

**SOP for Enlistment of Jute Mills under Production Control cum Supply Order (PCSOs) for Supply of B. Twill jute bags to Government Agencies**

The competent authority has revised the Standard Operating Procedure (SoP) for the enlistment of composite jute mills for the purpose of allotment of Production Control Cum Supply Order (PCSO) for supplying of B. Twill jute bags under the JPM Act, 1987 and under the extant provisions of Jute & Jute Textiles Control Order 2016. The SOP is as follows -

1. *The jute mill companies shall submit the necessary documents / information / records to the Jute Commissioner for enlistment which are enclosed in Annexure X.*
2. *The list of documents as mentioned in Annexure X are self-explanatory and the jute mill companies shall submit the required information / data / records etc. complete in all respects.*
3. *Failure to submit the information / data / records etc. or submission of partial / incomplete / false information shall make the application liable for cancellation / rejection.*
4. *Once the documents / information enlisted under Annexure X are submitted by the applicant jute mill companies, a physical verification of the Plant & Machinery is to be carried out by Technical officials from the Office of Jute Commissioner, to assess the installed manufacturing capacity of the sacking bales (B. Twill as per IS: 16186 -2014; as amended), which would form an input for the fixing of allocation ratio for the newly enlisted jute mill.*
5. *Moreover, for the existing / already enlisted mills, which submits application for consideration for allocation of B. Twill jute bags under PCSOs on re-opening after prolonged period of closure, or for changing the name of the company, or takeover of firm by a new company, respectively; the same set of documents as mentioned in the foregoing (Annexure X) is to be submitted, followed by physical verification of plant and machinery as enumerated above.*

The aforesaid SOP shall be effective from with effect from 01.04.2024, and this issues with the approval of Jute Commissioner.

**Office of Jute Commissioner**  
**CGO Complex, 4<sup>th</sup> Floor, E&F Wing, DF Block**  
**Salt Lake, Sector – 1, Kolkata – 700064 (WB)**  
**E-mail – [jcoffice@jutecomm.gov.in](mailto:jcoffice@jutecomm.gov.in)**

## ANNEXURE X

## LIST OF DOCUMENTS / INFORMATION REQUIRED TO BE SUBMITTED TO OFFICE OF JUTE COMMISSIONER FOR ENLISTMENT.

**A. COMPANY / FIRM DETAILS**

- (a) Name, Address & Other details of the Jute Mill Company / Firm - as registered with Ministry of Corporate Affairs (MCA), Govt. of India, including CIN & Date of Incorporation.
- (b) GST & PAN Number.
- (c) EFP & ESIC Registration No. & date of registration.
- (d) Name of the Board of Director(s) along with DIN,
- (e) Name & Specimen signature of Authorized signatories.
- (f) Latest Annual Report of the Company / Firm.
- (g) Latest Audited Annual Report, Audited Balance Sheet & P/L Account.
- (h) Copy of Trade License (if applicable)
- (i) Copy of acknowledgement of Industrial Entrepreneurs Memorandum (IEM) issued by SIA, Dept. of Industrial Policy, Govt. of India (if applicable).
- (j) Board Resolution regarding approval of the said jute mill unit.

**B. LICENSES & CERTIFICATION DETAILS**

- (a) BIS License for the supply of 580 gm B. Twill jute bags as per IS : 18168 - 2014 (as amended),
- (b) License to operate a Factory from the competent authority,
- (c) Pollution Control Certificate from the Central / State Government as may be applicable.
- (d) Any other certification e.g. ISO etc.

**C. LABOUR & STATUTORY COMPLIANCES**

- (a) Total No. of Workers in the Company Roll (as per format in **Annexure A.1 & A. 2**)
- (b) No. of Workers covered under EPF & ESIC (Copy of latest return indicating the number of workers registered should to be submitted)
- (c) Arrear dues as on last month end as per the format given in **Annexure A.3**.
- (d) Undertaking regarding compliance of EPF & ESIC Act (as amended till date) as per **Annexure B**.

**D. PLANT & MACHNIERY DETAILS**

- (a) List of machinery as per prescribed format (**Annexure C**)
- (b) List of SQC-Lab Personnel, Instruments / Equipments (**Annexure D**), along with copy of up to date calibration certificate(s).

**E. STOCK & CONSUMPTION DETAILS OF RAW JUTE & JBO**

- (a) Details of **raw jute stock** (as on date) as per the following format:

Sl. No.	Godown No.	Grade	Quantity in bales (Quintals)	Domestic / Imported
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(b) Details of **raw jute consumption** (last 3 months) as per the following format:

(Values in Quintal)

Month	Month 1 (Month / Year)	Month 2 (Month / Year)	Month 3 (Month / Year)	Avg. Monthly Consumption
Domestic Variety / Grade				
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Imported variety / grade				
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(c) Details of **JBO consumption** (last 3 months) as per the following format:

Sl. No.	Month	JBO Consumption (Unit in It.)
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#### F. DETAILS OF PRODUCTION

(a) The actual date of **commencement of commercial production**

(b) Details of **production of jute textiles** (last 3 months) as per the following format:

(Values in MT)

Product Mix (Pl. Specify)	Month 1 (Month / Year)	Month 2 (Month / Year)	Month 3 (Month / Year)	Average Monthly Production
Hessian				
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Sacking				
--				
Yarn / Twine				
--				
JDP				
--				

