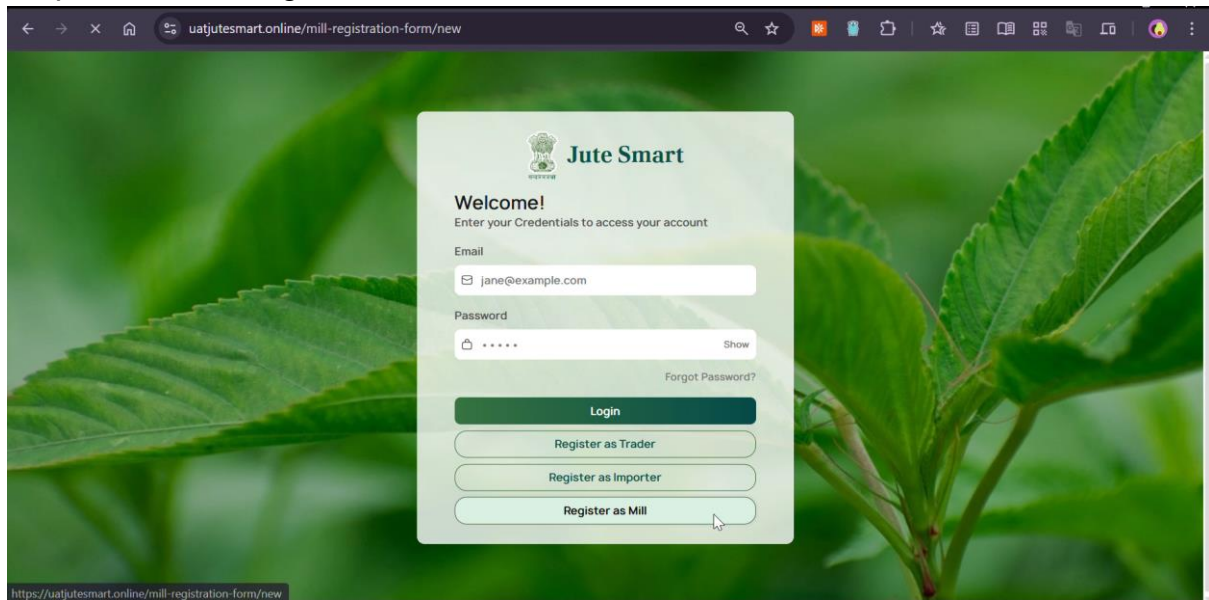


User Manual (Mill Registration)

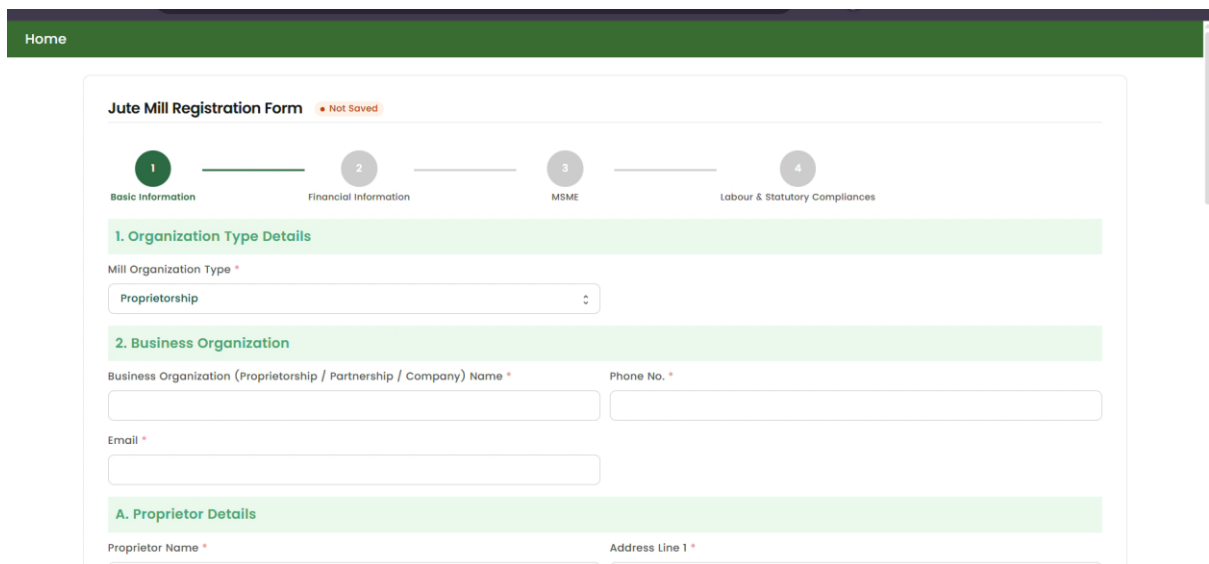
Step 1. Go to smart.jutecomm.gov.in

Step 2. Click on Register as Mill.



