of Auctions, Tobacco Board, Bengaluru.

The Regional Managers/Auction Superintendents concerned

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