(c) Present **Stock of jute goods** (as on date) as per the following format:

Sl. No.	Condition of Stores (Baled / loose / others)	Description of Stores (Quality)	Quantity (Specify unit in MT / No. of pieces / rolls / others)	or Export / local sales
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## Annexure A

No. of Staff & Workers in the last month end

## 1) Staff / Workers' Complement (as per Category of employment)

Sl. No.	Category of Employees	No.
1)	Permanent Workers	
2)	Spl. Badli Workers	
3)	Badli Workers	
4)	New Entrants Workers	
5)	Others (Pl. specify)	
6)	Supervisory Staff	
7)	Managerial Staff	

## 2) Staff / Workers' Complement (Department / Section wise)

Sl. No.	Department / Section	
1)	Jute Handling	
2)	Batching	
3)	Carding & Drawing	
4)	Spinning & Twisting	
5)	Winding	
6)	Finishing & Sack Sewing	
7)	Dispatch & Shipping	
8)	Mill Mechanic	
9)	Factory Mechanic	
10)	Workshop (if applicable)	
11)	Electrical, General Engineering & Civil	
	Subtotal (A)	
12)	Total No. of Monthly paid staff (a) Supervisory (b) Managerial Subtotal (B)	
	Grand Total (A+ B)	

## 3) Arrear Dues (as on last month end (Rs. In lakhs))

Provident Fund	
ESI	
Gratuity	
Other (Pl. Specify)	

Arrear Dues of the preceding management should be shown separately.

## Annexure B

To  
 The Jute Commissioner  
 Ministry of Textiles, Govt. of India  
 CGO Complex, DF Block  
 E&F Wing, 4<sup>th</sup> Floor  
 Salt lake, Kolkata - 700064

Subject - EPF & ESIC coverage

Sir,

1. We hereby inform that our firm / jute mill company namely \_\_\_\_\_ is covered under the EPF & ESIC Act & Code No. is as follows -

EPF Code No.	Dated (Copy enclosed)
ESIC Code No.	Dated (Copy enclosed)

Note: In case of exemption under EPF and / or ESIC, necessary details should be submitted along with documentary evidences.

2. We also inform that we are remitting the due contribution of PF & ESI of our employees as per law.
3. In case of compliance under PF & ESIC / other labour laws, we undertake to responsibility of all matter connected thereto.

Thanking you,

(Name & full signature of the  
 Authorized signatory of the firm  
 / jute mill company)

Place:

Date:

## ANNUAL REPORT OF INSTALLED MACHINERY (ANNEXURE C)

NAME OF THE JUTE MILL COMPANY

LIST OF EXISTING MACHINERY AS ON 1<sup>st</sup> APRIL ,202-----

Sl. No.	Name and type of machine	Maker's name (As per individual makers name )	Total Installed position		Source of procurement of machinery		Number scrapped / disposed after submission of last report.
			Fine	Coarse	Indigenous	Imported	
1	2	3	4	5	6	7	8
<b>SELECTION 'A' BATCHING AND PREPARING</b>							
1	Rope Opener						
2	Emulsion Plant						
3	Jute Spreader						
4	Softener						
5	Dust Shaker						
6	Gunny Teaser						
7	Teaser Card						
8	Breaker Card						
9	Inter Card						
10	Finisher Card						
11	1st Drawing *						
12	2nd Drawing *						
13	Finishing Drawing *						
14	Roving						
<b>SELECTION 'B' SPINING TO WINDING</b>							
15	Spinning #						
16	Twisting						
17	Roll/Cone winder ##						
18	Precision Winder						
19	Cop Winding						

Sl. No.	Name and type of machine	Maker's name (As per individual makers name )	Total Installed position		Source of procurement of machinery		Number scrapped / disposed after submission of last report.
			Fine	Coarse	Indigenous	Imported	
1	2	3	4	5	6	7	8
<b>SELECTION 'C' BEAMING TO FINISHING</b>							
20	Pre-Beamer						
21	Dressing						
22	Beaming						
23	Starch Making Unit						
24	Looms ###						
	a) Hessian						
	b) Sacking						
	c) Carpet Backing						
	d) Others ####						
25	Damping						
26	Calendaring						
27	Cropping						
28	Measuring						
29	Lapping						
30	Cropping						
31	Cutting						
32	Sewing						
	a) Hemming						
	b) Herakle						
	c) O/H Sewing						
33	Inspection						
34	Rollup						
35	Printing/Branding						
36	Reeling						
37	Press-Pump						
38	Any other machines.						

*Please specify Screw gill/Rotary gill/other(if any)
# As per pitch, no of spindle & Draft type.
## As per Plain Drum & Scroll Drum
### Installed position should be stated in terms of Reed space and corresponding no. of looms
#### others modern looms & S4A looms should be stated separately .

NB: Please attached extra sheet if necessary.

## Annexure D

**I. List of Quality Control & Testing instruments in the Jute Mill**

Sl. No.	Name of the Instrument	Calibrated / Not Calibrated	Next Due date of Calibrations
1.			
2.			
3.			
4.			
5.			
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**I. List of Personnel in the SQC Laboratory**

Sl. No.	Name	Designation	Qualification
1.			
2.			
3.			
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(Name & full signature  
of the SQC In-charge)

(Name & full signature of Authorized  
signatory of the jute mill company)

Place:

Date: