

# TOBACCO BOARD ACT, RULES AND REGULATIONS



## तम्बाकू बोर्ड TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)

(Govt. of India, Ministry of Commerce & Industry, Department of Commerce)

श्रीनिवासराव तोटा, जी. टी. रोड - गुण्टूर Sreenivasaraothota, G.T.Road- GUNTUR-522 004

# TOBACCO BOARD ACT, RULES AND REGULATIONS

(Amendments incorporated up to 31/12/2015)

## Containing:

- ❁ Tobacco Board Act, 1975 (Act 4 of 1975)
- ❁ Tobacco Board Rules, 1976
- ❁ Tobacco Board (Auction) Rules, 1984
- ❁ Tobacco Board (General) Regulations, 1984
- ❁ Tobacco Board (Auction) Regulations, 1984
- ❁ Tobacco Cess Rules, 1975 (Act 26 of 1975)
- ❁ Tobacco Cess Rules, 1984
- ❁ Tobacco Board (Recruitment) Regulations, 2013

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# THE TOBACCO BOARD ACT, 1975

## No.4 of 1975

An Act to provide for the development under the Control of the Union of the Tobacco Industry.

Be it enacted by Parliament in the Twenty Sixth Year of the Republic of India as follows:

### CHAPTER – I

#### PRELIMINARY

(19<sup>th</sup> March, 1975)

Short title extent and commencement	1.	(1)	This Act may be called the Tobacco Board Act, 1975
		(2)	It extends to the whole of India.
		(3)	It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint:
		*	Provided that different dates may be appointed for different provisions of this Act and for different States or different parts thereof.

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- \* The provisions of the Act except Chapter-III came into force from 01/01/1976 vide notification in the Gazette of India Part-III Sec.3(ii) Dt.27/12/1975.
  - \* Sections 10,11 came into force in Andhra Pradesh and Karnataka and Sections 12,14 and 15 in the whole of India from 20/08/1976 vide notification in Gazette of India Part-II Section 3 (ii) Dt.20/08/1976.
  - \* Sections 10 and 11 came into force from 31/05/1980 in the States of Maharashtra, West Bengal, Gujarat, Tamil Nadu and Uttar Pradesh vide notification in the Extraordinary Gazette of India, Part-II Section-3 (ii) Dt.31/05/1980.

Declaration as to be expedi-ency of control by the union.	2	It is here by declared that it is expedient in the public interest that the Union should take under its control the tobacco industry.	
Definitions.	3	In this Act, unless the context otherwise requires-	
1 of 1944		(a)	“Board” means the Tobacco Board established under Section 4.
		(b)	“Chairman” means Chairman of the Board;
		(c)	“curing” shall have the meaning assigned to it in the Central Excise and Salt Act, 1944 and all its grammatical variations and cognate expressions shall be construed accordingly;
		(d)	“Dealer” means a dealer in tobacco;
		(e)	“Executive Director” means the Executive Director appointed under Section 6.
		(f)	“export” and “import” means, respectively taking out of or bringing into India by land, sea or air;
		(g)	“member” means a member of the Board and includes the Chairman;
		(h)	“prescribed” means prescribed by rules made under this Act;
(i)		“registered” means expect in the expression “registered grower” registered under Chapter-III of this Act and the rules made there under;	
(j)	“registered grower” means a person who has obtained a certificate of registration under Section 10 of growing virginia tobacco.		

## CHAPTER – II THE TOBACCO BOARD

Establishment and constitution of the Board	4	(1)	With effect from such date as the Central Government may, by notification in the Official Gazette, appoint in this behalf, there shall be established for the purposes of this Act, a Board to be called the Tobacco Board.
		(2)	The Board shall be a body corporate by the name aforesaid, having perpetual succession and common seal, with power to acquire, hold and dispose of property, both movable and immovable, and to contract, and shall by the said name sue and be sued.
		(3)	The Head Office of the Board shall be at Guntur in the State of Andhra Pradesh and the Board may, with the previous approval of the Central Government, establish offices or agencies at other places in or outside India.
		(4)	<p>The Board shall consist of the following members, namely-</p> <ul style="list-style-type: none"> <li>a) a Chairman to be appointed by the Central Government;</li> <li>b) three members of the Parliament of whom two shall be elected by the House of the People and one by the Council of States;</li> <li>c) * eight members to be appointed by the Central Government to represent respectively.</li> </ul>

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\* The word seven was amended as eight and sub clause was inserted vide the Tobacco Board (Amendment) Act 1978 published in the extraordinary Gazette of India Part-II Section-I Dt.30/08/1978.

		<ul style="list-style-type: none"> <li>(i) the Ministry of the Central Government dealing with Agriculture;</li> <li>(ii) the Ministry of the Central Government dealing with Commerce;</li> <li>(iii) the Ministry of the Central Government dealing with Finance;</li> <li>(iv) the Ministry of the Central Government dealing with Industrial Development.</li> <li>(v) the Indian Council of Agricultural Research;</li> <li>(vi) the Government of Andhra Pradesh</li> <li>(vii) the Government of Karnataka.</li> <li>(viii) the Government of Gujarat.</li> </ul>
		<ul style="list-style-type: none"> <li>d) two members to be appointed by the Central Government by rotation in the alphabetical order, to represent the Governments of tobacco growing States other than the States of Andhra Pradesh, Gujarat and Karnataka;</li> <li>e) not more than + ten members to be appointed by the Central Government from amongst growers of tobacco, dealers and exporters (including packers) of tobacco and tobacco products, manufacturers of tobacco products and from amongst persons who, in the opinion of the Central Government are experts in tobacco marketing or agricultural economics.</li> </ul>

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+ The word ten was substituted for the word eight vide Tobacco Board (Amendment) Act 1985 Published in the extraordinary Gazette of India Part II Section 1 Dt.06/09/1985.

			<p>+ “Provided that the number of members appointed under this clause from amongst the growers of tobacco shall not exceed six”.</p> <p>+ (f) the Agricultural Marketing Adviser to the Government of India, Department of Rural Development, ex-officio;</p> <p>+ (g) the Executive Director, ex-officio;</p>
		(4-A)	It is hereby declared that the office of member of the Board shall not disqualify its holder for being chosen as, or for being a member of either House of Parliament.
		(5)	The Board shall elect, from amongst its members, a Vice-Chairman who shall exercise such of the powers and perform such of the functions of the Chairman as may be prescribed or as may be delegated to him by the Chairman.
		(6)	The term of office of the members and the manner of filling vacancies among, and the procedure to be followed in the discharge of their functions by the members shall be such as may be prescribed.
		+(7)	Any such officer of the Central Government (not being a member of the Board) as is deputed by the Central Government in this behalf, shall have the right to attend the meetings of the Board and take part in the proceedings thereof, but shall not have the right to vote.

+ Provision to clause (e) clauses (f), (g) and Sub-Section (4-A) were added also the words “The Executive Director and any such Officer” in Sub-Section (7) were substituted by ‘Any Officer’ vide Tobacco Board (Amendment) Act 1985 published in the extraordinary Gazette of India Part-II Section-I Dt.06/09/1985.



		(8)	The Board may associate with itself, in such manner and for such purposes as may be prescribed, any persons whose assistance or advice it may desire in complying with any of the provisions of this Act and a person so associated shall have the right to take part in the discussions of the Board relevant to the purposes for which he has been associated but shall not have the right to vote.
		(9)	<p>No act or proceeding of the Board or any committee appointed by it under section 7 shall be invalidate merely by reason of –</p> <p>a) Any vacancy in, or any defect in the constitution of, the Board or such committee or</p> <p>b) Any defect in the appointment of a person acting as a member of the Board or such committee or</p> <p>c) any irregularity in the procedure of the Board or such committee not affecting the merits of the case.</p>
Salary and allowances and the conditions of service of Chairman.	5.		The Chairman shall be entitled to such salary and allowances and such conditions of service in respect of leave, pension, provident fund and other matters as may from time to time be fixed by the Central Government.
Officers of the Board and other staff	6.	(1)	The Central Government shall appoint an Executive Director to exercise such powers and perform such duties under the Chairman as may be prescribed or as may be delegated to him by the Chairman.
		(2)	The Central Government shall appoint a Secretary to the Board to exercise such powers and perform such duties under the Chairman as may be prescribed or as may be delegated to him by the Chairman.

		(3)	The Executive Director and the Secretary shall be entitled to such salaries and allowances and such conditions of service in respect of leave pension, provident fund and other matters as may from time to time be fixed by the Central Government.
		(4)	Subject to such control, restrictions and conditions (including conditions as to appointment of the officers and other employees of the Tobacco Export Promotion Council, in the events of the said Council being wound up) as may be prescribed, the Board may appoint such other officers and employees as may be necessary for the efficient performance of its functions.
		(5)	The Chairman, the Executive Director and Secretary and other officers and employees of the Board shall not undertake any work unconnected with their duties under this Act except with the permission of the Central Government.
Committees of the Board	7.	(1)	The Board may appoint such committees as may be necessary for the efficient discharge of its duties and performance of its functions under this Act.
		(2)	The Board shall have the power to co-opt as members of any committee appointed under sub-section (1) such number of persons who are not members of the Board as it may think fit and the persons so co-opted shall have the right to attend the meetings of the committee and take part in the proceedings of the committee but shall not have the right to vote.
Functions of the Board	8.	(1)	It shall be the duty of the Board to promote, by such measures as it thinks fit, the development under the control of the Central Government of the tobacco industry.

		(2)	Without prejudice to the generality of the provisions of sub-section (1), the measures referred to there in may provide for –
			<p>*(a) regulating the production and curing of Virginia tobacco having regard to the following factors namely;</p> <ul style="list-style-type: none"> <li>i. the demand for Virginia tobacco in India and abroad;</li> <li>ii. the suitability of land for growing Virginia tobacco;</li> <li>iii. the differences in soil characteristics and agro climatic factors in different regions of the country where Virginia tobacco is grown and the effect thereof on the quality and quantity of Virginia tobacco produced in those regions;</li> <li>iv. the marketability of different types of Virginia tobacco;</li> <li>v. the need for rotation of crop, and</li> <li>vi. the nature of the holdings of the growers of Virginia tobacco whether owned or leased.</li> </ul> <p>b) keeping a constant watch on the Virginia tobacco market, both in India and abroad, and ensuring that the growers get a fair and remunerative price for the same and that there are no wide fluctuations in the prices of the commodity;</p>

\* Clause (a) was substituted vide Tobacco Board (Amendment) Act, 1985 published in the extraordinary Gazette of India Part II, Section-1, Dt.06/09/1985.

			<p>c) maintenance and improvement of existing markets, and development of new markets outside India for Indian Virginia tobacco and its products and devising of marketing strategy in consonance with demand for the commodity outside India, including group marketing under limited brand names;</p> <p>*(cc) establishment by the Board of auction platform, with previous approval of the Central Government, for the sale of Virginia tobacco by registered growers or curers, and functioning of the Board as an auctioneer at auction platforms established by or registered with its subject to such conditions as may be specified by the Central Government.</p> <p>** (d) deleted;</p> <p>e) regulating in other respects Virginia tobacco marketing in India and export of Virginia tobacco having due regard to the interests of growers, manufacturers and dealers and the nation;</p> <p>f) propagating information useful to the growers, dealers and exporters (including packers) of Virginia tobacco and manufacturers of Virginia tobacco products and others concerned with Virginia tobacco and products thereof;</p> <p>g) purchasing Virginia tobacco from growers when the same is considered necessary or expedient for</p>
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\* Inserted vide the Tobacco Board (Amendment) Act 1978 published in the extraordinary Gazette of India Part-II, Section-1, Dt.30/08/1978.

\*\* Deleted vide the Tobacco Board (Amendment) Act 1978 published in the extraordinary Gazette of India Part-II, Section-1, Dt.30/08/1978.

Dissolution of the Board.			<p>Protecting the interests of the growers and disposal of the same in India or aboard as and when considered appropriate;</p> <p>h) Promoting the grading of tobacco at the level of growers;</p> <p>i) Sponsoring, assisting, coordinating or encouraging scientific, technological and economic research for the promotion of tobacco industry;</p> <p>j) Such other matters as may be prescribed;</p>
		(3)	Without prejudice to the generality of the provisions of sub-section (1) and subject to priority being given to matters specified in sub-section (2), the measures referred to in sub-section (1) may also provide in relation to tobacco, other than Virginia tobacco, for all or any other matters specified in clauses (c) to (g) of sub-section (2) and for this purpose any reference in those clauses to Virginia tobacco shall be construed as including a reference to tobacco other than Virginia tobacco.
		(4)	The Board shall perform its functions under this section in accordance with and subject to such rules as may be made by the Central Government and such, rules may in particular make provisions for ensuring that the Board functions in close liaison with Union agencies, institutions and authorities concerned with the tobacco industry (including growing of tobacco) and avoids duplication of effort.
	9.	(1)	The Central Government may, by notification in the official Gazette and for reasons to be specified there in, direct that the Board shall be dissolved from such date and for such period as may be specified in the notification:

			<p>Provided that before issuing any such notification the Central Government shall give a reasonable opportunity to the Board to make representations against the proposed dissolution and shall consider the representations if any of the Board.</p>
		(2)	<p>When the Board is dissolved under the provisions of sub-section (1) :-</p> <ul style="list-style-type: none"> <li>a) all members, notwithstanding that their term of office has not expired, shall, from the date of dissolution, vacate their offices as such members;</li> <li>b) all powers and duties of the Board shall, during the period of dissolution, be exercised and performed by such person as the Central Government may appoint in this behalf;</li> <li>c) all funds and other properties vested in the Board shall, during the period of dissolution, vest in the Central Government; and</li> <li>d) as soon as the period of dissolution expires, the Board shall be reconstituted in accordance with the provisions of this Act.</li> </ul>

### CHAPTER III

#### REGULATION OF PRODUCTION AND DISPOSAL OF VIRGINIA TOBACCO

Registration of Growers of Virginia tobacco	<b>10.</b>	(1)	No person shall grow Virginia tobacco except under, and in accordance with the conditions of a certificate of registration obtained from the Board in accordance with the rules made under this Act.
		(2)	In granting or refusing a certificate of registration, the Board shall have regard to the demand for Virginia tobacco in India and abroad, and the suitability of the land in relation to which the certificate is applied for and such other factors as may, having regard to the needs of the Virginia tobacco industry, be prescribed.
		(3)	A certificate of registration granted in pursuance of this section shall be valid for such period as may be prescribed.
		(4)	Every application for such certificate or registration shall be accompanied by such fees (not exceeding one rupee for 0.4 hectare of the land in relation to which such application has been made) as may be prescribed.
Registration of growers of Virginia tobacco seedlings for commercial purposes	<b>* 10-A</b>	(1)	No person shall grow Virginia tobacco seedlings for commercial purposes unless he registers himself as a nursery grower with the Board in accordance with the rules made under this Act.  <b>Explanation:-</b> For the removal of doubts, it is hereby declared that nothing in this sub-section shall apply to the growing by a registered grower of any Virginia tobacco seedlings for his own use.
		(2)	No registered nursery grower shall sell or cause to be sold any Virginia tobacco seedlings grown by him to any person other than a registered grower.

\* Inserted vide Tobacco Board (Amendment) Act, 1985 published in the Extraordinary Gazette of India, Part-II, Section-I, Dt.06/09/1985.

Registration of curers of Virginia tobacco	<b>11</b>	No person other than a registered curer shall cure or undertake the curing of Virginia tobacco unless he registers himself as a curer with the Board in accordance with the rules made under this Act.
Registration of processors and manufacturers of Virginia tobacco etc.	<b>*11-A</b>	No person shall process Virginia tobacco or manufacture products therefrom unless he registers himself as such processor or manufacturer, as the case may be, with the Board in accordance with the rules made under this Act.
License to be obtained for grading work and construction of barns, etc.	<b>*11-B</b>	<p>No person shall –</p> <ul style="list-style-type: none"> <li>(i) take up grading work relating to Virginia tobacco for commercial purposes; or</li> <li>(ii) take up the construction and operation of a barn, unless he obtains a license from the Board in accordance with the rules made under this Act;</li> </ul> <p>Explanation:- For the purposes of this section:-</p> <ul style="list-style-type: none"> <li>(i) “barn” means a building or structure with a roof of zinc sheets or tiles having flue pipes, furnace and tiers used for flue curing of tobacco leaves;</li> <li>(ii) “grading work” means separating tobacco leaves into specific grades on the basis of plant position, maturity, colour, body and blemish and in accordance with such specifications as may be prescribed.</li> </ul>

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\* Inserted vide Tobacco Board (Amendment) Act, 1985. Published in the Extraordinary Gazette of India Part-II, Section-I, Dt.06/09/1985.



Registration of exporters, packers, auctioneers and dealers.	<b>12</b>	No person shall export tobacco or any tobacco products or function as a packer, auctioneer, or dealer in, tobacco unless he registers himself with the Board in accordance with the rules made under this Act.
Virginia tobacco to be sold at registered auction platforms.	<b>+13.</b>	No registered grower or curer shall sell or cause to be sold Virginia tobacco elsewhere than at an auction platform registered with the Board in accordance with the rules made under this Act. # [For established by the Board under this Act]
Duty of registered dealers and exporters to purchase at auction platforms etc.	<b>13-A</b>	No registered dealer or registered exporter shall purchase or cause to be purchased Virginia tobacco elsewhere- a) than at an auction platform registered with the Board in accordance with the rules made under this Act or established by the Board under this Act; or

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# Added vide the Tobacco Board (Amendment) Act, 1978 published in the extraordinary Gazette of India Part-II, Section-I, Dt.30/08/1978.

+ Section 13 of the Act came into force in the State of Karnataka from 1<sup>st</sup> September, 1984 vide notification in the Gazette of India Extraordinary Part-II, Section-3 (ii) Dt.31/08/1984.

Section 13 of the Act came into force in the State of Andhra Pradesh from 05/02/1985 vide notification in the Gazette of India Extraordinary Part-II, Section 3(ii) Dt.12/02/1985.

\* Section 13-A was inserted vide Tobacco Board (Amendment) Act, 1985. Published in Gazette of India Part-II, Section-I, Dt.06/09/1985.

		<p>b) than from any other registered dealer or a registered grower or curer:</p> <p>Provided that in relation to any state in which the provisions of section 13 are not in force, the condition specified under clause (a) shall not apply.</p>
Duty of buyers of Virginia tobacco at places other than auction platforms to refrain from certain unfair practices.	<b>*13-B</b>	<p>Every dealer who purchases Virginia tobacco in any state in which the provisions of section 13 are not in force:-</p> <p>a) shall pay the full price for the whole quantity of Virginia tobacco so purchased by him at the rate at which he agreed to purchase such tobacco and shall refrain from claiming any discount in the weight or other deductions in weight thereof or any deductions from the price as calculated in accordance with such rate;</p> <p>b) shall pay the full price for Virginia tobacco so purchased by him as calculated in accordance with the provisions of clause (a) as expeditiously as possible and in any case within such reasonable time as may be specified in this behalf by the Board; and</p> <p>c) shall refrain from having recourse to any practices which the Board may, having regard to the need for protection of persons selling Virginia tobacco in such State and all other relevant considerations, specify to be unfair practices.</p>

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\* Section 13-B was inserted vide Tobacco Board (Amendment) Act, 1985 published in the Gazette of India Part-II, Section-I, Dt.06/09/1985.

<p>Application, cancellation, fees and other matters relating to registration.</p>	<p><b>14.</b></p>	<p>The form of application and form of certificate of registration under section 10, the form of application *<sup>“</sup>for registration of nursery growers for the purposes of section 10-A”, for registration of curers for the purposes of Section 11, for registration of processors and manufacturers for the purposes of section 11-A, for obtaining licenses for taking up grading work or construction and operation of barns under section 11-B for registration of exporters, packers or auctioneers of, or dealers in, tobacco, for the purposes of section 12 and for registration of auction platforms for the purposes of section 13, the time within which and the manner in which such applications shall be made, the fees payable on such applications, the particulars to be specified therein, the principles and the procedure to be followed in granting and cancelling certificates of registration or the registration of auction platforms or, as the case may be, * <sup>“</sup>the registration as nursery growers, curers, processors, exporters, packers or auctioneers of, or dealers in, Virginia tobacco or as manufacturers of the products or Virginia tobacco or in granting licenses under section 11-B, the returns to be submitted and the registers to be maintained by registered growers, nursery growers, curers, processors, exporters, packers or auctioneers of, or dealers in, Virginia tobacco or the registered manufacturers of the products of Virginia tobacco or the persons licensed under section 11-B and the registers to be kept by the Board shall be such as may be prescribed”.</p>
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**\*&\*\*** Substituted vide Tobacco Board (Amendment) Act, 1985 published in the Gazette of India Part-II, Section-1, Dt.06/09/1985.

Power to levy fees	<b>*14-A</b>	(1)	Where Virginia tobacco is sold at any auction platform established by the Board under this Act, it shall be competent for the Board or for any officer of the Board authorize by it in this behalf to levy fees, for the services rendered by the Board in relation to such sale, at such rate not exceeding two percent of the value of such tobacco as the Central Government may from time to time, by notification in the Official Gazette, specify;
		(2)	The fees levied under sub-section (1) shall be collected by the Board or such officer, equally from the seller of the Virginia tobacco and the purchaser of such tobacco, in such manner as may be prescribed.
Power of inspection	<b>15.</b>	The Board may authorize any of its members, officers or other employees to inspect in such manner as may be prescribed any land or premises to verify the accuracy of any particulars mentioned in any application or any return referred to in Section 14.	

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- \* Service charges to be collected by the Board is 2% of the value of tobacco vide notification in the Gazette of India Extraordinary Part-II, Section 3(ii) Dt.22/08/1984.

**CHAPTER IV**  
**FINANCE, ACCOUNTS AND AUDIT**

Grants and loans by the Central Government	<b>16.</b>	The Central Government may, after due appropriation made by Parliament by law in this behalf, pay to the Board by way of grants or loans such sums of money as the Central Government may think fit for being utilized for the purposes of this Act.	
Exemption from tax on Income	<b>16A*</b>	Notwithstanding anything contained in the Income-tax Act, 1961 or any other law for the time being in force relating to tax on income, profits or gains, the Board shall-	
		(a)	not be liable to pay income-tax or any other tax,
		(b)	never deemed to have been made liable to tax,
		In respect of any income, profits, or gains derived by the Board from the date on which the said Board has been constituted as a body corporate under Section 4.	
Constitution of the Tobacco Fund	<b>17.</b>	(1)	There shall be formed a Fund to be called the Tobacco Fund and there shall be credited there to-
			a) the fees levied and collected under this Act or the rules made there under; b) any sums of money paid or any loans granted by the Central Government for the purposes of this Act; c) any grants or loans that may be made by any person for the purposes of this Act; d) the sums, if any, realized by the Board in carrying out the measures referred to in Section 8.

*\* Inserted new section 16A in Act 4 of 1975 vide Bill No.151 of 1998 published in the Gazette of India Extraordinary Part-II, Section 2 of Chapter VI at Sl.No.6 Dt.21/12/1998 so as to provide for exemption to the income of Tobacco Board or an Authority constituted from the payment of income-tax.*

		<ul style="list-style-type: none"> <li>e) the fees levied and collected under this Act or the rules made there under;</li> <li>f) any sums of money paid or any loans granted by the Central Government for the purposes of this Act;</li> <li>g) any grants or loans that may be made by any person for the purposes of this Act;</li> <li>h) the sums, if any, realized by the Board in carrying out the measures referred to in Section 8.</li> </ul>
	(2)	<p>The Fund shall be applied –</p> <ul style="list-style-type: none"> <li>a) for meeting the cost of the measures referred to in Section 8;</li> <li>b) for meeting the salaries, allowances and other remuneration of the officers and other employees of the Board;</li> <li>c) for meeting the other administrative expenses of the Board;</li> <li>d) for repayment of any loans.</li> </ul>
Borrowing powers of the Board.	<b>18.</b>	Subject to such rules as may be made in this behalf, the Board shall have the power to borrow on the security of the tobacco Fund or any other asset for carrying out the purposes of this Act.
Writing off of losses.	<b>*18-A</b>	<p>Subject to such conditions as may be specified by the Central Government, where the Board is of opinion that any amount due to or any loss, whether of money or of property, incurred by, the Board is irrecoverable, the Board may with the previous approval of the Central Government, sanction the writing off finally of the said amount or loss.</p> <p>Provided that no such approval of the Central Government shall be necessary where such irrecoverable amount or loss does not exceed in any individual case and in the aggregate in any year such amounts as may be prescribed.</p>

\* Section 18-A was inserted vide Tobacco Board (Amendment) Act, 1985 and published in the Gazette of India Part-II, Section-1, Dt.06/09/1985.

Accounts and Audit.	<b>+19.</b>	(1)	The Board shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the +“income and expenditure account” and the balance sheet in such form as may be prescribed by the Central Government in consultation with the Comptroller and Auditor General of India.
		(2)	The accounts of the Board shall be audited by the Comptroller and Auditor General of India at such intervals as may be specified by him and any expenditure incurred in connection with such audit shall be payable by the Board to the Comptroller and Auditor General.
		(3)	The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Board shall have the same rights and privileges and authority in connection with such audit as the Comptroller and Auditor General has in connection with the audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Board.
		(4)	The accounts of the Board as certified by the Comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the Central Government and the Government shall cause the same to be laid before each House of Parliament.

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+ Inserted vide Tobacco Board (Amendment) Act, 1985. Published in the Gazette of India Part-II, Section-1, Dt.06/09/1985.

**CHAPTER V**  
**CONTROL BY CENTRAL GOVERNMENT**

Power to prohibit or control import and export of tobacco and tobacco products.	<b>20.</b>	(1)	The Central Government may, by order published in the Official Gazette, make provision for prohibiting, restricting or otherwise controlling the import or export of tobacco and tobacco products, either generally or in specified classes of cases.
52 of 1962		(2)	All tobacco and tobacco products to which any order under Sub-Section (1) applies, shall be deemed to be goods of which the import or export has been prohibited under Section 11 of the Customs Act, 1962 and all the provisions of the Act shall have effect accordingly.
52 of 1962		(3)	if any person contravenes any order made under sub-section (1), he shall, without prejudice to any confiscation or penalty to which he may be liable under the provisions of the Customs Act, 1962, as applied by sub-section (2), be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.
Power of Central Government to authorize purchase of virginia tobacco	<b>* 20-A</b>		Without prejudice to the provisions of clause (g) of sub-section (2) of Section 8 and notwithstanding anything contained in any other provision of this Act, if the Central Government is satisfied that it is necessary or expedient so to do, it may, by order in writing and subject to such conditions and limitations as may be specified in the order, authorize anybody or other agency to purchase Virginia tobacco from the growers and dispose of the same in India or abroad.

\* Inserted vide Tobacco Board (Amendment) Act, 1985. Published in the Extraordinary Gazette of India, Part-II, Section-I, Dt.06/09/1985.



Directions by Central Government	<b>21.</b>		The Board shall carry out such directions as may be issued to it from time to time by the Central Government for the efficient administration of this Act.
Returns and reports	<b>22</b>	(1)	The Board shall furnish to the Central Government at such form and manner as may be prescribed or as the Central Government may direct such returns and statements and such particulars in regard to any proposed or existing programme for the promotion and development of the tobacco industry, as the Central Government may, from time to time, require.
		(2)	Without prejudice to the provisions of subsection (1), the Board shall, as soon as possible, after the end of each financial year, submit to the Central Government a report in such form and before such date, as may be prescribed, giving a true and full account of its activities, policy and programs during the previous financial year.
		(3)	A copy of the Report received under subsection (2) shall be laid, as soon as may be after it is received, before each House of Parliament.

## CHAPTER VI MISCELLANEOUS

Penalties	<b>23.</b>	Any person who, being required under this Act to furnish any return, fails to furnish such return or furnishes a return containing any particular which is false and which he knows to be false or does not believe to be true, shall be punishable with fine which may extend to five hundred rupees.
Penalties for obstructing a member, officer, or other employee of the Board in the discharge of his duties and for failure to produce books and records.	<b>24.</b>	<p><b>Any person who:-</b></p> <p>a) Obstructs any member or any officer or other employee of the Board or any other person in the exercise of any power conferred, or in the discharge of any duty imposed, on him by or under this Act; or</p> <p>b) Having control over or custody of any account book or other record, fails to produce such book or record when required to do so by or under this Act,</p> <p>shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.</p>
Other penalties	<b>25.</b>	Who over contravenes or attempts to contravene or abets the contravention of the provisions of this Act or of any Rules *(or Regulations) made there under other than the provisions, punishment for the contravention where of has been provided for in Section 20 or Section 23 or Section 24, shall be punishable with imprisonment for a term which may * "extend to two years, or with fine which may extend -to five thousand rupees, or with both" and in the case of a continuing contravention with an additional fine which may extend to fifty rupees for every day during which such contravention continues after conviction for the first such contravention.

\* Substituted vide Tobacco Board (Amendment) Act, 1985 and published in the Extraordinary Gazette of India, Part-II, Section-1, Dt.06/09/1985.