The screenshot shows a web browser window with the URL `uatjutesmart.online/mill-registration-form/new`. The page features a login and registration overlay. At the top, it says "Jute Smart" with a logo. Below that, it says "Welcome! Enter your Credentials to access your account". There are input fields for "Email" (containing `jane@example.com`) and "Password" (masked with dots). A "Show" button is next to the password field. A link "Forgot Password?" is also present. Below the login fields are three buttons: "Login", "Register as Trader", and "Register as Mill". A mouse cursor is pointing at the "Register as Mill" button. The background of the page is a green leaf pattern.

This will take you to Jute Mill Registration Form



The screenshot shows the "Jute Mill Registration Form" with a "Not Saved" status. The form is divided into four steps: 1. Basic Information, 2. Financial Information, 3. MSME, and 4. Labour & Statutory Compliances. Step 1 is currently active. Under "1. Organization Type Details", there is a dropdown menu for "Mill Organization Type" with "Proprietorship" selected. Under "2. Business Organization", there are input fields for "Business Organization (Proprietorship / Partnership / Company) Name", "Phone No.", and "Email". Under "A. Proprietor Details", there are input fields for "Proprietor Name" and "Address Line 1".

Step 3. Fill the details and click “Proceed”. In the details of partners or directors of the partnership or company, it must be ensured that only one partner/director is checked for registering user. Multiple directors/partners being checked shall lead to application failure. The e-mail id of the checked director/partner and e-mail id of proprietor shall be the user name. The password will be as set by the user.

The screenshot shows the '5. User Details' and '6. Document Details' sections of the registration form. In the '5. User Details' section, the 'Password' and 'Confirm Password' fields both contain 'Asphalt@12345!' and show an 'Excellent' strength indicator. A green message below states 'Passwords match. Success! You are good to go'. The '6. Document Details' section includes fields for 'PAN No.' (KKXPS1234AB), 'Date of Incorporation' (14-11-2023), 'Name (As in PAN)' (Nilesh Traders), 'Trade Licence No.' (2342237645478564345), 'Date (As in PAN)' (06-08-2025), and an 'Upload Trade Licence' button labeled 'Attach'. There is also an 'Upload Company PAN' button labeled 'Attach'. At the bottom right, there are 'Discard' and 'Proceed' buttons, with a mouse cursor clicking on 'Proceed'.

This will take you to “Financial Information” Page

Step 4. Fill the details and click proceed. Attach the cancelled cheque image.

The screenshot shows the '7. Bank Account Details' section of the registration form. At the top, a progress bar indicates four steps: '1. Basic Information', '2. Financial Information' (current step), '3. MSME', and '4. Labour & Statutory Compliances'. The '7. Bank Account Details' section includes fields for 'Bank Name' (Kotak), 'Bank Account No.' (72710009795112), 'Account Holder Name' (Basu Sahu), 'Confirm Bank Account No.' (72710009795112), 'Account Type' (Current), and 'IFSC code' (KOTK1245). A green message below the account number fields states 'Bank account numbers match ✓'. There is an 'Upload Cancelled Cheque Image' button labeled 'Attach' with a mouse cursor clicking on it. At the bottom left, there is a 'Previous' button. At the bottom right, there are 'Discard' and 'Proceed' buttons.

After this you will be taken to the MSME section. Here the details of MSME and GST registration are to be filled and registration documents are to be attached.

The screenshot shows the 'Jute Mill Registration Form' with a progress bar at the top indicating four steps: 1. Basic Information, 2. Financial Information, 3. MSME, and 4. Labour & Statutory Compliances. Step 3 is highlighted. Below the progress bar, the '8. MSME Registration' section is active, showing a dropdown for 'Udyam Registration Certified as MSME'. Below this, the '9. GST Registration' section is visible, with fields for 'GSTIN *' and 'GST Registered State *'. The '10. Other Documents' section is also visible, with a field for 'Any Other Certification'. A 'Not Saved' warning is present at the top right of the form area.

Step 5. Fill all the mandatory details and click proceed.

