



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, जीटी. रोड., गुंटूर-522004, Srinivasaraothota, G.T.Road- GUNTUR - 522004
अं प्र.सं.9001:2015 से प्रमाणित संस्था/An ISO 9001:2015 Certified organization
दूरभाष Tel: 0863-2358399, 2353499, Fax: 0863-2354232,
www.tobaccoboard.com --- po@tobaccoboard.co.in



F.No. 83(1)/2025-P.Ad

Date: 20.02.2026

OFFICE ORDER

Smt Y. Parvathi Devi Auction Superintendent/Senior Grading Officer, GWF Section and Addl. Charge at Production Section is **posted to Trading Wing Section**, Head Office, Guntur and she is directed to look after the additional duties at GWF Section, Head Office, Guntur.

The concerned Controlling Officer is hereby directed to relieve the aforesaid official at the earliest and to ensure proper handing over and taking over of charge and records. In any case, the official must be relieved within **15 days** from the date of issue of this order. Failure to relieve the official within stipulated period shall result in **deemed relief** on completion of 15 days. The concerned official shall thereafter report and join her 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 officer shall also ensure that a **successor note**, along with a **brief note highlighting the achievements and contributions of the official during her tenure**, is duly prepared, recorded, and forwarded along with the **handing over/taking over report**.

This is issued with the approval of the competent authority.


(D. VENUGOPAL)
Secretary i/c
20.02.2026

To
The individual concerned

Copy to:

- PA to ED/PA to Secretary
- Sri D. Venu Gopal, Manager (Production) & Secretary i/c, Tobacco Board, Guntur
- The Manager (F&A), Tobacco Board, Guntur
- The Manager (Mktg. & Exports), Head Office, Guntur
- Accounts Section (Bills Wing)/(Pay Bills), Tobacco Board, Guntur.
- Hindi Section/Vigilance Cell/Personal file/Guard File



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F.No. 83(1)/2025-P.Ad

Date: 20.02.2026

OFFICE ORDER

Sri N. Victor Steephen, Computer Operator, APF No.33, Gopalapuram, is transferred and posted to **Head Office, Guntur** with immediate effect on administrative grounds.

The concerned Controlling Officer is hereby directed to relieve the aforesaid official at the earliest and to ensure proper handing over and taking over of charge and records. In any case, the official must be relieved within **15 days** from the date of issue of this order. Failure to relieve the official within stipulated period shall result in **deemed relief** on completion of 15 days. The concerned official 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 officer shall also ensure that a **successor note**, along with a **brief note highlighting the achievements and contributions of the official during their tenure**, is duly prepared, recorded, and forwarded along with the **handing over/taking over report**.

This is issued with the approval of the competent authority.


(D. VENUGOPAL)

Secretary i/c

20.02.2026

To

The individual concerned

Copy to:

- PA to ED/PA to Secretary
- The Manager (F&A), Tobacco Board, Guntur
- All the Regional Managers in A.P.
- All the Functional Heads in Head Office.
- Accounts Section (Bills Wing)/(Pay Bills), Tobacco Board, Guntur.
- Hindi Section/Vigilance Cell/Personal file/Guard File



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F.No. 83(1)/2025-P.Ad

Date: 20.02.2026

OFFICE ORDER

Smt Y. Parvathi Devi Auction Superintendent/Senior Grading Officer, GWF Section and Addl. Charge at Production Section is **posted to Trading Wing Section**, Head Office, Guntur and she is directed to look after the additional duties at GWF Section, Head Office, Guntur.

The concerned Controlling Officer is hereby directed to relieve the aforesaid official at the earliest and to ensure proper handing over and taking over of charge and records. In any case, the official must be relieved within **15 days** from the date of issue of this order. Failure to relieve the official within stipulated period shall result in **deemed relief** on completion of 15 days. No pay and allowances shall be drawn beyond the date of deemed relief.

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

This is issued with the approval of the competent authority.


(D. VENUGOPAL)
Secretary i/c
20.02.2026

To
The individual concerned

Copy to:

- PA to ED/PA to Secretary
- Sri D. Venu Gopal, Manager (Production) & Secretary i/c, Tobacco Board, Guntur
- The Manager (F&A), Tobacco Board, Guntur
- The Manager (Mktg. & Exports), Head Office, Guntur
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Ref. No.:83(1)/2025-P.Ad

Date:21/02/2026

OFFICE ORDER

In partial modification of the office order of even No. dated :20/02/2026, the following transfers and posting in the cadre AS/SGO are ordered with immediate effect on administrative grounds:

Sl. No.	Name of the Official with designation S/Sri	Present place of Working.	Proposed place of transfer/ posting
1	V.Siva Kumar the Great, AS/SGO, APF No.26, Kandukur-I who is under transfer to APF No.30, Koyyalagudem, J.R.Gudem-I vide orders dated 06/02/2026 & 20/20/2026 respectively is transferred and posted to APF No.30,Koyyalagudem.		
2	Prasanth Yella, AS/SGO, APF No.32, J.R.Gudem-II who is under transfer to APF No.29, D.C.Palli, Koyyalagudem vide orders dated 06/02/2026 & 20/02/20226 respectively is transferred and posted to APF No.18, J.R.Gudem-I.		

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.

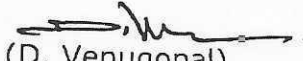
In any event, the officials shall be relieved within fifteen (15) days from the date of issue of the transfer orders i.e., 06/02/2026. Failure to relieve the officials within the stipulated period shall result in their deemed relief upon completion of the said fifteen (15) days.

The officials concerned shall thereafter report to and join their new place of posting within ten (10) working days from the date of deemed relief. No pay and allowances shall be admissible or 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**.

The functional heads are hereby instructed to relieve the concerned officials with immediate effect. The officials are directed to report to their new place of posting accordingly.

This is issued with the approval of Competent Authority


(D. Venugopal)
Secretary i/c
21.02.2026

To,
The individuals concerned.

copy to :

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

All the Functional heads in H.O., Tobacco Board, Guntur.

Directorate of Auctions, Tobacco Board, Bengaluru.

All the Regional Managers / Auction Superintendents in Andhra Pradesh &
Karnataka

CPIO, RTI cell, Tobacco Board, Guntur.

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

Accounts Section (Bills Wing