Offence by companies.	26.	(1)	<p>Where an offence under this Act has been committed by a company, every person who, at the time the offence was committed, was in charge of, and was responsible, to the company for the conduct of the business of the company as well as the company shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly;</p> <p>Provided that nothing contained in this sub-section shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.</p>
		(2)	<p>No withstanding anything contained in sub-section (1) where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or convenience of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall be deemed to be guilty of that offence and shall also be liable to be proceeded against and punished accordingly.</p> <p><b>Explanation:-</b> For the purpose of the section-</p> <p>a) "Company" means anybody corporate and includes a firm or other association of individuals; and</p> <p>b) "Director" in relation to a firm, means a partner in the firm.</p>

Jurisdiction of Court	<b>27.</b>	No court inferior to that of a Metropolitan Magistrate or a Magistrate of the first class shall try any offence punishable under this Act.	
Previous sanction of Central Government	<b>28.</b>	No prosecution for any offence punishable under this Act shall be instituted except with the previous sanction of the Central Government.	
Protection of action taken in good faith	<b>29.</b>	No suit prosecution or other legal proceedings shall lie against the Central Government, or the Board or any committee appointed by it, or any member of the Board or such committee, or any officer, or other employee of the Central Government or of the Board, or any agent of or any other person authorized by the Board, for anything which is in good faith done or intended to be done under this Act or the rules made there under.	
Suspension of operation of Act.	<b>30.</b>	(1)	If the Central Government is satisfied that circumstances have arisen rendering it necessary that certain of the restrictions imposed by this Act should cease to be imposed or if it considers it necessary or expedient so to do in the public interest, the Central Government may, by notification in the Official Gazette, suspend or relax to a specified extent for such period as may be specified in the notification the operation of all or any of the provisions of this Act, in all or any of the territories to which this Act extends.
		(2)	Where the operation of any provision of this Act has, under sub-section(1) been suspended or relaxed such suspension or relaxation may, at any time while this Act remains in force, be removed by the Central Government by notification in the Official Gazette.
		(3)	Every notification issued under this section shall be laid, as soon as may be after it is issued, before each House of Parliament. While it is in session, for a total period of thirty days which may be comprised in one

			session or in two or more successive sessions, and if before the expiry of the session immediately following the session or the successive sessions aforesaid both Houses agree that the notification should not be issued the notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the previous operation of the notification.
Application of other laws not barred.	31		The provisions of this Act shall be in addition to, and not in derogation of, the provisions of any other law for the time being in force.
Power of Central Government to make rules	32	(1)	The Central Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.
		(2)	In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
		a)	the powers and functions of the Vice-Chairman of the Board;
		b)	the term of office and other conditions of service of members, the manner of filling vacancies among, and the procedure to be followed in the discharge of their functions by, members;
		c)	the powers which may be exercised and the duties which shall be performed by the Executive Director and the Secretary;
		d)	the circumstances in which and the authority by which a member may be removed
		e)	the holding of a minimum number of meetings of the Board every year;
		f)	the procedure to be followed at the meetings of the Board for the conduct of business and the number of members which shall form a quorum at a meeting;

		g)	the maintenance by the Board of records of business transacted by the Board and the submission of copies thereof to the Central Government;
		*(g-a)	the specifications with regard to grading work referred to in section 11-B;
		(h)	the matters referred to in section 14;
		+(hh)	the manner of collection of fees under sub-section (2) of section 14-A;
		(i)	the powers of the Board, its Chairman, the Executive Director and committees of the Board with respect to the incurring of expenditure;
		(j)	the conditions subject to which the Board may incur expenditure outside India;
		*(J-a)	the amounts for the purposes of the proviso to section 18-A;
		(k)	the preparation of budget estimates of receipts and expenditure of the Board and the authority by which the estimates are to be sanctioned;
		(l)	the form and manner in which the accounts should be maintained by the Board;
		(m)	the deposit of the funds of the Board in banks and the investment of such funds;
		(n)	the conditions to be observed by the Board in borrowing money;
		(o)	the conditions subject to which, and the manner in which, contracts may be entered into or on behalf of the Board;

		(p)	The additional matters in respect of which the Board may undertake measures in the discharge of its functions;
		(q)	The remuneration and other allowances payable to the person or persons referred to in clause (b) of sub-section (2) of Section 9;
		(r)	The form and manner of, and the particulars to be contained in, any returns or reports to be made to the Board under this Act;
		(s)	The collection of any information or statistics in respect of tobacco or tobacco products;
		(t)	Any other matter which has to be, or may be prescribed by or provided for by rules under, this Act;
		(3)	Every rule made under this section shall be laid as soon as may be after it is made, before each House of Parliament while it is in session for a total period of thirty days which may be comprised in one session or in two more successive sessions, and if, before the expiry of the sessions, aforesaid both Houses agree in making any modification in the rule or both Houses agree that the rule, should not be made the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

+ Amended vide the Tobacco Board (Amendment) Act, 1978 published in the Extraordinary Gazette of India, Part-II, Section-1, Dt.30/08/1978.

\* Inserted vide Tobacco Board (Amendment) Act, 1985 published in the Extraordinary Gazette of India, Part-II, Section-1, Dt.06/09/1985.

Power to make regulations	33	(1)	The Board may make regulations not inconsistent with this Act and the rule made there under for enabling it to discharge its function under this Act.
		(2)	<p>Without prejudice to the generality of the foregoing power, such regulations may provide for all or any of the following matters namely:-</p> <ul style="list-style-type: none"> <li>a) the procedure to be followed at meetings of the committees appointed by the Board and the number of members which shall form a quorum at a meeting;</li> <li>b) the delegation to the Chairman members, Executive Director, Secretary or other officers of the Board, of any of the powers and duties of the Board under this Act;</li> <li>c) the travelling and other allowances payable to persons associated under sub-section (8) of section 4 or co-opted under sub-section (2) of section 7;</li> <li>d) the pay and allowances and leave and other conditions of service of officers (other than those appointed by the Central Government) and other employees of the Board;</li> <li>e) the maintenance of the accounts of the Board;</li> <li>f) the maintenance of the registers and other records of the Board and its various committees;</li> <li>g) the appointment by the Board of agents to discharge, on its behalf, any of its functions;</li> </ul>



			<p>h) the persons by whom, and manner in which, payments, deposits and investments may be made on behalf of the Board.</p> <p>*i) the time within which full price for Virginia tobacco shall be paid under clause (b), and the unfair practices for the purposes of clause (c), of Section 13-B;</p>
		(3)	No regulation made by the Board shall have effect until it has been approved by the Central Government and published in the Official Gazette, and the Central Government in approving a regulation, may make any change therein which appears to it to be necessary.
		(4)	The Central Government may, by notification in Official Gazette, cancel any regulation which it has approved and there upon, the regulation shall cease to have effect.
		** (5)	Every regulation made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive session aforesaid, both Houses agree in making any modification in the regulation or both Houses agree that the regulation should not be made, the regulation shall thereafter have effect only in such modified form or be no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that regulation.

\* & \*\* ***Inserted vide Tobacco Board (Amendment) Act, 1985 and published in the Extraordinary Gazette of India, Part-II, Section-1, Dt.06/09/1985.***

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## TOBACCO BOARD RULES

In exercise of the powers conferred by Section 32 of The Tobacco Board Act, 1975 (4 of 1975), the Central Government hereby makes the following rules, namely:-

### CHAPTER – I

### PRELIMINARY

1	<b>Short Title and Commencement:-</b>	
	(1)	These rules may be called the Tobacco Board, Rules, 1976.
	(2)	They shall come into force on the date of their publication in the Official Gazette
2	<b>Definitions:-</b> In these rules unless the context otherwise requires:	
	(a)	“Act” means the Tobacco Board Act, 1975 (4 of 1975);
	(b)	“Board” Means the Tobacco Board established under section 4;
	(c)	the terms “Chairman”, “curing”, “dealer”, “Executive Director”, “export”, “member”, “registered” and “registered grower” * shall have the meanings respectively assigned to them in the Act.
	(d)	“Committee” means any of the Committees appointed by the Board appointed under Section 7;
	(e)	“Secretary” means the Secretary of the Board appointed under Section 6;
	(f)	“Section” means a section of the Act;
	(g)	“Form” means a Form appended to these rules;
	(h)	“Vice-Chairman” means the Vice-Chairman of the Board.

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***Tobacco Board Rules, 1976, were published in the Gazette of India extra-ordinary Part-II, Section-3(i), Dt. 01/01/1976.***

	(i)	“year” means the year commencing on the first day of April.
	* (j)	“approved variety”, means the variety of tobacco seeds recommended and released for general cultivation by the State or Central Government and supplied by such agencies as the Board may, from time to time, approve;
	* (k)	“nursery grower” means a person who has obtained a certificate of registration under section 10-A for growing Virginia tobacco seedling for commercial purposes;
	* (l)	“commercial grader” means a person who undertakes grading of Virginia flue cured tobacco for others for consideration and does not include a person engaged in grading for himself alone;
	* (m)	“processor” means a person undertaking any of the manufacturing process to which Virginia leaf tobacco is subjected from the movement it is delivered to the factory up to the state of cut blend, for example removal of wrapping material, dampening, loosening, dust extraction, toasting, blending, easing, cutting etc.
	* (n)	“manufacturer” means a person who undertakes manufacturing of cigarettes or any other tobacco products in which Virginia tobacco is used wholly or partly;
	* (o)	“regulations” means by regulations made by the Board.

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\* ***clauses (j) to (o) were inserted vide Tobacco Board (Amendment) Rules 1988 published in the Gazette of India (Extra-ordinary) Part-II, Section-3 (i), Dt.16/05/1988.***

## CHAPTER – II

### THE BOARD AND ITS COMMITTEES

3	<b>Manner of Filling Vacancies Among members :-</b>	
	(1)	The Central Government may make such consultations as it thinks fit before appointing members to be appointed under the provisions contained in clauses (c), (d) and (e) of Sub-Section (4) of Section 4.
	*	Provided that while appointing members to represent growers of tobacco under clause (e) of Sub-section (4) of section 4; the Government shall appoint only registered growers as members.
		Provided further that at least two such members shall be from small or marginal growers.
	Note:-	For the purpose of the second proviso, a small grower is one whose holding does not exceed two hectares of wet land or four hectares., of dry land and a marginal grower is one whose holding does not exceed one hectare of wet land or two hectares of dry land.
	(2)	When a member of the Board dies or resigns or is deemed to have resigned or is removed from office or becomes incapable of acting, the Central Government may by notification in the Official Gazette appoint a person to fill that vacancy;
		Provided that where the vacancy is one which was held by the outgoing member by virtue of his membership of Parliament under clause (b) of Sub-Section (4) of Section 4 the appointment of the next incumbent of that vacancy shall be on the basis of fresh election by that House of Parliament to which the outgoing member belonged.

\* ***Provisos to sub-rule (1) of rule 3 was inserted vide Tobacco Board (Amendment) Rules 1988 published in the (Extraordinary) Part-II, Section-3 (i), Dt.16/05/1988.***

4	<b>Term of office of Members:-</b>	
	(1)	A member appointed under clauses (a), (b), (c) and (e) of Sub-section (4) of Section 4 shall hold office for a period of three years from the date of his appointment, and a member appointed under clause (d) shall hold office for a period of two years from the date of his appointment :
	*	Provided that a member appointed under clauses (a), (b), (c) and (d) of sub-section (4) of section 4 shall be eligible for reappointment for more than two terms and a member appointed under clause (e) shall not be eligible for re-appointment for more than one term.
		Provided further that such member shall cease to be a member if he ceases-
	(i)	to be a member of the House of Parliament by which he was elected; or
	(ii)	to represent the category from which he was appointed.
	(2)	A person appointed to fill a casual vacancy under sub-rule (2) of rule 3 shall hold office so long as the member whose place he fills would have been entitled to hold office, if the vacancy had not occurred.
5	<b>Resignation:-</b>	
	(1)	A member may resign his office by writing under his hand addressed to the Chairman.
	(2)	The office of a member shall fall vacant from the date on which his resignation is accepted or on the expiry of thirty days from the date of receipt intimation of resignation, whichever is earlier.
	(3)	The power to accept the resignation of a member shall vest in the Chairman, who on accepting the resignation, shall report that fact to the Board at its next meeting.

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\* ***Substituted vide Tobacco Board (Amendment) Rules, 1997 Published in Gazette of India, Part – II, Section 3 (i) dt.13/01/1998.***

6	<b>Removal from the Board:-</b>	
		The Central Government may remove any member from office:-
	(a)	if he is of unsound mind and stands so declared by a competent court; or
	(b)	if he is an undischarged insolvent; or
	(c)	if he is convicted of an offence involving moral turpitude; or
	(d)	if without the leave of the Chairman, he fails to attend three consecutive meetings of the Board.
	*(e)	with the leave of the Chairman, he fails to attend four consecutive meetings of the Board; provided that the number of meetings held during his/her absence from India, as intimated under sub-rule (1) (a) of rule 7, are not counted for the purpose.
7	<b>Absence from India:-</b>	
	(1)	Before a member of the Board goes out of India.
	(a)	he shall intimate the Secretary the date of his departure from and the date of his expected return to India; and
	(b)	if he intends to be absent from India for a longer period than six months shall tender his resignation.
	(2)	If a member leaves India without observing the provisions of sub-rule (1) he shall be deemed to have resigned with effect from the date of his departure from India.
8	<b>Membership Roll:-</b>	
		The secretary shall keep a record of the names of members and their address.
9	<b>Change of Address:-</b>	
		A member shall keep the secretary informed of any change in his address and if he fails to inform the change of address, the address in the official records shall for all purposes be deemed to be his correct address

\* ***Inserted vide Tobacco Board (Amendment) Rules, 1997 published in Gazette of India, Part-II, Section 3 (i) dt.13/01/1998***

10	<b>Vice-Chairman:-</b>	
	(1)	The Board shall elect, in each year, from amongst its members, a Vice-Chairman for a period of twelve months commencing from the date of his election, or if the election is held before the expiry of the term of office of an existing Vice-Chairman, from the date on which such Vice-Chairman would vacate office.
	(2)	If a casual vacancy occurs in the office of the Vice-Chairman on account of resignation or his ceasing to be a member or otherwise the Board shall, at its next meeting, elect another member to be the Vice-Chairman who shall hold office for the unexpired portion of the term of office of the Vice-Chairman elected under sub-rule (1).
<b>*10-A.</b>	<b>Association of Persons by Board:-</b>	
	(1)	The Board may associate with itself any person, either on its own or on the basis of recommendations from the Central Government, the State Governments Public Sector Undertakings, any other body or on the basis of representations from individuals or associations interested in the promotion of tobacco industry in complying with any of the provisions of the Act.
	(2)	The tenure of such associated persons shall be the period up to which the Board is reconstituted or the period as decided by the Board, whichever is earlier.
11	<b>Committees of the Board :-</b>	
	(1)	The Committees appointed by the Board under Section 7 may be of either advisory or executive character and shall exercise such powers and discharge such functions of the Board as may be decided by the Board in conformity with the provisions contained in the Act and these rules and also the directions if any, that may be given to the Board by the Central Government.
	(2)	All important decisions taken by the Committees shall be placed before the Board at its next meeting for its information and for such review as it may consider necessary.

**\* Rule 10-A was inserted vide Tobacco Board (Second Amendment) Rules 1980 Published in the Gazette of India, Part-II, Section-3 (1), Dt.05/09/1980.**

**PROCEDURE FOR MEETINGS OF THE BOARD**

12		<b>Meetings of Board:-</b> There shall be not less than two ordinary meetings of the Board in a year on such dates and at such places as the Chairman may think fit and the interval between any two ordinary meetings shall not, in any case, be longer than eight months.
13	<b>Power to call Meetings :</b>	
	(1)	The Chairman may, at any time call a meeting of the Board and may do so if a requisition for a meeting is presented to him in writing by at least Seven* members
	(2)	The Chairman may require any officer of the Board, besides the Executive Director or invite any person to attend any meeting of the Board, but such officer or person shall not be entitled to vote.
	(3)	At least fourteen clear days before any meeting of the Board, notice of the time and place of the intended meeting signed by the Secretary shall be sent to the Central Government and left at or posted to the address of every member;
		Provided that in case of urgency, a special meeting of the Board may be summoned at any time by the Chairman, who shall inform, in advance, the Central Government and the members, of the subject matter for discussion and the reasons for which he considers the matter urgent.
	(4)	Not with standing anything contained in this rule, the Central Government may, at any time, call a meeting of the Board.

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\* The Words eight members were substituted for the words seven members vide Tobacco Board (Amendment) Rules 1988 published in Gazette of India (Extraordinary) Part-II, Section-3 (i), Dt.16/05/1988.



14	<b>Quorum:</b>	
	(1)	No business shall be transacted at a meeting of the Board unless there are present at such meeting at least *eight members.
	(2)	If at any time the number of members present at a meeting is less than the number of members specified in sub rule (1) the member presiding shall adjourn the meeting to a date not later than three days from the date of such meeting after informing the members of the date, time and place of the adjourned meeting and it shall there upon be lawful for the member presiding at such adjourned meeting to dispose of the business intended to be transacted at the original meeting irrespective of the number of members present.
15	<b>Chairman of Meetings :-</b>	
		The Chairman shall preside over every meeting of the Board and in his absence the Vice-Chairman shall preside if both the Chairman and the Vice-Chairman are absent the members present at the meeting shall elect one from amongst themselves to preside over such meeting.
16.	<b>Agenda:-</b>	
	(1)	The Chairman shall cause to be prepared and circulated to the Central Government and among the members, at least ten days before a meeting of the Board, a list of business to be transacted at such meeting.
	(2)	No business not included in the agenda, shall be transacted at a meeting of the Board without the permission of the Chairman.
17	<b>Voting:-</b>	
	(1)	Every question brought before a meeting of the Board shall be decided by a majority of the members present and voting.
	(2)	In the case of an equality of votes, the Chairman, the Vice-Chairman or the member presiding over such meeting shall have a second or casting vote.

\* ***The words eight members were substituted for the words Six members vide Tobacco Board (Amendment) Rules 1988 Published in Gazette of India (Extraordinary) Part-II, Section-3 (i), Dt.16/05/1988***

<b>18</b>	<b>Transaction of business by circulation :</b>	
	(1)	Any business which is to be transacted by the Board may, if the Chairman so directs, be referred to members (other than members who are not in India) by circulation of papers, and copies of papers so circulated shall also be sent to the Central Government.
	(2)	Any proposal or resolution circulated under sub-rule (1) and approved by the majority of the members who have recorded their views in writing shall be as effectual and binding as if such proposal or resolution was decided by the majority of the members at a meeting of the Board.
		Provided that at least *eight members of the Board have recorded their views on the proposal or resolution;
		Provided further that when a proposal or resolution is referred to the members by circulation, any five members may require that the proposal or resolution be referred to members at a meeting, and there upon such reference shall be made to members at a meeting of the Board.
	(3)	Where any business is referred to members under sub-rule (1), a period of not less than ten clear days shall be allowed for the receipt of replies from members and such period shall be reckoned from the date on which the notice of business is issued.
	(4)	If a proposal or resolution is circulated under this rule, the result of the circulation shall be communicated to all the members and to the Central Government.
	(5)	All decisions on questions arrived at by circulation of papers shall be placed at the next meeting of the Board for record.
<b>19</b>	<b>Record of business:</b>	
	(1)	A record of items of business transacted by the Board shall be maintained by the Secretary and copies of such record shall be forwarded to the Central Government.
	(2)	The record of business transacted at every meeting of the Board shall be signed by the Chairman, the Vice-Chairman or, as the case may be, the member presiding at such meeting.
	(3)	When any business is transacted by circulation of papers, a record of the business so transacted shall be signed by the Chairman.

20	<b>Review:</b>	
	(1)	The Central Government may, for reasons to be recorded in writing, review any decision of the Board and pass such order in the matter as it thinks fit.
	(2)	A copy of every order passed under sub-rule (1) shall be sent to the Board by the Central Government.
	(3)	On receipt of a copy of the order under sub-rule (2), the Board may make a representation to the Central Government, against the said order and the Central Government may, after considering such representation, either cancel, modify or confirm the order passed by it under sub-rule (1), or take such other action as may in its opinion be just or expedient.

#### **CHAPTER – IV**

#### **FINANCE, BUDGET AND ACCOUNTS OF THE BOARD**

21	<b>Budget Estimates :</b>	
	(1)	The Board shall in each year, prepare budget estimates for the ensuing year and revised estimates for the current year and shall submit them for the sanction of the Central Government on or before such dates as may be fixed by the Government. The revised budget when sanctioned shall supersede the original budget and shall be deemed to be the sanctioned budget for the year.
	(2)	No expenditure shall be incurred until the budget is sanctioned by the Central Government and the expenditure has received the sanction of the competent authorities.
	(3)	The budget shall be prepared in accordance with such instructions as may be issued from time to time and be in such form as the Central Government may direct. It shall include a statement of –
	(i)	the estimated opening balance;
	(ii)	the estimated receipts under the different heads referred to in sub-section (1) of Section 17;
	(iii)	the estimated expenditure classified under the following heads and subheads or such other heads and sub-heads as the Central Government may from time to time direct:-

	<b>Heads:</b>	
	(a)	Administration;
	(b)	Development of tobacco production and curing;
	(c)	Internal marketing facilities including grading;
	(d)	Research;
	(e)	Price Support Operations;
	(f)	Market Survey;
	(g)	Trade delegations;
	(h)	Exhibitions and fairs;
	(i)	Statistics;
	(j)	Works;
	(k)	Propaganda and publicity;
	(l)	Others;
	<b>Sub Heads:</b>	
	(i)	Pay of officers;
	(ii)	Pay of establishment;
	(iii)	Allowance, honoraria and the like; and
	(iv)	Other charges, contingencies and the like.
	(4)	Supplementary estimates of expenditure, if any, shall be submitted for the sanction of the Central Government in such form and on such dates as may be directed by it in this behalf.
<b>22</b>	<b>Accounts of the Board:-</b>	
	(1)	The Board shall maintain accounts of all receipts and expenditure relating to each year;
	(2)	The expenditure incurred in a particular year shall be shown under separate heads and sub-heads;
	(3)	The opening balance, if any shall be stated as such separately.
	(4)	The closing balance of the year shall be shown at the foot of the accounts on the expenditure side;
	(5)	An annual proforma account on accrual basis shall also be prepared for bringing out assets and liabilities as well as the details of reserves and investments.

23		Deposit of funds of Board in Banks and investment of such funds :-
	(1)	Money required for the current expenditure of the Board with the exception of the petty cash, and surplus moneys shall be kept in the Personal Ledger Account in the District Treasury or sub-treasury or in current account with the State Bank of India * (or any other Nationalized Bank) or any of its subsidiaries
	(2)	Any funds not required for current expenditure may be placed in deposit account with the Central Government in the Public Account. # or in the fixed deposits in the State Bank of India or any other Nationalized Bank of any of its subsidiaries.
		Provided that the funds in the Board's pension fund or provident fund, not required for current expenditure, may be invested in Trustee Securities or Ten-Year Treasury Savings Deposit Certificates or National Defence Certificates to the extent permissible or in fixed deposit with the State Bank of India + (or any other Nationalized Bank or any of its subsidiaries).
	*	<b>"Explanation:</b> for the purposes of sub-rule (1) and this sub-rule, "Nationalized Bank" means a Corresponding new bank as defined in the Banking Companies (Acquisition and transfer of undertakings) Act, 1970 (5 of 1970)".
	(3)	Payment by or on behalf of the Board shall be made in cash or by cheque drawn against the current account of the Board.

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\* ***Inserted vide the Tobacco Board (Second Amendment) Rules 1976 Published in Gazette of India, Part-II, Section 3(1), Dt.01/11/1976.***

# ***inserted vide the Tobacco Board (Amendment) Rules 1988 Published in the Gazette of India (Extraordinary) Part-II, Section-3(i), Dt.16/05/1988.***

+ ***Substituted vide the Tobacco Board (Second Amendment) Rules 1976 Published in Gazette of India, Part-II, Section – 3(i), Dt.01/11/1976.***

## CHAPTER – V

### POWERS OF THE BOARD, THE CHAIRMAN, THE EXECUTIVE DIRECTOR AND THE SECRETARY

<b>24</b>	<b>Power to Incur Expenditure and to write off Losses :-</b>	
	(1)	Subject to the provisions of the Act, these rules and the rules made by the Central Government relating to revenue and expenditure for the time being in force, the Board may incur such expenditure as it may think fit or items provided for and within the amounts sanctioned by, the Central Government in the budget.
	+(2)	The Board may write off losses or waive recoveries up to rupees ten thousand, if the loss is due to theft, fraud and negligence in any single case, and up to rupees twenty thousand in any single case, where such loss relates to public money, departmental revenue or receipts, stamps, stores or other property held by or on behalf of Board, subject to observance of general conditions on the subject issued by the Central Government from time to time. The total amount in writing off losses in any year shall not exceed rupees one lakh. Write off losses beyond this amount shall be done with the prior approval of the Central Government.
	(2-A)	While writing off losses under sub-rule (2), the Board shall have regard to the following factors namely :-
	(i)	the loss does not disclose a defect in the rules made by the Central Government or the regulations made by the Board under section 33 or the procedures followed by the Board;
	(ii)	the rule does not disclose any defect in complying with the rules, regulations or procedures referred to in (i) above;

\* **Inserted vide Tobacco Board (Second Amendment) Rules 1976 vide Gazette of India, Part-II, Section-3(i), Dt. 01/11/1976.**

+ **Amended vide Tobacco Board (Second Amendment) Rules 1988 published in the Gazette of India Extraordinary Dt.21/12/1988.**

	(iii)	the loss is not attributable to any serious lapse or negligence or dereliction of duty on the part of any employee of the Board and in cases where the loss is attributable to such lapse, negligence or dereliction of duty on the part of any employee of the Board there are good and sufficient reasons for not releasing the amount of such loss from the employee;
	(iv)	if the loss of any property is due to fire, flood, earth-quake, cyclone or any other natural cause, it has been ensured that the facts were promptly reported, and proved to the entire satisfaction of the Board that the loss was unavoidable in the aforesaid circumstances.
	(3)	Re-appropriations between sub heads under heads of expenditure may be made by the board.
	(4)	The Board shall not incur expenditure outside India in excess of fifteen thousand rupees on any single item without the previous sanction of the Central Government.
<b>25</b>	<b>Borrowing Powers :-</b>	
		The Board may with the previous sanction of the Central Government borrow, on the security of the Tobacco Fund or any of its other assets, for meeting its expenses or for carrying out the measures referred to in Section 8.
<b>26</b>	<b>Contracts :-</b>	
	(1)	The Board may enter into any contracts for the discharge of its functions under the Act – Provided that –
	*(a)	every contract other than a contract for, or the actual purchase or sale of Virginia tobacco under the provisions of rule 32, which involves an expenditure in excess of rupees twenty lakh; and
	(b)	every agreement or contract for technical collaboration or consultation services with firms or foreign Governments shall require the previous approval of the central Government.

\* *Amended vide Tobacco Board (Second Amendment) Rules 1988 Published in the Gazette of India Extraordinary Dt.21/12/1988.*

	(2)	Contracts shall not be binding on the Board unless they are executed by the Chairman or any officer authorized by the Board with the previous approval of the appropriate authority concerned.
	(3)	Neither the Chairman nor any officer of the Board nor any member thereof shall be personally liable under any assurances of contracts made by the Board and any liability arising under such assurances or contracts shall be discharged from the moneys at the disposal of the Board.
<b>27</b>	<b>Financial Transactions in General :-</b>	
		Except as otherwise provided in these rules, the provisions of the Central Treasury Rules, the Delegation of Financial Power Rules, 1958, and the General Financial Rules, 1962 of the Central Government, for the time being in force, shall, subject to such modifications or adaptations as may be made by the Board therein with the previous approval of the Central Government, apply to all financial transactions of the Board.
<b>28</b>	<b>Powers and Duties of Chairman:-</b>	
	(1)	The Chairman shall preside over the meetings of the Board.
	(2)	The Chairman shall have power to require the Board or any committee thereof to defer taking action in pursuance of any decision taken by the Board or the Committee, as the case may be, pending a reference to the Central Government on such decision.
	(3)	Where a matter has to be disposed of by the Board or a Committee and a decision in respect of that matter cannot wait till a meeting of the Board or the Committee, as the case may be, is held or till the circulation of the resolution relating to that matter among the members of the Board or Committee, as the case may be, the Chairman may take the decision himself.
	(4)	Where the Chairman takes a decision under sub-rule (3), he shall submit the same for ratification to the Board or the Committee, as the case may be, at its next meeting.
	(iii)	Provided that where the Board or the Committee modifies or cancels the action taken by the Chairman, such modification or cancellation shall be without prejudice to the validity of any action taken before such modification or cancellation.



<b>29</b>	<b>Powers and Duties of Executive Director :-</b>	
		The Executive Director shall be the Chief Executive of the Board and shall be responsible for the proper functioning of the Board and for the discharge of its functions under the Act and the rules made there under
	<b>The Executive Director shall have the following powers, namely:-</b>	
	(i)	to grant leave to all officers and employees of the Board;
	(ii)	to exercise administrative control over all departments and offices of the Board;
	(iii)	to call for documents and records and to inspect or cause to be inspected any land or premises including places of business or sorting, curing, processing, grading, manufacture, packing, storage or auction as required under the Act or these rules or as may be considered necessary for discharging properly any of the functions of the Board;
	(iv)	to sanction expenditure for contingencies, supplies and services and purchase of articles required for the working of the office of the Board; and
	(v)	to carry out measures referred to in section 8 of the Tobacco Board Act, 1975.
		The Executive Director shall be responsible for implementing the Boards policies in regard to regulation of production and internal marketing of Virginia tobacco, ensuring a fair and remunerative price to growers, purchasing of Virginia tobacco from the growers when considered necessary by the Board, the disposal of the tobacco so purchased, promoting the grading of Virginia tobacco at the level of growers, sponsoring, assisting, coordinating or encouraging scientific, technological and economic research for the promotion of the tobacco industry. It shall also be the responsibility of the Executive Director to ensure that in carrying out these functions, the Board works in close liaison with union agencies, institutions and authorities such as the Directorate of Marketing and Inspection, the Indian Council of Agricultural Research etc., which may be concerned with these aspects of the tobacco industry and avoids duplication of effort.
		The Executive Director shall present to the Board such periodical reports in respect of the work under his charge and the functions enumerated in sub-rule (3), as may be specified from time to time by the Board or the Government."

30	Powers and Duties of Secretary :-	
	(1)	The Secretary shall be responsible for the implementation of the decisions arrived at by the Board or by its Committees and the discharge of the duties imposed on him under the Act or by the rules made there under.
	(2)	Subject to such powers and duties as may be delegated by the Executive Director, the Secretary shall –
	(a)	cause all important papers and matters presented to the Board as early as practicable;
	(b)	issue directions as to the method of carrying out the decisions of the Board;
	(c)	grant receipts on behalf of the Board for all moneys received under the Act;
	(d)	maintain or cause to be maintained an account of the receipts and expenditure of the Board and also the various registers that may be prescribed for the Board under the Act or these rules;
	(e)	receive applications from growers, curers, exporters, packers, auctioneers, dealers, owners or <b>lessors</b> of auction platforms, for registration with the Board under section 10 to 13 of the Act, examine them in accordance with the policy of Board, the provisions of the Act and the rules made there under and issuing necessary certificates of registration or otherwise communicating the decision on such <b>applications</b> to the applicants;
	(f)	receive appeals, written or oral, against the decisions of the Board and taking appropriate action thereon in accordance with the provisions contained in the Act, and the rules made there under and the guidelines that may be laid down by the Tobacco Board;
	(g)	present an annual draft report on the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid before each House of Parliament; and
	(h)	assist the Executive Director in all administrative matters and in the discharge of such other functions as may be decided the Executive Director.

**Rules 28, 29 and 30 were amended vide Tobacco Board (Amendment) Rules 2016 published in the Gazette of India (Extraordinary) Part II, Section –3 Sub-Section (i) Dt.05/07/2016 and came into force with effect from 05/07/2016.**

\* **CHAPTER V-A****TRAVELLING AND OTHER ALLOWANCES  
TO MEMBERS OF THE BOARD**

<b>30-A</b>	<b>Travelling and other Allowances to Members of the Board and its Committees :-</b>	
	(1)	A member, of the Board or any Committee, other than a Government servant, shall be entitled to draw in respect of any journey performed by him for the purpose of attending a meeting of the Board or of a duly constituted Committee thereof or for the purpose of discharging any duty assigned to him by the Board or the Committee concerned travelling allowance and daily allowance at the highest rates admissible to Government Servants of the first grade under the rules and orders made by the Central Government and for the time being in force.
	(2)	** Deleted

\* Chapter V-A was inserted vide Tobacco Board (Second Amendment) Rules 1980. Published in the Gazette of India, Part-II, Sec.3(1) Dt.06/09/1980.

\*\* Deleted vide Tobacco Board (Second Amendment) Rules 1984. Published in the Gazette of India, Part-II, Section 3(1), Dt.12/01/1985).