The screenshot shows the 'Jute Mill Registration Form' with the progress bar indicating that step 3, MSME, is the current step. The '8. MSME Registration' section is active, showing a dropdown for 'Udyam Registration Certified as MSME' set to 'YES', and a text field for 'Udyam Number *' with the value '23457887544467'. Below this, the 'Upload Udyam Certificate *' section shows a file upload area with the file name '/private/files/download (5).jpg' and buttons for 'Reload File' and 'Clear'. The '9. GST Registration' section is visible, with a text field for 'GSTIN *' containing '34569865547876543457', a text field for 'GST Registered State *' set to 'Haryana', and a file upload area for 'Upload GSTIN *' with the file name '/private/files/download (5).jpg' and buttons for 'Reload File' and 'Clear'. The '10. Other Documents' section is also visible, with a field for 'Any Other Certification' and an 'Attach' button. At the bottom right, there are buttons for 'Discard' and 'Proceed'.

This will take you to “Labour and Statutory Compliances” section

Home

Jute Mill Registration Form Not Saved

1 Basic Information 2 Financial Information 3 MSME 4 Labour & Statutory Compliances

11. Labour & Statutory Compliances

EPF Registration Details Upload EPF Registration * Attach	ESIC Registration Details Upload ESIC Registration * Attach	Exemption Status PF
EPF Establishment Code * 	ESIC Employer Code * 	Pension
EPF Establishment Name * 	Employer Name (As per ESIC Records) * 	EDLI
EPFO Office Name * 	ESIC Office Name * 	

Step 6. Fill all the mandatory details and click submit. Exemption status for PF/Pension/EDLI must be as per their registration with EPFO. Attach the EPFO and ESIC registration certificates/registration details.

uatjutesmart.online/mill-registration-form/new

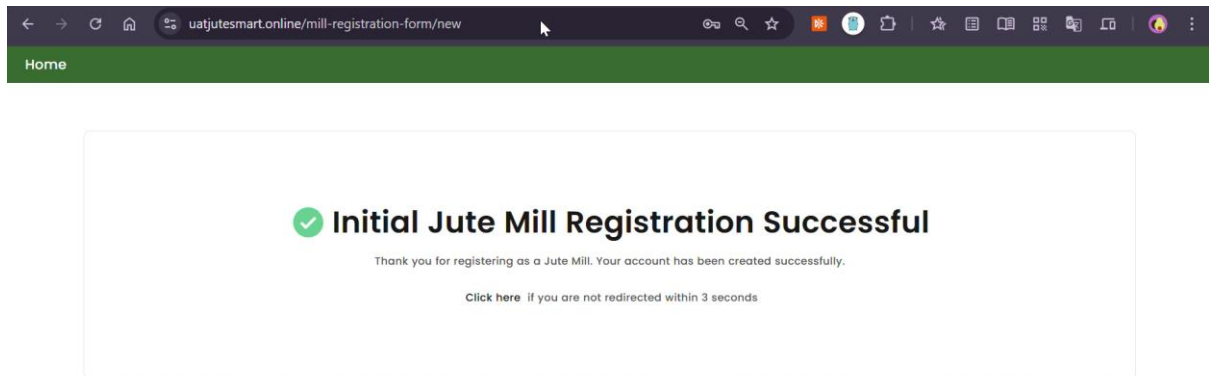
1 Basic Information 2 Financial Information 3 MSME 4 Labour & Statutory Compliances

