

TOBACCO BOARD INDIA

(Govt. Of India, Ministry of Commerce & Industry, Dept. Of Commerce)

GUNTUR – Andhra Pradesh

F.No.1(1)/2015-16/PDN/

Date.31.07.2015

C I R C U L A R

Sub:- **2015-16 AP crop season - Criteria for Registration or renewal of registration** as growers of Virginia Tobacco and grant of license for operation of barn in **Andhra Pradesh and Odisha - Reg.**
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The Board in its **140th meeting held on 10.07.2015** fixed a crop size of **120 million kgs** for cultivation of Flue Cured Virginia tobacco during **2015-16 crop season in Andhra Pradesh** and Odisha. The **salient features** of the production policy for 2015-16 are as follows:

- Taking into consideration the **gloomy situation in the world tobacco markets, carryover stocks, declining demand** for tobacco in both **international and domestic markets**, indents given by ITA, growers' **demand for reduction of crop size** for assuring remunerative prices for their produce, the Board decided to **fix a crop size of 120 million kgs** for Andhra Pradesh during 2015-16 crop season .
- The Board also decided to deal with **excess production sternly** and **limit the production strictly** to the crop size fixed so as to ensure fair and remunerative price to the growers and avoid repetition of market problems in future.

Basing on this production policy, the Chairman had laid down the criteria / guidelines for registration or renewal of registration as growers of virginia tobacco and grant of license for operation of barn in Andhra Pradesh and Odisha for 2015-16 as per the Rule 28(4) of Tobacco Board Rules, 1976. The following criteria along with administrative instructions/ guidelines for grant of registration or renewal of registration as virginia tobacco growers and barn operators for 2015-16 season are enclosed herewith for initiating the process of registration for 2015-16 season.


1. The criteria for **registration or renewal** of registration as **growers of Virginia tobacco** in Andhra Pradesh and Odisha for 2015-16 crop season. (Rule 33-A of Tobacco Board Rules, 1976)
2. The criteria for grant of licence or renewal of **licence for operation of barns** in Andhra Pradesh and Odisha for 2015-16 crop season. (Rule 34-O of Tobacco Board Rules 1976).
3. The criteria for grant of **licence for construction of barn** in Andhra Pradesh and Odisha for 2015-16 crop season. (Rule 34-M of Tobacco Board Rules 1976)

A copy of **notification on Production Policy** of the Board for 2015-16 crop season in Andhra Pradesh and Odisha is also **enclosed** for displaying it in the notice board and for information of all concerned.

All Auction Superintendents shall ensure that the process of grant of registration / renewal of registration to growers is **transparent at all levels** and should **not give scope for any corruption or criticism** from any quarter.

This is for strict compliance.

Encl: As above.


(C.S.S. PATNAIK)
Secretary
13/04/15

To
All Regional Managers & Auction Superintendents in Andhra Pradesh

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

TOBACCO BOARD

REGISTRATION/RENEWAL OF REGISTRATION OF VIRGINIA TOBACCO GROWERS AND BARN OPERATORS IN ANDHRA PRADESH AND ODISHA FOR 2015-16 CROP SEASON

1. TIME SCHEDULE FOR REGISTRATION/ RENEWAL OF REGISTRATION

The schedule for registration/ renewal of registration of growers of virginia tobacco, licensing of barn operators for 2015-16 crop season in Andhra Pradesh and Odisha is as follows.

Commencement of Registration/ renewal of registrations	03.08.2015
Last date for receipt of applications with normal fee	18.09.2015
Last date for receipt of applications with late fee of Rs. 100/-	25.09.2015
Last date for receipt of applications with late fee of Rs. 400/-	01.10.2015

- Applications received after last date (01.10.2015) shall be refused for registration/renewal of registration.
- Hence, all the Auction Superintendents are directed to give wide publicity and advise the growers to apply well before the stipulated date.
- The Auction Superintendent/SGO shall review the progress of registration of growers with concerned Field Assistant and Field Officer a week before the last date of registration with normal registration fees and ensure that all the eligible growers covering their eligible barns apply for registration within the specified period of registration to avoid unnecessary correspondence later and lessen the work load at auction platform level.

2. AREA AND QUOTA AUTHORIZED PER BARN IN 2015-16 CROP SEASON AND OTHER GUIDELINES

The soil region wise crop size, area and quantity to be authorized per a licenced barn and the maximum number of barns permitted for grant of licence per individual grower in Andhra Pradesh and Odisha during 2015-16 crop season considering the crop size of 120 m.kgs are as follows:

Soil Region	Crop size fixed (m.kgs)	Area to be registered per barn (ha.)	Area to be registered per barn (Acres)	Quota per barn (in Kgs)	Maximum no. of barns registered per grower	Maximum area registered per grower (in ha.)
N.L.S.*	35.00	1.00	2.50	2500	4	4.00
S.L.S.	45.00	2.40	6.00	3400	4	9.60
S.B.S.	37.00	1.40	3.50	3200	4	5.60
N.B.S.	3.00	1.00	2.50	1950	4	4.00

* N.L.S. includes ELS also

- The above quota is fixed taking into **consideration the nature's bounty** or production increases because of favourable weather conditions.
- Horizontal expansion of FCV tobacco cultivation is not permitted.** The efforts shall be on increasing the per acre yields (vertical expansion) with focus on quality of the product..
- The area authorised per barn is indicative only. The registered grower is required to reduce the area to be planted per each barn wherever per hectare productivity levels are high on account of high yielding varieties, soil fertility, favourable climatic factors etc., so as to match the ultimate production with the corresponding quota per barn and avoid excess/ unauthorized production. In any case, he **should not plant tobacco in more extent than allowed.**
- As it was done during 2014-15, the growers of high productive areas of SLS Regions platforms i.e., Kandukur-I & II, Ongole-I and Kondepi auction platforms falling under following villages will be given an authorised area of 1.60 ha. or 4 acres per barn as against general authorization of 2.4 ha. per barn authorised in SLS area while the quota authorised remains same as 3,400 Kgs per barn.

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

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

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

Kondepi: Nannurupadu

- The growers may be advised to strive for **increasing productivity by adopting Good Agricultural Practices** for cultivating tobacco within the authorised area to achieve the authorised quota/production rather than by undertaking cultivation in excess area.

