

Detailed procedure for submission of the application for registration by raw jute traders :

JC office is maintaining an application to help the Jute Mill for the supply of jute bags to pack food grains against the State Government supply orders. This is being extended to units/organizations involved in processing and trade in raw jute for registration purposes. The platform is known as 'Jute Smart'; link for which is "http://jutecomm.gov.in/Jute_Smart.html"

On going to the website, the user will have to click on 'Jute Smart' link to enter into the application by providing User ID and password.

Given below are the steps to be followed for the registration in details:

1. For the first time users will have to enter into the application with

User Id: TRADERADMIN

Password: Welcome@123

Screen reference attached



After providing the User Id and password as provided click the 'Log in' button

2. It will take you to the screen as below



3. On clicking the link it will open the screen



4. After entering the details click on the 'Create' button to save the data.
If the code exists a message will be populated 'Code Exists. Enter New Code' or the data will be saved in the system and the user will be provided with his login ID and Password in the screen using which he will have to login to enter the rest of the details.

JUTE-SMART Log Out |
Transaction | Reports | Administrator |

Trader User Creation

Company Name
Company Code
Responsibility
 Trader Code Exists. Provide new Code

JUTE-SMART Log Out |
Transaction | Reports | Administrator |

Trader User Creation

Company Name
Company Code
Responsibility
 Trader Code Generated. Logout and login using the Code:"JTXYZ" and password: "Welcome@11"

5. Now that the user has his ID and Password he will have to login using that to enter the other details. On Logging he will see the following screen

JUTE-SMART Log Out |
Transaction | Reports | Administrator |

Raw Jute Traders

- [Trader Detail Entry](#)
- [List of Financial Data](#)
- [Bank Details](#)

6. On clicking the 'Trader Detail Entry' link

JUTE-SMART Log Out |
Transaction | Reports | Administrator |

Trader Details View

Trader code

Edit	Company Name	Trader Code	Proprieter Name	Licence No.	Contact 1	Contact 2	PAN	GST	ADHAR	Registration/print
	XYZ Pvt. Ltd.	XYZ								XYZ

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Click on the 'Pencil' icon a detail form will open which needs to be filled up.

Trader Details Entry/Modify Cancel Save

Company Name	diffdrgfgf	Business Code	ery
Proprieter Name	uyolo	Licence No.	
Contact 1		Contact 2	
PAN	134565SD	GST	
AADHAR		Email	
Bale Trading	Yes	Criminal Case (If any)	
Punishment (If any)		Prohibition (If any)	
Remarks			

Note: For any 'Yes' selection please give the summary details in 'Remarks'

Addresses Add Row

<input type="checkbox"/>	Address Type	Status	Address	City	Police Station	Sub Division	District	Pin	State Name
<input type="checkbox"/>	Postal	Active	84llhh	Kol					WB-West Bengal
<input type="checkbox"/>	Bailing Press	Active	456dfg	Kol					WB-West Bengal
<input type="checkbox"/>	Godown	Active	98ghg	Kol					WB-West Bengal

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- Go to transaction tab and click on the link 'List Of Financial Data' and fill the following screen

Q Go Actions Create

	Financial Year	Trade Value	Trade Qty
	2020-2021	123456	1234

For any new entry click on the 'Create' Button. The screen below will popup



Make the entries and click on the 'Create' button to save the data.

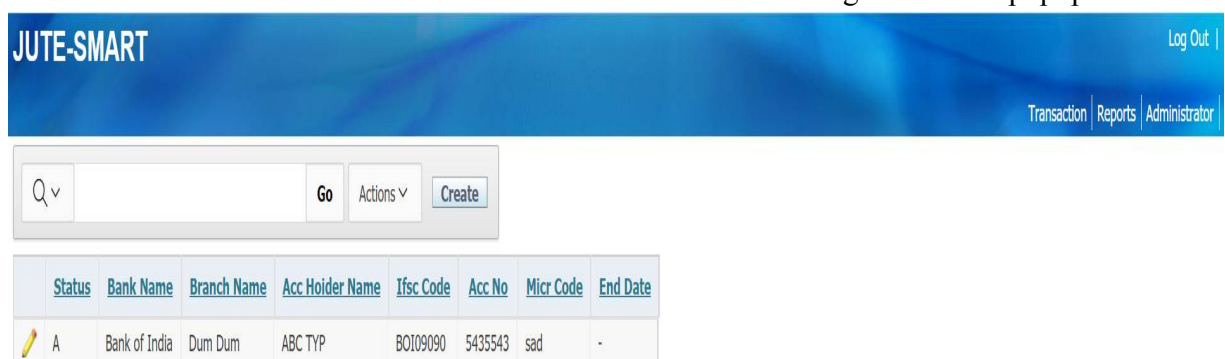
For any modification click on the 'Pencil' icon the screen will popup with the details



Make the changes and click on the 'Apply Changes' button to save the data

If no changes are made then click on the 'Cancel' button to return to the financial data list screen

8. Go to transaction tab and click on the link 'Bank Details' following screen will popup



Status	Bank Name	Branch Name	Acc Hoider Name	Ifsc Code	Acc No	Micr Code	End Date
A	Bank of India	Dum Dum	ABC TYP	BOI09090	5435543	sad	-

For making new entry click on the 'Create' Button at the top of the screen and after making the detail entry click on 'Create' button to save the data.