	(3)	No travelling allowance or daily allowance shall be allowed to a member unless he certifies that he has not drawn any travelling or daily allowance from any other source in respect of the journey and halt for which the claim is made;
	(4)	Travelling allowance shall be payable from the usual place of residence of a member to the place of the meeting or the place where he has gone to attend to any business of the Board or any of its Committees and back to his place of residence;
		Provided that when the journey commences from, or the return journey terminates at any place other than his usual place or residence, the travelling allowance shall be limited to the amount that would have been payable had the journey commenced from or terminated at the usual place of residence or to the amount payable in respect of the actual journey undertaken, whichever is less;

		Provided further that in special circumstances and with the previous approval of the Central Government the Chairman may grant travelling allowance from place other than the usual place of residence of a member.
	(5)	The Chairman shall be the controlling officer for the purposes of travelling and daily allowances of the members of the Board or of any Committee thereof.
<b>30-B Conveyance Allowance :-</b>		
		No conveyance allowance for attending meetings of the Board or any of its Committees or for attending to any other business of the Board, shall be paid to those members who draw travelling or daily allowance;
		Provided that a member who is resident at a place where the meeting of the Board or any of the Committees is held or where any other business of the Board is transacted, may be paid the actual expenditure incurred on conveyance by him subject to a maximum of rupees ten per day

## CHAPTER – VI

### MINIMUM EXPORT PRICES AND PURCHASE, SALE AND EXPORT OF VIRGINIA TOBACCO

31.	<b>Minimum Export Prices :-</b>	
	(1)	By 31 <sup>st</sup> December every year, the Board shall recommend for the consideration of the Central Government the minimum prices which in its view should be fixed for the next year for the export of Virginia tobacco as well as for such other varieties of tobacco which have an export prospect.
	(2)	In recommending the said minimum export prices, besides such other matters as may be considered relevant the Board shall take into consideration the following matters, namely –
	(i)	surplus available from the previous crops and the size of the new crop;
	(ii)	total assessed demand for home consumption and for exports;
	(iii)	average FOB unit value realization, quality-wise during the last twelve months and the trend of prices during the last three months;
	(iv)	change in the cost of cultivation;

	(v)	desirability of ensuring a fair and remunerative return to the growers consistent with the need to make the minimum export prices attractive enough to take care of the entire exportable surplus.
	(3)	The recommendations of the Board shall be accompanied by a detailed analysis of the data taken into consideration in arriving at those recommendations indicating also the manner in which the said recommended prices have been worked out.
	(4)	If and when, in the opinion of the Board a situation develops warranting the revision of the said minimum export prices during the course of the year, or when so desired by the Central Government the Board shall make special recommendation to the Government for its consideration, over and above the annual recommendation referred to in sub-rule (1).
<b>32.</b>	<b>Purchase of Virginia Tobacco:-</b>	
	(1)	The Board may and if so, directed by the Central Government shall, purchase Virginia tobacco from the growers of such tobacco in India when the Board or as the case may be the Central Government is satisfied that such a step is necessary or expedient to protect the interests of the growers.
	(2)	The tobacco so purchased by the Board shall be disposed of by it in India or abroad as and when considered appropriate and in such manner as the Board may think fit or as may be directed by the Central Government.
	(3)	The Board shall make maximum possible utilization of the agency of the State Trading Corporation of India Ltd., in exporting the Virginia tobacco purchased by the Board.
	(4)	The Board shall keep the Central Government fully informed of the tobacco purchase operations that may be undertaken by it and shall comply with such instructions, guidelines or restrictions etc., that may be issued or imposed by the Central Government in regard to such purchases and also the sales, including exports, to be made out of the stocks so purchased by the Board.
	(5)	The prices at which Virginia tobacco shall be purchased or sold by the Board shall be such as considered appropriate by it subject to such guidelines if any which the Central Government may lay down specifically for the purpose from time to time through directions to the Board.

## CHAPTER – VII

### REGISTRATION OF GROWERS, CURERS, EXPORTERS PACKERS AND AUCTIONEERS AND DEALERS OF TOBACCO

<b>* 33</b>	<b>Registration of growers of Virginia tobacco :-</b>	
	(1)	Every person intending to grow Virginia tobacco shall apply to the Secretary or such other officer of the Board as may be authorized by the Chairman in this behalf for a certificate of registration or for renewal of certificate of registration, five months before the commencement of operations for growing Virginia tobacco in any State in any year, but not later than –
	(a)	the 31 <sup>st</sup> January in the case of growers of Virginia tobacco in the States of Karnataka, Orissa** and Tamil Nadu.**
	(b)	the 31 <sup>st</sup> March in the case of growers of Virginia tobacco in the states of Gujarat and Uttar Pradesh; and
	(c)	the 31 <sup>st</sup> May in the case of growers of Virginia tobacco in the States of Andhra Pradesh, Maharashtra and West Bengal.
	(2)	The Board may, taking into consideration the conditions of marketing, past year's production, expected production of Virginia tobacco in the ensuing year and other related factors, extend the last date for receiving applications for certificate of registration or for renewal of certificate of registration under sub-rule (1), from time to time, in all the states or in any State or States.
	(3)	Every application for certificate of registration and renewal of such certificate shall be in Form 1 and shall contain the particulars specified therein.

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\* Rules 33 to 40 were amended vide Tobacco Board (Amendment) Rules 1988 published in the Gazette of India (Extraordinary) Part II, Section 3(i), Dt.16/05/1988 and came into force with effect from 16/05/1988.

\*\* The word "Orissa" inserted vide Notification, F.No.8/11/89- EP(Agri-VI) published vide Gazette of India (Extraordinary) Part II, Sec. 3(i), Dt. 22/12/1989 and came into force w.e.f.22/12/1989.

	(4)	Every application for certificate of registration and renewal of such certificate shall be accompanied by a fee of rupee one for every 0.4 hectare of the land of part thereof in relation to which such application is made.
	(5)	Every certificate of registration granted under section 10 shall be in Form 2 and shall be valid for a period of one year specified in such certificate.
	(6)	The renewal of certificate of registration shall be for a period of one year, at a time, endorsed on such certificate.
	(7)	Every certificate of registration or renewal of registration shall be valid only for the year for which it was granted.
<b>33-A. Procedure and principles for grant of registration or renewal of registration as grower of Virginia tobacco:</b>		
	(1)	The Board shall, in each year, lay down the policy with a view to regulating the production and curing a Virginia tobacco having regard to the factors specified in clause (a) of sub-section (2) of section 8 and such policy shall be published in all or any of the following manners, namely, in the form of book or pamphlet or by notification in widely circulated newspapers.
	(2)	The Board shall constitute a Committee (herein after in this rule and rule 33B referred to as the Committee) consisting of five members of the Board to lay down criteria for registration or renewal of registration as grower of Virginia tobacco.
	(3)	While laying down the criteria the Committee shall have regard to.
	(a)	the production policy laid down by the Board under sub-rule (1);
	(b)	the previous experience of the applicant in growing Virginia tobacco;
	(c)	the facilities the applicant possesses for cultivating and flue curing of tobacco;
	(d)	improved cultural practices being followed by the grower;
	(e)	whether the grower is also a nursery grower;
	(f)	the conduct of the grower in complying with the provisions of the Act and the rules and regulations made thereunder and the terms and conditions of certificate of registration or license, directions issued and stipulations laid down by the Board; and
	(g)	such other related factors as the Committee may consider necessary.

	(4)	On receipt of applications for registration or renewal of registration as grower, the Secretary or other officer authorized under sub rule (1) of rule 33 shall scrutinize the applications and may make such inquiry as he deems fit and if after such enquiry he is satisfied that the applicants satisfy the criteria laid down by the Committee, constituted under sub-rule (2), he shall grant registration, or renewal of registration, as the case may be.
	(5)	For the purpose of any enquiry under sub-rule (4) the Secretary or other officer referred to in the said-rule may call for such further information as he deems fit from any applicant and the applicant shall furnish such further information within the period specified by the Secretary or other officer, and, if the information so called for is not furnished, the Secretary or other officer shall place the application along with other particulars before the Committee for consideration.
	(6)	If for any reason the Secretary or other officer considers that registration or renewal of registration should not be granted to an applicant, the matter shall be placed before the Committee which, after making such inquiry as it deems fit, may either grant or refuse such registration or renewal of registration.
	(7)	The decision of the Committee shall be communicated to the applicant within fifteen days from the date of such decision.
	(8)	Where the registration or its renewals refused by the Committee the reasons for such decision shall also be communicated to the applicant within fifteen days from the date of the decision and the fee paid by the applicant shall, subject to the orders passed on the representation, if any, made under sub-rule (9), be refunded to the applicant, after deducting there from the cost, if any, of remitting such amount to the applicant as soon as may be after thirty days of the date of decision, but not later than fifteen days after the limitation for making the said representation expires or, as the case may be, the Board passes the order on the representation.
	(9)	Any person, whose application for registration or its renewal as grower has been refused by the Committee may represent to the Board for revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain, pass such orders thereon as it deems fit.



<b>33-B.</b>	<b>Procedure and principles for cancellation of certificate of registration or renewal of certificate of registration:</b>	
	(1)	The certificate of registration or its renewal granted to a grower of Virginia tobacco may be cancelled by the Committee, if it is satisfied that –
	(a)	the certificate of registration or its renewal was obtained by furnishing incorrect information; or
	(b)	the grower concerned has contravened any of the provisions of the Act or of these rules or any regulations or stipulations of the Board as far as they are applicable to him or any condition subject to which the certificate of registration or its renewal was granted.
	(2)	No certificate of registration or its renewal shall be cancelled under these rules unless the grower concerned has been given a reasonable opportunity to explain.
	(3)	Where a certificate of registration or its renewal is cancelled, the decision of the Committee together with the reasons therefor shall be communicated by the Secretary, as soon as may be, after the decision is taken, to the person concerned and the cancellation shall be effectively only from the date of such communication.
	(4)	Any person, whose certificate of registration or its renewal is cancelled by the Committee, may represent to the Board for revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain, pass such orders as it deems fit.
	(5)	Cancellation of registration or its renewal under this rule shall be without prejudice to any other action that may be taken under the provisions of the Act or these rules including prosecution.

33-C.	Registration of nursery grower:	
	(1)	Every nursery grower shall apply to the Secretary or such other officer of the Board as may be authorized by the Chairman in this behalf for registration as nursery grower, three months before the commencement of operations in any State in any year, but not later than –
	(a)	the 31 <sup>st</sup> January in the case of Karnataka, Orissa* and Tamil Nadu.
	(b)	the 31 <sup>st</sup> March in the case of nursery growers in the States of Gujarat and Uttar Pradesh and
	(c)	the 31 <sup>st</sup> May in the case of nursery growers in the States of Andhra Pradesh, Maharashtra and West Bengal.
(2)		The registration as a nursery grower has to be renewed every year and unless so renewed, shall cease to have effect on the expiry of the year for which it is granted. The application or such renewal shall be made in the same manner as provided under sub-rule (1).
(3)		The Board may, taking into consideration the weather conditions and other related factors, extend the date of receiving applications for registration as nursery growers or for renewal of such registration from time to time in all the states or in any State or States.
(4)		Every application for registration or renewal of registration as nursery grower shall be in Form 3 and shall contain the particulars specified therein.
(5)		Every application for registration or renewal of registration as nursery grower shall be accompanied by a fee of rupees fifty for every one hectare or part thereof.
(6)		Every person registered with the Board as a nursery grower shall be given a certificate of registration in Form 4 which may be issued subject to such conditions as may be imposed by the Board from time to time.

\* ***The word "Orissa" inserted vide Notification F.No.8/11/89-E.P.(Ari-VI) published vide Gazette of India (Extraordinary) Part-II, Sec.3(i) Dt.21/12/1989 and came into force w.e.f. 22/12/1989.***

<b>33-D.</b>		<b>Procedure and principles for grant of registration or renewal of registration as nursery grower:-</b>
	(1)	The Board shall constitute a Committee (hereinafter in this rule and rule 38F referred to as the Committee) consisting of five members of the Board to lay down criteria for registration or renewal of registration as nursery growers of Virginia tobacco.
	(2)	While laying down the criteria the Committee may have regard to—
	(a)	the expected demand for Virginia tobacco seedlings during the ensuing year;
	(b)	the variety of seeds which may be considered suitable;
	(c)	the suitability of the soil and site for raising nursery;
	(d)	availability of assured water supply;
	(e)	the previous experience of the applicant in raising tobacco nursery;
	(f)	the conduct of the applicant in complying with the provision of the Act, these rules and regulations, conditions and stipulations of the Board; and
	(g)	such other necessary conditions as it may deem fit.
	(3)	On receipt of applications for registration or renewal of registration as nursery grower, the Secretary or other officer authorized under sub-rule (1) of rule 3C shall scrutinize the applications and may make such inquiry as he deems fit and if, after such enquiry, he is satisfied that the applicants satisfy the criteria laid down by the committee, he shall grant registration or renewal of registration, as the case may be.
	(4)	For the purpose of any inquiry under sub-rule (3), the Secretary or other officer referred to in the said-rule may call for such further information as he deems fit from any applicant and the applicant shall furnish such further information so called for within the period specified by the Secretary or other officer, and if the information so called for is not furnished, the Secretary or other officer shall place the application along with other particulars before the Committee for consideration.

	(5)	If for any reason the Secretary or other officer considers that registration or renewal of registration should not be granted to an applicant the matter shall be placed before the Committee which, after making such inquiry as it deems fit, may either grant or refuse such registrations or renewal of registration
	(6)	The decision of the Committee shall be communicated to the applicant within fifteen days from the date of the decision.
	(7)	Where the registration or its renewal is refused by the Committee, the reasons for such decision shall also be communicated to the applicant along with the decision within fifteen days from the date of the decision and the fee paid by applicant shall, subject to the orders passed on the representation, if any, made under sub-rule (8), be refunded to the applicant after deducting there from the cost, if any, of remitting such amount to the applicant as soon as may be after thirty days of the decision but not later than fifteen days after the limitation for making the said representation expires on, as the case may be, the Board passes the order on the representation.
	(8)	Any person, whose application for registration or its renewal as nursery grower has been refused by the Committee may represent to the Board for revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain, pass such orders thereon as it deems fit.
<b>33-E. Registers to be maintained and returns to be submitted by nursery grower:-</b>		
	(1)	Every nursery grower shall maintain Registers in Form 5 and 6 and shall produce them for inspection of any officer of the Board.
	(2)	Every nursery grower shall submit to the Secretary or any other officer of the Board authorized by the Chairman, returns in Forms 7 and 8 at the time specified therein.

<b>33-F.</b>		<b>Procedure and principles for cancellation of registration or renewal of registration as nursery grower :-</b>
	(1)	Every registration or its renewal granted to a nursery grower may be cancelled by the Committee if it is satisfied that –
	(a)	such registration or its renewal was obtained by furnishing incorrect information; or
	(b)	the nursery grower concerned has contravened any of the provisions of the Act or of these rules or any regulations made thereunder or any conditions subject to which registration or its renewal was granted.
	(2)	No registration or its renewal shall be cancelled under these rules unless the person concerned has been given a reasonable opportunity to explain.
	(3)	Where a registration or its renewal is cancelled, the decision of the Committee together with reasons therefor shall be communicated by the Secretary, as soon as may be after the decision is taken, to the person concerned and the cancellation shall be effective only from the date of such communication
	(4)	Any person, whose registration or its renewal is cancelled by the Committee, may represent to the Board for the revision of the decision of the committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain, pass such orders on the representation as it deems fit.
	(5)	Cancellation of registration or its renewal under this rule shall be without prejudice to any other action that may be taken under the provision of the Act or these rules including prosecution.
<b>34.</b>		<b>Registration of curers of Virginia tobacco :-</b>
	(1)	Every person intending to cure Virginia tobacco by a process other than flue curing shall apply to the Secretary or such other officer of the Board as may be authorized by the Chairman in this behalf, for registration as a curer with the Board, three months before the commencement of curing of such tobacco. If the curer is also seeking a certificate or registration as grower under section 10, the application for registration as a curer shall be made at the same time as the application for registration or renewal of registration as a grower.
	(2)(a)	The registration as a curer has to be renewed every year and, unless so renewed, the registration shall cease to be effective on the expiry of the year for which it was granted.

	(b)	The application for such renewal shall be made to the Secretary or such other officer of the Board as may be authorized by the Chairman in this behalf.
	(3)	Every application for registration including every application for renewal of such registration shall be in Form 9.
	(4)	Every application for registration or renewal of registration as curer shall be accompanied by a fee of five rupees.
		Provided that any grower of Virginia tobacco to whom a certificate or registration has been granted by the Board and who intends to grow Virginia tobacco shall not be required to pay any separate fee as such curer.
	(5)	Every certificate of registration, where granted shall be in Form 10.
<b>34-A. Procedure and principles for grant of registration as curer:-</b>		
	(1)	The Board shall constitute a Committee (hereinafter in this rule and rule 34B referred to as the Committee) consisting of five members of the Board to scrutinize the applications for registration or renewal of registration under rule 34.
	(2)	On receipt of applications for registration or renewal of registration under rule 34 the Secretary or other officer authorized under sub-rule (1) of the said rule shall make such inquiry as he deems necessary and shall submit the applications with his recommendations to the Committee constituted under sub rule (1).
	(3)	For the purpose of any inquiry under sub-rule (2) the Secretary or other officer referred to in the said sub-rule may call for such further information as he deems fit from any applicant and such applicant shall furnish such further information within the period specified by the Secretary or other officer, and if the information so called for is not furnished by the applicant, the Committee may reject the application.
	(4)	Subject to the provisions of sub-rule (3) the Committee shall consider the applications for registration or its renewal in accordance with sub-rule (8) and take such decision there on either granting or renewing registration or refusing to grant or renew such registration as it deems fit.
	(5)	Where the Committee rejects the grant of registration or its renewal under sub-rule (3) or refuses to grant registration or renewal under sub-rule (4) it shall record the reasons for such decision.
	(6)	The decision of the Committee refusing registration or its renewal along with the reasons for such decision shall be communicated by the Secretary or other officer authorized under sub-rule (2) to the applicant within fifteen days from the date of the decision.

	(7)	Where the application for registration or its renewal is refused by the Committee the fee paid by the applicant along with the application, shall, subject to the orders passed on the representation, if any, made under sub-rule (9) be refunded to the applicant after deducting there from the cost, if any, of remitting such amount to the applicant, as soon as may be after thirty days of the date of the decision, but not later than fifteen days after the limitation for making the said representation expires or, as the case may be, the Board passes the order on the representation.
	(8)(a)	In registering or renewing the registration or refusing to register or renew the registration of a person as a curer of Virginia tobacco, regard shall be had to –
	(i)	the equipment and other facilities which the applicant has and the experience of the applicant in curing Virginia tobacco;
	(ii)	the production policy of the Board regulating production;
	(iii)	the total quantity of tobacco expected to be cured in a particular region;
	(iv)	the total number of persons seeking registration as curers; and
	(v)	such other factors as the Committee may deem fit.
	(b)	In renewing or refusing to renew registration as a curer, in addition to the matter mentioned in clause (a) regard shall be had also to whether the registers required to be submitted by the curer are being maintained and submitted or not, and his past conduct in complying with the provisions of the Act, these rules, any regulations of the Board, conditions of registration and stipulations that may be made by the Board from time to time.
	(9)	Any person, whose application for registration or its renewal as a curer has been refused by the Committee, may represent to the Board for a revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain, pass such order thereon as it deems fit.
<b>34-B. Registers to be maintained and returns to be submitted by the curer:-</b>		
	(1)	Every curer registered under rule 34 shall submit the following returns to the Secretary or any other officer of the Board authorized by the Chairman in this behalf, namely;
	(a)	a return in Form 11 within fifteen days of completion of curing;
	(b)	a return in Form 12 within fifteen days of the disposal of the cured tobacco.

<b>34-C. Procedure and principles for cancellation of registration of curer :-</b>		
	(a)	the registration or its renewal was obtained by furnishing incorrect information ; or
	(b)	the person registered has contravened any of the provisions of the Act or these rules, or any of the regulations made there under or the terms and conditions of the licence or any directions issued by the Board in pursuance of the provisions of the Act or these rules.
	(2)	No registration granted as curer shall be cancelled under this rule unless the person concerned has been given a reasonable opportunity to explain.
	(3)	Where a registration is cancelled, the decision of the Committee, together with the reason therefor shall be communicated by the Secretary, as soon as may be after the decision is taken, to the person concerned and the cancellation shall be effective only from the date of such communication.
	(4)	Any person, whose registration is cancelled by the committee, may represent to the Board for the revision of the decision of the Committee within thirty days of the communication of the decision to such personable opportunity to explain, pass such orders on the representation as it deems fit.
	(5)	Cancellation of registration under this rule shall be without prejudice to any other action that can be taken under the provisions of the Act or these rules including prosecution.
<b>34-D. Registration as processor or manufacture of Virginia tobacco :-</b>		
	(1)	Every application for registration as processor or manufacturer of Virginia tobacco shall be made to the Secretary or such other officer of the Board as may be authorized by the Chairman in this behalf and shall reach the Secretary or other officer, as the case may be, before the 1 <sup>st</sup> November of the year preceding the calendar year for which the registration is applied for.
	(2)(a)	The registration under sub-rule (1) as processor or manufacturer has to be renewed every year and, unless so renewed, shall cease to be effective on the expiry of the year for which it is granted.
	(b)	The application for such renewal must reach the Head Office of the Board before the 30 <sup>th</sup> November of the year preceding the year for which renewal is applied for;



	(3)	Every application for registration or renewal of registration as processor or manufacturer shall be in Form 13 and shall contain the particulars specified therein.
	(4)	* Every application for registration or its renewal shall be accompanied by the fees specified in the Table below :-

**TABLE**

	Category Applicant	Quantity of tobacco	Fee payable ₹.
(i)	Processors 'A' Class	If the average quantity of tobacco processed during the preceding three years exceeds ten thousands metric tons	<b>20,000</b>
	'B' Class	Above 5,000 metric tons up to 10,000 metric tons	<b>16,000</b>
	'C' Class	Above 1,000 metric tons up to 5,000 metric tons	<b>10,000</b>
	'D' Class	1,000 metric tons or below	<b>4,000</b>
(ii)	Manufacturers		
	'A' Class	If the average value of the products manufactured during previous three years is above Rs.30 crore	<b>30,000</b>
	'B' Class	Above one crore and up to Rs.30 crore	<b>20,000</b>
	'C' Class	Above Rs.20 lakh and below Rs.1 crore	<b>10,000</b>
	'D' Class	Rs. 20 lakh or below	<b>2,000</b>

	(5)	Every person registered with the Board as a processor or manufacturer or whose registration as such has been renewed shall be given certificate of registration in Form 14 which may be issued subject to such condition as may be imposed by the Board from time to time.
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\* ***Substituted vide Tobacco Board (Amendment) Rules, 1998 published in Gazette of India, Part-II, Section 3(i) dt.08/10/1998.***

<b>34-E.</b>	Procedure and principles for grant of registration as processor or manufacturer of Virginia tobacco :-	
	(1)	The Board shall constitute a Committee (hereinafter referred to in this rule and rule 34G as the Committee) consisting of five members of the Board to scrutinize the applications for registration as processor or manufacturer of Virginia tobacco.
	(2)	On receipt of applications for registration as processor or manufacturer, the Secretary or other officer authorized under sub-rule (1) of rule 34D shall make such inquiry as he deems necessary and shall submit the applications with his recommendations to the Committee.
	(3)	For the purpose of any inquiry under sub-rule (2) the Secretary or other officer referred to in the said sub-rule may call for such further information as he deems fit from any applicant and such applicant shall furnish such further information within the period specified by the Secretary or other officer, and if such information is not furnished by the applicant, the Committee may reject the application.
	(4)	Subject to the provisions of sub-rule (3), the Committee shall consider the applications in accordance with sub-rule (7) for registration or its renewal as a processor or manufacturer and take such decision thereon either granting or renewing the registration or refusing to grant or renew the registration, as deemed fit.
	(5)	Where the Committee reject any application under sub-rule (3) or refuses to grant a registration or renewal thereof under sub-rule (4) it shall record the reasons for its decision. The decision of the Committee along with the reasons for such decisions shall be communicated by the Secretary to the applicant within fifteen days from the date of the decision.
	(6)	Where the application for registration or its renewal is refused by the Committee the fee paid by the applicant along with the application shall, subject to the orders passed on the representation, if any, made under sub-rule (8) be refunded to the applicant after deducting there from the cost, if any, of remitting such amount, as soon as may be after thirty days from the date of the decision, but not later than fifteen days after the limitation for making the said representation expires or, as the case may be, Board passes the order on that representation.

	(7)(a)	In registering or renewing the registration or refusing to register or renew the registration of any persons as a processor or manufacturer regard shall be had to the experience and conduct of the person in matters relating to processing or manufacturing of Virginia tobacco.
	(b)	In renewing or refusing to renew the registration as processor or manufacturer, in addition to the matters referred to in clause (a), regard shall also be had to whether the applicant has been complying with the provisions of the Act, these rules and regulations made under the Act, conditions of registration and whether he has been complying with the directions issued by the Board from time to time in pursuance of the Act, these rules and regulations made under the Act and also whether the processor or manufacturer has been maintaining the registers required to be maintained by him and submitting the returns required to be submitted by him and whether the processor or manufacturer has been issuing a leaf purchase voucher to the registered dealers and others from whom tobacco has been purchase, indicating there in the quantity, the grade variety and the rate per quintal and the total amount due by way of price of tobacco as stipulated or decided by the Board.
	(8)	Any per, whose application for registration on its renewal as a processor or manufacturer has been refused by the Committee, may represent to the Board for revision of the decision of the committee, within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity of being heard, pass such orders thereon as it deems fit.
<b>34-F.</b>	<b>Registers to be maintained and returns to be submitted by the processors or manufacturers of Virginia tobacco:</b>	
	(1)	Every processor or manufacturer of Virginia tobacco shall maintain a register in Form 15 and every manufacturer, who is also an exporter of tobacco products, shall maintain a register in Form 16. The registers maintained by processors and manufacturers shall be produced before the officers of the Board for inspection at any time on demand.
	(2)(a)	Every processor or manufacturer shall submit to the Secretary or any other officer of the Board authorized by the Chairman in this behalf a monthly return in Form 17, on or before the fifteenth day of the succeeding month.

	(b)	Every manufacturer who is also an exporter of tobacco products shall submit to the Secretary or other officer authorized under clause (a) a monthly return in Form 18, on or before the fifteenth day of the succeeding month.
<b>34-G.</b>	Procedure and principles for cancellation of registration as a processor or manufacturer of Virginia tobacco :-	
	(1)	The registration of any person as processor or manufacturer of Virginia tobacco may be cancelled by the committee if it is satisfied that :-
	(a)	the registration or its renewal was obtained by furnishing incorrect information; or
	(b)	the person registered has contravened any of the provisions of the Act, or these rules or regulations made there under; or
	(c)	the person registered had contravened any of the regulations, terms, conditions and stipulations laid down by the Board in respect of measures laid down or these rules or regulations made there under; or introduced by the Board in pursuance of any provisions of the Act, particularly of section 8, these rules and any regulations, terms, conditions and stipulations laid down by the Board in respect of measures laid down or introduced by the Board from time to time.
	(2)	No registration shall be cancelled under this rule unless the person concerned has been given a reasonable opportunity to explain.
	(3)	Where the registration is cancelled, the decision of the Committee together with the reasons therefore shall be communicated by the Secretary within fifteen days of the decision to the persons concerned and the cancellation shall be effective only from the date of such communication.
	(4)	Any person whose registration is cancelled by the Committee, may represent to the Board for revision of the decision of the Committee within thirty days from the receipt of the decision and the Board shall, after giving the person concerned a reasonable opportunity of being heard, pass such orders on the representation as it deems fit.
	(5)	Cancellation of registration under this rule shall be without prejudice to any other action that can be taken under the provisions of the Act or these rules including prosecution.

<b>34-H.</b>	<b>Licensing of Commercial grader :-</b>	
	(1)	Every person intending to operate as a commercial grader of Virginia tobacco shall apply to the Secretary or such other officer of the Board as may be authorized by the Chairman in this behalf for a licence as a commercial grader before the 1 <sup>st</sup> November of the year preceding the calendar year for which the licence is sought.
	(2)	The licence as commercial grader under sub rule (1) has to be renewed every year and unless so renewed, shall cease to be effective on the expiry of the year for which it is granted. An application for renewal of licence shall be made before the 30 <sup>th</sup> November of the year preceding the year for which renewal of licence is sought.
	(3)	Every application for licence and every application for renewal of licence shall be in Form 19 and shall contain the particulars specified therein and shall be accompanied by a fee of rupees two hundred and fifty.
	(4)	Every person licensed with the Board shall be given a licence in Form 20 which may be issued subject to such conditions as may be imposed by the Board from time to time.
<b>34-I.</b>	<b>Procedure and principles for grant of licence as commercial grader:-</b>	
	(1)	The Board may constitute a Committee (hereinafter in this rule and rule 34K referred to as the Committee) consisting of five members of the Board to scrutinize the applications for licence or renewal of licence as commercial graders.
	(2)	On receipt of applications for licence or renewal of licence as commercial grader, the Secretary or other officer authorized under sub rule (1) of the 34-H shall make such inquiry as he deems necessary and shall submit the applications with his recommendations to the Committee.
	(3)	For the purpose of any inquiry under sub-rule (2) the Secretary or other officer referred to in the said sub-rule may call for such further information as he deems fit from the applicant and such applicant shall furnish the further information so called for within the period specified by the Secretary or other officer and if the information so called for is not furnished by the applicant, the Committee may reject the application.

	(4)	Subject to the provisions of sub-rule (3) the committee shall consider the applications for licence as commercial graders in accordance with sub-rule (7) and take such decision either granting or renewing the licence or refusing to grant or renew the licence as deemed fit.
	(5)	Where the Committee rejects any application under sub-rule (3) or refuses to grant or renew a licence under sub-rule (4), it shall record the reasons for its decision. The decision of the Committee shall be communicated by the Secretary to the applicant along with the reasons therefor within fifteen days from the date of the decision.
	(6)	Where the application for grant of licence or renewal of licence is refused by the Committee, the fee paid by the applicant along with the application shall, subject to the orders passed in the representation, if any, made under sub-rule (8), be refunded to the applicant after deducting therefrom the cost of remitting such amount to the applicant, as soon as may be, after thirty days of the date of the decision. But not later than fifteen days after the limitation, for making he said representation expires or, as the case may be, the Board passes the order on that representation
	(7)(a)	In granting or renewing a licence or refusing to grant or renew a licence as a commercial grader; regard shall be had to the equipment and other facilities which the applicant has for taking up commercial grading and also the experience of the person in grading of Virginia tobacco.
	(b)	In renewing or refusing to renew the licence of any person as commercial grader, in addition to the matters mentioned in clause (a), regard shall be had also to whether the commercial grader has been complying with the provisions of the Act, these rules and any regulations made under the Act, terms and conditions of licence and directions of the Board issued from time to time and whether the commercial grader has been maintaining the registers required to be maintained and submitting the returns required to be submitted by him, as the case may be, under rule <b>34-J</b> .
	(8)	Any person, whose application for licence or its renewal as commercial grader has been refused by the Committee, may represent to the Board for revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity of being heard, pass such order; thereon as it deems fit.