- Production of tobacco over **and above the quota fixed will attract penalties** as decided by Government of India. **Excess production over and above 10% of the quota authorised** will be treated as unauthorised production and penalties will be levied at higher rates as applicable to sale of unauthorised production of tobacco in 2015-16 crop season.
- The farmers shall not plant tobacco in excess of area authorised and produce tobacco over and above the quota authorised. **The extent of excess area planted during 2015-16 and the corresponding quantities produced over and above the barn quota will be reduced from the area and quota authorised for 2016-17.**
- Farmers shall strive for enhancing productivity and quality, while using eco-friendly agro technologies to produce clean tobacco for improving the profit margin.
- Farmers are advised to go for green manuring in a big scale. Crop rotation in tobacco growing areas is to be done to ensure rejuvenation of soil.
- Farmers are prohibited to take up FCV tobacco cultivation in unsuitable/ saline/ low lying lands/ paddy fallows.
- The farmers shall produce tobacco free from pesticide residues and Non Tobacco Related Materials (NTRMs). Farmers are advised to take up IPM practices to reduce use of pesticides, go for use of Bio pesticides or alternative methods of pest control.
- Tobacco Board will not be responsible for sale of excess / unauthorized production or for ensuring remunerative prices for those tobaccos.
- Growers are advised not to undertake tobacco cultivation by leasing in land or barn at exorbitant rates. As the risks in cultivation of tobacco have increased many folds because of unfavourable situation in world tobacco markets and as returns will not be commensurate with the costs, they are advised to avoid any factor which increases the cost of cultivation.
- The growers who obtain registration as grower shall only cultivate tobacco. If the grower does not want to take up cultivation of tobacco for any reasons he may do so by informing the board accordingly by submitting 'nil' plantation report.
- Under no circumstances the barns will be allowed to be leased out unofficially as the cultivation of tobacco by unofficial lease grower can't be controlled and quality cannot be tracked. Traceability of tobacco produced is also not possible. Board will therefore consider this a serious violation and action will be initiated against the violators.
- Tobacco Board is a facilitator. It assists the farmers in crop production and conducts auctions for sale of tobacco. The grower prices are determined by demand and supply forces in global and domestic markets. As the present tobacco markets are prone to risks because of unfavourable conditions worldwide, the growers are advised to consider all risks involved and make an informed decision regarding cultivation of tobacco in 2015-16.
- Manufacturers/Exporters/traders cannot involve in any production related issues directly without the authorization of Tobacco Board. No one can either propagate any new technology or new input in the field without the authorization of Tobacco Board. The standard instructions of the Board for collection of samples and for analysis of leaf for various parameters are to be followed by Trade without deviation.

3. CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS GROWERS OF VIRGINIA TOBACCO AND CURER OF VIRGINIA TOBACCO (Rule 33-A & 34-A) FOR 2015-16 CROP SEASON

A. Eligible Categories

- i. All growers registered with the Board in 2014-15 season will be considered for renewal of registration in 2015-16 season subject to the following conditions.**
 - a) The Grower applicant **shall possess suitable lands** for growing Virginia tobacco on his own or taken on lease in the existing areas of tobacco cultivation.
 - b) The Grower applicant shall **possess a fit curing facility (barn) on his own** or taken on lease, registered with Board during 2014-15 season and eligible for registration for the current year.
 - c) The Grower applicant shall also **possess allied structures for storage and grading** of FCV tobacco.
 - d) The Grower applicant shall be following **crop rotation and Good Agricultural Practices** in cultivation of FCV tobacco.
 - e) The Grower applicant **should not have violated any of the provisions** of the Tobacco Board Act; Rules; Regulations; terms and conditions of certification of registration or licence; directions issued, affidavits submitted to the Board and stipulations laid down by the Board during the previous crop seasons.
 - f) The grower **shall submit an undertaking in the prescribed proforma** that he will abide by the conditions/ stipulations laid down by the Board in granting the renewal of registration and also agreeing for the condition that any excess area planted/excess tobacco produced during the ensuing season could be adjusted against the area and quota to be authorised for 2016-17.
- ii. No new growers will be permitted** to take up FCV tobacco cultivation and no new areas will be allowed for FCV tobacco cultivation.
- iii. The following grower applicants (new growers), though they are not registered during 2014-15 season may be considered for grant of registration** for 2015-16 season on the basis of barn licenced for operation during 2014-15 subject to **submission of valid legal documents:** (Registered partition deed/ sale deed / gift deed as is applicable).
 - a) **New owners of the licensed barns** who acquired ownership on account of partition/ transfer of joint family property.
 - b) **Legal heirs of deceased registered growers** who got the registered barn transferred on to their names.
 - c) **New growers who acquired ownership** of a licensed barn by purchase / gift.
 - d) **Lessee growers applying with a support of licensed barn** taken on lease supported by lease document subject to local laws
 - e) **Owners of registered fit licensed barns leased out during 2014-15** or earlier and want to get registered as grower of tobacco on his name this year.
- iv. Horizontal expansion of FCV tobacco cultivation is not allowed.** Registered growers **planting in excess areas over and above the area authorized** will be treated '**unauthorized cultivation**' and action shall be initiated.

B. Eligible pending categories

The **following categories** of grower applicants may be considered for accord of registration or renewal of registration subject to their becoming eligible after rectification of defects/ fulfillment of lapses (clearance of dues / repairing the barns / payment of penalties / **submission of requisite documents** as the case may be) within stipulated time i.e. **on or before 31.12.2015**.

- a) Growers/Barns (fit)/Barn owners having **outstanding dues** in respect of input loans, other loans arranged by Tobacco Board during 2014-15 season or in the past three years block period.
- b) The grower applicants applied with support of **barns licensed in 2014-15 season and unfit** during enumeration of barns in 2015-16.
- c) The grower applicants applied with support of fit barn which are involved in ownership disputes in the **past 3 years block period**.
- d) Grower applicants who have to pay penalties **stipulated under various categories** like **saline** tobacco production; **Vigilance cases**; **break in registration**; **not sold cases** and other categories wherever **penalties are applicable** as per policy in the past three years block period and applied with support of fit barn.
- e) Grower applicants (applied with support of eligible barn) who have **not submitted the requisite documents** for transfer of registration.
- f) Grower applicants having **licensed fit barn** as per latest enumeration and having break-in-registration for 3 years or less than 3 years (i.e., 2012-13, 2013-14 & 2014-15) and became eligible for registration after rectification of defects/fulfilling the criteria as above.
- g) **The registered growers owning an unauthorised barn on his own or on the name of his family members' subject to dysfunctioning of the unauthorised barn and submission of an affidavit stating that the barn will not be renovated again in future.**
- h) Grower applicants **who are registered growers in 2014-15 crop season** and submitted Form-II & III returns in proof of cultivation and curing of tobacco but not sold tobacco on the auction platforms **subject to payment of penalties @ 4%** of estimated sale proceeds taking into consideration the quota for 2014-15 and the average price of the concerned auction platform and **submission of an undertaking in local language in prescribed proforma.**

- i) Grower applicants who are registered growers in 2014-15 crop season but have **sold 50% of the quota or less for two years** consecutively (i.e. 2013-14 and 2014-15) as against the full quota produced by them as declared in Form-III returns, subject to payment of penalties @2% on the estimated value of tobacco the grower failed to sell on the auction platform out of the total quota i.e.,(QUOTA - TOBACCO SOLD) X (average price of the auction platform X 2%) and submission of an undertaking in local language in prescribed proforma.
- j) Growers who **sold saline tobacco in excess of 20%** of total quantity sold during the past two years subject to payment of penalty of Rs.2000/- and submission of undertaking that they will not plant tobacco in the identified saline soils and show alternative fields for cultivation of tobacco.