11. Labour & Statutory Compliances

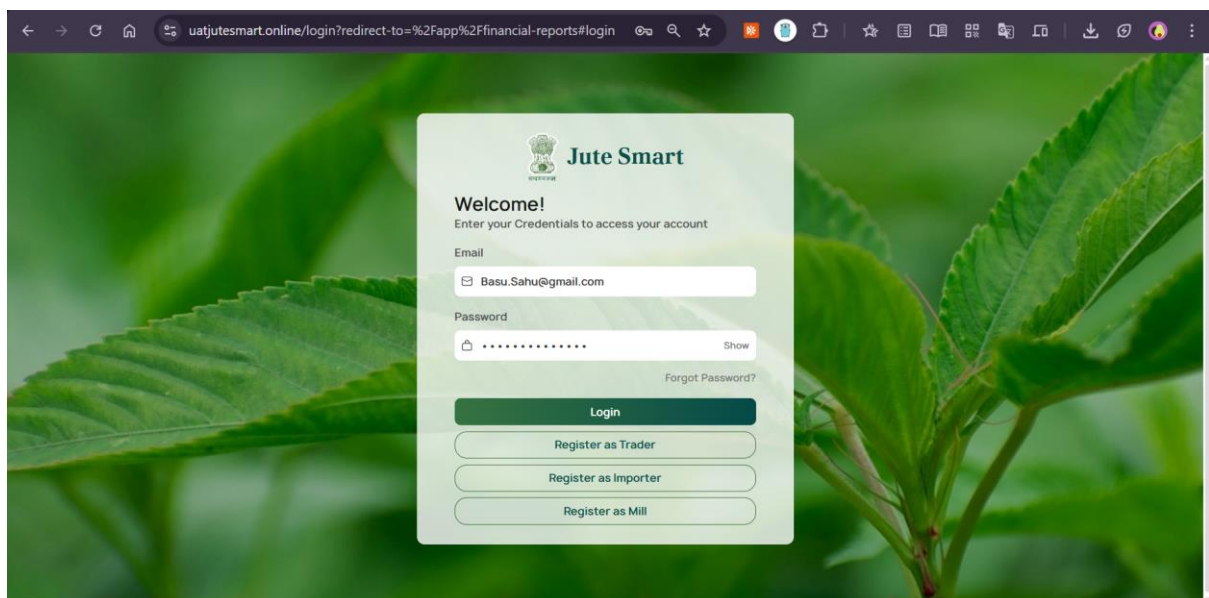
EPF Registration Details Upload EPF Registration * Reload File Clear /private/files/download (5)	ESIC Registration Details Upload ESIC Registration * Reload File Clear /private/files/download (5)	Exemption Status PF
EPF Establishment Code * QW	ESIC Employer Code * 135433	Pension
EPF Establishment Name * QWERTY	Employer Name (As per ESIC Records) * Nilesh Kumar	EDLI
EPFO Office Name * Vatika Business Park	ESIC Office Name * JMD Megapolis	

After clicking submit you are redirected to “Initial Jute Mill Registration Successful” Page.

This implies your initial registration is completed.



Step 7. Now go to <https://smart.jutecomm.gov.in> and login using the credentials you have created while registering the jute mill.



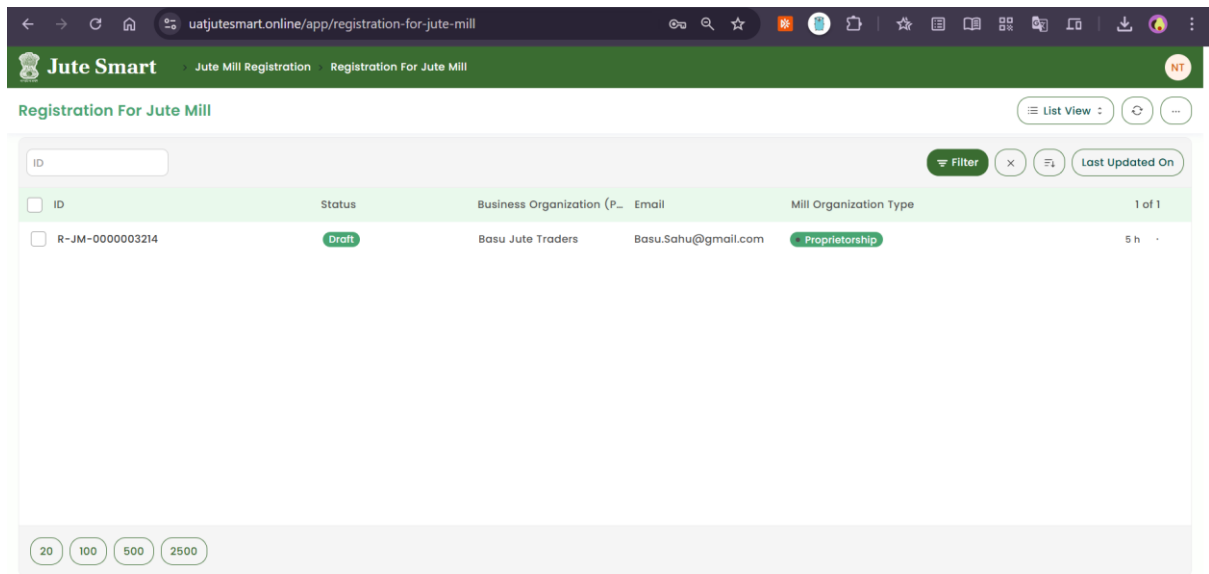
you will be take to “**Jute Mill Registration**” page

Step 8. Click on the “Registration for Jute Mill form”

Mill Registration Form

Registration For Jute Mill Form [↗](#)

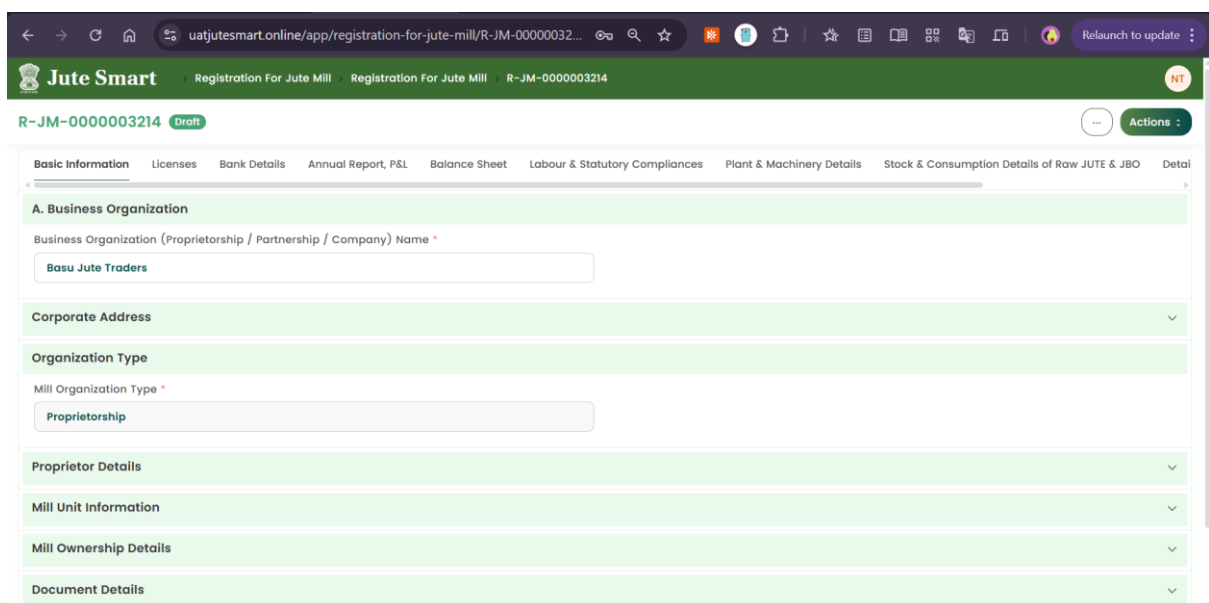
You will see a record created with your email and other detail



ID	Status	Business Organization (P...	Email	Mill Organization Type	1 of 1
☐ R-JM-0000003214	Draft	Basu Jute Traders	Basu.Sahu@gmail.com	Proprietorship	5 h

Step 9. Click on the record.
the registration form will open (which is partially filled)

Step 10. Check the details on the “Basic Information”. If the mill is lease, please select the relevant option and fill in the details of owner of the jute mill. The relevant lease document must be attached.



R-JM-0000003214 Draft

Basic Information Licenses Bank Details Annual Report, P&L Balance Sheet Labour & Statutory Compliances Plant & Machinery Details Stock & Consumption Details of Raw JUTE & JBO Detail

A. Business Organization

Business Organization (Proprietorship / Partnership / Company) Name *

Basu Jute Traders

Corporate Address

Organization Type

Mill Organization Type *

Proprietorship

Proprietor Details

Mill Unit Information

Mill Ownership Details

Document Details

uatjutesmartonline/app/registration-for-jute-mill/R-JM-000003214

Jute Smart Registration For Jute Mill Registration For Jute Mill R-JM-000003214

R-JM-000003214 Not Saved Save

Basic Information Licenses Bank Details Annual Report, P&L Balance Sheet Labour & Statutory Compliances Plant & Machinery Details Stock & Consumption Details of Raw JUTE & JBO Detail

Proprietor Details

Proprietor Name * Basu Sahu Address Line 1 Eldeco Mansion, sector 48, Gurugram

Phone No. 7880607444 State Haryana

Proprietor Email Basu.Sahu@gmail.com District Haryana-Gurugram

City

Mill Unit Information

Name of Mill Unit * Nilesch Traders Mill Unit Address Address Line 1 * 234, Sector 48 Mill Unit Address State Haryana

Latitude

Step 11. Click on the “License” tab and fill the required and available Licenses and certificates.

uatjutesmartonline/app/registration-for-jute-mill/R-JM-000...