<b>34-J.</b>	<b>Register to be maintained and return to be submitted by the commercial graders:-</b>	
	(1)	Every commercial grader shall maintain a register in Form 21 which shall be kept at the place of grading and made available to any officer of the Board for purpose of verification.
	(2)	Every commercial grader shall submit to the Secretary or such other officer of the Board as may be authorized by the Chairman, a return in Form 22.
<b>34-K.</b>	<b>Procedure and principle for cancellation of licence as commercial graders:-</b>	
	(1)	The licence of any person as a Commercial grader may be cancelled by the Committee if it is satisfied that –
	(a)	the licence or its renewal was obtained by furnishing incorrect information; or
	(b)	the person has contravened any of the provisions of the Act, these rules, or any of the regulations or terms and conditions of licence or directions of the Board issued in pursuance of the Act or these rules.
	(2)	No licence or its renewal shall be cancelled under this rule unless the person concerned has been given a reasonable opportunity to explain.
	(3)	Where a licence has been cancelled the decision of the Committee together with the reasons there for shall be communicated by the Secretary as soon as may be after the decision is taken to the person concerned and the cancellation shall be effective only from the date of such communication.
	(4)	Any person whose licence has been cancelled by the Committee may represent to the Board for the revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain, pass such orders on the representation as it deems fit.
	(5)	Cancellation of licence under this rule shall be without prejudice to any other action that can be taken under the provisions of the Act or these rules including prosecution.

<b>34-L.</b>	<b>Licence for construction of a barn :-</b>	
	(1)	Every person intending to construct a barn for flue curing of Virginia tobacco shall apply to the Secretary or such other officer as may be authorized by the Chairman in this behalf for a licence for construction of a barn, nine months before the commencement of curing in the area in which barn is to be constructed.
	(2)	The application for licence for construction of a barn shall be in form 23 and shall contain all the particulars specified therein. The application shall be accompanied by a fee of rupees twenty five.
	(3)	Where any person is licensed to construct a barn for curing of Virginia tobacco, he shall be given a licence in Form 24. The construction of the barn shall be completed within six months from the date of licence for such construction and the fact of completion shall be reported to the Secretary or other officer referred to in sub-rule (1) within one month.
		Provided that the Committee constituted for grant of licence for construction of barn under rule 34-M may, at the request of the applicant, extend the period for completion of construction by such period as the Committee may deem fit.
	(4)	If any person who has constructed a barn with licence from the Board wants to modify the structure for some other use or wants to demolish it, he can do so with the prior intimation to the Board. The licence granted for construction shall stand cancelled from the date of such intimation.
<b>34-M.</b>	<b>Procedure and principles for grant of licence for construction of a barn :-</b>	
	(1)	The Board may constitute a Committee (hereinafter in this rule referred to as the Committee) consisting of five members of the Board to scrutinize the applications for licence for construction of a barn.
	(2)	On receipt of applications for licence for construction of a barn the Secretary or other officer authorized under sub-rule (1) of rule 34-L may make such inquiry as he deems necessary and shall submit the application with his recommendations to the Committee.



	(3)	For the purpose of any inquiry under sub-rule (2), the Secretary or other officer referred to in the said sub-rule may call for such further information as he deems fit from the applicant and the applicant shall furnish such further information within the period specified by the Secretary or other officer, and if the information so called for is not furnished by the applicant the Committee may reject the application.
	(4)	Subject to the provisions of sub-rule (3), the Committee shall consider the applications in accordance with sub-rule (5) and take a decision either granting or refusing the licence, as deemed fit.
	(5)	In licensing a person to construct a barn, regard shall be had to the following matters, namely:
	(i)	the total number of barns available in the state or region ;
	(ii)	the place where the barn is proposed to be constructed; the demand for Virginia tobacco both internal and external;
	(iii)	present and anticipated demand in future of that particular area or region where the barn is proposed to be constructed;
	(iv)	the past experience of the person in operating a barn;
	(v)	the occupation and the number of barns already possessed by the person who intends to construct the barn.
(6)		Where the Committee rejects any application under sub-rule (3) or refuses to grant a licence under sub-rule (4) it shall record the reasons for its decision and the decision shall be communicated by the Secretary to the applicant along with the reasons for such decision within fifteen days from the date of the decision.
(7)		Where the application for licence is refused by the Committee the fee paid by the applicant along with the application shall, subject to the orders passed on the representation, if any, made under sub-rule(1), be refunded to the applicant after deducting the cost of remitting such amount to the applicant, as soon as may be after thirty days of the date of the decision, but not later than fifteen days of the date of the decision, but not later than fifteen days after the limitation for making the said representation expires or, as the case may be, the Board passes the order on that representation.

(8)		Any person, whose application for licence for construction of a barn under 34-L has been refused by the Committee, may represent to the Board for revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the applicant a reasonable opportunity of being heard, pass such order thereon as it deems fit.
<b>34-N.</b>		<b>Licence for operation of a barn :-</b>
	(1)	Every person intending to operate a barn for flue curing of Virginia tobacco shall apply to the Secretary or such other officer as may be authorized by the Chairman in this behalf for a licence for the ensuing year, five months before the commencement of operation of the barn, in any area, but not later than :
	(a)	the 31 <sup>st</sup> January in the States of Karnataka, Orissa* and Tamil Nadu.
	(b)	the 31 <sup>st</sup> May in the states of Andhra Pradesh, Maharashtra and West Bengal; and
	(c)	the 31 <sup>st</sup> March in the states of Gujarat and Uttar Pradesh.
	(2)	The licence obtained for operation of a barn has to be renewed every year and unless so renewed, shall cease to be effective on the expiry of the year for which it is granted. The application for such renewal shall be made in the same manner as that for fresh application.
	(3)	Every application for licence or for renewal for licence for operation of a barn shall be in Form 25 and shall contain all the particulars specified therein and shall also be accompanied by a fee of rupees ten for every barn.
	(4)	Where any person is licenced by the Board for operation of a barn he shall be given a licence in Form 26.

\* The word "Orissa" inserted vide notification F.No.8-11-89 E.P.(Agri VI) published vide Gazette of India (Extraordinary) Part-II, sec.3(i) Dt.22/12/1989 and came into force w.e.f 22/12/1989.

<b>34-O.</b>		<b>Procedure and principles for grant of licence for operation of a barn :-</b>
	(1)	The Board may constitute a Committee (hereinafter in this rule and rule 34-Q referred to as the Committee) consisting of five members of the Board to lay down criteria for grant of licences or renewal of licences for operation of barns.
	(2)	While laying down the criteria the Committee shall have regard to—
	(a)	the production policy framed by the Board under sub-rule (1) of rule 33-A for the year for which licences are to be accorded for operation of barn;
	(b)	the number of barns available for operation for curing of tobacco;
	(c)	the number of barns for which licence is sought for operation by an applicant;
	(d)	the experience of the applicant in flue curing of Virginia tobacco;
	(e)	the conditions of a barn for which registration is sought ;
	(f)	in case of renewal of a licence the conduct of the licence in complying with Act, these rules and regulations made under the Act and terms and conditions of licence or certificates of registration issued to the applicant, directions issued and stipulations laid down by the Board ;
	(g)	such other related factors as the Committee may consider relevant for the purpose
	(3)	On receipt of applications for licenses or renewal of licenses for operation of barns the Secretary or other officer authorized under sub-rule (1) of rule 34-N shall scrutinizes the applications and may make such inquiry as he deems fit. If after such inquiry he is satisfied that the applicant satisfies the criteria laid down by the Committee constituted under sub-rule (1) he shall grant the licence or renewal of licence, as the case may be.
	(4)	For the purpose of any inquiry under sub-rule (3) the Secretary or other officer referred to in the said sub-rule may call for such further information as he deems fit from the applicant and the applicant shall furnish such further information within the period specified by the Secretary or other officer. If the information so called for is not furnished the Secretary or other officer shall place the application along with other particulars before the Committee for consideration.

	(5)	If, for any reason, the Secretary or other officer referred to in sub-rule (3) considers that licence or renewal of licence should not be granted to an applicant, he shall place the matter before the Committee which after making such inquiry as it deems fit, may either grant or refuse such licence or renewal of licence.
	(6)	The decision of the Committee shall be communicated to the applicant within fifteen days of the date of the decision.
	(7)	Where the licence or its renewal is refused by the Committee, the reasons for such decision shall also be communicated to the applicant within fifteen days from the date of the decision and the fee paid by the applicant shall, subject to the orders passed on the representation, if any, made under sub-rule (8), be refunded to the applicant after deducting the cost of such refund, as soon as may be after thirty days of the date of the decision but not later than fifteen days after the limitation for making the said representation expires or, as the case may be, the Board passes the order on the representation.
(8)		Any person, whose application for licence or its renewal for operation of barn has been refused by the Committee, may represent to the Board for revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall after giving the person concerned a reasonable opportunity to explain, pass such orders thereon as it deems fit.
<b>34-P.</b>	Registers to be maintained and returns to be submitted by the licensees for operation of barn :-	
		Every person licensed to operate a barn shall submit a return in Form 27 to the Secretary or such other officer authorized in this behalf by the Chairman.
<b>34-Q.</b>	Procedure and principles for cancellation of licence or renewal of licence granted for operation of a barn :-	
	(1)	A licence or renewal of licence granted for operation of a barn may be cancelled by the Committee if it is satisfied that :-
	(a)	the licence was obtained by furnishing incorrect information, or

	(b)	the licence has contravened any of the provisions of the Act, these rule of any regulations made under the Act or conditions of licence or any directions or stipulations laid down by the Board from time to time.
	(2)	No licence shall be cancelled under this rule unless the person concerned has been given a reasonable opportunity to explain.
	(3)	Where a licence is cancelled the decision of the Committee together with the reasons therefor shall be communicated by the Secretary, as soon as may be after the decision is taken, to the person concerned and the cancellation shall be effective only from the date of such communication.
	(4)	Any person whose licence is cancelled by the committee may represent to the Board for the revision of the decision of the Committee within thirty days of the communication of the decision to such person and the Board shall, after giving the person concerned a reasonable opportunity to explain pass such orders on the representations as it deems fit.
	(5)	Cancellation of licence under this rule shall be without prejudice to any other action that can be taken under the provisions of the Act or these rules including prosecution.
<b>35.</b>	<b>Registration as exporter or packer or auctioneer of, or dealer in tobacco :-</b>	
	(1)	Every application for registration as an exporter of tobacco or tobacco products or as a packer or auctioneer or dealer in tobacco shall be made to reach the Secretary or such other officer as may be authorized by the Board in this behalf and should reach the Secretary or other officer as the case may be before the 1 <sup>st</sup> November of the year proceeding the calendar year for which the registration is applied for.
	(2) (a)	The registration under sub-rule (1) as exporter, packer, auctioneer or dealer has to be renewed every year and unless so renewed, shall cease to be effective on the expiry of the year for which it is made.
	(b)	The application for such renewal should reach the Head Office of the Board before the 30 <sup>th</sup> November of the year preceding the year for which the renewal is applied for.
	(3)	Every application for registration with the Board as exporter of tobacco or tobacco products or as packer or auctioneer or dealer in tobacco, including every application for renewal of such registration, shall be in form V and shall contain the particulars specified therein.
	(4)	* Every application for registration or its renewal shall be accompanied by the fees specified in the Table below, namely :-

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**TABLE**

Category of Applicant		Fee payable
<b>A. EXPORTERS</b>		
	(i) Exporter of unmanufactured tobacco :-	Rs.6000/- if the average annual value of the export of unmanufactured tobacco by applicant during the preceding three years exceeds rupees fifty lakh, Rs.4000/- if such average annual value of export of unmanufactured tobacco exceeds rupees ten lakh and does not exceed rupees fifty lakh and Rs.1000/- where such average value of export of unmanufactured tobacco does not exceed rupees ten lakh.
	(ii) Exporter of unmanufactured tobacco :-	Rs.1000/-
<b>B. PACKERS OF, AND DEALERS IN TOBACCO:-</b>		Rs.1000/- if the average annual turn-over of the applicant during the preceding three years exceeds rupees ten lakh, Rs.500/- if such average annual turnover does not exceed rupees ten lakh.
<b>Explanation:-</b>		In this Table, the expressions "manufactured tobacco" and "unmanufactured tobacco" shall have the same meaning as in the Central Excise and Salt Act, 1944 (1 of 1944).
	(5)	Every person registered with the Board as an exporter, packer, auctioneer or dealer under sub-rule (1) shall be given a certificate of registration in Form VI which may be issued subject to such conditions as may be, imposed by the Board from time to time.
36		<b>Procedure and principles for grant of registration as exporter, packer, auctioneer or dealer in tobacco:-</b>
	(1)	The Board may constitute a Committee (hereinafter referred to in this rule and rule 38 as the Committee) consisting of five members of the Board to scrutinize the applications for registration or renewal of registration under rule 35.

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\* ***Substituted vide Tobacco Board (Amendment) Rules, 1998 published in Gazette of India, Part-II, Section 3(i) dt.09/10/1998.***

	(2)	On receipt of the applications for registration or renewal of registration under rule 35, the Secretary or such other officer authorized by the Chairman in this behalf shall make such inquiry as he deems necessary and shall submit the applications with his recommendations to the Committee constituted under sub-rule (1).
	(3)	For the purpose of any inquiry under sub-rule (2) the Secretary or other officer referred to in sub-rule (2) may call for such further information as he deems fit from the applicant for registration and such applicant shall furnish such further information within the period specified by the Secretary or other officer and if the information so called for is not furnished by the applicant, the Committee may reject the application.
	(4)	Subject to the provisions of sub Rule (3), the Committee shall consider the applications in accordance with sub-rule (7) for registration or its renewal and take such decision thereon either granting or renewing the registration or refusing to grant or renew the registration, as the case may be.
	(5)	Where the Committee rejects any application under sub-rule (3) or refuses to register or renew registration under sub-rule (4) it shall record the reasons for such decision. The decision of the Committee shall be communicated to the applicant by the Secretary within fifteen days from the date of the decision.
	(6)	Where the application for registration is refused by the Committee, the fee paid by the applicant along with the application shall, subject to the orders passed on the representation, if any, made under sub-rule (8), be refunded to the applicant after deducting there from the cost of remitting such amount to the applicant, as soon as may be after thirty days of the date of the decision, but not later than fifteen days after the limitation for making the said representation expires or, as the case may be, the Board passes the order on that representation.

	(7)(a)	In registering or renewing the registration or refusing to register or renew the registration of any person, regard shall be had to the experience of the applicant in matters relating to the export of tobacco or tobacco products or in packing or auctioning or dealing in tobacco, as the case may be, and the Conduct of the person in complying with the provisions of the Act, these rules and any regulations made under the Act and conditions of certificate of registration and direction issued by the Board from time to time and whether the person concerned has been issuing to other dealers from whom tobacco is purchased a purchase voucher stipulated or decided by the Board indicating there in the quantity, the grade, the rate per quintal and the total amount due by way of price of tobacco or tobacco products purchased.
	(b)	In renewing or refusing to renew the registration of any person as exporter of tobacco or tobacco products or as packer or auctioneer of or dealer in tobacco, in addition to the matters referred to in clause (a) regard shall also be had to whether the returns required to be submitted and the registers required to be maintained by applicant under rule 37 have been submitted or maintained by him within the period specified.
	(8)	Any person whose application for registration or its renewal has been refused by the committee, may represent to the Board for revision of the decision of the Committee within thirty days of the receipt of the decision by such person and the Board shall, after giving the person concerned a reasonable opportunity of being heard, pass such orders thereon as it deems fit.
<b>37.</b>	<b>Returns to be submitted and registers to be maintained by exporters, packers, auctioneers of and dealers in tobacco and exporters of tobacco products :-</b>	
	(1)(a)	Every exporter and dealer in tobacco shall maintain a register in Form 28.
	(b)	Every packer of tobacco and exporter and dealer in tobacco who is also a packer of tobacco shall maintain a register in Form 29.
	(c)	Every exporter of tobacco products shall maintain a register in Form 30.



	(d)	All the above mentioned registers shall be produced before the officers of the Board for inspection on demand
	(2)(a)	Every exporter, packer and dealer in tobacco shall submit to the Secretary or such other officer authorized by the Chairman monthly returns in Forms 31 and 32 on or before the fifteenth day of the succeeding month.
	(b)	Every exporter of tobacco shall also submit a monthly return in Form 34 in the same manner as stated in clause (a).
	(c)	Every packer of tobacco and exporter and dealer who is also a packer of tobacco shall submit a monthly return in Form 33 in the same manner as stated in clause (a).
	(d)	Every exporter of tobacco product shall submit a monthly return in Form 18 in the same manner as stated in clause (a).
<b>38.</b>	<b>Procedure and principles for cancellation of registration or renewal of registration of exporters, packers, auctioneers and dealers in tobacco :-</b>	
	(1)	The registration of any person as exporter, packer, auctioneer or dealer may be cancelled by the Committee if it is satisfied that –
	(a)	the registration or its renewal was obtained by furnishing incorrect information; or
	(b)	the person registered has contravened any of the provisions of the Act, these rules or any regulations made under the Act, or
	(c)	the person registered has contravened any of the regulations, terms conditions and stipulations laid down by the Board, in respect of measures laid down or introduced by the Board in pursuance of down or introduced by the Act and these rules and in particular, section 8, and such regulations, terms, conditions and stipulations as may be made, laid down or introduced by the Board from time to time.
	(2)	No registration or renewal of registration shall be cancelled under this rule unless the person concerned has been given a reasonable opportunity of being heard.
	(3)	Where a registration or its renewal cancelled, the decision of the Committee together with the reasons there for shall be communicated by the Secretary within fifteen days after the decision is taken to the person concerned and the cancellation shall be effective only from the date of such communication.

	(4)	Any person whose registration is cancelled by the Committee may represent to the Board for the revision of the decision of the Committee within thirty days of the communication of the decision to such person, and the Board shall, after giving the person concerned a reasonable opportunity of being heard, pass such orders on the representation as it deems fit.
	(5)	Cancellation of registration under this rule shall be without prejudice to any other action that can be taken under the provisions of the Act or these rules including prosecution.
<b>39.</b>	<b>Manner of payment of fees :</b>	
		Fees payable under rules 33, 33C, 34, 34H, 34L, 34N and 35 shall be paid to the Board either by Money Order or by crossed cheque or draft drawn in favour of the Board or in cash to the Board.
<b>39 A.</b>	<b>Issue of duplicate certificate in certain cases :-</b>	
		Where the Secretary or any other officer of the Board authorized by the Chairman in that behalf is satisfied that a certificate of registration licence granted under rules 33, 33C, 34, 34D, 34H, 34L, 34N or 35 has been lost, destroyed or mutilated for no fault of the holder of the certificate, the Secretary or such other officer, as the case may be, may, on an application made in that behalf by the holder of the certificate, issue a duplicate certificate of registration or licence, as the case may be.
<b>40.</b>	<b>Registers to be maintained by the Board :-</b>	
		The Board shall maintain the following registers, namely :-
	(a)	a Register of growers of Virginia tobacco;
	(b)	a Register of Nursery growers of Virginia tobacco;
	(c)	a Register of curers of Virginia tobacco;
	(d)	a Register of processors of Virginia tobacco;
	(e)	a Register of manufacturers of Virginia tobacco;
	(f)	a Register of commercial graders of Virginia tobacco;;
	(g)	a Register of barn holders of Virginia tobacco;
	(h)	a Register of operators of barns of Virginia tobacco;
	(i)	a Register of exporters of tobacco and tobacco products;
	(j)	a Register of packers of tobacco;
	(k)	a Register of auctioneers of tobacco;
	(l)	a Register of dealers in tobacco;

**CHAPTER VIII****INSPECTION OF LANDS FOR PREMISES**

<b>41.</b>	<b>Inspection of any land or premises:-</b>	
	(1)	Before any land or premises is inspected under Section 15 by any member, officer, or other employee of the Board reasonable notice (which shall in no case be less than twenty four hours) in such form as may be specified by the Board shall be given to the person who owns or is in possession of such land or premises.
	(2)	Inspection of any land or premises under Section 15 be made after sunrise before sunset.

**CHAPTER IX**

<b>* 42.</b>	<b>Fees leviable on the seller under Section 14 A:-</b>	
		The fee leviable by the Board under Section 14A of the Act on a seller shall be one percent of the value of the tobacco sold by him an auction platform.
<b>*43.</b>	<b>Mode of recovery fees from seller:-</b>	
		The Board or any officer of the Board authorized by it in this behalf, may recover the fees under Section 14A by deducting the same from the sale proceeds of the tobacco delivered by the seller.
<b>*44.</b>	<b>Fees leviable on purchaser under Section 14A:-</b>	
		The fees leviable by the Board under Section 14A of the Act on a purchaser shall be one percent of the value of the tobacco purchased by him at an auction platform.
<b>*45.</b>	<b>Mode of recovery of fees from purchaser:-</b>	
		The Board, or any officer authorized by it in this behalf, may recover the fees under Section 14A of the Act by adding the same to the price of the tobacco purchased by him.

\* *Rules 42 to 45 were added vide Tobacco Board (Amendment) Rules 1984 published in the Gazette of India Extraordinary, Part II, Section – (i), Dt.22/08/1984.*

**FORM OF APPLICATION FOR CERTIFICATE OF REGISTRATION / RENEWAL OF CERTIFICATE OF  
REGISTRATION AS GROWER OF VIRGINIA TOBACCO**

1.	Name of the applicant	.....
2.	Whether the application is an individual, partnership firm or private or public limited company or co-operative society	.....
3	If the applicant is an individual give, his name father's name and address and if the applicant is a partnership firm or private or public limited company or co-operative society, give the name and address of the person / persons in-charge of the affairs of such firm, company or society as well as the address of such firm, company or society.	.....
4	Name of the village, taluk, district and state where the land is situated.	.....
5.	Survey Nos.	

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\* Form 1 to 34 were either amended or inserted vide Tobacco Board (Second Amendment) Rules 1988 published in the Gazette of India, Part II, Section 3(i), dated 16/05/1988.

6	Whether the land is owned by the applicant or taken on lease.		.....
7	Year for which registration is sought		.....
8	Area on which Virginia tobacco is proposed to be grown		.....
9	Where any crop, other than Virginia tobacco has been raised on the area to which the application relates, during the three immediately preceding years, particulars of the crop so raised and the area over which and the year during which such crop was raised.		.....
	Year	Crop raised during each of the three immediately preceding years	Out of the area to which the application relates to the area over which the crop was raised.
	1	2	3
1			
2			
3			

10	Crop wise plan for utilization of the total area available with the applicant during the year for which registration is applied for and where such area has been used for raising tobacco in the two immediately preceding years, the area so used during such two years with details of the variety of tobacco, so raised.		.....
Name of the crop	Utilization during preceding two years		Proposed utilization during year of Registration
	Last Year (19....)	Year preceding Last Year (.....)	Last Year (19....)
Area	Area	Area	Area
(i) Virginia tobacco			
(ii) Natu tobacco			
(iii) Burley tobacco			
(iv) Bidi tobacco			
(v) Other Crop(s)			

11	Classification of the soil of the area to which the application relates, namely, whether;	.....
	(i) Wet / dry land and	
	(ii) Black soil or light soil	
	Extent of the area	Whether wet or dry land
		Whether black soil or light soil
12.	Whether the applicant proposes to cure the tobacco himself and if so, the number of barns and their sizes (s) may be indicated	.....
13	Year during which the applicant commenced cultivation of tobacco for the first time.	.....
14	Amount of fee remitted for registration (Furnish particulars)	.....
15	If the application is for renewal of certificate of registration the number of certificate of registration sought to be renewed	.....
16	Whether the applicant proposes to raise Tobacco Nursery for his own use-if so give details of the type of soil, total area, variety of seeds whether approved or not	.....

Location	Type of Soil	S. No.	Area	Variety of seeds	Whether approved or not

Note: In case the applicant proposes to raise nursery for his own use only, the area of such nursery shall not exceed 1/100 of the area for which he has been accorded registration as a growers.

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I /We undertake to abide by the provisions of the Tobacco Board Act, 1975 (4 of 1975), the Tobacco Board Rules, 1976 and the conditions of the certificate of registration.

I/We hereby solemnly declare that to the best my / our knowledge and belief the above stated information is true and correct.

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Place: .....

Date:.....

(Signature of the applicant).....

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[See Rule 33(5)]

**FORM OF CERTIFICATE OF REGISTRATION AS A GROWER OF VIRGINIA TOBACCO**

Registration No.

Valid for one year

From

To

This is to certify that Shri..... son of.....  
 of village..... Taluk..... District..... State.....  
 has been registered as grower of Virginia tobacco with the Tobacco Board, for the area indicated below, under  
 Section 10 of the Tobacco Board Act, 1975 (4 of 1975) and the rules made thereunder, This registration is  
 subject to the following conditions, namely:-

1. that the holder of this certificate shall abide by the provisions of the Tobacco Board Act, 1975 (4 of 1975) and the Tobacco Board Rules 1976 and regulations.
2. that the holder of this certificate shall submit such returns as are required to be submitted by him;
3. that the holder of this certificate shall comply with such directions as may be issued by the Board, from time to time, in regard to the growing of Virginia tobacco;
4. that if a registered grower of Virginia tobacco proposes to raise nursery for his own use, he shall sow the approved varieties of seeds and shall not grow nursery in more area than 1/100th of area for which certificate of registration has been accorded to him

Particulars of the area covered by this certificate:-

Name of Village

Survey No.

Extent

Total :

Place :

Date :

Signature of the Registering Authority

**FORM 3**

[See Rule 33C (4)]

**FORM OF APPLICATION FOR REGISTRATION/RENEWAL OF REGISTRATION AS  
VIRGINIA TOBACCO NURSERY GROWER**

1	Name of the applicant	.....
2	Whether the applicant is an individual/partnership firm or private or public limited company or co-operative society	.....
3	If the applicant is an individual, give his name, father's name and address and if the applicant is a partnership firm or private or public limited company or co-operative society, give the name and address of the person / persons in-charge of the affairs of such firm, company or society as well as the address of such firm, company or society.	.....
4	Whether the land is owned by the applicant or taken on lease.	.....
5	Details of the Survey No. extent of land under Survey No. in which the Nursery is proposed to be raised,	.....

Name of the Village, Mandal and District where the land situated	Survey No.	Extent of land in which Nursery is proposed to be raised

6	Crops grown during previous two seasons in the land in which the applicant intends to raise Nursery	.....
Survey No.		Crops Grown
Year before the previous year		Previous year

7	Type of soil in which the applicant intends to raise nursery	.....
8	Source of irrigation	.....
9	Source of seed	.....
10	Variety of seeds of Virginia tobacco, the applicant proposes to sow in the nursery	.....

Survey No.	Extent	Variety of seed proposed to be sown

N.B:-Only approved varieties of seeds are to be sown in the Nursery		
(a)	Whether the applicant is also seeking registration as grower for the current year. If so give No. of hectares	.....
(b)	Since how long the applicant has been raising flue cured Virginia tobacco Nursery	.....
(c)	Whether the applicant proposes to raise any other tobacco nursery other than Virginia tobacco. If so indicate variety area.	.....

11	Whether the soil intended for raising nursery is suitable for that purpose, Certificate as to the suitability of the soil from the Department of Agriculture of the state to be attached	.....
12	Whether the soil has been affected with soil born diseases in the last two seasons. If so what were the control measures adopted. (Separate sheet may be enclosed if necessary).	.....
13	Year for which registration is sought	.....
14	Amount of fee paid and particulars thereof	.....

I/We do hereby undertake to abide by the Tobacco Board, Act, Rules and Regulations made there under and conditions and stipulations that may be laid down by the Board from time to time.
I/We do solemnly declare that to the best of my/our knowledge and belief the above stated information is true and correct.

Place :.....

Date : .....

(Signature of the applicant)

**FORM 4**

[See Rule 3C (6)]

**FORM OF CERTIFICATE OF REGISTRATION AS NURSERY GROWER OF VIRGINIA TOBACCO**

Registration No.

Valid for one year

From

To

This is to certify that Shri.....  
 son of ..... and Village .....

Taluk ..... District..... State .....

Messers..... has been registered as Virginia tobacco Nursery grower with the Tobacco Board,  
 for the area indicated below, under section 10A of the Tobacco Board Act, 1975 (4 of 1975) and the rules made  
 thereunder. This registration is subject to following conditions, namely:-

1. That the holder of this certificate shall abide by the provisions of the Tobacco Board Act, 1975 (4 of 1975) the rules and regulations;
2. That the holder of this certificate shall maintain such registers and submit such returns required to be maintained or submitted by these rules;
3. that the holder of this certificate shall comply with such directions/stipulations as may be issued by the Board from time to time in regard to the growing of Virginia tobacco seedlings;
4. that the holder of this certificate shall sow only approved varieties of seedlings;

5. that the holder of this certificate shall ensure that the nursery is rendered free from soil borne diseases and shall carry out such Plant protection and sanitation procedures as directed by any officer of the Board authorised in this behalf;
6. that the holder of this certificate shall supply to the buyers healthy seedlings, between 40 to 60 days old.

Particulars of the area covered by this certificate:

Name of the Village	Survey No.	Extent	Variety

Total:

Place : .....

Date : .....

Signature of the Registering Authority

**REGISTER TO BE MAINTAINED BY NURSERY GROWER**

1. Name and Registration No. ....

2. Situation of Nursery / Nurseries:      Village                      Survey No.                      Extent under nursery

3. Source of seed:

**OPERATIONS**

1. Ploughing:

2. Watering and grabbing or fumigation:

3. Sowing:

4. Weeding:

5. Plant protection:

**REGISTER TO BE MAINTAINED BY NURSERY GROWER**

Date	Name and address of the farmer and his registration number to whom seedlings were sold	Number of seedlings sold	Variety	Rate per 1000 seedlings



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**FORM 7**

[See Rule 33E (2)]

**RETURN TO BE SUBMITTED BY THE NURSERY GROWERS**

(To be submitted within thirty days from the date of sowing)

1. Name of the Nursery grower :

2. Registration No. :

3. Village, Mandal and District :  
where Nursery is raised

Area for which registration was accorded	Whether the soil was tested for soil borne diseases and water for suitability, if so results thereof	Variety - wise area soil				Population practices of seedlings practices per square followed meter
		Date	Varieties	Survey No.	Area	
		(a)				
		(b)				
		(c)				
				Total Area:		

Place : .....

Date : .....

Signature of the Nursery Grower

[See Rule 33E (2)]

**RETURN TO BE SUBMITTED BY THE NURSERY GROWER**

(To be submitted within fifteen days from the date of destruction of seed bed)

1. Name of the Nursery grower :
2. Registration No. :
3. Village, Mandal and District where Nursery is raised :
4. Date of Commencement of pulling :
5. Date of destruction of seed bed :
6. Sale of seedlings :

{}{}{}{}

Date of pulling	Variety	No. of seedlings sold in thousand	Name & registration No. of the grower to whom seedlings were sold	Age of seedlings at the time of sale

7. Give details of the improved cultural practices followed:

8. Population of left over seedlings per sq. meter at the time to destruction :

Place :.....

Date : .....

Signature of the nursery grower

**FORM 9**

[See Rule 34 (3)]

**FORM OF APPLICATION FOR REGISTRATION/RENEWAL OF REGISTRATION  
AS A CURER OF VIRGINIA TOBACCO**

1	Name of the applicant	.....
2	Whether the applicant is an individual, partnership firm private or public limited company or co-operative society?	.....
3	If the applicant is an individual give his name, father's name and address of the applicant and if the applicant is a partnership firm private or public limited company or co-operative society give the name and address of the person/persons in charge of the affairs of such firm, company or society as well as the address of such firm, company or society.	.....
4	Name of Village, Taluk, District and State where the premises wherein Virginia tobacco is proposed to be cured is situated	.....
5	Where the application is for registration or renewal of registration ?	.....
6	Method of curing of Virginia tobacco	.....
7	Curing facilities available with the applicant	.....
8	Whether Virginia tobacco proposed to be cured is of his own or that of others. If others tobacco the details of the person, area and quantity from which green leaf is to be cured.	.....