All the above categories of **applicants shall fulfill the criteria** for considering their registration for 2015-16 crop season **on or before 31.12.2015.**

C. Ineligible categories

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

- a) Grower applicants applied **without support of licensed barns** (curing facility).
- b) Grower applicants applied with support of **collapsed barns or unfit barns** (which became unfit before 2014-15).
- c) Grower applicants applied with support of **unauthorized barns / barns ineligible** for registration as per the criteria fixed for licensing of operation of barn.
- d) Grower applicants **seeking licence for construction of new barns.**
- e) Grower applicants making applications for cultivation of tobacco in the **known saline lands / irrigated wet lands /low lying lands / New areas /Forest areas or Agency areas.**
- f) The grower applicants **who filed their applications** for registration/ renewal of registration **after stipulated last date.**
- g) Grower applicants who obtained registration in earlier years by **submitting false information/ false returns.**
- h) Growers **indulged in activities which are in violation of Tobacco Board Act, Rules & Regulations** and in unlawful activities/malpractices at the auction platforms such as misbehavior, obstructing Board Staff in discharge of their duties, obstruction of auction proceedings, nesting of tobacco etc.
- i) Grower applicants who applied with support of barns **which are not registered** with Board for **more than 3 years** (i.e., 2014-15, 2013-14, and 2012-13).
- j) Grower applicants who **are hiring child labour** for cultivation operations.
- k) **Growers whose tobaccos contain pesticide residues beyond the Guidance Residue Levels (GRLs) fixed by CORESTA. (from 2015-16 onwards)**
- l) Grower applicants whose bales are **rejected for sale** during last season for **containing NTRMs** above permissible levels.

4. THE CRITERIA FOR GRANT OF LICENCE OR RENEWAL OF LICENCE FOR OPERATION OF BARNs IN ANDHRA PRADESH FOR 2015-16 CROP SEASON (RULE 34-O OF TOBACCO BOARD RULES 1976)

- a) **All the barns licensed in 2014-15 are eligible for grant of license for operation in 2015-16**, provided that they are in fit condition and are not black listed or liable to be black listed by the Board for any violations of Tobacco Board Act, Rules Regulations etc., by the concerned growers/ barn operators.
- b) If the barn **licensed for operation during 2014-15 is unfit for curing at the time of enumeration**, the barn operator should complete the repairs and make it fit for curing on **or before 31.12.2015** to be eligible for renewal of licence for operation of barn.
- c) License for operation of barn shall **not be granted to the barn operator if he intends to cure tobacco of unregistered growers** or operate his own unauthorised barns.
- d) The growers/barn owner may be advised to insure **their barns against natural calamities, fire accidents etc.**, with designated Insurance Companies by the Board or through their Bankers or through grower association.

5. THE CRITERIA FOR GRANT OF LICENCE FOR CONSTRUCTION OF BARN IN ANDHRA PRADESH FOR 2015-16 CROP SEASON (RULE 34-M OF TOBACCO BOARD RULES 1976)

- a) **No licenses for construction of barns in Andhra Pradesh and Odisha in 2015-16 crop season**, creating additional curing capacity will be granted to the applicants who file application seeking license for construction of new barns, as the existing curing capacity of licensed barns in Andhra Pradesh and Odisha is more than sufficient to produce the crop size fixed by the Board.
- b) Likewise, **no unauthorized barn will be regularized** during 2015-16 crop season.
- c) It shall be **propagated among all growers by the field staff** that **no new construction of barns is allowed** and construction of barns without license from the Board amounts to violation of the Tobacco Board Act, Rules & Regulations and punishable as per the provisions of the Act.
- d) Registered growers **who are constructing the barn without licence** are liable for **cancellation of their registration**.
- e) **The Auction superintendent may also suitably advise the bankers and co-operative societies in writing that they should not finance for such unauthorized construction of barns/ unauthorised cultivation by unregistered growers.**

Auction Superintendents are **directed to maintain strict vigil** and ensure that **no new barns are constructed in their jurisdiction**. Any grower resorting to unauthorized construction of barns shall be given a notice and the violation may be recorded by conducting Mahajarnamas and the cases be referred to Head Office for sending them to the Government for permission for prosecution. **Any construction of barn in the family of registered grower shall be recorded on the name of registered grower only and his authorization card shall be withheld and proceedings for cancellation of registration shall be initiated.** Any deviation from these instructions and lapses in not reporting unauthorised construction of barn and inaction on the part of staff in preventing the construction of unauthorized barns will be viewed seriously by making concerned field staff responsible for these lapses.

2015-16 CROP SEASON - REGISTRATION/ RENEWAL OF REGISTRATION OF GROWERS, LICENSING OF BARN OPERATORS - GENERAL INSTRUCTIONS AND GUIDELINES

1. GENERAL

- a) All the Auction Superintendents are requested to go through the criteria, guidelines, instructions issued and follow them strictly while granting registration/renewal of registration to growers/licensing barn operators. The H.O shall be informed of any ambiguity in instructions or if any clarifications are required on any matter relating to registration of growers.
- b) Auction Superintendents shall conduct a meeting of all FAs, FOs and S.G.O., before commencement of registration for guiding them on salient features of the production policy for 2015-16 and the criteria for accord of registration/renewal of registration.

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

- a) Grower applicants registered during 2014-15, seeking renewal of registration/license as barn operator shall file their application in revised format (single sheet) in the place of statutory forms - Form-1 and Form-25.
- b) All the applications for renewals shall be accompanied by Tobacco Growers Pass Book in original invariably. **Without pass book registration shall not be renewed.**
- c) New growers applying for registration, however, have to file applications in Form-1 for registration as Virginia tobacco growers and Form-25 for licensing as barn operators as per normal procedure.
- d) The serially numbered blank application forms have to be issued to the intending tobacco growers. Not more than one/one set of applications are to be issued to avoid wastage and shortage later.
- e) The application forms *other than the prescribed forms* filed by the growers for registration as growers of Virginia tobacco and for licensing as barns operators shall not be considered and shall be rejected.
- f) **Incomplete applications/representations with DDs may be returned to growers immediately for resubmission in prescribed formats after rectification of defects before the last date of registration.**
- g) Aadhar No. of the grower, social status (**SC,ST, OBC and General**), **Gender (male or female), age of the applicant; category of grower as Marginal, Small or Big, family code no. (as per barn enumeration 2015-16) and family holding details** also need to be ascertained and mentioned on the application
- h) **Mobile number or contact telephone number of the grower** shall be mentioned on the application invariably.
- i) **Applications** sent **directly to Head Office/ Regional Manager's office will not be processed for grant of registration.**

3. DIARISING

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

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

APF No.