Jute Smart Registration For Jute Mill Registration For Jute Mill R-JM-000003214

R-JM-000003214 Not Saved Save

Basic Information Licenses Bank Details Annual Report, P&L Balance Sheet Labour & Statutory Compliances Plant & Machinery Details Stock & Consumption Details of Raw JUTE & JBO Detail

BIS License for Supply of 580 gm B Twill JUTE Bags

BIS License for B Twill Bag

☐	No.	Bag Type	BIS License Number	BIS License Validity	BIS License for Supply of 580 ...
☒	1	Type A	46382642826364	31-12-2027	/private/files/State Food Depart...
☒	2	Type B	84749374839374	31-12-2027	/private/files/State Food Depart...

Other BIS Licenses

BIS License

☐	No.	Standard	License No.	Issue Date	Validity
☐	1	Standard	License No.	Issue Date	Validity
☐	2				
☐	3				
☐	4				

Jute Smart

Registration For Jute Mill > Registration For Jute Mill > R-JM-0000003214

R-JM-0000003214 Not Saved

Basic InformationLicensesBank DetailsAnnual Report, P&LBalance SheetLabour & Statutory CompliancesPlant & Machinery DetailsStock & Consumption Details of Raw JUTE & JBODetail

Bank Account Details

Bank Name

Kotak

Account Holder Name

Basu Sahu

Account Type

Current

Bank Address

KOTAK MAHINDRA BANK LTD, GROUND FLOOR, G-1 & G-2, ATM-1, VIPUL PLAZA, SUN CITY, SECTOR-54, GURGAON-122002, HARYANA

Bank Account No.

727110009795112

Confirm Bank Account No.

727110009795112

IFSC code

KKBK0004265

Upload Cancelled Cheque Image *

<> /private/files/download (5).jpgClear

Registration For Jute Mill

Registration For Jute Mill

R-JM-0000003214

R-JM-0000003214

Not Saved

Save

Basic Information

Licenses

Bank Details

Annual Report, P&L

Balance Sheet

Labour & Statutory Compliances

Plant & Machinery Details

Stock & Consumption Details of Raw JUTE & JBO

Detail

Mill Annual Report

No.	Financial Year	Audited Annual Report
1	2024-2025	/private/files/State Food Department.xlsx
2	2023-2024	/private/files/State Food Department.xlsx
3	2022-2023	/private/files/State Food Department.xlsx

Statement of Profit and Loss

No.	Income	2024-25	2023-24	2022-23
1	Revenue from Operations	10,00,000	20,00,000	3,00,00,000
2	Other income	10,000	1,00,000	1,00,000
3	Total Income	0	0	0

Step 14. Click on “Balance Sheet tab” and fill the details

uatjutesmart.online/app/registration-for-jute-mill/R-JM-0000003214

Registration For Jute MillRegistration For Jute MillR-JM-0000003214

NT

R-JM-0000003214Not Saved

Basic InformationLicensesBank DetailsAnnual Report, P&LBalance SheetLabour & Statutory CompliancesPlant & Machinery DetailsStock & Consumption Details of Raw JUTE & JBODetail

Non Current Assets Details

Non Current Assets Rs.(in lakhs)

☐	No.	Assets	2024-25	2023-24	2022-23	
☐	1	Property, plant and equipment	22.00	32.000	44.00	
☐	2	Capital work-in-progress	34	34	34	
☐	3	Right-of-use assets	34	34	34	
☐	4	Other intangible assets	343	54	45	
☐	5	Intangible assets under development	45	56	56	
☐	6	Financial assets	56	3	64	
☐	7	Other non-current assets	4	5	5	
☐	8	Total Non Current Assets	0	0	0	

Current Assets Details

Step15. Then click on “Labour & Statutory Compliances” tab and fill required details.

uatjutesmart.online/app/registration-for-jute-mill/R-JM-0000003214

Registration For Jute MillRegistration For Jute MillR-JM-0000003214

NT

R-JM-0000003214Not Saved

Basic InformationLicensesBank DetailsAnnual Report, P&LBalance SheetLabour & Statutory CompliancesPlant & Machinery DetailsStock & Consumption Details of Raw JUTE & JBODetail