9	Whether any tobacco other than Virginia tobacco is proposed to be cured. If so indicate variety and area.	.....
10	Whether applicant has been granted a certificate of registration for growing Virginia tobacco. If so give details.	.....
11	Amount of fee remitted for registration (Furnish Particulars)	.....

I/We do hereby solemnly declare that to the best of my/our knowledge and belief the above stated information are true and correct.

Place : .....

Date : .....

Signature of the applicant

**FORM 10**

[See Rule 34 (5)]

**FORM OF CERTIFICATE OF REGISTRATION AS A CURER OF VIRGINIA TOBACCO**

Registration No. \_\_\_\_\_ Valid for one year From \_\_\_\_\_ To \_\_\_\_\_

This is to certify that Shri..... son of..... and of village..... Taluk..... District..... Messers..... has been registered with the Tobacco Board, as curer of Virginia tobacco (as sun cured / Air cured / others (specify)) for the area indicated below, under section 11 of the Tobacco Board Act, 1975 (4 of 1975) and the rules made there under.

- (1) that the holder of this certificate shall abide by the provisions of the Tobacco Board Act, these rules and all regulations of the Board;
- (2) that the holder of this certificate shall maintain the registers and submit the return required to be maintained or submitted by him;
- (3) that the holder of this certificate shall comply with such directions as may be issued by the Board from time to time.

Particulars of area (from which green leaf is to be obtained for curing) covered by this certificate.

Name of Village	Survey No.	Extent

Total:

Place : .....

Date : .....

Signature of the Registering Authority

**FORM 11**

[See Rule 34 B (1)(a)]

**RETURN TO BE SUBMITTED BY THE CURERS**

(To be submitted within fifteen days of completion of curing)

1. Name of the curer:

2. Registration No.:

3. Address:

Type of curing (Air curing or Sun curing)	Date / Dates of commencement of curing	Date / Dates of completion of curing	Extent area from which Green leaf is procured Survey Extent No.	Whether green leaf was produced by the curer or by other. If produced by other Name and T.B.G.R. No. of the Grower	Quantity cured

Total:

Place : .....

Date : .....

Signature of the Curer

**FORM 12**

[See Rule 34 B (1)(b)]

**RETURN TO BE SUBMITTED BY THE CURERS**

(To be submitted within fifteen days after disposal or sale of tobacco)

1. Name of the curer :

2. Registration No. :

3. Address :

Type of Virginia tobacco cured	Quantity cured	Disposal		Person to whom disposed	Tobacco left over
		Quantity	Method of disposal		

Total:

Place : .....

Date : .....

Signature of the Curer

[See Rule 34 D and Rule 35(3)]

**FORM OF APPLICATION FOR REGISTRATION OR RENEWAL OF REGISTRATION AS EXPORTER OF TOBACCO AND TOBACCO PRODUCTS OR AS PACKER OR AUCTIONEER OR DEALER IN TOBACCO**

1(a)	Name and Address (with telegraphic address and telephone numbers of Registered Office, Head Office and Branches) of the applicant	.....
(b)	Whether the applicant is an individual or partnership firm or private or public limited company or a co-operative society (Name of individual/ partners / directors / managing directors should be furnished with their permanent address and in the case of individual name of father or husband should also be given)	.....
(c)	Name of the associate firms for whom the applicant acts as agent in the business.	.....
(d)	Is the applicant firm a foreign majority or multinational concern. If so, full particulars indicating the extent of non-Indian ownership.	.....
(e)	Name and Address of applicant's Banker / Bankers	.....
(f)	Income-tax verification No. and date	.....
(g)	Particulars showing	.....
	(i) Date of establishment of business or factory in India.	.....



	(ii) Date of commencement of Business	.....
	(iii) Capital employed	.....
	(iv) Labour engaged in work.	.....
(2)	Whether licensed or registered under the industries (Development and Regulation) Act 1951 (65 of 1951) if so, number and date of license or registration certificate.	.....
(3)	Whether products manufactured are on approved by Directorate General Supplies and Disposal rate of running contract, Indian Standards Institution certification marked Government Testing House, Akipore tested or otherwise quality controlled (specify of the scheme quality control applicable).	.....
(4)	Whether enlisted with the Directorate General of technical Development or State Directorate of Industries.	.....
(5)	Whether executed bond with the Central Excise Authorities and if so, license number and date of issue and amount of surety.	.....
(6)(a)	Details of past performance during the last three years, if any (products for which registration is sought and other products not covered by the scheme should be indicated separately). Figures for domestic sales and exports should also be indicated separately.	.....

## Details of Products:

Year	Description	Quantity	Value	Unit Value	Major countries to which exported	Total Excise duties remitted of Govt.
Production plans and plans for future exports for the next three years						

## (b) Plans for future export for the next three years:

Year	Description of goods to be Exported / manufactured	Country to which exported	Quantity	Value

## (c) Details of tobacco used for manufacture of Products:

S. No.	Year	Products manufactured	Crop year variety of tobacco used and area of origin (NLS, KLS, etc.)	Grade	Quantity	Value	Source of procurement

(d) Details of Inventory / Stocks of tobacco as on date ( to be specified):

S. No.	Crop Year	Type	Quantity	Value

(e) Details of tobacco imported during last three years if any;

S. No.	Year	Variety	Grade and crop	Year	Quantity	CIF Value	County from where imported

(f) Procurement of tobacco (Past):

S. No.	Year	Variety	Quantity purchased in auction Platform	Quantity procured from Dealers / Exporters

(g) Procurement plan (Future) for ensuing year:

S. No.	Variety	Grade	To be purchased at Auction Floors (Qty)	From Dealers (Qty)
1	FCV			
2	VAC			
3	Burley			
4	Natu			
5	HDBRG			
6	Others			

(h) For Manufacturers of Cigarette only:

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The location of units their installed capacity, licensed capacity. The actual production, quantity of tobacco consumed, to be furnished.

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(i) For Processors of Virginia tobacco:

Year	Quantity processed	Mode of disposal

(7)	If new to be filed, state details of any overseas market surveys conducted or efforts made	.....
(8)	Have any complaints been received in respect of quality or delivery or after sales servicing of goods exported in the past three years and how they were disposed off.	.....
(9)	Furnish year-wise break up of dues payable to the farmers or dealers from whom tobacco is purchased.	.....
(10)	Whether the firm is already dealing in some other commodity, if so, give details thereof.	.....
(11)(a)	Whether a member of any recognized trade body, if so, give particulars	.....
(b)	Whether the firms is registered under Factories Act 1948 (63 of 1948), if so, registration number and date	.....
(c)	Whether the firm holds a Corporation or Municipal license for factory premises for the current year	.....
(12)	Whether a certificate from the Applicant's bankers certifying the financial position is attached.	.....
(13)	If the application is for renewal of registration, the number of registration sought to be renewed.	.....

I / We do hereby solemnly declare that to the best of my/our knowledge and belief the above stated information is true and correct.

Place : .....

Date : .....

(Signature of the applicant)

Name in Block Letters :

Designation :

Residential Address :

## FORM 14

[See rules 34 D(5) and 35 (5)]

**FORM OF CERTIFICATE OF REGISTRATION AS PROCESSOR OR MANUFACTURER OF VIRGINIA TOBACCO /  
AS EXPORTER OF TOBACCO OR TOBACCO PRODUCTS OR AS PACKER OR, AUCTIONEER OF,  
OR DEALER IN, TOBACCO**

Registration No.

Valid for one year

From

To

This is to certify that Messers / Shri..... has been registered with the Tobacco Board as an \*exporter of tobacco or its products as a packer / auctioneer / Dealer in tobacco processor/manufacturer of Virginia tobacco under section 12 or 11-A of the Tobacco Board Act, 1975 (4 of 1975) and the rules made thereunder.

This certificate is issued subject to the following conditions and subject to such other conditions as may be imposed by the Tobacco Board from time to time:-

- (1) that the holder of this certificate shall abide by the provisions of the Tobacco Board Act, 1975 and the rules made thereunder;
- (2) that the holder of this certificate shall maintain such registers and submit such returns to the Tobacco Board as are required to be maintained or submitted by him as the case may be;
- (3) that the holder of this certificate shall comply with all regulations, directions, orders, stipulations, terms and conditions issued or which may be issued by the Tobacco Board from time to time in pursuance of the provisions of the Tobacco Board Act and the rules made thereunder and in particular section 8 of the said Act.

Place : .....

Date : .....

Signature of the Registering Authority

\* Delete the categories not applicable.

FORM 15  
[See rule 34 F(1)]

**REGISTER TO BE MAINTAINED BY PROCESSOR AND / OR MANUFACTURER OF VIRGINIA TOBACCO**

Raw Tobacco consumed						
Date	Crop Year	Variety	Grade	Quantity	Value	Source of purchase
1	2	3	4	5	6	7

Products manufactured			Stock of products		
Brand Name of the product	Quantity	Value	As on date	Releases for sales	balance
8	9	10	11	12	13

Abstract for the month

		Opening Balance of Raw Tobacco				Quantity added for consumption during the month
S. No	Variety	Crop	Grade	Quantity	Value	
1	2	3	4	5	6	7

Source of Purchase	Total Quantity	Quantity cleared for manufacturer	Excise duty paid on products	Balance stock of Raw Tobacco variety wise	Stock of products
8	9	10	11	12	13

FORM 16  
[See rule 34 F (1)]

**REGISTER TO BE MAINTAINED BY MANUFACTURER- CUM – EXPORTERS OF TOBACCO PRODUCTS**

Date	(Year)	Variety	Purchase of Tobacco			Purchases from whom made
			Grade	Quantity	Value	
1	2	3	4	5	6	7

Products manufactured				Exports			
Name of the product	Quantity	Value	Country	Product (Brand –wise)	Quantity	Value	Name of the Importer
8	9	10	11	12	13	14	15

To Whom sold	Product (Brand wise)	Local Sales		Year	Variety
		Quantity	Value		
16	17	18	19	20	21

Grade	Balance of Raw Tobacco		Product (brand-wise)	Balance of finished products	
	Quantity	Value		Quantity	Value
22	23	24	25	26	27



**ABSTRACT FOR THE MONTH**

Opening Balance of Tobacco					Purchase of tobacco during the month				
Year	Variety	Grade	Quantity	Value	Year	Variety	Grade	Quantity	Value
1	2	3	4	5	6	7	8	9	10

Total Quantity						Products manufactured	
11	12	13	14	15	16	17	18
Year	Variety	Grade	Quantity	Value	Product (brand-wise)	Quantity	Value

Exports				Local Sales				
Country	Product (brand-wise)	Quantity	Value	Name of the Importer	To whom sold	Product (brand-wise)	Quantity	Value
19	20	21	22	23	24	25	26	27

Balance of					Balance of finished products		
Year	Variety	Grade	Quantity	Value	Product (brand-wise)	Quantity	Value
28	28	30	31	32	33	34	35

## RETURNS TO BE SUBMITTED BY PROCESSORS AND MANUFACTURERS

(To be submitted every month on or before 17th day of succeeding month)

1. Name of the processor or manufacturer :
2. Registration No. :
3. Place of processing or manufacturing premises:

Carried over stock				Opening balance of tobacco products		
Variety	Crop Year	Grade	Quantity	Description of products, Cigarettes, filter/plain other products	Quantity	Value
1	2	3	4	5	6	7

Return for the month of.....

[illegible]

Details of tobacco products manufactured during the month					Sale of products during the month	
Description of products, Cigarettes, filter / plain other products	Quantity	Value	Excise duty paid	Description of product	Quantity	Value
18	19	20	21	22	23	24

Closing Balance of products at the end of month			Variety VFC / VAC / SCC /Others	Closing balance of tobacco stock		
Description of product	Quantity	Value		Crop Year	Grade	Quantity
25	26	27	28	29	30	31

Place : .....

Date : .....

Signature of the person in charge of the affairs of the Company

**FORM OF RETURN TO BE SUBMITTED BY EVERY EXPORTER OF TOBACCO PRODUCTS**

(To be submitted every month)

Name of the exporter :

Registration number :

## Section I

Sl. No.	*Contract No. and date/firm order and date with the name of the country entered for export of tobacco products during the month under report	Contracted		Export against the contract made during the month			
		Quantity product – wise / brand -wise		Value	Quantity product –wise / brand- wise		Value
		(in m. pieces)	(in Kgs.)	₹ in Lakh	(in m. pieces)	(in Kgs.)	₹ in Lakh
1	2	3	4	5	6	7	8

Return for the month of .....

@ Export against the contract made during previous months if any			Balance to be executed			Port of destination
Quantity product wise / brand wise		Value	Quantity product wise / brand wise		Value	
(in m. pieces)	(in Kgs)	(₹ in lakh)	(in m. pieces)	(in Kgs)	(₹ in lakh)	
9	10	11	12	13	14	

## SECTION II

1	2	3	4	5	6	7	8

9	10	11	12	13	14	15

Place :.....

Date : .....

(Signature of the Sender)

Name in Block Letters :

Designation :

---

\* Certified copies of contracts / firm orders to be enclosed.

@ Details to be shown in Section II.

115  
FORM 19  
[See rule 34H (3)]

**FORM OF APPLICATION FOR LICENCE / RENEWAL OF LICENCE  
AS COMMERCIAL GRADER OF VIRGINIA TOBACCO**

1	Name of the applicant	.....
2	Whether the applicant is an individual, partnership firm or private or public limited company, or co-operative society.	.....
3	If the applicant is an individual, give his name, father's name and address and if the applicant is a partnership firm or private or public limited company or co-operative society, address of the person/persons in charge of the affairs of such firm, company or society as well as the address of such firm company or society.	.....
4 (a)	Place where the applicant proposes to take up grading operations (Mandal/Taluk/District may be given)	.....
(b)	Available space under northern light grading pendals (in sq. meters)	.....
(c)	Nature of godown whether Kutcha or pucca and storage capacity at 3 high	.....
5	Proposed quantity to be graded in a calendar year for which the registration/licence is sought	.....
6	Number of graders proposed to be engaged per day	.....
7	Whether the applicant proposes to grade the tobacco in a single place or at different places for which the licence is sought, if so details of places, grading pendals godowns labour engaged, quantity to be graded etc.	.....

Place / Mandal where grading centre is proposed to be established	No. of north light grading pendals with space	No. of godowns north light godowns and space			No. of proposed graders, quantity proposed be graded in tones per day in total
		Kutchra	Pucca	Total	
8	Experience of the applicant in grading				.....
9.	Performance of the applicant in the last two seasons				.....
Year		Source of tobacco received in tons			Quantity of tobacco grades in tons
1. Preceding year					
2. Year before the preceding year					
10	Whether the applicant has obtained a licence from the Panchayat/ Municipalities for erecting pandals if so the Number and date.				.....
11	Amount of fee paid				.....
12	If the application is for renewal of licence give No. and date of licence.  I/We undertake to abide by the provisions of the Tobacco Board Act, 1975 (4 of 1975), the Tobacco Board Rules, 1976 and the conditions of the licence.  I/We do hereby state that the particulars furnished above are true to the best of my/our knowledge and belief.				.....

Place : .....

Date : .....

Signature of the applicant

## FORM 20

[ See rule 34H (4)]

## FORM OF LICENCE AS COMMERCIAL GRADER OF VIRGINIA TOBACCO

Registration No.

Valid for one year

From

To

This is certify that Shri .....

Son of .....and of village .....

Taluk .....District .....Messers .....

Has been licenced with the Tobacco Board as commercial grader of virginia tobacco for the grading points indicated below under section 11B (i) of the Tobacco Board Act, 1975 (4 of 1975) and the rules made there under. This licence is subject to the following conditions namely:-

- (1) That the holder of this licence shall abide by the provisions of Tobacco Board Act, 1975 (4 of 1975) and Tobacco Board Rules, 1976;
- (2) That the holder of this licence shall maintain such registers and submit such returns as required to be maintained or submitted by him by these rules;
- (3) That the holder of this licence shall comply with such directions as maybe issued by the Board from time to time regarding grading of Virginia tobacco.

PARTICULARS OF GRADING POINTS COVERED BY THIS CERTIFICATE

Total:

Place :

Date :

Signature of the Registering Authority.



## FORM 21

[ See rule 34D(1) ]

## REGISTER TO BE MAINTAINED BY COMMERCIAL GRADERS

1. Name of the Firm / Company :

2. Location of the grading Centre:

[illegible]

119  
FORM 22

[ See rule 34D(2)]

**RETURN TO BE SUBMITTED BY THE COMMERCIAL GRADERS**

(To be submitted every fortnight i.e. 1-15th and 16-30th/31st)

1. Name of the Commercial grader.

2. Licence No.

3. Address:

Quantity of tobacco received day-wise		Tobacco graded Quantity	Tobacco delivered Quantity	Balance at the end
Date	Quantity received			
Total:				

4. Other particulars if any:

Place: .....

Date: .....

Signature of the person in charge of the affairs of the Company, firm, etc.

120  
FORM 23

[ See rule 34L(2)]

**FORM OF APPLICATION FOR LICENCE FOR CONSTRUCTION OF A BARN**

1.	Name of the applicant:	
2.	Whether the applicant is an individual, partnership firm or private or public limited company, or co-operative society:	
3.	If the applicant is an individual give his name, father's name and address. If the applicant is a partnership firm or private or public limited company or co-operative society, give the name and address of the person/persons in charge of the affairs of such firm, company or society as well as the address of such firm, company or society :	
4.	Name of village, Mandal or Taluk, District and survey No. where the barn/ barns are proposed to be constructed:	
5.	The site in which the barn is proposed to be constructed is owned by the applicant or taken on lease. If taken on lease for how long ?	
6.	Distance between the own lands or the applicant in which Virginia tobacco will be cultivated and the site for construction of barn :	
7.	Whether the applicant own any barns already, if so give details :	
8.	Since how long has the applicant been cultivating/curing tobacco:	
9.	Whether the barn/barns proposed to be constructed are new or wants to reconstruct the old barns in lieu of dilapidated ones :	
10.	The sizes of the barn/barns proposed to be constructed:	

11.	Whether the barns proposed to be constructed are pucca or kutcha:	
12.	If the applicant was already a registered grower / curer or has already obtained licence for operation of barn furnish the details of last two seasons (Separate sheet may be enclosed):	
13.	How does the applicant propose to finance the barn construction give details :	
Source of Finance		Amount
14.	Particulars of fee paid :  I / We do undertake to abide by the provisions of the Tobacco Board Act, 1975 the Rules and Regulation made thereunder and the conditions and stipulations as may be laid down by the Board from time to time.  I / We do here by solemnly declare that to the best of my knowledge the above stated information are true and correct.	

Place: .....

Date: .....

Signature of the applicant

122  
FORM 24

[See rule 34L (3)]

**FORM OF LICENCE FOR CONSTRUCTION OF A BARN**

Licence No..... Date.....

This is to certify that Shri.....son  
of..... and of village.....  
Taluq..... District.....Messers..... has been  
licenced by the Tobacco Board for construction of a barn for flue curing of Virginia tobacco under section 11B  
(ii) of Tobacco Board Act, 1975 and the rules made there under. This licence is issued subject to the following  
conditions and subject to such other conditions as may be imposed by the Tobacco Board from time to time:-

- (1) that the holder of this licence shall abide by the provisions of the Tobacco Board Act, 1975 and the rules made thereunder;
- (2) that the holder of this licence shall comply with all regulations, directions, orders stipulations, terms and conditions issued or which may be issued by the Tobacco Board in purulence of the Provisions of the Tobacco Board Act, 1975 or the rules made thereunder.

**PARTICULARS :**

Name of the owner	Where the proposed barn will be constructed details)	Size L x B x H	Kutch/Pucca
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

Place :.....

Date : .....

Signature of the Registering Authority.

123  
FORM 25

[See rule 34 N (3)]

**FORM OF APPLICATION FOR LICENCE FOR OPERATION OF A BARN**

1.	Name of the applicant:	
2.	Whether the applicant is an individual, partnership firm private or public limited company, or co-operative society:	
3.	If the applicant is an individual, give his name, father's name and address of the applicant and, if the applicant is a partnership firm private or public limited company or co-operative society, give the name and address of the person/persons in charge of the affairs of such firm, company or society as well as the address of such firm, company or society :	
4.	Name of village, Taluq/ Mandal, District where the barn/ barns are situated for which licence for operation is sought:	
5.	Since how long the applicant has been operating the barn for curing virginia tobacco:	
6.	Number of barns for which licence for operation is sought and their sizes, with Tobacco Board's numbers:	
7.	Whether barn/barns for which licence is sought are owned by the applicant or taken on lease.	
8.	Source of fuel proposed to be used.	
9..	Whether the applicant is a regd. grower of Virginia tobacco. If so, give registration number and date and also the area for which registration has been Sought for during the current year.	

10..	Whether the applicant proposes to cure tobacco in any other manner.	
11..	Whether applicant cures his own tobacco or intends to cure other's tobacco. If others, give details of name, registration No. area.	
12.	Whether the application is for renewal or fresh licence	
13.	Amount of fee paid. (Furnish particulars)	
<p>I under take to abide by the provisions of tobacco Board Act, 1975, Tobacco Board Rules, 1976. Tobacco Board Regulations and conditions of licence and directions and stipulations that may be made by the Board from time to time.</p> <p>I/We do hereby solemnly declare that to the best of my/our knowledge and belief the above stated information are true and correct.</p>		

Place : .....

Date : .....

Signature of the applicant

125  
**FORM 26**  
[See rule 34 N (4)]

**FORM OF LICENCE FOR OPERATION OF A BARN**

Licence No.

Valid for one year

From

To

This is to certify that Shri.....Son of..... and village..... District.....Messers..... has been licenced by the Tobacco Board for operation of Virginia Tobacco Flue curing barn under section IIB (ii) of the Tobacco Board Act, 1975 (4 of 1975) and the rules made there under. This licence is used subject to the following conditions and subject to such other conditions of may be imposed by the Tobacco Board from time to time :

- (1) that the holder of this licence shall abide by the provisions of the Tobacco Board Act, 1975 and the rules made there under;
- (2) that the holder of this licence shall submit to the Tobacco Board such returns as are required to be submitted by him;
- (3) that the holder of this licence shall comply with all regulations, directions, order, stipulations, terms and conditions issued/which may be issued by the Tobacco Board in pursuance of the provisions of the Tobacco Board Act, 1975 or these rules.

**PARTICULARS :**

Name of owner	Place of situation of barn	Size of the barn
(1)	(2)	(3)

Place : .....

Date : .....

Signature of the Registering Authority.



FORM 27  
[See rule 34P]

**RETURN TO BE SUBMITTED BY THE LICENCES OF OPERATORS OF BARN**

1. Name of the licence:

2. Licence No.:                   :

SL. No	No. of barns held	Own/ Lease	Sizes of the barns	Date of commencement of curing	Fuel used and Quantity consumed fuel Quantity	No. of curings for each barn	Total Quantity Cured in each barn	Date of closure of operation of barn
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								
				Total:	Total:			

Place : .....

Date : .....

Signature of the barn licence

**FORM 28**

[See rule 37 (1) (a)]

**REGISTER TO BE MAINTAINED BY EXPORTERS AND DEALERS OF TOBACCO**

Opening stock at the beginning of month:						
SL. No	Variety of Tobacco VFC/VAC/SCC Burley others	NRL R/S R/L RTL	Crop Year	Grade	Quantity	Value
1	2	3	4	5	6	7

## II. Purchase during the month:

Purchase on auction floors					
Date	Name of the floor	Grade	Quantity	Value	Name of the (Trader) others, Dealers, Exporters etc.
1	2	3	4	5	6

Purchase from (traders) others, dealers, exporters etc.					
Variety	VFC/VAC/SCC others	Crop Year	Quantity	Value	Total Quantity (4+10)/ RL+ RS + NRL
8	8	9	10	11	12

## III. Sales during the month

Date	Variety of tobacco VFC/VAC/SC others	Crop year	Grade	Domestic		To whom sold
				Quantity	Value	
1	2	3	4	5	6	7

Variety VFC/VAC/ SCC others	Exports		Quantity	Value	Importer	Total Quantity (5+11)
	Crop Year	Grade				
8	9	10	11	12	13	14

## IV. Abstract for the month:

Type	Total Quantity Purchased			
	NRL	RL	NSS	RS/RTL
1	2			

Total Quantity Sold				Balance			
NRL	RL	NRS	RS/RTL	NRL	RL	NRS	RS/RTL
3				4			

**FORM 29**

[See rule 37 (1) (b)]

**REGISTER TO BE MAINTAINED BY PACKER OF TOBACCO**

Date	Type VFC/VAC/SCC Burley others	Crop year	Grade
1	2	3	4

TOBACCO REDRIED THRESHED			Packed for self or for others Name of the company	Total
Input Quantity	Grade	Output Quantity		
5	6	7	8	9

Abstract for the Month.

Type	Opening Balance	Packed during the month	Total Quantity	Packing charges collected
1	2	3	4	5

**FORM 30**

[See rule 37 (1) (c)]

**REGISTER TO BE MAINTAINED BY EXPORTERS OF TOBACCO PRODUCTS**

Date	PURCHASES			
	Products purchased from	Name of the product	Quantity	Value
1	2	3	4	5

EXPORTS				
Country	Products	Quantity	Value	Name of the Importer
6	7	8	9	10

BALANCE		
Name of the Product	Quantity	Value
11	12	13

**ABSTRACT FOR THE MONTH**

OPENING BALANCE PRODUCTS				PURCHASES DURING THE MONTH		
Name of the Product	Quantity	Value	Purchased from	Name of the product	Quantity	Value
1	2	3	4	5	6	7

EXPORTS DURING THE MONTH					BALANCE		
Country	Name of the Product	Quantity	Value	Name of the importer	Name of the product	Quantity	Value
8	9	10	11	12	13	14	15

**FORM 31**

[See rule 37 (2) (a)]

Return to be submitted by dealers/Exporters/Packers every month for purchase of tobacco from auction  
Platforms of the Board

[To be submitted every month on or before 15th day of succeeding month]

Name of the Firm / Company :

Registration No. :

Return for the month of \_\_\_\_\_

Quantity purchased up to the end of previous month in Auctions	Total Quantity purchased during the month	Progressive total Quantity purchased till the end of the month	Quantity issued for grading during the month	Out-turn of Agmark out of the Quantity		Grades and by-products issued for grading	
				Agmark grades and X-grades (NRL/RL/ RS/RTL)	Quantity	By-products 1. Scrap 2. Stem and stem bits 3. Damaged 4. other grades	Quantity

Balance of tobacco yet to be graded during the month.

Place :

Date :

Signature of the person in charge of the affairs of the Company.

133  
**FORM 32**  
[See rule 37 (2) (a)]

Monthly return to be submitted by the exporters/dealers/packers every month on or before the 15 th day  
of the succeeding Month

1. Name of the Company/Firm :

2. Registration No :

Return for the month of :

(Quantity in tons)

Carried over stocks grade wise and year wise		Grade	Quantity
Variety VFC/VAC/VSC/SCC/ others	Year of the Crop		
1	2	3	4

Purchase from others, Exporters / Dealers .			
Variety VFC/VAC/VSC/SCC/ others	Year of the Crop	Grade	Quantity
5	6	7	8



Name and registration No. of Exporter/Dealer	Year of the Crop	Sale of tobacco to other dealers /exporters/manufactures		
		Variety	Grade	Quantity
9	10	11	12	13

Name and registration No. of Exporter/Dealer	Balance at the end of the calendar month			
	Year of the Crop	Variety	Grade	Quantity
14	15	16	17	18

Place : .....

Date : .....

Signature of the person in charge of the affairs of the Company/Firm

**FORM 33**

[See rule 37 (2) (c)]

Return to be submitted by packers and exporters and dealers undertaking packing of tobacco every month

(To be submitted on or before the 15th day of succeeding month)

Name of the Packer :

Registration Number :

Place of Redrying / Packing Premises :

Return for the month of.....

(Quantity in Tones)

Tobacco redried and packed for (furnish the name of the company or firm with registration No.)	Particulars of tobacco redried and packed variety					Total redrying charges collected
	FCV/VAC/SCC Specify other varieties	Crop	Year	Grade (RL/RS)	Quantity	
					Total:	

## Abstract

Variety	Crop	Year	Quantity	redired and packed during the month	Cumulative Quantity during the year
VFC/					
VAC/					
VSC/					
SCC/					
Burley/					
Others/					

Place : .....

Date: .....

Signature of the person in charge of the affairs of the Company Firm

**FORM 34**

[See rule 37(2) (b)]

Form of Return to be submitted by every exporter of Tobacco

Name of the Exporter

Registration number

Return for the month of : .....

**SECTION – 1**

Sl. No.	*Contract no. and date/firm order and date with the name of the country entered for export of unmanufactured tobacco during the month under report	Export against contract/firm order during the month			
		Quantity (Crop wise and grade wise in tons)	Value (₹ Lakh)	Quantity (Tons)	Value (₹ Lakh)
1	2	3	4	5	6

@ Export against the contract / firm order made during previous months if any		Balance to be executed		Expected date of fulfillment	Port of destination
Quantity (Tons)	Value (₹ lakh)	Quantity (Tons)	Value (₹ lakh)		
7	8	9	10	11	12

**SECTION – II**

1	2	3	4	5	6	7	8	9	10	11	12

Place : .....

Date : .....

Signature of the Sender

Name :

Designation

\* Certified copies of contracts/firm order to be enclosed.

@ details to be shown in Section II.

## TOBACCO BOARD (AUCTION) RULES 1984

G.S.R. 620 (E.) In exercise of the powers conferred by Section 32 of the Tobacco Board Act, 1975 (4 of 1975) the Central Government hereby makes the following rules namely:-		
1	<b>Short title and commencement :-</b>	
	(a)	These rules may be called the Tobacco Board (Auction) Rules, 1984
	*(b)	They shall come into force on the date of their publication in the Official Gazette.
2	<b>Definitions :-</b>	
	In these rules unless the context otherwise requires:	
	(a)	'Act' means the Tobacco Board Act, 1975 (4 of 1975)
	(b)	'buyer' means a dealer, exporter or packer who has obtained the relevant certificate of registration under Section 12 of the Act and the rules made thereunder and who is authorized by the Board, or any officer specified by the Board in this regard to purchase tobacco on an auction platform.
	(c)	'grower' means a person who has obtained a certificate of registration under Section 10 of the Act for growing # Virginia tobacco.
	(d)	'platform' means an auction platform established for the sale of tobacco under clause (cc) of subsection (2) of Section 8 of the Act.
	(e)	'tobacco' means # Virginia tobacco.
	(f)	All other terms and expressions shall have the same meaning as assigned to them in the Act.

\* Published in the Gazette of India – Extraordinary, Part-II Section 3, Sub-Section (i) Dt.22-8-84.

# The words 'Virginia flue cured Tobacco' in clauses © and (e) of rule 2 were amended as Virginia Tobacco vide Tobacco Board Auction (Amendment) Rules 1988 Published in the Gazette of India, Extraordinary Part-II, Section 3(i), Dt.16/05/1988.