For modifying the bank details click on the 'Pencil' icon and make the modifications and click on the 'Apply Changes' button to save the data.

For any bank account detail changes modify the previous data and make the current bank details as 'Inactive' by selecting the status and put the End Date and save the data.

Click on the 'Create' button to make new bank detail entry and put the status as 'Active' for current active bank account.

Form on JC_JUTETRADER_BANKDET

Cancel Apply Changes

Bank Name Bank of India

Branch Name Dum Dum

Acc Holder Name ABC TYP

Ifsc Code BOI09090

Acc No 5435543

Micr Code sad

Status Active

End Date

9. After saving the data go to the transaction link and click on the link 'Trader Data Entry'

Trader Details View

Trader code ABC

Edit	Company Name	Trader Code	Proprieter Name	Licence No.	Contact 1	Contact 2	PAN	GST	ADHAR	Registrationprint
	ABC Pvt. Ltd.	ABC	dfddfffd	434344	77777	8989089080	434454	5567	44554454	ABC

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Click on the 'Registration Print' column where Company Code in provided as a link to print the report

Sample Form

Registration Form for Jute Stockists/ Traders/ Balers

(Reference this Office Order Dated 29-06-2022)

1. Name of the Business/ Company/ Firm: dfffdgfggf

2. Name of the Proprietor / Owner: uyoio

3. Trade License Number: 12334

(A Legible clear self attested photo Copy with the hardcopy printout to be submitted to JC Office)

4. Full Postal Address:

Village/Area/Lane/Home No./Plot No.	:	84llhh
Town/Panchayat/Municipality	:	Kol
Police Station	:	Dum Dum
Subdivision	:	
District	:	Nadia
Pin Code	:	
State	:	WB

5. Mobile Number: 12345

6. Alternate Mobile Number:

7. Email ID:

8. Whether engaged in Baling (Yes/No): Yes

If Yes, Baling Press Address

Village/Area/Lane/Home No./Plot No.	:	dsdfdfdf
Town/Panchayat/Municipality	:	dfdfdfs
Police Station	:	dfdfsdffs
Subdivision	:	
District	:	Nadia
Pin Code	:	
State	:	WB

9. If Godown Availability is 'Yes' then Godown Address is Mandatory:

Village/Area/Lane/Home No./Plot No. :
 Town/Panchayat/Municipality :
 Police Station :
 Subdivision :
 District :
 Pin Code :
 State :

10 (A). Legible Self attested photo Copy of Aadhar(mandatory) and PAN (Optional), GST registration (if available) mandatory along with hardcopy printout to be submitted to JC Office

GST No. (Optional)	AADHAR No. (Mandatory)
	11332244

10 (B) PAN or Bank Details (Mandatory)

PAN No.: dded

Bank Details

Account Holder Name : ABC TYP
 Bank Name : Bank of India
 Branch Name : Dum Dum
 Account No. : 5435543
 IFSC Code : BOI09090
 MICR Code : sad

11. Business Transactions in Jute Trading Years

Financial Year	Trade Value (Rs.)	Trade Qty (In Quintals)	Brokerage Value (Rs.)	Brokerage Qty. (In Quintals)
2020-2021	123456	1234	12456778	2344

12. Details of criminal cases pending with Police/Court/Tribunal etc. (if any) :

13. Details of punishment imposed/sentenced in past by Court/Tribunal etc. (if any):

14. Have you been prohibited/barred to carry out business by any Govt. Authority/Local body/Municipality/Panchayat (Yes/No):

15. If 'Yes' give the details:

I/We, solemnly declare that the above statement is true and correct to the best of my/our knowledge and belief.

I/We, also commit to submit returns/informations in above format to JC Office from time to time.

Incase of knowingly/wilfully furnishing wrong/false/misleading information, I understand that proceedings as per law will be initiated against me.

Signature:.....

Name in Block Letters

Designation

Name of the Trader/Dealers/Agency and Address.....

(Stamp if any)

10. After taking the printout the Trader needs to sign the document, on each page.

11. He will then have to mail hard copy along with Aadhar photocopy (self attested) and Valid Trade Licence copy (self attested) to the mail address as provided by JC office.

12. Also this details need to be sent through by post or in person to JC office postal address.

13. If signed hard copy along with all self attested enclosures not submitted, application will be rejected without further reference or intimation.

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