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

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

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

4. SCRUTINY OF APPLICATIONS FOR REGISTRATION

- a) All the applications received from the growers shall be **scrutinized by the Field Officer with the assistance of field assistant concerned and he is responsible for entering the eligibility status** i.e., registration status of grower/barn and physical condition of barn as per enumeration report.
- b) It is also the **responsibility of FA and FO to collect Aadhar Number, Mobile Number and record them on application**. The FA/FO shall also be responsible for collecting details of other registrations in family/other barns in family and allot a common family code to all these growers.
- c) The **latest updated barn enumeration report** should be adopted for verification of the applications as regards to the curing facilities (barns) possessed by the applicants.
- d) The **FO will also decide the eligibility for grant of registration** to the applicants in accordance with the criteria, which will be confirmed by the SGO.
- e) The Asst. Manager (Accts)/concerned **official from Accounts Section shall ensure recording details of outstanding dues**, if any.
- f) The **Auction Superintendents** after verifying all these comments, shall give approval for **accord of registration or otherwise**. Then the eligible applicant shall be accorded registration.
- g) The concerned **Field Officer, SGO, AM(Accts) and Auction Superintendent** should sign **invariably on the application** against the columns provided.

5. PAYMENT OF REGISTRATION FEE

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

6. GRANT OF REGISTRATION/RENEWAL OF REGISTRATION AS GROWER

- a) After payment of fees, Renewal of registration/Registration as growers of Virginia tobacco is to be granted to all the eligible applicants on the spot by endorsing particulars of registration i.e., area authorized, quota per barn in the Tobacco Growers Pass Book (TGPB) for 2015-16 crop season.
- b) The Registration Certificate is also included in TGPB and same may be endorsed by the authorized officer duly filling all the columns.
- c) In respect of barn share holders, the quota authorized for a licensed barn shall be allocated in proportionate to the shares.
- d) **Without making endorsements in the TGPB and attesting of the entries by the authorised officer, the registration process is not complete.** Hence, Auction Superintendents shall ensure that all growers are given TGPBs and entries are made in the TGPB according registration or renewal of registration.

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

- a) In case of Pending eligible applications (Para3-B above), wherever the grower had to make good certain lapses in the application, or fulfill the criteria and guidelines (clearing of loans/dues, payment of penalties etc., settling Barn disputes/legal matters, submission of documents for transfer of registration, repair or re-construction of barns), the **Auction Superintendents shall organize for immediate communication to the applicants in writing within 7 days of receiving such applications advising them to comply with directions/fulfill the criteria and become eligible for grant of registration or renewal of registration on or before 31.12.2015.**
- b) Further, it shall be also informed that in the event of **failure to fulfill the criteria** the applicants will be categorized as unregistered growers and tobacco planted and produced, if any, will be **treated as unauthorised production** and action will be initiated accordingly.
- c) Applicants under **eligible pending categories** who fail to fulfill the criteria within the given time (**31.12.2015**) shall be **refused for grant of registration by 07.01.2016 by the Auction Superintendent as per the authorization given** and the same shall be communicated with reasons along with fees, giving an opportunity to the applicants for filing a representation seeking revision of the decision, which **shall be referred to Head Office through concerned Regional Manager to place them before the Board in its next meeting for taking appropriate decisions.**
- d) The Regional Managers shall verify and ensure that the communication letters are served to all eligible pending categories growers requesting them to fulfill the criteria **on or before 31.12.2015 and refusal letters to those growers who had not fulfilled criteria are sent without fail as per time schedules prescribed.**

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

- a) According to the **Tobacco Board Rules 33 A (6) if any farmer applying for registration is not eligible** for registration, as per the criteria laid down, the matter has to be placed before the Registration Committee again for considering grant or refusal of registration.
- b) However, in order to avoid **delay in communication of refusal of registration to the ineligible applicants /barns and to restrain them from planting tobacco, the Auction Superintendents are authorised to examine the applications as per the criteria laid down for registration and communicate refusal of registration to the ineligible categories of growers (Para3-C above).**

- c) The refusal letter informing the criteria for registration and the reasons for such **refusal shall be sent to concerned grower within 7 days of filing of applications**. This would also help to refrain them from cultivation of tobacco unauthorisedly.
- d) The grower shall be informed about the opportunity to **represent to the Board, within 30 days**, through a revision petition in this refusal communication.
- e) Fees paid by the applicant shall also be **refunded along with application** filed to the concerned growers.
- f) While communicating refusal, **the reasons for refusal of registration** shall be very clearly mentioned bringing to the notice of the applicant, the specific reason/deficiency/ineligibility in the application (i.e., applied without support of eligible barn or applied with support of unauthorised barn not eligible for registration as per policy) as against the criteria for considering grant of registration rather than stating that “**registration refused as per policy**”.
- g) Auction Superintendents shall invariably **maintain record of office copies of such refusal communications** for future reference. Regional Managers shall verify them during their regular platform visits.
- h) Further, the particulars of all such **ineligible applications are to be sent to H.O.** through concerned Regional Manager giving detailed reasons for ineligibility in each case.
- i) The revision petitions if any received from the growers **shall be referred to H.O.** through concerned Regional Manager to place them before the Board in its next meeting for taking appropriate decisions.
- j) **No inputs/loans shall be arranged by the Board to the pending eligible/ ineligible growers who filed applications seeking registration for 2015-16 crop season.**

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

- a) The barns and lands where registered growers plant tobacco shall be within the jurisdiction of respective platform. If not the grower applicant has to invariably inform the same to the Auction Superintendent at the time of registration itself.
- b) **Wherever growers apply for registration with support of barns/lands located in the jurisdiction of other auction platforms and if such barn or lands are located in far off places involving a distance of more than 20 kms, such requests shall not be considered and rejected.**
- c) Wherever growers apply for registration with support of barns/lands located in the jurisdiction of other auction platforms which are nearby to the Auction Superintendent of his platform (platform where the grower is residing), the Auction Superintendent, who received application for registration shall **first obtain required particulars of barn/lands and required certifications from the other Auction Superintendent and then submit the proposals** on grant of registration to the concerned Regional Manager.