EPF & ESIC Details

No. of worker Covered Under EPF *2211

ESIC Employer Code *135433

EPF Establishment Code *QW

Exemption StatusPFExempted

No. of worker Covered Under ESIC *2221

Employer Name *Nilesh Kumar

EPF Establishment Name *QWERTY

PensionExempted

As per ESIC Records

As per EPFO Records

ESIC Office Name *JMD Megapolis

EPFO Office Name *Vatika Business Park

EDLIExempted

Upload ESIC Registration *

EPF Registration Details *

/private/files/download (5).jpg

Clear

/private/files/download (5).jpg

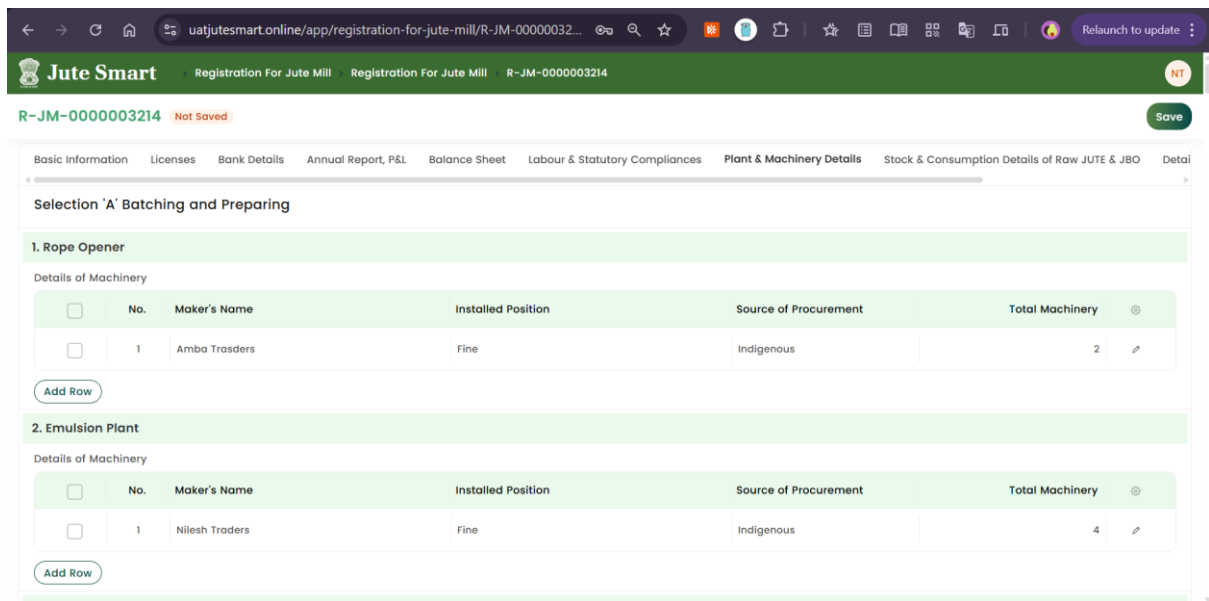
Clear

A.1 Staff / Workers' Complement

No. Permanent Workers

Others (PL Specify)

Step 16. Click on “Plant and Machinery Details” tab and fill the details



Selection 'A' Batching and Preparing

1. Rope Opener

Details of Machinery

No.	Maker's Name	Installed Position	Source of Procurement	Total Machinery
1	Amba Traders	Fine	Indigenous	2

