



# 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, गुंटूर-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](http://www.tobaccoboard.com)



Ref. No.:83(1)/2023-P.Ad./1

Date: 22/07/2024

## OFFICE ORDER

Shri. G.L.K. Prasad, Auction Superintendent, APF No. 17, Devarapalli is transferred and posted to Regional Manager Office, Rajamahendravaram as Regional Manager i/c. with immediate effect.

He is directed to hand over the charge to Smt. P. Hema Smitha, Auction Superintendent / Senior Grading Officer. Henceforth, Smt. P. Hema Smitha will act as Auction Superintendent to APF No. 17, Devarapalli.

The concerned controlling officer is directed to make arrangements for handing over / taking over of charge / record as per the guidelines.

This is issued with the approval of Competent Authority.

(D. Venugopal)  
Secretary i/c

22.07.2024

To,  
The individuals concerned.

Copy to:

PA to Executive Director / PA to Secretary,  
The Regional Manager, Directorate of Auctions, Tobacco Board, Bengaluru.  
All the Functional heads in H.O., Tobacco Board, Guntur.  
The Regional Manager, Rajamahendravaram.  
The Auction Superintendent, APF No. 17, Devarapalli.  
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.  
Hindi section / Vigilance Cell / Personal File / Guard File.



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Ref. No.:83(1)/2023-P.Ad.

Date: 25/07/2024


## OFFICE ORDER

With reference to the Office Order of the even number dated 02/04/2024, the temporary arrangements ordered vide the said letter have been modified to the following permanent transfers **with immediate effect** on administrative grounds.

| Sl. No. | Name of the Official with designation               | Present place of Working.               | Place of posting                        |
|---------|---|---|---|
| 1.      | Smt. Madhavi Sirisha Sistla, Lower Divisional Clerk | Production Section, Head Office, Guntur | Accounts section, Head Office, Guntur   |
| 2.      | Smt. Sajida Begum Shaik, Lower Divisional Clerk     | Extension Section, Head Office, Guntur  | Accounts section, Head Office, Guntur   |
| 3.      | Sri. Reddiboina Lakshmana, Lower Divisional Clerk   | Accounts section, Head Office, Guntur   | Production Section, Head Office, Guntur |

The concerned controlling officers are requested to **relieve the said officials immediately** and make arrangements for handing over / taking over of charge / record.

This is issued with the approval of Competent Authority.

  
(D. Venugopal)  
Secretary i/c  
25.07.2024

To,  
The individuals concerned.

Copy to:

PA to Executive Director / PA to Secretary.

The Manager (Production), Tobacco Board, Guntur.

The Manager (F&A), Tobacco Board, Guntur.

For necessary action

The Manager (Extension), Tobacco Board, Guntur.

All the Functional heads in H.O., 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.