- d) Regional Manager in turn **shall make necessary verifications of the particulars**, if any and after ascertaining the genuineness of the case communicate clearance or other wise to the Auction Superintendent concerned for grant of registration as per procedure.
- e) **A list of such cases may be submitted to Production Section** with a copy to Vigilance Section for record and reference.
- f) In general, Auction superintendents are not following the above guidelines and hence **it is stressed for compliance of above instructions**.

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

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

11. BARN DISPUTES

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

12. TRANSFER OF REGISTRATION - DOCUMENTS REQUIRED

The applications for transfer of registration by partition, gift or sale will be considered only during the time of registration on submission of a registered deed. After stipulated last date 01.10.2015, the transfer of registration by above means will not be allowed. The following documents are to be submitted for transfer of registration by grower applicants.

- a) In respect of partition of joint family property, a valid registered partition deed with reference to the barn under consideration.
- b) In cases of acquiring ownership of a licensed barn through gift or other wise a valid registered sale/gift deed.
- c) In respect of death of a registered grower, a legal heir/vamsavruksha/proper person certificate issued by competent authority.
- d) In all the above cases no objection from other family members shall be obtained in the prescribed proforma on Rs.20/- stamp paper witnessed by 3 registered growers.
- e) **In case of death, where Revenue Authorities are refusing to give legal heir or proper person certificate, in lieu of this, the family member certificate issued by Revenue Authorities along with a deed given by these family members authorizing one of the members of family to get registration may be accepted for allowing transfer of registration.**
- f) In all the above cases, the applicants also shall submit no dues certificate from the Bank.
- g) In case, it is not possible for the applicant to obtain NOC from banks because of his financial problems, the following procedure may be followed.
 - The Auction Superintendent after **ascertaining the reasons for not issuing the NOC from banker**, may recommend for transfer of registration subject to the condition that the sale proceeds of the grower on to whose name the barn is being transferred **shall be routed through the same bank**, where loan outstandings are there.
 - An undertaking **letter (addressed to Bank) from the grower agreeing for recovery of outstanding loan amounts of the deceased grower** from the sale proceeds may be obtained. This undertaking shall be witnessed by two registered growers.
 - After affecting transfer of registration, the **same shall be intimated to concerned bank** while forwarding the undertaking letter.
- h) In case the owner of a leased out barn wants to get himself registered, the owner of the barn shall not be held responsible for the crop loans drawn by lessee, unless the owner of the barn is the guarantor of such loans.
- i) Original TGPB in respect of the barn under consideration for transfer shall be surrendered to the office and same shall be cancelled before transfer.

13. SHIFTING OF LICENSED BARNs

- a) Shifting of licensed barns within platform and between platforms of the respective regions within the same soil region is permitted.
- b) Barns should not be permitted for shifting to new villages or new areas/villages of low-lying areas and saline areas and known dry areas which produce inferior styles/woody styles.
- c) The Auction Superintendent is authorised to accord permission for shifting of licensed eligible barns by self or by sale (supported by registered sale deed) within the village or village to village within the platform.
- d) The Regional Manager is authorised to accord permission for shifting of licensed eligible barns by self or by sale (supported by registered sale deed) from platform to platform of the same geographical soil region i.e., within SLS/SBS/NLS/NBS.
- e) The guidelines issued earlier for shifting of licensed barns within the village, village to village, platform to platform of the same soil region (within NLS or SBS or SLS or NBS) either by the owner of the barn or grower-purchaser of the barn shall be followed this year also.
- f) Shifting of barns from one platform to another platform falling under two different Regional Managers jurisdiction shall be referred to Head Office for necessary approvals.
- g) The guidelines issued earlier for shifting of licensed barns within the village, village to village, platform to platform of the same soil region by the owner of the barn shall be followed this year also.
- h) Barns black listed by the Board are not permitted for shifting.
- i) The barn at the old place shall be demolished and barn accessories to be shifted to the new site.
- j) Necessary endorsements have to be made in the Barn Enumeration Register.
- k) The reconstruction of the barn at new place shall be completed **before 31.12.2015**.

14. BREAK-IN-REGISTRATION CASES

Growers with **break-in-registration for 3 years or less than 3 years** (i.e., 2012-13, 2013-14 & 2014-15) may be considered for grant of registration/renewal of registration during 2015-16 season subject to the following conditions:

- a) The barn to be eligible for registration under this category shall be in **'FIT' condition** as per the latest enumeration report.
- b) **Unfit barns shall not be categorized** under this category.
- c) The grower shall pay **a penalty/regularization charges of Rs.1,000/- per barn per year** of break in registration.
- d) The grower shall **submit relevant supporting documents** regarding fulfillment of criteria/guidelines applicable in respect of the following cases:

- i) Licensed 'fit barn' for which registration could not be granted due to disputes on settlement of dispute
 - ii) Licensed barns for which registration was not granted in earlier years, on account of the owner of the barns not settling the dues (tobacco loans, input loans, penalties etc) on clearance of dues.
 - iii) Wherever the unfit barns (Licensed barns) were repaired lately (after the crop season), these barns should have been enumerated as fit and valid for the season and included in the "targeted barns".
 - iv) Wherever farmers are having licensed barns in 'Fit condition' in the break-period as per annual barn enumeration but not applied to the Board seeking registration for health and other reasons.
- e) The applications of growers/barns who have a break-in-registration for more than 3 years/seasons (i.e., before 2012-13, 2013-14 & 2014-15) may be refused for grant of registration.**

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

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

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

- a) Cluster wise list of growers who are not cultivating and not curing tobacco shall be prepared by Field Assistant and the same shall be verified by the Field Officers. Senior Grading Officer and Auction Superintendent shall randomly check the list. During last two seasons, it is observed that while some Field Assistants are reporting violations in full, some FAs are submitting NIL reports which are being accepted by FOs/SGO/Auction Superintendent without further verification. This is leading to problems in areas and any such negligence in duties will be viewed seriously hereafter.
- b) The growers owning more than one barn in a family and does not want to use all the barns for curing for economy reasons, such growers shall submit this information to the Auction Superintendent at the time of planting itself so that the growers will not be included in the list of violators.