3	Growers to deliver tobacco at specified platforms:- As soon as a platform has been established in any place, the Board or any officer of the Board authorized by it in this behalf, shall cause to be published in the local newspapers and in such other manner as may be deemed necessary, a notice requiring the growers in any local area to deliver their tobacco at the specified platform for sale and such growers shall deliver their tobacco only at such specified platform.	
4	Returns to be submitted by growers:- For the purpose of allotting a registered grower to a platform and for purposes of regulating the proper conduct of auctions at the platforms, the Board may require a grower to submit such returns as may be specified by it in this regard.	
5	<b>Buyers to be authorized :-</b>	
	No buyer shall purchase tobacco at a platform unless he has obtained an authorization in writing from the Board or from an officer of the Board authorized by it in this behalf.	
6	<b>Malpractices by growers:-</b>	
	A grower committing any of the following acts, shall be guilty of a malpractice :-	
	(i)	Delivering or trying to deliver, for sale tobacco in excess of the quantity allotted to him by the Board or an officer authorized by the Board in this behalf.
	(ii)	Delivering or trying to deliver for sale, as his own, tobacco not grown by the growers.
	(iii)	Delivering or trying to deliver, for sale, tobacco which is nested, namely tobacco packed in such a manner as to deceive the buyer about the nature or quality of the contents as a whole.
	(iv)	Not submitting any returns which the grower is required to submit under these rules or under any regulations made by the Board.
	(v)	Obstructing the proceedings at a platform.

7	<b>Penalties and procedure for imposing penalties for malpractices by growers :-</b>	
	The chairman or any other Officer authorized by the Board in this behalf may, after giving the grower an opportunity of being heard and for reasons to be recorded in writing, impose any one or both of the following penalties on a grower found guilty of a malpractice.	
	(i)	Refusal to receive or put up for sale any tobacco delivered by the grower.
	(ii)	Cancellation of the grower's registration.
	(iii)	Provided that the penalty cancellation of registration shall be imposed only by the Chairman.
	Provided that the penalty of cancellation of registration shall be imposed only by the Chairman.	
8	<b>Malpractices by buyers:</b>	
	A buyer committing any of the following acts shall be guilty of a malpractice :	
	(i)	Failure or refusal to take delivery, at the time specified by the Board or any officer of the Board in charge of a platform, of the tobacco purchased by him.
	(ii)	Failure or refusal to make payment at the time and in the manner specified by the Board, for the tobacco purchased by him.
	(iii)	Obstructing the proceedings at a platform.
	(iv)	Failure or refusal to submit such returns as may be provided under these rules or under any regulation made by the Board.
9	<b>Penalties and procedure for imposing penalties for malpractices by buyers:</b>	
	The Chairman or any other officer authorized by the Board in this behalf may, after giving the buyer an opportunity of being heard and for reasons to be recorded in writing, impose any one or both of the following penalties on a buyer found guilty of a malpractice.	
	(i)	Refusal to permit him to be present at and make purchases on the platform.
	(ii)	Cancellation of his registration.
	Provided that the penalty Cancellation of registration shall be imposed only by the Chairman.	



10	<b>Appeals :-</b>	
	(1)	An appeal against any order made under rule 7 or rule 9 shall lie to the Board if the order is made by the Chairman and to the Chairman if made by any other officer of the Board.
	(2)	The appeal, which shall be in writing, shall be accompanied by a copy of the order appealed against, and shall be made within seven days of the passing of such order.

## THE TOBACCO BOARD (GENERAL) REGULATIONS 1984

**No. F8/8/80-EP(Agri.VI)**—In exercise of the powers conferred by section 33 read with section 7 of the Tobacco Board Act, 1975 (4 of 1975) the Tobacco Board hereby makes the following regulations, the same having been approved by the Central Government as required by sub-section (3) of section 33 of the said Act, namely :

### CHAPTER I

1	<b>Short title and commencement:</b>	
	(1)	These regulations may be called the Tobacco Board (General) Regulations 1984.
	(2)	They shall come into force on the date of their publication in the Official Gazette.
2	<b>Definitions:</b>	
	In these regulations unless the context otherwise requires.	
	(a)	“Act” means the Tobacco Board Act, 1975 (4 of 1975)
	(b)	“Associated member” means any person associated with the Board under sub-section (8) of section 4 of the Act;
	(c)	“Board” means the Tobacco Board established under section 4 of the Act;
	(d)	“Committee” means any of the Committees appointed by the Board under section 7 of the Act;
	(e)	“Co-opted member” means any person co-opted by the Board for any committee under section 7 of the Act and who is not member of the Board;
	(f)	“Government” means the Central Government;
	(g)	“Rules” means the Tobacco Board Rules, 1976;
	(h)	“Vice-Chairman” means Vice-Chairman of the Board
	(i)	“Year” means the year commencing on the first day of the April.
	(j)	the terms, “Chairman”, “Executive Director”, “Secretary” and “Member” shall have the meaning respectively assigned to them in the Act.

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\* Published in the Gazette of India as F8/8/80-EP (Agri-VI) Dt. 31/12/1984.

## CHAPTER II

### COMMITTEES

3	<b>Appointment of Committees:</b>
	The Board may appoint the following Committees, namely:
(1)	<b>Executive Committee:</b>
	The Executive Committee shall consist of:
(i)	the Chairman, who shall be the ex-officio Chairman of the Committee;
(ii)	the Vice-Chairman;
(iii)	five members elected by the Board from amongst its members;
(iv)	the Executive Director (ex officio).
(2)	<b>Committee for production and production control:</b>
	The committees for Production and Production Control shall consist of:-
(i)	the Chairman, who shall be the ex-officio Chairman of the Committee;
(ii)	the Vice-Chairman;
(iii)	five members elected by the Board from amongst its members;
(iv)	the Executive Director (ex officio).
(3)	<b>Marketing Committee:</b>
	The Marketing Committee shall consist of:
(i)	the Chairman, who shall be the ex-officio Chairman of the Committee;
(ii)	the Vice-Chairman;
(iii)	five members elected by the Board from amongst its members;
(iv)	the Executive Director (ex officio).
4	<b>Functions of the Committees:</b>
(1)	<b>Executive Committee:</b>
	Subject to such restrictions as may be imposed by the Board, the Executive Committee, shall, in addition to such functions as may be specifically assigned to it under these regulations, discharge functions relating to financial, establishment, accounts and other functions not specifically assigned to the Marketing Committee or Committee for production and production control.

	(2)	<b>Committee for Production and Production Control:</b>
		Subject to such restrictions as may be imposed by the Board, the Committee for production and production control shall discharge all functions in regard to matters relating to regulation of production of tobacco and advisory and extension support to the growers on cultivation, curing and grading of tobacco.
	(3)	<b>Marketing Committee:</b>
		Subject to such restrictions as may be imposed by the Board, the Marketing Committee shall discharge all functions of the Board in regard to such measures as may be undertaken for promoting activities connected with internal and external marketing and publicity, recommendation of minimum export prices, auctions, regulation of marketing etc.
5	<b>Rules of procedure for conducting meetings of the committees:-</b>	
	(1)	Members elected to Committees shall function for a period of one year or until such time the Committees are reconstituted.
	(2)	The Chairman of Committee may, at any time, call for a meeting the Committee and shall also do so if a requisition for a meeting of the Committee is presented to him in writing by at least one half of the total number of members of that Committee.
	(3)	The notice indicating the time and place of the intended meeting signed by the Secretary shall be sent to the members of the Committee at least ten clear days before the date of any such meeting of the Committee.
		Provided that in case of urgency, special meeting of the Committee may be summoned at any time by the Chairman, who shall inform in advance the concerned Ministry of Government of India and the members of the Committee in respect of the subject matter for discussion and the reasons therefore. No ordinary business shall be transacted at such a special meeting.
	(4)	The Chairman may co-opt or associate on any Committee a specialist or any person whose assistance or advice he considers desirable, in the discharge of the functions of the Committee.

<b>6</b>	<b>Quorum:</b>	
	(1)	no business shall be transacted at the meeting of the committee unless there are present a majority of the members constituting the committee.
	(2)	If at any meeting the number of members present is less than the required quorum referred to in sub-regulation (1) person presiding may adjourn the meeting to a date not later than seven days from the date of the meeting after informing the members of the Committee (including the members who are absent) of the date; time and place of the adjourned meeting and it shall there upon be lawful for the member presiding at such adjourned meeting to dispose of the business to be transacted in respect of the original meeting irrespective of the number of members present.
<b>7</b>	<b>Filling of casual vacancies:</b>	
	(1)	* Any casual vacancy on a Committee shall be filled up by the Board at its immediate next meeting.
	(2)	A person appointed to fill a casual vacancy shall hold office so long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.
<b>8</b>	<b>Presiding over Committee Meetings:</b>	
		The Chairman of the committee shall preside over every meeting of the Committee at which he is present and if he is absent, the Vice-Chairman shall preside; if both the Chairman and the Vice-Chairman are absent the members present at the meeting shall elect one of the members to preside over that meeting.
<b>9</b>	<b>Preparation of agenda:</b>	
		The Chairman of the Committee shall prepare and circulate to the members of the Committee at least five days before the meeting of the Committee a list of business to be transacted at the meeting. Any member can suggest items for inclusion in the agenda if the request for such inclusion is presented to the Chairman in writing at least seven days in advance of the meeting.

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\* Substituted vide Tobacco Board (General) Amendment Regulations, 2000 published in Gazette of India, Part-III, Section 4 dated 08/08/2000.

10	<b>Business to be transacted by circulation:</b>	
	(1)	Any business which is to be transacted by the Committee may, if the Chairman so directs, be referred to members of the Committee [other than members who are not in India] by circulation of papers.
	(2)	Any proposal or resolution circulated under sub-regulation(1) and approved by the majority of the committee members who have recorded their views in writing shall be as effectual and binding as if such proposal or resolution was decided by a majority of the members at a meeting of the Committee. Provided that when a proposal or resolution is referred to the members by circulation and majority of the members require that the proposal or resolution be referred to members at a meeting of the Committee, such reference shall be made to members at a meeting the Committee.
	(3)	Where any business is referred to members under sub regulation (1) a period of not less than seven days shall be allowed for the receipt of replies from members and such period shall be reckoned from the date on which such business is circulated.
	(4)	If a proposal or resolution is circulated under this regulation, the result of circulation shall be communicated to all the members of the Committee.
	(5)	All decisions arrived at by circulation of papers shall be placed at the next meeting of the Committee for record.
	(6)	Copies of any proposal or resolution and the result of circulation of papers shall also be sent to the Central Government at that time of its circulation or communication, as the case may be, to the members of the Committee.
11	<b>Voting:</b>	
	(1)	Every question brought before a meeting of the Committee shall be decided by a majority of members present and voting and in the event of equality of votes, the Chairman or member presiding over such meeting shall have a second or casting vote.
	(2)	All votes at a meeting shall be taken by show of hands unless the person presiding over such meeting decides that the voting shall be taken by ballot.

12	<b>Record of business:</b>	
	(1)	A record of items of business transacted by the Committee shall be maintained by the Secretary and copies of such record shall be forwarded to the Central Government and the members.
	(2)	The record of business transacted at every meeting of the Committee shall be signed by the Chairman or member presiding at the meeting.
	(3)	When any business is transacted by circulation of papers the record of business so transacted shall be signed by the Chairman of the Committee.

### CHAPTER III THE BOARD AND ITS ESTABLISHMENT

13	<b>Condition of service of officers and employees of the Tobacco Board:</b>	
	(1)	The pay and allowance, leave, pension and retirement benefits, provident fund, disciplinary proceedings and imposition of penalty other conditions of service including age of superannuation and other facilities such as advances of pay advances for the purchase of conveyances, construction of house and the like in respect of officers employed in or appointed by the Board shall, if no provision is made in this regulation separately, be regulated in accordance with such rules and regulations as are for the time being applicable to the officers and employees of the Central Government of the corresponding grades or status stationed at these places.
	(2)	No extension of service beyond the age of superannuation shall be granted by the Board to any officer or employee and in cases where exceptional circumstances exist justifying such extension, except with the previous sanction of the Central Government.
14	<b>Salaries and allowances:</b>	
		All expenditure on account of salaries, allowances pension, leave and other contributions, if any of the Chairman and other officers appointed by the Government under sections 4 and 6 of the Act shall be met from the Board's fund.

15*	<b>Creation of Post:</b>	
		The Board may subject to availability of funds either by inclusion of a specific budget provision for the purpose or by savings under an appropriate head or by valid re-appropriation, create such posts under intimation to Government, subject to scrutiny at the budget stage and also subject to observance of ban order for creation of posts issued by the Government from time to time, if in its opinion creation of such posts is considered necessary for the efficient performance of its functions.
		Provided that no post, the maximum of scale of pay of which exceeds <b>Rs. 39,100</b> per mensem in the case of non-technical and <b>Rs. 39,100</b> per mensem in the case of technical shall be created without the previous sanction of the Central Government:
		Provided further that in case of exigencies, temporary posts which would need to be created in the interest of the Board and the maximum of scale of pay which does not exceed Rs. 39,100 per mensem in the case of non-technical and <b>Rs. 39,100</b> per mensem in the case of technical may be created by the Executive Director subject to post facto approval of the Board".
16	<b>Postings and transfers:</b>	
		Postings and transfers of all officers and employees of the Board shall be made by the Executive Director who may delegate his power, subject to such conditions as he thinks fit, to the other officers of the Board.

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\* Substituted vide Tobacco Board (General) Amendment Regulations 2017 Published in the Gazette of India Extraordinary Part-III, Section 4, Dt.26/07/2017.



## CHAPTER IV

17		<b>Travelling and other allowances to associated members and co-opted members of the Board:</b>
	(1)	An associated member of the Board or co-opted member of any Committee, other than a Government servant, shall be entitled to draw, in respect of any journey performed by him for the purpose of attending a meeting of the Board or of a duly constituted committee thereof or for the purpose of discharging any duty assigned to him by the Board or the Committee concerned, travelling allowance and daily allowance at the highest rates admissible to Government servants of the first grade for the time being in force under the rules and orders made by the Central Government.
	(2)	In the case of any journey performed by an official of the Central or State Government in his capacity as associated member of the Board or co-opted member of any Committee, either for the purpose of attending the meeting of the Board or of the Committee as the case may be or for the purpose of discharging any duty assigned to him by the Board or the Committee as the case may be the travelling and daily allowances admissible to him shall be payable by the Board, at the rates admissible to him under the rules of the Government under which he is for the time being employed.
	(3)	No travelling allowance or daily allowance shall be allowed to an associated or a co-opted member unless he certifies that he has not drawn any travelling or daily allowance from any other source in respect of the journey and halt for which the claim is made.
	(4)	Travelling allowance shall be payable from the usual place of residence of an associated or co-opted member to the place of the meeting or the place where he has gone to attend to any business of the Board or any of its Committees and back to his place of residence;

		Provided that when the journey commences from or the return journey terminates at any place other than is usual place of residence, the travelling allowance shall be limited to the amount that would have been payable had the journey commenced from or terminated at the usual place of residence or to the amount payable in respect of the actual journey undertaken, whichever is less.
		Provided further that in special circumstances and with the previous approval of the Central Government the Chairman may grant travelling allowance from places other than the usual place of residence of an associated or co-opted member.
	(5) **	The Executive Director* shall be controlling officer for the purposes of travelling and daily allowances of either the associated member of the Board or co-opted member of the Committee.
18		<p><b>*Conveyance allowances to associated members and co-opted members:</b></p> <p>No conveyance allowance for attending meetings of the Board or any of its Committees or for attending to any other business of the Board or of the Committee, shall be paid to the associated or co-opted members who draw travelling or daily allowance:</p>
		Provided that an associated or a co-opted member who is residing at a place where the meeting of the Board or any of the Committees is held or where any other business of the Board or the Committee is transacted may be paid the actual expenditure incurred on conveyance on production of vouchers and subject to the same being approved by the Chairman of the Board/Committee, provided that such a member has not availed of any transport arranged by the Board.

\* Substituted vide Tobacco Board (General) Amendment Regulations 2000 published in the Gazette of India Extraordinary Part-III, Section (4) Dt.08/08/2000.

\*\* Substituted vide Tobacco Board (General) Amendment Regulations 2017 Published in the Gazette of India Extraordinary Part-III, Section 4, Dt.26/07/2017

## TOBACCO BOARD (AUCTION) REGULATIONS 1984

No. 8/5/83-EP (AGRI-VI) – In exercise of the powers conferred by section 33 of the Tobacco Board Act, 1975 (4 of 1975) the Tobacco Board hereby makes the following regulations the same having been approved by the Central Government as required by sub-section (3) of the said section namely:-

1		<b>Short title and commencement:</b>
	(a)	These regulations may be called the Tobacco Board (Auction) Regulations 1984.
	*(b)	They shall come into force on the date of their publication in the Official Gazette.
2		<b>Definitions:</b>
		In these regulations, unless the context otherwise requires -
	(a)	“Act” means the Tobacco Board Act, 1975 (4 of 1975).
	**(1)	“Auction” means sale in which Flue Cured Virginia tobacco is sold to the highest bidder through manual process or electronic process;
	(b)	“Form” means a form appended to these regulations;
	(c)	“Director of Auctions” means an officer of the Board appointed to discharge the duties and functions of the Director of Auctions under these regulations;
	(d)	“Auction Superintendent” means an officer of the Board appointed to discharge the duties and functions of an Auction Superintendent under these regulations ;
	(e)	“Senior classifier” means an officer of the Board appointed to discharge the duties and functions of senior classifier under these regulations;
	(f)	“Classifier” means an officer of the Board appointed to discharge the duties and functions of classifier under these regulations and includes a senior classifier ;
	(g)	“Starter” means an officer of the Board appointed to discharge the duties and functions of a starter under the regulations ;

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\* Published in the Gazette of India Extraordinary part-III Section 4 Dt.30/08/1984.

\*\* Amended vide Tobacco Board (Auction) (Amendment) Regulations 2014 published in the Gazette of India Part II, Section 3 – Sub-section (ii), Dt. 08/01/2014.

	(h)	"Assistant to Starter" means an officer of the Board appointed to discharge the duties and functions of an assistant to a starter under these regulations ;
	(i)	"Grade" in relation to tobacco means a grade of tobacco as may be specified by the Board from time to time
	(j)	"Mixed bale" means a bale consisting of tobacco of a lower standard of uniformity than that specified by the Board ;
	(k)	"Funked tobacco" means tobacco which, while appearing to be sound, has, in the opinion of the classifier, an aroma indicating that the tobacco has been or is about to become mouldy ;
	(l)	"Mouldy tobacco" means tobacco which contains fungus or mouldy growth ;
	(m)	"Nested tobacco" means tobacco packed in such a manner as to deceive the buyer about the nature and quality of the contents as a whole ;
	(n)	All other terms and expressions will have the same meaning as assigned to them in the Act.
<b>3</b>	<b>Pass books to be issued to growers:</b>	
	The Director of Auctions shall cause to be delivered to each grower in the local area in which a platform has been established, a pass book in Form 1.	
<b>4</b>	<b>Growers returns:</b>	
	Every grower shall send the following returns every year to the Auction Superintendent of the platform to which he is allotted.	
	(a)	a return in Form II within fifteen days after the grower has planted tobacco in his land, and
	(b)	a return in Form III on or after the 1st day of July but not later than the 15th day of July in the Districts of Mysore, Hassan, Kodasu, Bangalore and Kolar and not later than the 30th day of July * "in the State of Karnataka and on the 15 <sup>th</sup> day of December not later than 31 <sup>st</sup> day of December in the State of Andhra Pradesh".

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\* Added vide Tobacco Board (Auction) Amendment Regulations 1985 published in the Gazette of India part III, Section 4 date 15/02/1985.

<b>5</b>	<b>Allotment, Delivery quotas and Rates:</b>	
	(1)	As soon as may be after the receipt of the return in Form III but not later than seven days prior to the holding of the first auction sale of the season on his platform, the Auction Superintendent shall issue to each grower an authorization card in Form IV intimating the total quantity of tobacco the grower may deliver during the season of auction sales and the quantity that he may deliver on different dates during such season.
	(2)	In determining the total quantity mentioned above the Auction Superintendent shall take into consideration the following:
	(a)	the total area which is covered by the certificate of registration issued to the grower under section 10 of the Act;
	(b)	the total area shown as planted with tobacco by the grower in the return in Form-II;
	(c)	the average yield of tobacco in the area;
	(d)	the estimated yield indicated in the return in Form III by the grower.
		Provided, that the total quantity authorized for delivery shall at no time exceed the estimated yield indicated by the grower in Form III.
<b>6</b>	<b>Grower not to deliver excess quantity:</b>	
		No grower shall be entitled to deliver tobacco in excess of the quantity authorized under sub-regulation (1) of regulation 5:
		Provided that quantity of ten percent more than that authorized shall not be considered to in excess.
		Provided further that if a grower has delivered less than the quantity authorized on the first or second dates of sale he may deliver the deficit on subsequent occasion with the permission, in writing, of the Auction Superintendent.
<b>7</b>	<b>Mode of packing and delivering tobacco:</b>	
		Tobacco shall be delivered to the platform in the following manner ;
	(1)	All tobacco shall be packed in bales containing only one grade of tobacco.
	+(2)	No bale shall weigh more than 80 kilograms or less than 25 kilograms net in the case of Auction Platforms in Karnataka and no bale shall weigh more than 100 kilograms or less than 25 kilograms net in the case of Auction Platforms in the State of Andhra Pradesh.

+ Substituted vide Tobacco Board (Auction) Amendment Regulation 1985 notified in the Gazette of India Part III, Section 4 date 15/02/1985.

	(3)	The dimensions of the bale shall be 800 millimeters in length 800 millimeters in width and not more than 610 millimeters in height.
		Provided that a variation not exceeding 50 millimeters shall be permitted
	(4)	The bale shall be wrapped in two pieces of a material approved by the Board, each of which shall be at least one meter in length and one meter in width.
	(5)	The bale shall be wrapped in such a manner that by cutting the stitches access may be obtained directly to the tobacco packed in the bale.
	(6)	The wrapping material shall be properly sown with string.
	(7)	The packing material along with the string shall not weigh more than 1 kilogram
	(8)	The bale shall be marked clearly with the registration number of the grower specified in the pass book issued to him under regulation 3 and the date on which the bale is delivered at the platform.
	(9)	No grower shall attach to or inscribe on his bale any other marking.
		Provided that he may add after and on the same line as his registration number two alphabetical letters for his own identification purposes
	(10)	The grower shall deliver in one consignment all the bales authorized for sale on any day.
8	<b>Receipt and weighment:</b>	
	(1)	As soon as the bales are delivered at the platform the Auction Superintendent shall cause each bale to be marked with a lot number in such a manner that all the bales belonging to a grower shall receive consecutive numbers.
	(2)	Each bale shall be weighed and the net weight (after deducting 1 kilogram for the weight of the packing material from the gross weight) of the bales shall be clearly marked on the bale.
	(3)	A receipt shall be issued to the grower in Form V and simultaneously a bale ticket in Form VI shall be attached firmly to the bale.
	(4)	The bales shall thereafter be arranged on the platform for sale.

9	<b>Arrangements on platform:</b>	
		The bales shall be arranged on the platform strictly in order of lot number.
10	<b>Classification of Tobacco:</b>	
	(1)	As soon as the bales are arranged on the platform the classifier shall open the bales, take out as many samples as they deem necessary to arrive at a correct assessment of the grade of the tobacco in the bale and assign an appropriate grade to the tobacco.
	(2)	The grade so assigned shall be inscribed in ink at the appropriate place in the bale ticket.
	(3)	A grade once assigned shall not be changed except by the senior classifier who, if he decided to make a change, shall strike out the grade previously assigned and make an entry to that effect on the bale ticket in red ink and initial the same.
	(4)	After assigning the grade the bale shall be tied up and the samples displayed on the top of the bale till the bale is sold.
11	<b>Classification of buyers:</b>	
		The Board at its discretion may classify buyers as A, B or C on the basis of the purchases of tobacco made by them as specified in column No.2 of the table below:-

TABLE

Column No.1	Column No.2
<b>'A' Class buyers</b>	In the State of Karnataka for the year 1984, not less than one million kilograms during 1983 or an average of not less than one million kilograms of not less than one million kilograms a year during 1981, 1982 and 1983 and for subsequent year not less than three lakh kilograms on the Auction platform concerned during the previous year.
	In the State of Andhra Pradesh for the year 1985, not less than 3 million kilograms during 1984 or an average of not less than 3 million kilograms a year during 1982, 1983 and 1984 and for subsequent years not less than one million kilograms on the auction platform concerned during the previous year.

\* Amended vide Tobacco Board (Auction) Amendment Regulations 1985. Published in the Gazette of India Part III Section 4 dt. 15/02/1985.

<b>'B' Class buyers</b>		<p>In the State of Karnataka for the year 1984 not less than 5 lakh kilograms during 1983 or an average of not less than 5 lakh kilograms a year during 1981, 1982, 1983 and for subsequent years not less than 1.5 lakh kilograms on the auction platform concerned during the previous year.</p> <p>In the State of Andhra Pradesh for the year 1985, not less than 1 million kilograms during 1984 or an average of not less than 1 million kilograms in a year during 1982, 1983 and 1984 and for subsequent years not less than 3 lakh kilograms on the auction platform concerned during the previous year.</p>
<b>'C' Class buyers</b>		<p>In the State of Karnataka for the year 1984 not less than 1 lakh kilograms during 1983 or an average of not less than 1 lakh kilograms a year during 1981, 1982 and 1983 for subsequent years, not less than 50,000 kilograms on the auction platform concerned during the previous year.</p> <p>In the State of Andhra Pradesh for the year 1985, not less than 1 lakh kilograms during 1984 or an average of not less than 1 lakh kilograms a year during 1982, 1983 and 1984 and for subsequent years not less than 50,000 kilograms on the auction platform concerned during the previous years.</p>
		Provided that a person who does not fulfill the conditions specified above may be granted authorization as a 'C' class buyer at the discretion of the Director of Auctions.
12	<b>Procedure for authorization of buyer and condition for authorization:</b>	
	(1)	The number of buyers authorized to operate on a platform shall ordinarily be limited to fifteen.
	(2)	In granting authorization the Director of Auctions shall give preference to 'A class buyers over 'B' and 'C' class buyers and to 'B' class buyers over 'C' class buyers. In each class of buyers, a buyer who has purchased more tobacco shall less, be preferred over those who have purchased less. In case two buyers have purchased the same quantity of tobacco the question shall be decided by drawing lots.



13	<b>Application by buyers:</b>	
	*(1)	A person intending to operate as a buyer at a platform shall make an application in Form VII to the Director of Auctions on or before 30 <sup>th</sup> June in the state of Karnataka and on or before 15 <sup>th</sup> January in the State of Andhra Pradesh of the year during which he intends to operate or any other date which the Board may consider appropriate for the smooth operation of the auctions.
	*(2)(a)	The application shall be accompanied by a copy of certificate of registration issued by the Board under the Act and by a fee of Rs.500/-
	(b)	The fee shall be refunded to the applicant in case authorization is refused.
	(3)	Separate application shall be made for each platform.
	(4)	The application shall bear the name and signature of the persons (which shall not be more than four) who will act on behalf of the buyer of the platform.
	(5)(a)	On receipt of such application the Director of Auctions, may if he finds the applicant eligible for authorization grant the authorization (which shall be in form VII)**
	(b)	The Director of Auctions may after giving the applicant an opportunity of being heard and for reasons to be recorded in writing, refuse to grant authorization to any person who is disqualified under these regulations or whose operation on the platform is not likely to further the efficient working of the platform.
	(c)	An authorization once granted shall remain in force till the end of the calendar year during which it has been granted.
	(d)	No person shall operate as a buyer on any platform if he –
	(i)	has been declared an insolvent by an appropriate court or
	(ii)	owes any debt relating to his business to any grower or to the Board.

\* Amended vide Tobacco Board (Auction) Amendment Regulations (1985) published in the Gazette of India Part III Section 4 dt.15/02/1985.

\*\* Added vide Tobacco Board (Auction) Amendment Regulations 1988 published in the Gazette of India Extraordinary Part III Section 4 dt.21/12/1988.

	(6)	The Director Auctions may refuse to grant authorization to operate as a buyer to any person if he is satisfied that :
	(i)	Such person's registration issued under the Act has been cancelled some time back and six months have not elapsed since the date of such cancellation or
	(ii)	Such person has been guilty of any offence-under the Act or of any malpractice under the rules or regulations; or
	(iii)	Such person is a partner with any person to whom authorization has been refused; or
	(iv)	Such person has failed to pay in due time to the Board any fine or other sum payable to it by him; or
	(v)	Such person has failed to submit any returns or reports to the Auction Superintendent in due time, which he was under the rules or regulations required to submit.
14	<b>Suspension of buyers:</b>	
	If an authorized buyer remains absent without obtaining leave of absence from the Auction Superintendent concerned for 3 consecutive days during which auctions are conducted, the Auction Superintendent may suspend such buyer from the platform for a period not exceeding 15 days.	
	Provided that the Director of Auctions may revoke such suspension if he is satisfied that the absence of the buyer was caused by reasons beyond his control or that the presence of the buyer on the platforms necessary in the interest of maintaining competition on the platform.	
15	<b>Auction procedure:</b>	
	(1)	The auction of tobacco shall start as soon as in the opinion of the Auction Superintendent, sufficient number of bales are ready for sale.
	(2)	Each bale shall be put up for sale strictly in the order of lot number.
	Provided that the starter may alter the order of sale if he considers that such alteration is necessary to facilitate the smooth conduct of a sale.	

<b>16</b>	<b>Conduct of sales:</b>	
	(1)	At every sale the starter, the assistant to starter and his assistance shall take their positions together in a line and shall not be separated by any other persons.
	(2)	The assistant to the starter shall stand facing the main line of buyers and beside the bale which is being sold and shall continue in that position until the name of the buyer of the bale has been declared by him
	(3)	Buyers shall arrange their own position in the line of buyers.
	(4)	If the buyers are unable to agree on their position the matter shall be referred to the Auction Superintendent whose decision shall be final.
<b>17</b>	<b>Mode of bidding:</b>	
	(1)	At the commencement of the sale of each bale starter shall announce the grade and the price he puts on it.
	(2)	Immediately thereafter, the assistant to the starter shall take of the price and continue to chant that price or any higher price bid by a buyer till he is satisfied that no higher bid will be forth coming. He shall then announce the name of the highest bidder.
	(3)	A buyer accept the starting price and there after the bidding shall proceed by bids of not less than 10 paise per kilogram until the bales is knocked down to the highest bidder.
	(4)	As soon as the bale has been knocked down the Assistant to the Starter or one of his Assistants shall enter at the appropriate place on the bale ticket the price or the tobacco and the name of the buyer and put his initials there on. He shall also obtain the initials of the buyer.
	After this, the buyer shall not question the sale on the ground that the price indicated is incorrect or that he did not bid for the bale.	
<b>*17A</b>	(1)	At the commencement of sale of each bale, starter shall activate the starting price indicated for it on the electronic terminal devise by announcing the grade
	(2)	All buyers logged to the E-Auction system can automatically enhance the price on the electronic terminal device by pressing the buttons in the multiplies of Rs.1.00 per Kilogram until the bale is quoted highest by the bidder

\*

Inserted vide Tobacco Board (Auction) (Amendment) Regulations 2014 published in the Gazette of India Part II, Section 3– Sub-section (ii), Dt. 08/01/2014.