Add Row

2. Emulsion Plant

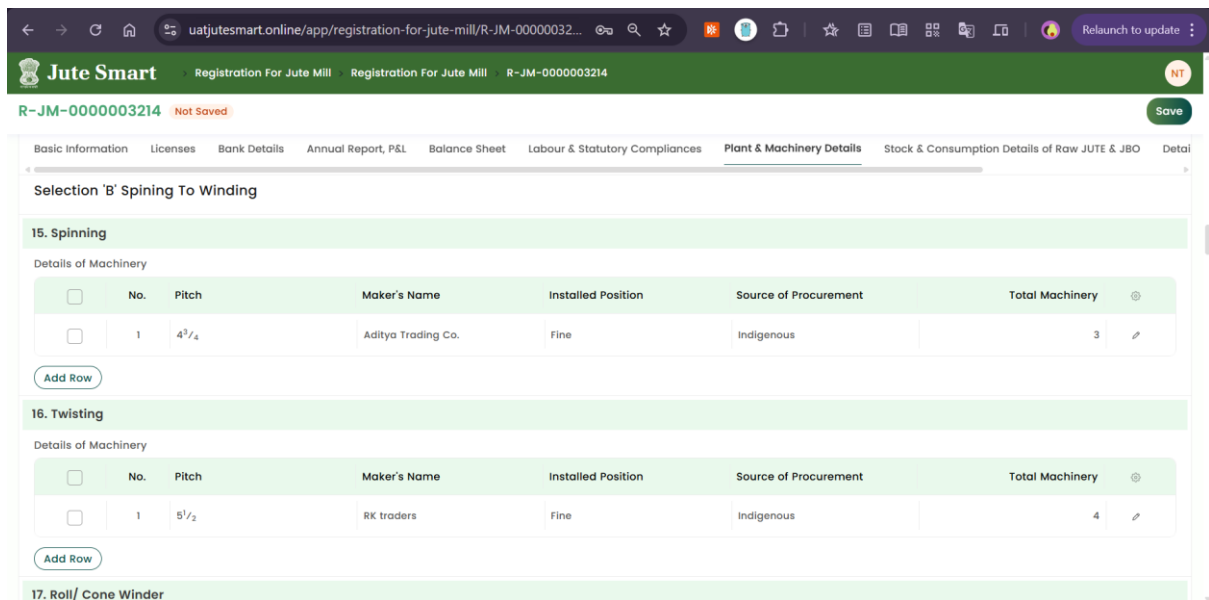
Details of Machinery

No.	Maker's Name	Installed Position	Source of Procurement	Total Machinery
1	Nilesh Traders	Fine	Indigenous	4

Add Row

The details of plant and machinery must be filled in correctly, as it may have impact on the installed capacity calculations.

Fill all the details and click “save”



Selection 'B' Spining To Winding

15. Spinning

Details of Machinery

No.	Pitch	Maker's Name	Installed Position	Source of Procurement	Total Machinery
1	4 ³ / ₄	Aditya Trading Co.	Fine	Indigenous	3

Add Row

16. Twisting

Details of Machinery

No.	Pitch	Maker's Name	Installed Position	Source of Procurement	Total Machinery
1	5 ¹ / ₂	RK traders	Fine	Indigenous	4

Add Row

17. Roll/ Cone Winder

Step 17. Click on “Stock & Consumption Details of Raw JUTE & JBO” and fill details and click “Save”

Jute Smart Registration For Jute Mill Registration For Jute Mill R-JM-0000003214

R-JM-0000003214 **Draft** Actions :

Basic Information Licenses Bank Details Annual Report, P&L Balance Sheet Labour & Statutory Compliances Plant & Machinery Details **Stock & Consumption Details of Raw JUTE & JBO** Detail

a) Details of Raw Jute Stock (as on Date)

Raw Jute Stock

☐	No.	Godown Name	Grade	Quantity in bales (Quintals)	Domestic/Imported	
☐	1	Vipul Traders	A	3	Imported	

Add Row

b) Details of Raw Jute Consumption (last 3 months)

Raw Jute Consumption (Values in Quintal)

☐	No.	Jute Variety	1st Month Consumption	2nd Month Consumption	3rd Month Consumption	Avg. Monthly Consumption	
☐	1	Domestic Variety/Grade	7	6	9	7	
☐	2	Imported Variety/Grade	7	7	3	5	

Saved X

c) Details of JBO Consumption (last 3 months)

Step 18. Click on “Details of Production” tab and fill the required details and click “Save”.

Jute Smart Registration For Jute Mill Registration For Jute Mill R-JM-0000003214

R-JM-0000003214 **Draft** Actions :

Annual Report, P&L Balance Sheet Labour & Statutory Compliances Plant & Machinery Details Stock & Consumption Details of Raw JUTE & JBO **Details of Production** eSign Attachment Form

a) The Actual Date of Commencement of Commercial Production

28-11-2025

b) Details of Production of JUTE Textiles (last 3 Months)

Production of JUTE Textiles (Values in MT)

☐	No.	Product Mix	1st Month Production	2nd Month Production	3rd Month Production	Avg. Monthly Production	
☐	1	Hessian	3	4	4		
☐	2	Sacking	4	4	5		
☐	3	Yarn/Twine	6	8	6		
☐	4	JDP	5	6	6		

c) Present Stock of JUTE Good (as on date)

Stock of Jute goods

Step 19. E-sign the application and submit the form. **The e-sign details must be matching the registered user details. i.e. the aadhar details of director/partner/proprietor registered on Jute SMART portal must be used for e-signing.** Incorrect details may lead to cancellation of registration applications and the process shall then be required to be initiated afresh.