- c) In view of reduced quotas, if farmers come forward to utilize only one barn for curing instead of two, they should inform the same to the Board in writing and the same will be allowed.
- d) The growers who obtain registration as grower shall only cultivate tobacco. If the grower does not want to take up cultivation of tobacco, he may inform the board accordingly by submitting 'nil' plantation returns.
- e) Growers who are habituated to sell their quota may be advised/ educated before hand in group meetings that the permission for sale by means of authorization card will not be given if they do not cultivate tobacco and cure tobacco. In case, it is not possible for them to cultivate tobacco on their own, they shall lease out their barns and lands or submit 'nil' returns.
- f) There were several complaints from the growers saying that the big growers having large number of barns are indulging in sale of their quotas and are purchasing tobacco from unauthorised growers and selling their tobacco as their own, in violation of Tobacco Board Auction Regulations.
- g) If this is not controlled, the excess and unauthorised production will grow uncontrolled and all the farmers' interest will not be protected by over production in the form of low prices.
- h) Growers by selling away their quotas are helping unauthorised farmers to sell their production as authorised production and this adjustment is affecting the interest of law abiding registered farmers
- i) If these growers submit Form-II and Form-III without cultivating tobacco, they may be issued notices for submitting false returns and also calling for explanation for such violation.
- j) The growers who have not cultivated and cured tobacco shall not be issued authorization card for sale of tobacco and all such cases shall be referred to H.O. along with notices issued, replies received for initiating action against them.
- k) The availability of physical stocks in the bulk sheds of grower is the solid proof that the grower has cultivated and cured tobacco on his/her own. If the grower is not having stocks of his/her own, it means that he/she is trying to sell away his/her quota to others.

A. Monitoring the cultivation by tenant farmers:

1. Growers are advised not to undertake tobacco cultivation by leasing in land or barn at exorbitant rates as returns will not be commensurate with the costs in the present market conditions.
2. There are certain quality issues in tobacco cultivation which are hampering the interest of the farmers. The pesticide residues and other quality issues are resulting in lower returns to the farmers in the form of declining prices. In order to address these issues, the FCV tobacco cultivation shall be taken up on scientific lines and under total control of Tobacco Board. Then only the Board can train the farmers to implement Good

Agricultural Practices, monitor their cultivation at each stage and guide them properly to avoid quality problems. If the growers lease out their barns unofficially, there will be no control on tobacco farmers who are cultivating tobacco and the “traceability” of tobaccos will be lost.

3. During last year, it was revealed, from the lists of unofficial lease growers submitted that around 35-40% of tenant farmers are cultivating tobacco.
4. The owners of barns who are leasing out barns/lands on unofficial lease are availing bank loans, drawing subsidies while exploiting the tenant farmers and in view of this it is decided not to consider the unofficial leases of barns.
5. Tobacco Board will not recognize unofficial lease growers. Under no circumstances the barns will be allowed to be leased out unofficially as the cultivation of tobacco by unofficial lease growers can't be controlled and quality tracked. Sale of tobacco by these growers will not be allowed.
6. The tenant growers cultivating tobacco may be advised to submit a leased deed at the time of registration and obtain registration on to their name to cultivate, cure and market their tobacco with due authorization by Board.
7. Particulars of tenant farmers village-wise (Both official and unofficial lease) along with barn details shall be listed out and sent to H.O. All the growers who have given their barns on unofficial lease may be issued notices.
8. Cultivation by the head of the family on the behalf of other family members shall not be seen as unofficial lease. Auction Superintendents shall take care not to include such cases in unofficial lease growers list. The rationale behind identifying the unofficial lease growers is to prevent sale of quota by unscrupulous persons but not to trouble real growers.
9. A list of such growers shall be sent to concerned banks, which are financing these growers.
10. The growers who have leased out their barns unofficially **shall not be issued bale pattas and authorization card for sale of tobacco** and all such cases shall be referred to HO along with notices issued, replies received for initiating action against them.
11. The availability of physical stocks in the bulk sheds of grower is the solid proof that the grower has cultivated and cured tobacco on his own. If the grower is not having stocks of his own, it means that he is trying to sell away his quota to others.
12. Even in case of official lease, the procedure prescribed for registration of barns/ lands located in the jurisdiction of other auction platforms elsewhere shall be followed strictly.

B. Verification of Form-II & III returns

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

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

1. The growers who are registered in 2014-15 crop season and submitted Form-II & III returns in proof of cultivation and curing of tobacco but not sold tobacco on the auction platforms are eligible for registration/ renewal of registration for 2015-16 subject to following conditions:

- i) The growers shall submit their explanation for not selling tobacco having submitted Form-II & III returns.
- ii) The growers have to pay penalties @ 4% of estimated sale proceeds taking into consideration the quota for 2014-15 and the average price of the concerned platform as it was done in the previous years and subject to fulfillment of all other criteria for registration.
- iii) They shall also submit an undertaking in local language in the prescribed proforma stating that they will sell their entire production on auction platform during 2015-16 and if they violates this provision in the ensuing auctions they are liable for any action as per the Tobacco Board Act and Rules.

2. Grower who are registered in 2014-15 crop season but have sold 50% of the quota or less for two years consecutively (i.e., 2013-14 and 2014-15) as against the full quota produced by them as declared in Form-III returns are also eligible for registration/ renewal of registration for 2015-16 subject to following conditions:

- i) The growers shall submit their explanation / reasons for not selling their quota in full.
- ii) The growers have to pay penalties @ 2% on the estimated value of tobacco the grower failed to sell on the auction platform out of the total quota. i.e., **((QUOTA - TOBACCO SOLD) X Average price of APF X 2%)** subject to a minimum of Rs.2,000/- and fulfillment of all other criteria for registration.
- iii) This is also subject to submission of an undertaking in local language in the prescribed proforma stating that they will sell their entire production on auction platform during 2015-16 and if they violates this provision in the ensuing auctions they are liable for action as per the Tobacco Board Act and Rules.

3. All the Auction superintendents are instructed to prepare the lists of growers who have not sold tobacco having submitted Form II and form III returns and growers who sold 50% of the quota or less for two years consecutively before start of registration. As the auctions are still going on, final lists of these categories may not be available and data available as on date may be used for proceeding with registration, which can be reviewed after completion of auctions.

4. The growers who fall under above two categories shall be informed that the growers who will not be selling tobacco in 2015-16 auctions and selling tobacco 50% or less than the quota for consecutive two years will be treated as ineligible for registration from 2016-17 onwards.
5. All the Auction Superintendents shall monitor the cultivation by these two categories of growers closely. The Auction Superintendents shall ensure through their field staff that these grower sell their tobacco on auction platforms invariably.
6. In the ensuing season, Auction Superintendents shall organize intensive field visits during and after the completion of plantations to identify and establish nil planted growers and stop issue of authorization cards to such growers for sale of tobacco, so as to prevent sale of tobacco by unregistered and unauthorised growers and also to curb other illegal activities related to such sales.
7. There are certain pockets of tobacco areas, where the growers have stopped tobacco cultivation and leasing out most of their barns. Auction Superintendents shall list out all such villages and concentrate in those areas to establish non-cultivation of tobacco. A list of such villages shall also be submitted to Head Office for record.
8. Representations in respect of specific **instances of crop damage** resulting in significantly lower production (up to 50% or less) or even Nil production, if any shall be filed by the growers to the Auction Superintendent before commencement of auctions itself. Such damages shall be verified and to be established by the field functionaries for record and for future reference. Growers shall be advised that late representations on the crop damages will not be entertained.
9. All the Auction Superintendents shall organize to prepare and furnish following details to Head Office.
 - i) NIL planted growers/barns during current crop season.
 - ii) Growers who failed to submit Form-II & III returns.
 - iii) Growers who have submitted Form-II & III returns stating that they have planted and cured tobacco without actually cultivating tobacco as per field verification.
10. No authorization card for sale of tobacco on the auction platform shall be given to the growers who declared **NIL** plantations.
11. Any reports/complaints about unauthorised transactions on authorization cards of growers who have not planted tobacco involving Board employees will be viewed seriously and appropriate disciplinary action will be initiated.