<b>18</b>	<b>Withdrawal of tobacco kept for sale:</b>	
	(1)	When a classifier finds that a bale is so badly handled damaged, mixed, mouldy or funky as to be unfit for sale without being rehandled, he shall with the consent of the senior classifier with draw the bale from sale. A notice to this effect shall be prominently displayed on the bale and the bale shall not be offered for sale by the starter.
<b>19</b>	<b>Mouldy, funky, mixed, badly handled or damaged tobacco:</b>	
	(1)	If a bale is so mouldy, mixed, badly handled, damaged or funky as to be irreparable by handling but in the opinion of the senior classifier may positively have some value, the bale may be offered for sale if an entry to that effect is made on the bale ticked and a notice to that effect is prominently displayed on bale and is so declared by the starter before the bale is offered for sale.
	(2)	No buyer shall repudiate the sale of such a bale merely on the ground that it is mouldy, mixed, badly handled, damaged or funky.
<b>20</b>	<b>Nested tobacco:</b>	
	(1)	No grower shall offer for sale any tobacco which is nested.
	(2)	If a classifier finds that a bale is nested he shall withdraw the bale from sale and report the matter to the Auction Superintendent.
	(3)	If a buyer discovers and reports to the Auction Superintendent within 48 hours of a sale that the bale purchased by him was nested, the Auction Superintendent shall immediately cause the tobacco to be inspected.
	(4)	If on a report by a classifier, referred to in Sub-regulation (2) or as a result of the inspection referred to in Sub-regulation (3) the Auction Superintendent is satisfied that a bale is nested, he shall be authorized to impose the penalty of refusal to receive or put for sale any tobacco delivered by the grower under rule 7 of the Tobacco Board (Auction) Rules, 1984.

	(5)	If the Auction Superintendent feels that the registration of the grower should be cancelled he shall make a report to the Chairman accordingly and the Chairman may proceed under rule 7 of the Tobacco Board (Auction) Rules, 1984.
	(6)	A bale after sale found to be nested shall be referred for sale by the Auction Superintendent and the sale proceeds shall be utilized to make a refund to the buyer towards the purchase price of the bale and cost of transport. If the amount realized by such sale is not sufficient to refund the buyer, such short fall shall be recovered by the Auction Superintendent from amounts due to the grower by the Board and pay to the buyer.
<b>21</b>	<b>No bid bales:</b>	
		If no buyer bids for a bale the Starter may reduce the starting price. If even then there is no bid forthcoming the starter may which draw the bale from sale. Such bale, may at the option of the grower, be either returned to him or be re-offered for sale by the Auction Superintendent on any other date if no bids are received for a bale so offered for sale, the Board or such agency as may be authorized by the Board shall buy the bale at such price as may be specified by it from time to time. Provided that it shall not be obligatory for the Board or the agency to buy tobacco which the Board may consider unsuitable for purchase by it.
<b>22</b>	<b>Rejection by grower:</b>	
	(1)	Within 30 minutes after the sale price has been marked by the assistant to the starter, the grower may, by drawing a clearly visible red cross on the bale ticket, refuse to accept the price for such bale.
	(2)	A grower who has refused to accept the price of a bale may either remove it from the platform or request the Auction Superintendent to reoffer it for sale.
	(3)	Such bale shall be reoffered for sale only one and if at such resale the grower refuses to accept the price for such bale he shall remove the bale from the platform or offer it to the Board for purchase under regulation 21.

<b>23</b>	<b>Repudiation by buyers:</b>	
	(1)	Subject to the provisions of regulation 19 a buyer may notify the senior classifier within 30 minutes after the sale for the day is concluded that a bale purchased by him is badly handled, mouldy funky or damaged or is in some other manner unfit for sale.
	(2)	The senior classifier will immediately investigate the matter and if he upholds the contention of the buyer the sale of the bale may be repudiated by the buyer.
	(3)	If the senior classifier does not uphold the contention of the buyer the sale shall stand.
	(4)	If the contention of the buyer has been upheld or rejected the senior classifier shall indicate on the front of the bale ticket the reason for upholding or rejecting the contention.
	(5)	Such bale may be returned to the grower or re-offered for sale as the case may be under the provisions of regulation 18 or regulation 19.
<b>24</b>	<b>Removal of bales by buyers:</b>	
	(1)	A buyer shall remove the bales purchased by him from the place of sale on the platform to a place indicated by the Auction Superintendent within half an hour of the closing of the bales after sale.
	(2)	A buyer shall remove his tobacco from the platform within 5 hours of the sale.
	(3)	If a buyer fails to remove his tobacco within the time prescribed in Sub-regulation (2) the Auction Superintendent shall not be liable for any loss or damage which the tobacco may sustain.
<b>25</b>	<b>Removal of bales by the growers:</b>	
	(1)	A grower shall remove the tobacco which is returned to him for any reason within 5 hours of the close of sale.
	(2)	If the grower fails to remove the tobacco within the allotted time, the Auction Superintendent may have the tobacco removed and stored at the cost of the grower.
	(3)	If the grower fails to claim the tobacco within a period of 10 days from the date it became liable to be removed, the Auction Superintendent may have the tobacco sold and make payment of the price realized to the grower after deducting the cost of storage and other incidental expenses.

<b>26</b>	<b>Payment to growers:</b>	
	*(1)	In the State of Karnataka the Auction Superintendent shall pay the grower the price of the tobacco sold on his platform within 10 days of the conclusion of the sale and in the State of Andhra Pradesh, the Auction Superintendent shall pay 50 percent within 10 days and the balance within 45 days of the conclusion of the sale in which the tobacco was sold and from such payment the fee liable to be recovered from the grower under section 14A of the Act, the Duty of Excise liable to be paid by the grower under the provisions of the tobacco Cess Act, 1975 (No.26 of 1975) and such other charges as the grower is liable to pay under the rules or regulations shall be deducted.
	(2)	The payment shall be made by a cheque drawn in favour of the Bank wherein the grower has his account and which is indicated in the pass book issued to him under regulation 3.
<b>27</b>	<b>Payment by buyers:</b>	
	(1)	A buyer shall pay to the Auction Superintendent the price of the tobacco purchased by him within such time as the Board may require.
	(2)	If a buyer fails to settle his accounts within the time specified in terms of sub-regulation (1) the Auction Superintendent may impose the penalty of refusal to permit him to be present at and to make purchases on the platform under rule 9 of the Tobacco Board (Auction) Rules, 1984.
	(3)	If the Auction Superintendent feels that the penalty of cancellation of registration should be imposed he shall make a report to the Chairman who may proceed under rule 9 of the Tobacco Board (Auction) Rules, 1984.
	(4)	A buyer who fails to make payment within the specified time shall not be permitted to bid on any floor established by the Board till such time as he settles his account.
	(5)	To ensure timely payment from the buyers, the Board may require each buyer to produce, to the satisfaction of the Board, a Bank guarantee or letter of Credit or such other Security for such sums as it may deem necessary.

<b>28</b>	<b>Presence on the platform:</b>	
	(1)	No person other than those authorized by the Auction Superintendent shall be permitted to enter into a platform.
	(2)	Not more than two representatives of a buyer shall be permitted to enter the platform or participate in the bidding at a time.
	(3)	A grower whose tobacco is being auctioned or his representative duly authorized by him may enter the platform in order to examine the price fetched by his tobacco after his bales have been knocked down.
<b>29</b>	<b>Disputes:</b>	
		If any dispute not provided for in the regulations arises in the course of or incidental to sales, the matter shall be referred to the Director of Auctions whose decision shall be final.
<b>30</b>	<b>Repeal:</b>	
		The Tobacco Board (application to the State of Karnataka) Regulations, 1979 and the Tobacco Board (application to the State of Andhra Pradesh) Regulations 1979 are hereby repealed and the provisions of the General Clauses Act, 1897 (10 of 1897) shall so far as may be apply to the interpretation of these regulations as it applies to the interpretation of a Central Act.

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\* Amended vide Tobacco Board (Auction) Amendment Regulations 1985 published in the Gazette of India Part III, Section 4, Dt. 15/02/1985.



**FORM I**

Printed &amp; supplied by the Tobacco Board

Sl. No. \_\_\_\_\_

TBGR No. \_\_\_\_\_

Tobacco Board

**TOBACCO GROWER'S PASS BOOK (TGPB)***(Regulation 3 of the Tobacco Board (Auction) Regulation 1984)*

1. Name and address of Grower .....
2. Father's or Husband's Name .....
- 3 Tobacco Board Grower's Registration No.  
(T.B.G.R. Number) .....
- 4 Auction Platform No. and Place .....
5. Name (s) of Bank (s) and Address(es)  
from which crop / term loans are taken
- 6 Name(s) of any other Bank(s) with which  
accounts is(are) held

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature / Thumb impression of Grower

## 7. Particulars of area in hectares and registration:

Year	Name of villages Taluk & District	Survey No.	Extent of Land		Total as in Form -II	Certified that particulars in cols. 1 to 6 are correct as per Form I & II signature & Date of Tobacco Board Official
			Owned	Leased		
1	2	3	4	5	6	7

## 8. Actual Area cultivated and crop raised:

Sl. No.	Crop Year	Area under Tobacco (hects)	Production (Kgs)	Signature of the Field Officer	Quantity Actually delivered
1	2	3	4	5	6
2					
3					
4					
5					
6					
7					
9					
10					

## 9. Crop Loans from Banks:

(To be filled in by Banks)  
(In Rupees)

Date	Name of the Bank	Amount Advanced	Initials of advancing bank official & Date	Amount collected and remitted	Balance amount due	Initials of remitting bank official and date
1	2	3	4	5	6	7

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## 10. Term Loan for Barns etc. from Banks:

(To be filled in by Banks)  
(In Rupees)

Date	Name of the Bank	Amount Advanced	Amount Installment due	Initials of advancing bank official & Date	Installment collected and remitted	Present outstanding amount	Initials of remitting bank official and date
1	2	3		4	5	6	7

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N.B. The collection bank should remit the amount to the bank which has given the loan.

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(To be filled in by the Tobacco Board / Government  
Department concerned Banks)

## 11.Tobacco Board / Government Loans / advances:

(In Rupees)

Year	Name of the agency	Purpose for which (given ) (specify	IF IN Quantity	KIND Value	If in cash amount	Total amount of loans given (5+6)	Amount install- lment due	Initials of Govt. Tobacco Board officials	Instal- lment collec- ted & Remitted	Present out- standing amount	Signature with date of Govt. / TOB officials
1	2	3	4	5	6	7	8	9	10	11	12

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TOBACCO BOARD  
FORM-II

[Regulation 4 of the Tobacco Board (Auction) Regulation, 1984]  
(This return has to be submitted every year within 15 days of completion of planting)

Name of the Grower & Address:

Village:

TBGR Number	Registered Area (hects)	Area Planted (hects)	Date of planting

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Grower

## TOBACCO BOARD

**FORM-III***[Regulation 4 of the Tobacco Board (Auction) Regulation, 1984]*

This return is to be submitted every year on or after 1<sup>st</sup> July but not later than 15<sup>th</sup> July in the Districts of Mysore, Hassan, Kodagu, Bengaluru & Kolar and not later than 30<sup>th</sup> of July in other tobacco growing areas in Karnataka \* (and on the 15<sup>th</sup> day of December but not later than the 31<sup>st</sup> day of December in the state of Andhra Pradesh)

Name of the Grower &amp; Address: \_\_\_\_\_

Village: \_\_\_\_\_

TBGR Number	Area Registered (hects)	Area Planted (hects)	Estimated Production in Kgs

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Grower



TOBACCO BOARD  
**FORM- IV****AUTHORISATION CARD***[Regulation 5 of the Tobacco Board (Auction) Regulation, 1984]*

1	Name of the Grower	
2	Father's Name	
3	Village:	
4	Auction Platform No. & Place at which delivery should be made.	
5	T B G R Number	
6	Total Quantity authorized for the season	

Sale No.	Date of Delivery & Time	Quantity Authorised	Initials of the Board Official	Revised quota authorized	Initial of the Board Official
I	_____	Kgs		_____	Kgs
II	_____	Kgs		_____	Kgs
III	_____	Kgs		_____	Kgs
IV	_____	Kgs		_____	Kgs
V	_____	Kgs		_____	Kgs
VI	_____	Kgs		_____	Kgs

7. Remarks:

Signature of the  
Auction Superintendent

**TOBACCO BOARD**  
**FORM- V**

**RECEIPT**

[Regulation 9 of the Tobacco Board (Auction) Regulation, 1984]

Auction Platform No. \_\_\_\_\_ place \_\_\_\_\_ Receipt  
No. \_\_\_\_\_ date \_\_\_\_\_ Time \_\_\_\_\_ of receipt Name of the  
Grower \_\_\_\_\_ S/o \_\_\_\_\_  
Village \_\_\_\_\_ TBGR No. \_\_\_\_\_.  
Name of the Bank: \_\_\_\_\_

Number of Bales delivered: \_\_\_\_\_.

Lot Number	Weight in Kgs	Grade	Price kg	Total Value	Name of the Buyer / Code Number	Remarks
1	2	3	4	5	6	7

Signature of the Grower / seller

Signature of the Board official

Note:

1. Column Nos. 1 and 2 only are to be filled by receiving clerk
2. Column Nos. 3-7 are to be filled up by Accounts Section.

**TOBACCO BOARD**  
**FORM-VI****BALE TICKET**  
*[Regulation 10 (2)]*

TBGR No.	LOT No.	Weight in Kgs	Grade	Date

Price per Kg	Name of Buyer & Code No.	Attestation by the Buyer	Attestation by the Auctioneer	Tobacco Board Remarks

**TOBACCO BOARD**  
**FORM VII**  
**[FORM FOR APPLICATION FOR BUYER]**  
*[Regulation 13 (I)]*

To

The Director of Auctions.

1	Number and Name of the platform where the applicant intends to operate:	
2	Class to which applicant intends to belong:	
3	Name of the applicant	
4	Address at which the Head Office is situated:	
5	Address to which communication may be addressed:	
6	Whether the applicant is company Firm / Individual:	
7	Whether the applicant is subject to any disqualification specified in the regulations:	
8	Purchases made by the applicant during the previous three years:	
9	Names with signatures of persons authorized to act on behalf of the applicant:	
10	Place or places where the tobacco purchased by the buyer will be stored / processed:	

I/We have read the regulations and hereby undertake to abide by them.

I/ We declare that the information given above is true to the best of my / our knowledge.

(APPLICANT)

\* **FORM VIII****TOBACCO BOARD**

Certificate of Authorization as Buyer of Tobacco at the Auction Platform

[See Regulation 13 (5)(a)]

Authorization Certificate No. \_\_\_\_\_  
 Buyer's Code No \_\_\_\_\_ valid for tobacco crop of \_\_\_\_\_ season  
 only \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This is to certify that Messers / Shri \_\_\_\_\_  
 bearing Tobacco Board Registration No. \_\_\_\_\_ has  
 been authorized by the Director of Auctions as a buyer of tobacco in the  
 Auction Platform No. \_\_\_\_\_ at \_\_\_\_\_ under  
 regulation 13(5) of the Tobacco Board (Auction) Regulations. This  
 certificate is issued subject to the following conditions and subject to  
 such conditions as may be imposed by the Director of Auctions from  
 time to time.

- (a) That the holder of this authorization shall abide by the provisions of the Tobacco Board Act, Rules and Regulations.
- (b) That the holder of this authorization shall comply with all regulations, direction orders, stipulations, terms and conditions issued or which may be issued by the Tobacco Board and its officers, from time to time.

Date:

Director (Auctions)

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\* Form VIII was added vide Tobacco Board (Auction) Amendment Regulations 1988 published in the Gazette of India, Extraordinary Part III, Section 4, date: 21/12/1988.

## TOBACCO BOARD (RECRUITMENT) REGULATIONS, 2013

## NOTIFICATION

NEW DELHI, the 1<sup>st</sup> March, 2013

<b>F. No. 2/3/2016-EP (Agri. VI).—</b> In exercise of the powers conferred by sub-section (4) of section 6 read with sub-sections (1) and (2) of section 33 of the Tobacco Board Act, 1975 (4 of 1975), the Tobacco Board hereby makes the following regulations after the same having been approved by the Central Government as required by sub-section (3) of section 33 of the said Act, further to amend the Tobacco Board (Recruitment) Regulations, 2013 namely:-	
<b>Short title and Commencement:</b>	
(1)	These 'Regulations' may be called the Tobacco Board (Recruitment) Amendment Regulations, 2017
(2)	They shall come in to force on the date of their publication in the Official Gazette.
1	<b>Definitions:</b>
1	In these Regulations, unless the context otherwise requires:-
(a)	"Board" means the Tobacco Board established under Section 4 of the Tobacco Board Act, 1975.
(b)	"Board's employees" means any person employed under the Board other than the Chairman appointed under clause (a) of sub-section 4 of section 4, the Executive Director appointed under sub-section- 1 of section 6, and Secretary appointed under sub-section 2 of section 6, of the Tobacco Board Act, 1975 and the Officers on deputation to the Board.
(c)	"Pay" means the pay as defined under the Fundamental Rules and Supplementary Rules of the Central Government.
(d)	Classification of posts :-
(i)	Senior Level Management: All posts carrying a pay or a pay band with a maximum of Rs. 39,100/- and above.
(ii)	Middle Level Management: All posts carrying a pay or a pay band with a maximum of Rs.34,800/- and above up to Rs.39,099/-.
(iii)	Junior Level Management: All posts carrying a pay or a pay band of pay with a maximum of Rs.20,200/-
	<b>In the Tobacco Board (Recruitment) Regulations, 2013 (herein after referred to the principal regulations), in regulation 1 for clause (e), the following clause shall be substituted namely:-</b>
(e)	"Appointing Authority" in relation to a Board's employee means the authority empowered to make appointment to the posts as follows:-

	<b>Executive Director:-</b>	
	(i)	for posts under Senior Level Management other than key posts identified in prior consultation with the Government, the maximum of scale of pay of which does not exceed Rs.39,100/- per mensem in the case of non-technical and Rs.39,100/- per mensem in the case of technical and for posts the maximum of scale of pay of which exceeds Rs.39,100/- per mensem in the case of non-technical and Rs.39,100/- per mensem in the case of technical, with the approval of the Board.
	(ii)	for posts under Middle Level Management:
	(iii)	for posts under Junior Level Management:
	<b>Executive Director:-</b>	
		For posts under Junior Level Management:
		Subject to the overall authority of the Chairman.
	(f)	"Schedule" means the Schedule to these Regulations.
	(g)	"Service" means the service under the Tobacco Board.
	(h)	"Direct Recruitment" means recruitment by calling the candidates from Employment Exchange / inviting applications through advertisement / entertaining applications from the eligible Board's employees:
		Provided that a written test may be prescribed wherever deemed necessary by the Chairman as part of the process of direct recruitment. The Board's employees, if recruited will be treated as direct recruits for the purposes of recruitment and will be governed by the Central Government rules regarding counting of past service.
	(i)	"Deputation" means borrowing the services of employees of Central Government or State Governments or Public Sector Undertakings or Autonomous bodies etc.
	(j)	"Government" means the Central Government.
<b>3</b>	<b>Application</b>	
		These Regulations shall apply to all the posts in the Tobacco Board mentioned in the schedule to the regulations except that of the Chairman, Executive Director, Secretary and any other post specified by Central Government.
<b>4</b>	<b>Initial constitution</b>	
		All the persons holding the posts specified in the schedule afore said on regular basis, on the date of commencement of these regulations, shall be treated to have been appointed under these regulations and the continuous service rendered by them so far, shall be counted for the purpose of seniority in the respective grades.
<b>5</b>	<b>Disqualifications:</b>	
		No person -
	(i)	Who has entered into or contracted a marriage with a person having a spouse living; or



	(ii)	Who having a spouse living, has entered into or contracted a marriage with any persons, shall be eligible for appointment to the service:
		Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
<b>6</b>	<b>Seniority-</b>	
		Seniority of a Board's employee in any grade shall be determined in accordance with the instructions issued by the Central Government from time to time.
<b>7</b>	<b>Seniors being considered by Departmental Promotion Committee:-</b>	
		In cases where a junior who has completed the eligibility service prescribed for promotion is being considered by the Departmental Promotion Committee, all officers senior to him in the grade shall also be considered notwithstanding the fact that they have not put in the requisite service, subject however to the condition that they have satisfactorily completed the probation, if any, prescribed in the grade and are clear from the vigilance angle.
<b>8</b>	<b>Period of probation:</b>	
		A person appointed to a post by direct recruitment or by promotion shall be on probation for the period indicated in the schedule:
		Provided that the Appointing Authority may extend the period of probation for such period as it deems fit for reasons to be recorded in the order directing the extension.
<b>9</b>	<b>Termination or completion of probation</b>	
	(1)	The Appointing Authority may extend the period of probation of a probationer, if his / her work or conduct in that post is found to be unsatisfactory. The Appointing Authority may terminate the person by direct recruitment to a post other than key posts identified with prior consultation with Central Government or revert a Board's employee appointed to a post by promotion to his / her previous post during or at the end of extended period of probation, if his/ her work or conduct in that post is found to be unsatisfactory even after completion of extended period of probation.
	(2)	If the work and conduct of a person appointed by direct recruitment is found to be satisfactory during the period of the prescribed probation or extended period of probation, the Appointing Authority shall, as soon as the prescribed period of probation is over, or during the extended period of probation or after its completion, as the case may be, declare that he / she has completed his / her probation satisfactorily and confirm him / her to the post, other than key posts identified with prior consultation with the Central Government.
<b>10</b>	<b>Medical certificate of fitness</b>	
		A Medical certificate of fitness from the Medical Officer of the rank of Civil Surgeon for Senior Level Management and Middle Level Management posts and Assistant Civil Surgeon for Junior Level

		Management posts shall be required from every person at the time of his entry into service.
<b>11</b>	<b>Pension Benefits:-</b>	
		The employees of the Board shall be entitled to pension and retirement benefits as per the Central Government Rules as amended from time to time.
<b>12</b>	<b>Reservations, Relaxations etc., in respect of certain categories of persons:-</b>	
		Nothing in these Regulations shall effect reservations, relaxations, of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.
<b>13</b>	<b>Constitution of Departmental Promotion Committees:-</b>	
		The Chairman shall constitute Departmental Promotion Committees for various categories of employees of the Board as per schedules or guidelines issued by the Central Government from time to time.
<b>14</b>	<b>Other conditions of service:-</b>	
		The conditions of service of the employees of the Board in respect of matters for which no provision is made in these regulations shall be the same as are applicable to the employees of the central Government of corresponding category. However the upper age limit for entry into the service of the Board shall be as per in the Schedule and the lower age limit shall be eighteen years. So far as conduct and disciplinary matters are concerned the Board's employees shall be governed by the Central Civil Service (Conduct) Rules, 1964 and Central Civil Services (Classification Control and Appeal) Rules, 1965 respectively as amended from time to time.
<b>15</b>	<b>Creation of posts</b>	
		Subject to the provisions of sub-section 4 of section 6 of the Tobacco Board Act, 1975, read with regulation 15 of the Tobacco Board (General) Regulation, 1984 and the Delegation of Financial Powers Rules of the Central Government, as amended from time to time, the Board or the Chairman shall be competent to create posts.
<b>16</b>	<b>General</b>	
		The employees of the Board shall be subject to all the provisions of the Tobacco Board Act, 1975 and the Rules and Regulations made there under in so far as they relate to conditions of their service and such other conditions as may be imposed by the Board or the Central Government from time to time.
<b>17</b>	<b>Power to Relax-</b>	
		Where the Chairman is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing and after obtaining the approval of the Central Government relax any of the provisions of these Regulations with respect to any class or category of persons.

## TOBACCO BOARD::GUNTUR

## TOBACCO BOARD (RECRUITMENT) (AMENDMENT) REGULATIONS, 2013

## SCHEDULE

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>1. Regional Manager</b>	<b>8</b>	Senior Level Management, Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.6,600	Selection	Not applicable	Not exceeding forty years
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in case of promotee		Period of Probation if any		
<b>8</b>		<b>9</b>		<b>10</b>		
<b>Essentials:</b> (1) M.Sc.(Ag) (2) Five years experience in Production, Extension, Marketing and Market Research conducting auctions of tobacco and tobacco products. Out of, these five years not less than three years should be in a responsible supervisory capacity.		Age: No Qualification: No		Two years		

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Promotion failing which by deputation failing both by direct recruitment.	<p><b>1. Promotion:</b> Auction Superintendent/ Senior Grading Officer with five years regular service in the post. The combined length of service in grade as Auction Superintendent and Senior Grading Officer will be counted to determine the seniority for the promotion to Regional Manager.</p> <p><b>2. Deputation:</b> Officers under the Central / State Government or Central / State Autonomous Bodies, Public sector undertakings holding analogous posts or with five years regular service in the post carrying the pay scale of Rs. 15,600 -39,100 in PB-3 with Grade Pay of Rs.5,400/- and having qualification and the experiences prescribed for direct recruits in col. No.8.</p> <p>(Period of deputation not ordinarily exceeding three years).</p>	<p>1. Executive Director - -Chairman</p> <p>2. Secretary - -Member</p> <p>3. Two outside Officers of the rank of Director of which one officer should belong to Scheduled Caste / Scheduled Tribe- - Member.</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>2. Manager (Finance &amp; Accounts)</b>	1	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.6,600	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
<b>8</b>				<b>9</b>		<b>10</b>
Not applicable				No		Not Applicable

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	11		In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
Promotion failing which by deputation	<p align="center"><b>11</b></p> <p><b>Promotion:</b> Deputy Manager (Accounts) / Assistant Manager (Accounts) or its equivalent post with regular service of at least five years. The combined length of service in grade as Deputy Manager (Accounts) / Assistant Manager (Accounts) will be count to determine the seniority for the promotion to Manager (Finance &amp; Accounts).</p> <p><b>Deputation:</b> By deputation of Audit/ Accounts Officers (with seven years service in grade) from Indian Audit and Accounts department or Officers in Accounts and Audit holding analogous scale of pay from Central / State Government / Public undertakings or Central / State autonomous bodies in regular service on equivalent post or with seven years service in Pay Band: 3; Scale Rs.15600-39100 with Grade Pay of Rs.5,400. (Period of deputation normally not ordinarily exceeding three years).</p>	<b>12</b>		<b>13</b>	<p>1. Executive Director - -Chairman</p> <p>2. Secretary - -Member</p> <p>3. Two outside Officers of the rank of Director of which one officer should belonging to Scheduled Caste / Scheduled Tribe- - Member.</p>	<b>14</b>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>3. Manager (Trading Wing)</b>	1	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.6,600	Not Applicable	Not applicable	Not exceeding forty years
Educational and other qualifications required for direct recruits						
<b>8</b>				<b>9</b>		
<b>Essential:</b>				<b>10</b>		
1. Master's Degree in Agricultural Economics or Commerce. 2. Five years experience in domestic and International Marketing of Tobacco of which at least three years experience in a responsible supervisory capacity.				No		
				Two years		

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods <b>11</b>	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made. <b>12</b>	If a DPC exists what is its composition <b>13</b>	Circumstances in which UPSC is to be consulted in making recruitment <b>14</b>
By Direct Recruitment	Not Applicable	1. Executive Director - -Chairman  2. Secretary -  3. Two outside Officers of the rank of Director of which one officer should belonging to Scheduled Caste / Scheduled Tribe- - Member	Not Applicable



Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>4. Auction Superintendent / Senior Grading Officer</b>	55	Senior Level Management, Grade - Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
<b>8</b>				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any	
<b>Not Applicable</b>				<b>9</b>	<b>10</b>	
				Not Applicable	Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Deputation	<p><b>Promotion:</b> From amongst Field Officers or Technical Assistants with eight years regular service in the grade.</p> <p><b>Deputation:</b> Officers of the Central / State Governments, Central / State Public Sector Undertakings and Autonomous Bodies, holding.</p> <p>1. (i) Analogous posts on regular basis; OR (ii) Post in the pay scale of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade; OR</p> <p>2. Having experience in Production / Extension / Marketing and Market Research in tobacco or tobacco products and conducting auctions of tobacco. (Period of deputation shall ordinarily not exceeding three years)</p>	<p>1. Executive Director - Chairman</p> <p>2. Secretary - Member</p> <p>3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member</p>	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>5. Deputy Manager (Accounts)</b>	<b>1</b>	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any	
<b>8</b>				<b>9</b>	<b>10</b>	
Not Applicable				No	Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Deputation	<p><b>Promotion:</b> Superintendent / Accountant or its equivalent post with regular service of at least eight years in either or combined cadre with grade pay of Rs. 4,200/-.</p> <p><b>Deputation:</b> By deputation of Audit Officers/ Accounts Officers with five years' service in their grade from Indian Audit and Accounts Departments.</p> <p>OR</p> <p>Officers in Accounts / Audit holding analogous scale of pay from Central / State Governments / Public Undertakings</p> <p>OR</p> <p>Central / State Autonomous Bodies.</p> <p>(Period of deputation shall ordinarily not exceeding three years)</p>	<p>1. Executive Director - Chairman</p> <p>2. Secretary - Member</p> <p>3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>6. Assistant Manager (Accounts)</b>	33	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any	
<b>8</b>				<b>9</b>	<b>10</b>	
Not Applicable				Not Applicable	Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	11	12	13	14
	Promotion falling which by Deputation	<p><b>Promotion:</b> Superintendent / Accountant or its equivalent post with regular service of at least eight years in either or combined cadre with grade pay of Rs.4,200.</p> <p><b>Deputation:</b> Officers of the Central / State Governments, Central / State Public Sector Undertakings and Autonomous Bodies holding-</p> <p>1. (i) Analogous posts on regular basis, OR (ii) Post in the pay scale of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade, OR (iii) Post in the pay scale of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade.</p> <p>2. Having experience in Administration, Establishment and Accounts matters. (Period of deputation shall ordinarily not exceeding three years)</p>	1. Executive Director - Chairman 2. Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member	Circumstances in which UPSC is to be consulted in making recruitment
				Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>7. Statistical Officer</b>	<b>1</b>	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not exceeding thirty five years
Educational and other qualifications required for direct recruits						
<b>8</b>			<b>9</b>		<b>10</b>	
<b>Essential:</b> 1. Post Graduate Degree in Statistics or Mathematics/ Commercial Economics with Statistics as one of the subject. <b>Desirable:</b> Three years experience in collection and analysis of statistical data. Preference will be given to those possessing Diploma from Indian Statistical Institute, Calcutta or Indian Agricultural Statistics Research Institute, New Delhi.			Age : No Qualification: No		Two years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Promotion failing which by Direct Recruitment	<b>Promotion:</b> Senior Investigator with eight years regular service in the grade.	1. Executive Director - Chairman 2. Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category - Member	Not Applicable



Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8. Personal Secretary to Chairman</b>	<b>1</b>	Middle Level Management, Non-Technical	Pay Band: 2 Scale ₹.9,300-34,800; Grade Pay: Rs.4,600	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any		
<b>8</b>		<b>9</b>		<b>10</b>		
Not applicable		Not applicable		Not applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
By Promotion	<b>Promotion:</b> Stenographer (Grade-I) with three years regular Service		1. Executive Director - Chairman 2. Secretary - Member 3. Secretary - Member 4. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category - Member		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
9. Field Officer / Technical Assistant	88	Middle Level Management, Non-Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
8			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
Essential: 1. B.Sc.(Agriculture). Desirable:: Knowledge of tobacco cultivation & grading			Age: No Qualification : 10 <sup>th</sup> Passed		Two years for direct recruit	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	
11			12		13	
Promotion / Direct Recruitment in the ratio of 1:1			Promotion: From amongst Senior Field Assistants with ten years regular service in the post.		1. Executive Director - Chairman 2.Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member	
					14 Not Applicable	



Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Promotion and direct recruitment.  The appointment through promotion and direct recruitment shall be in the ratio of 2:1	<p><b>** Promotion:</b> Ministerial Assistants with three years regular service failing which Ministerial Assistant with combined regular service of ten years as Assistant and Upper Division Clerk.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission.</p>	<p>1. Executive Director - Chairman</p> <p>2. Secretary - Member</p> <p>3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member</p>	Not Applicable

**\*\* Amended vide Notification No. F. No. 2/5/2011 EP(Agri. VI) dated 20/05/2016.**

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>11. Senior Investigator</b>	1	Middle Level Management, Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any		
<b>8</b>				<b>10</b>		
Not Applicable				Not Applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
Promotion failing which by deputation	<b>Promotion :</b> Statistical Assistant with three years regular service in the grade. <b>Deputation:</b> Persons holding analogous post in the organizations with three years' service in the post.		1. Chairman - 2.Executive Director- 3.Secretary - 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>12. Senior Translator</b>	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
<b>8</b>				<b>9</b>		<b>10</b>
<b>Essential:</b> (1) (i) Master's Degree of a recognized University in Hindi / English with English / Hindi as compulsory elective subject or as medium of examination at Degree level OR (ii) Master's Degree of a recognized university in any subject other than Hindi / English with Hindi / English medium and English / Hindi as compulsory / elective subject or as medium of examination at Degree level. OR (iii) Master's Degree of a recognized University in any subject other than Hindi / English with Hindi and English as compulsory / elective subject or either of the two as medium of examination and other as compulsory / elective subject at Degree level.				Not Applicable		Two years

AND

(2) Recognized Diploma or Certificate course in translation from Hindi to English and vice-versa <b>Desirable:</b> Ability to translate from English to Hindi and vice-versa			
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods <b>11</b>	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made. <b>12</b>	If a DPC exists what is its composition <b>13</b>	Circumstances in which UPSC is to be consulted in making recruitment <b>14</b>
By Direct Recruitment	Not applicable	1. Executive Director - Chairman 2. Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
<b>13. Statistical Assistant</b>	1	Middle Level Management, Technical	Pay Band: 2 Scale: Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
<b>8</b>		<b>9</b>		<b>10</b>		
<b>Essential:</b> (i) A Bachelor's Degree in Statistics or a Master's Degree in Mathematics or Economics or Commerce with statistics as one of the subjects (ii) three years experience in Analysis of statistical data <b>Desirable:</b> Diploma from Indian Statistical Institute, Kolkata or Indian Agricultural Statistics Research Institute, New Delhi.		Age: No Educational Qualifications : Yes		Two years for direct recruit		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods		In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
By promotion failing which by deputation failing which by Direct Recruitment.	<b>Promotion:</b> Upper Division Clerks who are graduates in statistics or Mathematics with statistics as one of the subjects and possess ten years regular service in the post. <b>Deputation:</b> persons holding analogous posts in the State Governments or Central Government with three years experience in the post (Period of deputation shall not exceed three years)		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - Member.		Not Applicable	



Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>14. Assistant</b>	13	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
<b>8</b>						
(1) Degree of a Recognized university	<b>9</b>			<b>10</b>		
(2) Three years experience in the field of Administration, Accounts	Age: No Educational Qualifications : No			Two years for direct recruit		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		
<b>11</b>	<b>12</b>			<b>13</b>		<b>14</b>
By promotion failing which by Direct Recruitment.	<b>Promotion:</b> From among the Upper Division Clerks with ten years regular service in their respective grade.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.		Not Applicable

[	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>15. Stenographer (Grade-II)</b>	3	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300- 34,800; Grade Pay: Rs.4,200	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
<b>8</b>		<b>9</b>		<b>10</b>		
<b>Essential:</b> (1) Graduate of a Recognized University. (2) Should have passed English Type Writing Examination @ 40 WPM and English short hand examination @ 120 WPM conducted by the Board of Technical Education		Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes  Age: No Educational Qualifications : No		Two years for Direct Recruits only		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer to be made. which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
Promotion failing which by Direct Recruitment.	By promotion of Stenographer (Grade-III) with Ten years regular service in the grade, subject to passing of proficiency test in English type writing @ 40 WPM and English Short Hand @ 120 WPM.		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - Member.		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>16. Upper Division Clerk / Cashier</b>	43	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes						
<b>8</b>				<b>9</b>	<b>10</b>	
Not applicable				Not applicable	Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>			<b>13</b>	<b>14</b>	
By Promotion	By promotion of Lower Division Clerk / Hindi Typist with eight years regular service. The seniority of LDC and Hindi Typist will be counted from their date of joining in the grade.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
17. Stenographer (Grade-III)	4	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
8			9	10		
Essential: (1) 10+2 or its equivalent. (2) Should have passed English Type Writing examination @ 30 WPM and English short hand examination @ 80 WPM conducted by the Board of Technical Education. Desirable: Graduate of a Recognized University			Not applicable		Two Years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
11	12	13	14			
By Direct Recruitment	Not Applicable		For Confirmation only 1.Executive Director- 2.Secretary - 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -Member.		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
18. Lower Division Clerk	52	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
8			9		10	
Essential: (1) 10+2 or its equivalent. (2) Pass in English Type Writing Lower Grade examination @ 30 WPM conducted by the Board of Technical Education. Desirable: Graduate of a Recognized University			Age: No Educational Qualification: 10 <sup>th</sup> passed	Two Years		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
11	12		13		14	
By Direct Recruitment and promotion in the ratio of 3:1	Promotion: (1) From amongst educationally and technically qualified Multi-Tasking Staff with ten years regular service in the Post. (2) If, qualified candidates are not available, the vacancies should be filled up by Direct Recruitment. (3) Person appointed as LDCs by promotion from Multi-Tasking Staff (MTS) may be exempted from typewriting test, if they have		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe		Not Applicable	

Name of the post		completed the age of 45 years on the date of their appointment.			-Member.	
	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>19. Field Assistant</b>	158	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay:Rs.1,900	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
<b>8</b>		<b>9</b>		<b>10</b>		
<b>Essential:</b> (1) 10+2 or its equivalent. (2) Knowledge of tobacco cultivation & grading		Age: No Educational Qualification: 10 <sup>th</sup> or equivalent		Two Years for direct recruits		
<b>Desirable:</b> Graduate of a Recognized University						
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods		In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
<b>11</b>	<b>12</b>	<b>13</b>		<b>14</b>		
By Direct Recruitment and promotion in the ratio of 3:1	<b>Promotion:</b> (1) From amongst educationally qualified Multi-Tasking Staff with ten years regular service in the Post. (2) If, qualified candidates are not available, the vacancies should be filled up by Direct Recruitment.	1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -Member.		Not Applicable		

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>20. Driver (Ordinary Grade)</b>	10	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any	
<b>8</b>				<b>9</b>	<b>10</b>	
<b>Essential:</b> (1) 10 <sup>th</sup> or equivalent. (2) Should possess Light Motor Vehicle driving license. (3) At least two years experience in Driving Light Motor Vehicle				Age: No Educational Qualification:: No	Two Years	
Method of recruitment whether by direct recruitment / deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>			
By Promotion and direct recruitment in the ratio of 1:1. If suitable departmental candidates are not available, the posts falling in the promotion quota will be filled up by direct recruitment.	By Promotion based on the result of a test in driving designed to adjudge suitability for the post with reference to the standards to Competence Considered essential to drivers of staff cars etc., from amongst regular Multi-Tasking Staff.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe --Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>21. Gestetner Operator</b>	1	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non Selection	Not applicable	Not Applicable
Educational and other qualifications required for direct recruits						
<b>8</b>						
Not Applicable				<b>9</b>	<b>10</b>	
				Not Applicable	Not Applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
By Promotion	<b>Promotion:</b> (1) Multi-Tasking Staff having 'Seven' years regular service in the post with proficiency in operating the Gestetner machine.		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe --Member.		Not Applicable	



Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>22. MULTI TASKING STAFF</b>	140	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,800	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
Period of Probation if any						
<b>8</b>	<b>10</b>					
10 <sup>th</sup> or equivalent pass.	Two Years					
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
By Direct Recruitment.	Not Applicable		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe --Member.		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>23. Senior Field Assistant</b>	45	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
<b>8</b>						
Not applicable			<b>9</b>		<b>10</b>	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer from which promotions / deputation / transfer to be made.		Not applicable		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
By Promotion	Promotion: From among the Field Assistants with 'eight' years regular service in the respective cadre.		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -- -Member.		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>24. Hindi Typist</b>	2	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200: Grade Pay:Rs.1,900	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
<b>8</b>						
Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes				Period of Probation if any		
<b>Essential:</b> 10+2 or its equivalent, Hindi Typing Speed @25 words per minute is essential. <b>Desirable:</b> (1) Pass in English Type Writing @ 30 Words per Minute conducted by the Board of Technical Education. (2) Graduate of a recognized University				<b>9</b>		
Age: No Educational Qualification: Yes				Two Years		

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
By promotion failing which Direct Recruitment.	Though among regular MTS possessing the qualifications prescribed for direct recruits in col No.8.	1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
25. Systems Analyst	1	Senior Level Management, Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay:Rs.5,400	Selection	Not applicable	Not exceeding thirty five years
Educational and other qualifications required for direct recruits				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any
			8	9		10
<b>Essential:</b> (i) Master's Degree in Statistics / Mathematics (with Statistics)/ operations Research / Physics or Economics (with Statistics) Commerce (with Statistics) OR Degree in Engineering / Computer Science of a recognized University or equivalent. (ii) Three years experience of electronic data processing work, out of which at least one year experience should be in actual programming on an electronic computer.			Age: No. Qualification: Yes			Two years
<b>Desirable:</b> (i) Master's Degree in Engineering or Doctorate Degree in any of the subject mentioned in Essential qualification. (ii) Formal training in Computer Programming / System Design / Analysis. (iii) Knowledge of one or more programming languages (to be indicated at the time of Recruitment)						
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition			Circumstances in which UPSC is to be consulted in making recruitment
11	12		13		14	
By Promotion failing which by Direct Recruitment	From the Post of Programmer with two years regular service.		1. Executive Director - 2. Secretary - 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category		Chairman Member Member	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
26. Programmer	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,800	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
8						
Essential:				Age: No. Qualification: Yes		Two years
(i) Master's Degree in Statistics / Mathematics (with Statistics)/ operations Research / Commerce or Economics with Post Graduate Diploma in Computer Science or with at least three years relevant experience						10
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13		14
By Direct Recruitment	Not Applicable			1. Executive Director - Chairman 2. Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member		Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
27. Director (Auctions)	1	Senior Level Management  Deputation post	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.7,600	Not Applicable	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
11	12		13		14	
By deputation under non CSS. The selection would be made under non Central Staffing Scheme, from the Officers of the rank of Deputy Secretary / Director of the Government of India who are eligible for appointment under the Central Staffing scheme at the Deputy secretary / Director level in Government of India are eligible for this post.	Appointment to be made by CSB from the Officers of the rank of Deputy Secretary / Director of the Government of India. The period of deputation is 4 / 5 years.		Through CSB as per provisions of Government of India		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>28. Hindi Officer</b>	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,600	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any
		<b>8</b>		<b>9</b>		<b>10</b>
<b>Essential:</b>				Not Applicable		Two years
(i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with Hindi and English a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level. Five Years experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature (OR) Five years' experience of teaching, research, writing of journalism in Hindi						

**Desirable:**

- (i) Knowledge of Sanskrit and / or Telugu language.  
(ii) Administrative Experience.  
(iii) Experience of organizing Hindi classes or workshops for noting and drafting

Method of recruitment whether by direct recruitment or deputation /	In case of recruitment by promotion / deputation / transfer	If a DPC exists what is	Circumstances in which UPSC is to be
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transfer and percentage of the vacancies to be filled by various methods	11	grades from which promotions / deputation / transfer to be made.	its composition	consulted in making recruitment
By Promotion failing which by Deputation / Direct Recruitment	12	<p><b>By Promotion:</b> From amongst Sr. Translator with three year regular service.</p> <p><b>By Deputation:</b> Officers from Central / State Governments, Statutory / Autonomous Bodies of the state / Central Governments: (a) holding analogous posts. (b) With three years' Service in the scale of Rs.9, 300-34,800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent and having the qualifications and experience laid down in column 8 for direct recruits (Period of deputation shall not ordinarily exceed three years).</p>	<p>13</p> <p>1. Executive Director - Chairman 2. Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member</p>	<p>14</p> <p>Not Applicable</p>



Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>29. Computer Operator</b>	27	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,800	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits						
				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any	
				<b>8</b>	<b>10</b>	
<b>Essential:</b> (i) Degree of a recognized University. (ii) Knowledge of Typing. (iii) 8000 Key Depressions per Hour on Computers. <b>Desirable:</b> (i) Diploma in Computer application from any recognized institute. (ii) Experience in Computer operation.			Age: No Qualifications: Yes	Two Years		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>			<b>13</b>	<b>14</b>	
By promotion failing which by Direct Recruitment.	<b>Promotion:</b> (1) From among Lower Division Clerks / Field Assistants possessing the required qualifications.			(For confirmation only) 1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -Member	Not Applicable	



Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>31. Staff Car Driver (Grade-I)</b>	11	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,800	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any		
<b>8</b>			<b>9</b>	<b>10</b>		
Not applicable			Not applicable	Not applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>		<b>13</b>		<b>14</b>	
By Promotion	1. By Promotion of staff car driver Grade-II with five years of regular service, after qualifying in the trade test conducted by the Board.  2. Failing (1) above staff car driver (Ordinary Grade) with thirteen years of regular service after qualifying in the trade test conducted by the Board.		1.Executive Director-Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.		Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>32. Staff Car Driver (Grade-II)</b>	10	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
<b>8</b>				<b>9</b>	<b>10</b>	
Not applicable				Not applicable	Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
<b>11</b>	<b>12</b>			<b>13</b>	<b>14</b>	
By Promotion	By Promotion of staff car driver (Ordinary Grade) with eight years of regular service, after qualifying in the trade test conducted by the Board.			1.Executive Director- 2.Secretary - 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
33. Special Grade Driver	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits						
8		9		10		
Not applicable				Not applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12		13	14		
By Promotion	By Promotion of Staff Car Driver (Grade-I) with six years regular service, after qualifying in the trade test conducted by the Board..			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe -- Member.		Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non-Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits	
1	2	3	4	5	6	7	
34. Stenographer (Grade-I)	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay:Rs.4,200	Selection	Not applicable	Not exceeding thirty years	
Educational and other qualifications required for direct recruits							
8			9		10		
Not applicable			Not applicable		Not applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13		14
Promotion failing which by deputation.	Promotion: i) Stenographers (Grade-II) with 3 years regular service. ii) Failing (i) above Stenographers (Grade-II) and Stenographer (Grade-III) with 10 years combined regular service in the two grades.  Deputation: From amongst officials working in Central / State Government / Public Sector under takings and holding posts carrying the pay scales of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- with Five years experience in the grade or from analogous post with three years experience. (Period of deputation shall not exceed 3 years).		1. Executive Director - Chairman 2.Secretary - Member 3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category – Member			Not Applicable	
Note :							
(i) The Crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Thripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul, and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) for receipt of applications shall not taken in account for the purpose of determining age limit.							
(ii) In respect of posts the appointments for which are to be made through the Employment Exchanges, the crucial date for determining the age limit will be the last date up to which the employment exchanges are asked to submit the names.							

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(वाणिज्य विभाग)

(तम्बाकू बोर्ड)

अधिसूचना

नई दिल्ली, 26 जुलाई, 2017

फा. सं. 2/3/2016-इपी (एग्री. VI).—तम्बाकू बोर्ड अधिनियम, 1975 (1975 का 4) की धारा 33 की उप-धारा (1) और (2) के साथ पठित धारा 6 की उप-धारा (4) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, तम्बाकू बोर्ड एतद्वारा उक्त अधिनियम की धारा 33 की उप-धारा (3) की अपेक्षानुसार केन्द्रीय सरकार द्वारा अनुमोदन कर दिए जाने के पश्चात तम्बाकू बोर्ड (भर्ती) विनियम, 2013, में संशोधन करने हेतु निम्नलिखित विनियम बनाता है, अर्थात् :—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन विनियमों को तम्बाकू बोर्ड (भर्ती) (संशोधन) विनियम, 2017 कहा जाएगा।

(2) वे शासकीय राजपत्र में इनके प्रकाशन की तारीख से लागू होंगे।

2. तम्बाकू बोर्ड (भर्ती) विनियम, 2013 (जिसे एतदपश्चात मूल विनियम कहा जाएगा), के विनियम 1 में खंड (ड) के लिए निम्नलिखित खंड प्रतिस्थापित होगी अर्थात्:—

“(ड) बोर्ड के कर्मचारियों के संबंध में नियुक्ति प्राधिकारी का आशय, पदों पर नियुक्ति करने के अधिकार प्राप्त प्राधिकारी से है, जो कि निम्नानुसार है:—

**कार्यकारी निदेशक :—**(i) सरकार के साथ पूर्व परामर्श में अभिज्ञात प्रमुख पदों के अलावा वरिष्ठ स्तर पर प्रबंधन के तहत पदों, जिनका अधिकतम वेतनमान गैर-तकनीकी के मामले में 39,100 रु प्रतिमाह और तकनीकी के मामले में 39,100 रु प्रतिमाह से अधिक न हो और उन पदों, जिनका अधिकतम वेतमान गैर-तकनीकी के मामले में 39,100 रु प्रतिमाह तथा तकनीकी के मामले में 39,100 रु से अधिक हो, पर नियुक्ति बोर्ड के अनुमोदन से की जाएगी।

(ii) “मध्यम स्तर प्रबंधन” के तहत पदों के लिए,

(iii) “कनिष्ठ” स्तर प्रबंधन के तहत पदों के लिए।”

(3) मूल विनियम में, विनियम 13 में “अध्यक्ष” शब्द के लिए “कार्यकारी निदेशक” शब्द प्रतिस्थापित किया जाएगा।

(4) मूल विनियम में, विनियम 15 में “अध्यक्ष” शब्द के लिए “कार्यकारी निदेशक” शब्द प्रतिस्थापित किया जाएगा।

(5) मूल विनियम में, विनियम 17 में “अध्यक्ष” शब्द के लिए “कार्यकारी निदेशक” शब्द प्रतिस्थापित किया जाएगा।

(6) मूल विनियम में, अनुसूची में (i) कॉलम 13 ( तम्बाकू बोर्ड (भर्ती) (संशोधन) विनियम, 2016 से कॉलम 12 पढ़ा जाए) में “क्षेत्रीय प्रबंधक”, “प्रबंधक (वित्त एवं लेखा ) और “प्रबंधक (व्यापार खंड)” से संबंधित क्रम संख्या 1, 2 एवं 3 के सामने संबंधित प्रविष्टियों के लिए निम्नलिखित प्रविष्टियों को क्रमशः प्रतिस्थापित किया जाएगा, अर्थात:-

**“यदि डीपीसी है तो इसका गठन निम्नवत होगा**

1. कार्यकारी निदेशक – अध्यक्ष

2. सचिव – सदस्य

3. केन्द्रीय सरकार में समूह ‘क’ अधिकारी के समक्ष दो अधिकारी जिनमें से एक अधिकारी अनुसूचित जाति या अनुसूचित जनजाति श्रेणी का हो- सदस्य”

(ii) कॉलम 13 (तम्बाकू बोर्ड (भर्ती) (संशोधन) विनियम, 2016 से कॉलम 12 पढ़ा जाए) में “नीलामी अधीक्षक/वरिष्ठ ग्रेडिंग अधिकारी”, “उप-प्रबंधक (लेखा)”, “सहायक प्रबंधक (लेखा)”, “सांख्यिकीय अधिकारी”, “अध्यक्ष के निजी सचिव”, “क्षेत्र अधिकारी/तकनीकी सहायक”, “लेखाकार /अधीक्षक”, “वरिष्ठ अन्वेषक”, “वरिष्ठ अनुवादक”, “पद्धति विश्लेषक”, “प्रोग्रामर” “हिन्दी अधिकारी” और “आशुलिपिक ग्रेड 1” के पद से संबंधित क्रम संख्या 4, 5, 6, 7, 8, 9, 10, 11, 12, 25, 26, 28, एवं 34, के लिए संबंधित प्रविष्टियों के लिए निम्नलिखित प्रविष्टियों को क्रमशः प्रतिस्थापित किया जाएगा, अर्थात :-

**“यदि डीपीसी है तो इसका गठन निम्नवत होगा**

1. कार्यकारी निदेशक – अध्यक्ष

2. सचिव – सदस्य



3. केन्द्रीय सरकार में समूह 'क' अधिकारी के समकक्ष अनुसूचति जाति या अनुसूचित जनजाति श्रेणी का एक अधिकारी - सदस्य”

संतोष कुमार सारंगी, संयुक्त सचिव

[विज्ञापन-III/4/असा./162/17]

**नोट :** मूल विनियम दिनांक 1 मार्च, 2013 की अधिसूचना सं. 2/5/2011 – ईपी (एग्री VI) के जरिये भारत के राजपत्र असाधारण, भाग - III - खण्ड 4 में प्रकाशित किया गया था एवं बाद में दिनांक 20 मई, 2016 की अधिसूचना संख्या 2/5/2011 – ईपी (एग्री VI) के माध्यम से उसमें संशोधन किया गया।

**MINISTRY OF COMMERCE AND INDUSTRY**

**(Department of Commerce)**

**(TOBACCO BOARD)**

**NOTIFICATION**

New Delhi, the 26th July, 2017

**F. No. 2/3/2016-EP (Agri.VI).**—In exercise of the powers conferred by sub-section (4) of section 6 read with sub-sections (1) and (2) of section 33 of the Tobacco Board Act, 1975 (4 of 1975), the Tobacco Board hereby makes the following regulations after the same having been approved by the Central Government as required by sub-section (3) of section 33 of the said Act, further to amend the Tobacco Board (Recruitment) Regulations, 2013 namely:-

1. **Short title and commencement:**—(1) These regulations may be called the Tobacco Board (Recruitment) Amendment Regulations, 2017.  
  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Tobacco Board (Recruitment) Regulations, 2013 (herein after referred to the principal regulations), in regulation 1 for clause (e), the following clause shall be substituted namely:-

(e) “**Appointing Authority**” in relation to a Board’s employee means the authority empowered to make appointment to the posts as follows:-

- Executive Director.**—
- (i) for posts under Senior Level Management other than key posts identified in prior consultation with the Government, the maximum of scale of pay of which does not exceed Rs. 39,100/- per mensem in the case of non-technical and Rs. 39,100/- per mensem in the case of technical and for posts the maximum of scale of pay of which exceeds Rs. 39,100/- per mensem in the case of non-technical and Rs. 39,100/- per mensem in the case of technical, with the approval of the Board,
  - (ii) for posts under “Middle Level Management”,
  - (iii) for posts under “Junior Level Management”. “
  - (3) In the principal regulations, in Regulation 13, for the word “Chairman”, the words “Executive Director” shall be substituted
  - (4) In the principal regulations, in Regulation 15, for the word “Chairman”, the words “Executive Director” shall be substituted
  - (5) In the principal regulations, in Regulation 17, for the word “Chairman”, the words “Executive Director” shall be substituted
  - (6) In the principal regulations, in the Schedule (i) against serial numbers 1, 2 and 3 relating to the posts of Regional Manager, Manager (Finance & Accounts) and Manager (Trading Wing), in **column 13** (read as

column 12 w.e.f. Tobacco Board (Recruitment) (Amendment) Regulations, 2016), for the entries, the following entries shall respectively be substituted, namely:-

**“If a DPC exists what is its composition:**

1. Executive Director - Chairman
2. Secretary - Member
3. Two officers equivalent to Group A officer in the Central Government of which one officer from Scheduled Caste or Scheduled Tribe category –Member”,

(ii) for serial numbers 4, 5, 6, 7, 8, 9, 10, 11, 12, 25, 26, 28 and 34 relating to the posts of “Auction Superintendent / Senior Grading Officer”, “Deputy Manager (Accts)”, “Assistant Manager (Accts)”, “Statistical Officer”, “Personal Secretary to Chairman”, “Field Officer / Technical Assistant”, “Accountant / superintendent”, “Senior Investigator”, “Senior Translator”, “Systems Analyst”, “Programmer”, “Hindi Officer” and “Stenographer (Grade-I)”, in **column 13** (read as column 12 w.e.f. Tobacco Board (Recruitment) (Amendment) Regulations, 2016), for the entries, the following entries shall respectively be substituted, namely:-

**“If a DPC exists what is its composition:**

1. Executive Director - Chairman
2. Secretary - Member
3. An officer equivalent to Group A officer in the Central Government from Scheduled Caste or Scheduled Tribe Category –Member”.

SANTOSH KUMAR SARANGI, Jt. Secy.

[ADVT.-III/4/Exty./162/17]

**Note:** The principal regulations were published in the Gazette of India Extra ordinary, Part-III-Section 4 vide notification No. 2 /5/ 2011-EP (Agri.VI) dated the 1<sup>st</sup> March, 2013 and subsequently amended vide notification no. No. 2 /5/ 2011-EP (Agri.VI) dated the 20<sup>th</sup> May, 2016.

## अधिसूचना

नई दिल्ली, 26 जुलाई, 2017

**फा. सं. 2/3/2016-इपी (एग्री.VI).—**तम्बाकू बोर्ड अधिनियम, 1975 (1975 का 4) की धारा 7 के साथ पठित धारा 33 की प्रदत्त शक्तियों का प्रयोग करते हुए तम्बाकू बोर्ड द्वारा तम्बाकू बोर्ड (साधारण) विनियम, 1984 में और आगे संशोधन करने के लिए निम्नलिखित विनियम बनाए जाते हैं जिनका उक्त अधिनियम की धारा 33 की उप धारा (3) की अपेक्षानुसार केन्द्र सरकार द्वारा अनुमोदन कर दिया गया है, अर्थात:

**1. संक्षिप्त नाम और प्रारंभ**

- (1) इन विनियमों को तम्बाकू बोर्ड (सामान्य) संशोधन विनियम 2017 कहा जाएगा ।
- (2) ये सरकारी गजट में इनके प्रकाशन की तारीख से प्रभावी होंगे ।

**2. तम्बाकू बोर्ड (सामान्य) विनियम, 1984 (जिसे एतदपश्चात मूल विनियम कहा जाएगा) में विनियम 15 के लिए निम्नलिखित प्रतिस्थापित किया जाएगा, अर्थात:**

**15 पदों का सृजन :—**बोर्ड, निधियों की उपलब्धता के अधीन रहते हुए इस प्रयोजन के लिए विनिर्दिष्ट बजट उपबंध सम्मिलित करके या समुचित शीर्ष के अन्तर्गत बचत द्वारा या विधिमान्य पुनर्विनियोजन द्वारा सरकार को सूचना देते हुए ऐसे पदों का सृजन कर सकेगा जो बजट के समय जांच के अधीन होंगे तथा सरकार द्वारा समय

समय पर पदों के सृजन के लिए जारी किए गए प्रतिबंधन आदेश के अनुपालन के भी अधीन होंगे, यदि उसकी राय में ऐसे पदों का सृजन करना इसके कार्यों के दक्षतापूर्ण पालन के लिए आवश्यक है।

परन्तु ऐसे किसी पद का सृजन जिसका अधिकतम वेतनमान गैर-तकनीकी के मामले में 39,100/- रुपये प्रतिमाह तथा तकनीकी के मामले में 39,100/- रुपये प्रतिमाह हो, केन्द्रीय सरकार की पूर्व मंजूरी के बिना नहीं किया जाएगा।

परन्तु यह और कि अत्यावश्यकता की दशा में ऐसे अस्थाई पद जिनका बोर्ड के हित में सृजन करना आवश्यक होगा और जिनका अधिकतम वेतनमान गैर-तकनीकी के मामले में 39,100/- रुपये प्रतिमाह तथा तकनीकी के मामले में 39,100/- रुपये प्रतिमाह से अधिक नहीं होगा, बोर्ड के कार्योंत्तर अनुमोदन के अधीन रहते हुए अध्यक्ष द्वारा सृजित किए जा सकेंगे।

3. मूल विनियम में, विनियम 16 में “अध्यक्ष द्वारा” शब्दों के लिए “कार्यकारी निदेशक द्वारा” शब्द प्रतिस्थापित किये जायेंगे।
4. मूल विनियम में, उप विनियम (5) में विनियम 17 में, “अध्यक्ष द्वारा” शब्दों के लिए “कार्यकारी निदेशक द्वारा” शब्द प्रतिस्थापित किये जायेंगे।

संतोष कुमार सारंगी, संयुक्त सचिव

[विज्ञापन-III/4/असा./162/17]

**नोट :** मूल विनियम दिनांक 12.01.1985 (पीएयूएसए 22, 1906) के सं. एफ. 8/8/80-ईपी (एग्री- VI) के जरिए भारत के राजपत्र, भाग-III खण्ड 4 में प्रकाशित किये गये थे एवं बाद में दिनांक 8 अगस्त, 2000 की अधिसूचना संख्या 4/45/99 – ईपी (एग्री VI) के माध्यम से उसमें संशोधन किया गया।

## NOTIFICATION

New Delhi, the 26th July, 2017

**F. No. 2/3/2016-EP (Agri.VI).**—In exercise of the powers conferred by section 33 read with section 7 of the of the Tobacco Board Act, 1975 (4 of 1975), the Tobacco Board hereby makes the following regulations after the same having been approved by the Central Government as required by sub-section (3) of section 33 of the said Act, the Tobacco Board further to amend the Tobacco Board (General) Regulations, 1984, namely:-

1. **Short title and commencement:**—(1) These regulations may be called the Tobacco Board (General) (Amendment) Regulations, 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Tobacco Board (General) Regulations, 1984 (herein after referred to the Principal Regulations), for regulation 15, the following regulations shall be substituted, namely:-

**“15. Creation of Post:** The Board may subject to availability of funds either by inclusion of a specific budget provision for the purpose or by savings under an appropriate head or by valid re-appropriation, create such posts under intimation to Government, subject to scrutiny at the budget stage and also subject to observance of ban order for creation of posts issued by the Government from time to time, if in its opinion creation of such posts is considered necessary for the efficient performance of its functions.

Provided that no post, the maximum of scale of pay of which exceeds **Rs. 39,100** per mensem in the case of non-technical and **Rs. 39,100** per mensem in the case of technical shall be created without the previous sanction of the Central Government:

Provided further that in case of exigencies, temporary posts which would need to be created in the interest of the Board and the maximum of scale of pay which does not exceed Rs. 39,100 per mensem in the case of non-technical and **Rs. 39,100** per mensem in the case of technical may be created by the Executive Director subject to post facto approval of the Board”.

3. In the principal regulations, in regulation 16, for the words “by the Chairman”, the words “by the Executive Director” shall be substituted.
4. In the principal regulations, in regulation 17 in sub-regulation (5), for the words “by the Chairman”, the words “by the Executive Director” shall be substituted.

SANTOSH KUMAR SARANGI, Jt. Secy.

[ADVT.-III/4/Exty./162/17]

**Note :** The principal regulations were published in the Gazette of India, Part-III-section 4, vide No.F8/8/80-EP (Agri.VI) dated January, 12, 1985 (PAUSA 22, 1906) and subsequently amended vide notification no. No. 4 /45/99-EP (Agri.VI) dated the 8<sup>th</sup> August, 2000.