D. Managing hot spots - Monitoring plantation of tobacco in low lying areas/ known saline areas and paddy fields;

1. During current crop season, all Field staff shall vigorously campaign against planting of tobacco in low lying areas/ known saline areas/paddy fields.
2. If any farmer is planting tobacco in paddy fields / low lying areas, the same may be recorded electronically by taking photographs and the grower may be served with notices for planting tobacco in violation of directions of the Board.
3. The names of such growers shall be displayed in notice boards.
4. All the registered growers who have planted tobacco in paddy fields/ low lying areas shall be issued notices and proposals for cancellation of their registration may be sent to Head Office.
5. Supply of inputs to such growers shall be stopped forthwith.
6. The registered growers who have planted tobacco in undesirable areas shall not be issued bale pattas and authorization cards allowing for sale of tobacco.
7. All these growers shall be black listed for registration as grower and supply of inputs in the coming season.
8. The bankers of such growers may also be informed about the action proposed to be taken against such registered growers.
9. **The growers who have sold tobacco in excess of 20% of quantity sold during past two years (2013-14 and 2014-15) may be considered for grant of registration subject to payment of penalty of Rs.2.000/-.** These growers shall also undertake that they will not plant tobacco in the identified saline soils and show alternative fields (survey numbers) for cultivation of tobacco. If the growers do not own enough area for cultivation of tobacco to the extent of area authorised, such grower shall be given authorization for cultivation to the extent of the acreage owned by him.
10. It shall be publicized to all growers that **the growers who are selling saline tobacco in excess of 20% of total quantity sold during the past two years in 2015-16 auctions will be treated as ineligible for registration from 2016-17 crop season onwards and will be refused renewal of registration if they repeat the same mistake again.**

E) Monitoring movement of green and cured tobacco leaf

1. The field staff shall maintain a strict vigil on movement of green and cured leaf from village to village and from platform to platform.
2. Movement of cured leaf across the platforms for sale on the authorized cards of other growers will not be permitted.
3. The particulars of registration granted on the basis of barns or lands located outside the jurisdiction of village/platform shall be informed to vigilance cell before hand to monitor movement of green/cured tobacco leaf.

4. Any movement of tobacco by such growers shall be on the basis of transport permit issued by Auction Superintendent under a copy marked to vigilance officials.
5. Any transport of green/cured leaf without transport permit shall be treated as unauthorised tobacco and shall be handed over to Vigilance Squad for initiating necessary action.

16. EXCESS/UNAUTHORISED PRODUCTION

Auction Superintendents are directed to give wide publicity among the farming community/growers/grower associations at the time of registration and well before the planting season about the reduced crop size during 2015-16 and reduced quota per barn that will be allowed for sale with normal service charges.

- The farmers shall not plant tobacco in excess of area authorised and produce tobacco over and above the quota authorised.
- **The extent of excess area planted during 2015-16 and the corresponding quantities produced over and above the barn quota will be reduced from the area and quota authorised for 2016-17.**
- Tobacco Board will not be responsible for sale of excess/unauthorised production or for ensuring remunerative prices for those tobaccos.
- The excess quantity produced by the registered growers and unauthorised tobacco produced by unregistered growers will be in violation of Tobacco Board Act and Rules and will be dealt with accordingly as per law.
- **Excess production over and above 10% of the quota authorised will be treated as unauthorised production and will be levied penalties at higher rates as applicable to sell of unauthorised production of tobacco in 2015-16 crop season.**

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

Wherever it is established that the growers are employing child labour in the tobacco cultivation and related activities, they shall be refused for grant of registration/renewal of registration or licensing as barn operators.

All the tobacco growers shall be informed that their registrations will be liable for cancellation in case they engage child labour in tobacco cultivation. A notice to this effect shall also be displayed in the **Notice Board**.

All the registered growers at the time of registration should submit declaration stating that “No child labour is used in any of the tobacco operation and no forest wood is used for tobacco curing”.

Registered growers shall not use CPAs indiscriminately resulting in quality problems. **Growers whose tobaccos contain pesticide residues beyond the Guidance Residue Levels (GRLs) fixed by CORESTA during 2015-16 crop season are liable for action and their registrations will be withheld during 2016-17. All the tobacco growers shall be informed of this with an advice to use pesticides judiciously.**

18. Encouraging planting of trees for tobacco curing by registered growers

All the registered growers who are accorded registration for 2015-16 crop season shall under take to plant a minimum of 10 plants in this crop year. All the field staff are requested to inform each and every grower about this direction of the Board and ensure that the same is fulfilled. **Progress report on planting of trees with proper documentation shall be submitted to Head Office at regular intervals.**

19. PROGRESS OF REGISTRATION- REPORTING

1. The weekly progress reports on granting registration to growers of Virginia tobacco/licensing for operation of barns has to be sent to Regional Managers Office in the ISO **formats at the week end.**
2. The Office of the Regional Managers shall furnish consolidated report to Head Office on **every Monday of the following week.**
3. Soon after completion of registration, the particulars of total farmers registered, area registered, barns licensed for operation, district wise, mandal wise and soil wise is required to be sent to Head Office **within 10 days** of completion of registration.
4. Family wise details of registration, registrations in terms of small, medium and large growers and registrations in terms of SC, ST, Women and Other Growers shall be submitted to Head Office after completion of registration.
5. Thereafter the updated registration particulars have to be sent periodically as and when the eligible pending applications are granted registration.
6. After closure of registrations, a registration tally i.e., a comparison of barns registered during 2015-16 with that of 2014-15 with reasons for increase and decrease of barns shall be submitted to Head Office.

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TOBACCO BOARD
Government of India, Ministry of Commerce & Industry
GUNTUR

NOTIFICATION

FCV TOBACCO PRODUCTION POLICY FOR 2015-16 ANDHRA PRADESH CROP SEASON

A crop size of **120 million kgs** is fixed for cultivation of Flue Cured Virginia tobacco in Andhra Pradesh and Odisha for 2015-16 crop season.

The soil region wise crop size fixed, area to be registered and quantity authorised per a licensed barn are as follows:

Soil Region	Crop size fixed (m.kgs)	Area to be registered per barn In acres	Quota per barn (in Kgs)
N.L.S.	35.00	2.50	2500
S.L.S.	45.00	6.00	3400
S.B.S.	37.00	3.50	3200
N.B.S.	3.00	2.50	1950

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

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

- All the growers registered with the Board in 2014-15 and all the barns licensed for operation in 2014-15 will be considered for renewal of registration in 2015-16 seasons subject to other conditions.
- No new licenses will be granted for construction of barns during this season and no new registrations as FCV tobacco grower will be issued. New areas will not be permitted for cultivation of FCV tobacco.
- Raising tobacco nursery, cultivating FCV tobacco, construction of barns and operating the barn unauthorisedly without valid registration / license, selling/purchase of tobacco outside the Auction platforms of the Board will be treated as violation of Tobacco Board Act, Rules & Regulations and penal action will be taken against the violators.

Other guidelines/ Instructions

- Farmers shall strive for enhancing productivity and quality, while using eco-friendly agro technologies to produce 'clean tobacco' for improving the returns.
- Farmers are advised to go for green manuring in a big scale. Crop rotation in tobacco growing areas is to be done to ensure rejuvenation of soil.
- Farmers are prohibited to take up FCV tobacco cultivation in unsuitable/ saline/ low lying lands/ paddy fallows.
- Farmers are prohibited to plant tobacco very late i.e after second fortnight of November.
- Horizontal expansion of tobacco cultivation will not be allowed. Vertical development i.e improvement of productivity and quality of leaf will be the objective of the Board.

- The farmers shall produce tobacco free from pesticide residues and Non Tobacco Related Materials (NTRMs). Farmers are advised to take up IPM practices to reduce use of pesticides.
- The farmers shall not plant tobacco in excess of area authorized and produce tobacco over and above the quota authorized. The area authorized for 2016-17 will be reduced to the extent of excess area planted during 2015-16 and the barn quota will also be reduced accordingly.
- Tobacco Board will not be responsible for sale of excess/unauthorized production or for ensuring remunerative prices for those tobaccos.
- Growers are advised not to undertake tobacco cultivation by leasing in land or barn at exorbitant rates as returns will not be commensurate with the costs in the present market conditions.
- The growers who obtain registration as grower shall only cultivate tobacco. If the grower does not want to take up cultivation of tobacco, he may inform the board accordingly.
- Under no circumstances the barns will be allowed to be leased out unofficially as the cultivation of tobacco by unofficial lease grower can't be controlled and quality tracked.
- Tobacco Board is a facilitator. It assists the farmers in crop production and conducts auctions for sale of tobacco. The grower prices are determined by demand and supply forces in global and domestic markets. As the present tobacco markets are prone to risks because of unfavourable conditions worldwide, the growers are advised to consider all risks involved and make an informed decision regarding cultivation of tobacco in 2015-16.
- Manufacturers/Exporters/traders cannot involve in any production related issues directly without the authorization of Tobacco Board. No one can either propagate any new technology or new input in the field without the authorization of Tobacco Board. The standard instructions of the Board for collection of samples and for analysis of leaf for various parameters are to be followed by Trade without deviation.

Time schedule for Registration

The schedule for registration / renewal of registration of growers of Virginia tobacco, licensing of barn operators for 2015-16 crop season in Andhra Pradesh and Odisha will commence from 3rd August,2015 and end by 18th September 2015. Thereafter, Applications will be accepted with late fees up to 1st October, 2015.

Guntur
Dt.27.7.2015

Sd/---
(C.S.S.PATNAIK)
SECRETARY

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

ధ్రువీకరణ పత్రము

వేలం నిర్వహణాధికారి,

పొగాకు బోర్డు,

వేలం కేంద్రము సంఖ్య:

.....

అయ్యా,

నేను.....తండ్రి.....

గ్రామము..... నకు చెందినటువంటి బ్యారన్ నెంబరు :TB/ / /

పై 2015-16 సం॥మునకు పొగాకు బోర్డునందు రైతుగా ఈదిగువ షరతులకు లోబడి రిజిస్ట్రేషను కోరియున్నాను.

షరతులు:

1. పొగాకు బోర్డు అనుమతించిన విస్తీర్ణము మరియు పరిమాణమును మించి పండించను.
2. పొగాకు పంటలో సిఫార్సు చేయని/ సిఫార్సుకు మించిన మోతాదులో కానీ పురుగుమందులు వాడనని తెలియజేస్తున్నాను.
3. ఏదైనా కారణముచేత నేను పొగాకు పంటను పండించనిచో, నా లైసెన్సును అనధికారికముగా ఇతరులకు ఇవ్వనని హామీ ఇవ్వడమైనది.
4. పొగాకు బోర్డు నియమ నిబంధనలకు లోబడి వేలం కేంద్రముల వెలుపల పొగాకు క్రయ, విక్రయములు ప్రోత్సహించుట లేదా చేపట్టుట జరుపనని తెలియజేస్తున్నాను.
5. పొగాకు పంటలో అన్యపదార్థములు లేకుండా జాగ్రత్త వహించగలను.
6. పొగాకు పండించుటలో బాల కార్మికులను, పొగాకు క్యూరింగు లో అటవీ సంపదను ఉపయోగించనని తెలియపరచటమైనది.
7. పొగాకుబోర్డు విధానమును అనుసరించి, క్యూరింగునకు ఉపయోగించుటకు బ్యారనుకు పది మొక్కల చొప్పున నాటిదనని హామీ ఇస్తున్నాను.
8. 2015-16 సంవత్సరములో పొగాకు బోర్డువారు అనుమతించిన విస్తీర్ణము కంటే మించి నాటిన యెడల అట్టి విస్తీర్ణమును, దానికి అనుగుణంగా వున్న కోటాను, వచ్చే సంవత్సరము అనగా 2016-17 సంవత్సరము అనుమతులలో తగ్గించుటకు నేను అంగీకారము తెలుపుతున్నాను.

పై షరతులను ఉల్లంఘించననియు మరియు ఏదైనా కారణముచేత ఉల్లఘించినచో, పొగాకుబోర్డు చట్టరీత్యా నాపై తీసుకొను చర్యలకు బద్ధుడనై ఉండగలను.

స్థలము:

ఇట్లు,

తేది: .2015

సాక్షులు:

రైతుపేరు:

సంతకము: