

GOVERNMENT OF INDIA
(MINISTRY OF TEXTILES)
OFFICE OF THE JUTE COMMISSIONER

A FRAMEWORK FOR TRANSPARENCY AUDIT IN RESPECT OF MINISTRY OF TEXTILES

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization		Office of the Jute Commissioner, Ministry of Textiles, Govt. of India, Patsan Bhawan, CF Block, 7th & 8th Floor, Action Area-I, Newtown, Kolkata – 700156, Tel: (D) 033 2202 0850, FAX: 033 2202 0850. Email-jcoffice@jutecomm.gov.in Web-www.jutecomm.gov.in
		(ii) Head of the organization		Shri Moloy Chandan Chakrabortty, Jute Commissioner

		(iii) Vision, Mission and Key objectives		The Commissioner looks after orderly development and promotion of the jute industry in India. He has been discharging both regulatory and developmental functions. This not only includes jute mills, but covers right from raw jute marketing up to the finishing stage of jute goods production including development of machineries and accessories used in jute manufacturing units. The Jute Commissioner exercises regulatory powers under Jute & Jute Textiles Control Order, 2016
		(iv) Function and duties		A detailed functions of O/O the Jute Commissioner- Annexure-1
		(v) Organization Chart		Annexure-2
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt		Jute Commissioner is the HoD.
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)		Annexure-3
		(ii) Power and duties of other employees		Annexure-3
		(iii) Rules/ orders under which powers and duty are derived and		Delegation of financial power vested under Rule 13(2) and Rule 13(4) of DFPR, 1978 and as determined by HoD. Jute and Jute Textile (Control) Order, 2016 issued under Section 3(1) of Essential Commodities Act, 1955. Jute Packaging Materials (Compulsory use in packing commodities) Act, 1987
		(iv) Exercised		As per the DFPR and relevant statute as above.

		(v) Work allocation		Annexure 3
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points		Jute Commissioner / Deputy Jute Commissioner powers derived from JPM Act 1987 and Jute & Jute Textiles Control Order 2016
		(ii) Final decision making authority		Jute Commissioner
		(iii) Related provisions, acts, rules etc.		Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016 are enclosed in Annexure-4
		(iv) Time limit for taking a decisions, if any		NA
		(v) Channel of supervision and accountability		The concerned departments are accountable with the strict implementation of the decision. Each vertical head is supervising the activities relating to their section.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered		Issue of Production cum Supply Orders to jute mills for manufacture of jute bags required for packing foodgrains for distribution through Public distribution System. Declaration of B-Twill price. Payment to jute mills against supply of jute bags. Carry out Joint Inspection agencies as inspection charges. To help the Bureau of Indian Standards of develop appropriate quality standards for different items of jute goods. To enforce the compulsory jute packaging order as per JPM Act, 1987. Declaration of Minimum Support Price for raw jute. Regulatory function under Jute and Jute Textiles Control Order 2016

		(ii) Norms/ standards for functions/ service delivery		As per the Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016
		(iii) Process by which these services can be accessed		In order to carry out the entire work smoothly, this office has developed and end-to-end web-based platform for procurement, inspection and despatch of jute bags which is transparent, rule based, simple to use and real time. The software application has been named “Jute-SMART” for Jute Sacking Supply Management & Requisition Tool.
		(iv) Time-limit for achieving the targets		Ensuring supply of jute bags to the state agencies is a time bound issue. Time limit is achieved as per plan provided by the state agencies.
		(v) Process of redress of grievances		Grievance redressal officer Sh. Amir Akhtar, AD(Cost) may be contacted. In addition, a link has been provided on the website to register grievance for resolution through Video Conferencing.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.		JC office performs through following specific department: <ol style="list-style-type: none"> 1. Administration & Establishment. 2. Technical Section 3. Economic & Statistical Section 4. Payment Section 5. Marketing Section 6. Costing Section All these departments maintain their specific records and policy files for implementation of their specific activities.
		(ii) List of Rules, regulations, instructions manuals and records.		Jute Packaging Materials (Compulsory use in Packing Commodities) Rules, 1987, Jute

				Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016
		(iii) Acts/ Rules manuals etc.		As per the Jute Packaging Materials (Compulsory use in Packing commodities) Rules, 1987, Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016
		(iv) Transfer policy and transfer orders		NA
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents		As per Manual of Office Procedure
		(ii) Custodian of documents/categories		Respective sections
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.		NA
		(ii) Composition		NA
		(iii) Dates from which constituted		NA
		(iv) Term/ Tenure		NA
		(v) Powers and functions		NA
		(vi) Whether their meetings are open to the public?		NA
		(vii) Whether the minutes of the meetings are open to the public?		NA
		(viii) Place where the minutes if open to the public are available?		NA
1.8	Directory of officers and employees	(i) Name and designation		Annexure-5
		(ii) Telephone , fax and email ID		

	[Section 4(1) (b) (ix)]			
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations		Annexure - 6 As per rules applicable to Central Government employees.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority 1. Address, telephone numbers and email ID of each designated official.		Shri. Amir Akhtar, ICoAS Assistant Director (Cost) Central Public Information Officer. Shri. Piyush Meena Upper Division Clerk Assistant Public Information Officer. Shri. Neeraj Kulhari, ICAS Deputy Jute Commissioner First Appellate Authority Shri. Amir Akhtar Phone: 033 2202 0858 Email: amirakhtar.91@gov.in Shri Piyush Meena Phone: 033 2202 0907 Email: piyush.meena@gov.in Shri Neeraj Kulhari Phone: 033 2202 0855 Email: neeraj.kulhari@nic.in Address:

				Office of the Jute Commissioner, Ministry of Textiles, Govt. of India, Patsan Bhawan, CF Block, 7th & 8th Floor, Action Area-I, Newtown, Kolkata – 700156, Web-www.jutecomm.gov.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings		NIL
		(ii) Finalised for Minor penalty or major penalty proceedings		
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes		NA
		(ii) Efforts to encourage public authority to participate in these programmes		The officers are encouraged to attend orientation and refresher programmes on RTI organized by various training institutions.
		(iii) Training of CPIO/APIO		NA
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned		NA
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]			NA

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority		Total Budget for F.Y. 2023-24 was Rs. 10,04,50,000
		(ii) Budget for each agency and plan & programmes		NA
		(iii) Proposed expenditures		Rs. 8,64,87,634
		(iv) Revised budget for each agency, if any		NA
		(v) Report on disbursements made and place where the related reports are available		NA
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget		Domestic tour (2023-24) Rs. 46,00,000 Foreign tour (2023-24) Rs. 22,00,000
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit		Annexure -8
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the		Annexure-7

		<p>suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity		NA
		(ii) Objective of the programme		NA
		(iii) Procedure to avail benefits		NA
		(iv) Duration of the programme/ scheme		NA
		(v) Physical and financial targets of the programme		NA
		(vi) Nature/ scale of subsidy /amount allotted		NA
		(vii) Eligibility criteria for grant of subsidy		NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)		NA
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions		NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities		NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public	(i) Concessions, permits or authorizations granted by public authority		Empanelment of jute mills for issuance of PCSO (Production Cum Supply Order) Raw jute trader registration Importer registration
		(ii) For each concessions, permit or		SOP for issuance of :-

	authority [Section 4(1) (b) (xiii)]	authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations		PCSO - Annexure-9 Raw jute trader registration Annexure-10 Importer registration Annexure-11
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		NA

3. **Publicity Band Public interface – N.A**

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens		Jute Packaging Materials (Compulsory use in Packing Commodities) Rules, 1987, Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016
		(ii) Arrangements for consultation with or representation by a) Members of the public in		Email-jcoffice@jutecomm.gov.in Web-www.jutecomm.gov.in

	<p>there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>		
		Public- private partnerships (PPP)		NA
		(i) Details of Special Purpose Vehicle (SPV), if any		
		(ii) Detailed project reports (DPRs)		NA
		(iii) Concession agreements.		NA
		(iv) Operation and maintenance manuals		NA
		(v) Other documents generated as part of the implementation of the PPP		NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government		NA
		(vii) Information relating to outputs and outcomes		NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)		NA
		(ix) All payment made under the PPP project		NA
3.2	<p>Are the details of policies / decisions, which affect public, informed to them</p> <p>[Section 4(1) (c)]</p>	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p>		NA

		(ii) Outline the Public consultation process		NA
		(iii) Outline the arrangement for consultation before formulation of policy		NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)		http://jutecomm.gov.in/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format		http://jutecomm.gov.in/
		(ii) Printed format		
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost		http://jutecomm.gov.in/
		(ii) At a reasonable cost of the medium		

4. E.Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	URL Address/Link on Ministry's Website

4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English		
		(ii) Vernacular/ Local Language		
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form		JCO Website (Jute Smart Portal)
		(ii) Name/ title of the document/record/ other information		JCO Website (Jute Smart Portal)
		(iii) Location where available		Through Website
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty		JCO Website
		(ii) Details of information made available		
		(iii) Working hours of the facility		
		(iv) Contact person & contact details (Phone, fax email)		Shri. Amir Akhtar Assistant Director (Cost) Central Public Information Officer. Tel: 033 2202 0858 Email: amirakhtar.91@gov.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism		CPGRAMS are generally replied within stipulated timeline. Further, an Appeal Module has been incorporated in CPGRAMS portal and an Appellate Authority for CPGRAMS has been appointed in the Ministry, to

				which applicant not satisfied with initial reply may file an appeal.
		(ii) Details of applications received under RTI and information provided		During 2023-24 Received 75 RTI application and information against these applications have been Provided
		(iii) List of completed schemes/ projects/ Programmes		NA
		(iv) List of schemes/ projects/ programme underway		NA
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract		Annexure-7
		(vi) Annual Report		Uploaded in JCO website
		(vii) Frequently Asked Question (FAQs)		Promptly attended
		(viii) Any other information such as a) Citizen's Charter		
		b) Result Framework Document (RFD)		Uploaded in JCO website
		c) Six monthly reports on the		N/A
		d) Performance against the benchmarks set in the Citizen's Charter		N/A
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed		104 RTI Application received and disposed During the year 2021-22, 99 RTI Application received and disposed During the year 2022-23, 75 RTI Application received and disposed During the year 2023-24.
		(ii) Details of appeals received and orders issued		During the year 2021-22 First Appeal received orders issued 3, 2022-23, First Appeal

				Received orders issued 2, and 2023-24 First Appeal received orders issued 5.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		All the received by JCO are promptly replied directly to the Applicant with an intimation to Ministry.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) Name & details of</p> <p>(a) Current CPIOs & FAAs</p> <p>(b) Earlier CPIO & FAAs from 06.11.2018 to 28.02.2022</p> <p>(c) Earlier CPIO & FAAs from 01.01.2015 to 05.11.2018</p>		<p>(a) Shri Amir Akhtar, Assistant Director (Cost) Central Public Information Officer and Shri. Neeraj Kulhari Deputy Jute Commissioner, First Appellate Authority</p> <p>(b) Shri.T.K Mondal, Deputy Director,(Mktg.) Central Public Information Officer and Shri. M.C Chakrabortty, Jute Commissioner, First Appellate Authority</p> <p>(c) Shri.T.K Mondal, Deputy Director,(Mktg.) Central Public Information Officer and Shri. Subrata Gupta, Jute Commissioner, First Appellate Authority</p>

		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out		
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers		
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers		N.A
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers		MOT

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain			

	information			
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity.		Guidelines of NIC are being followed. N.A
		(ii) Does the website show the certificate on the Website?		N.A



OFFICE OF THE JUTE COMMISSIONER

MINISTRY OF TEXTILES, GOVT. OF INDIA

Functions

Functions

Functions of this office

The Jute Commissioner looks after orderly development and promotion of the jute industry in India. He has been discharging both regulatory and developmental functions. This is not only includes jute mills, but covers right from raw jute marketing up to the finishing stage of jute goods production including development of machineries and accessories used in jute manufacturing units. The Jute Commissioner exercises regulatory powers under Jute & Jute Textiles Control Order, 2016.

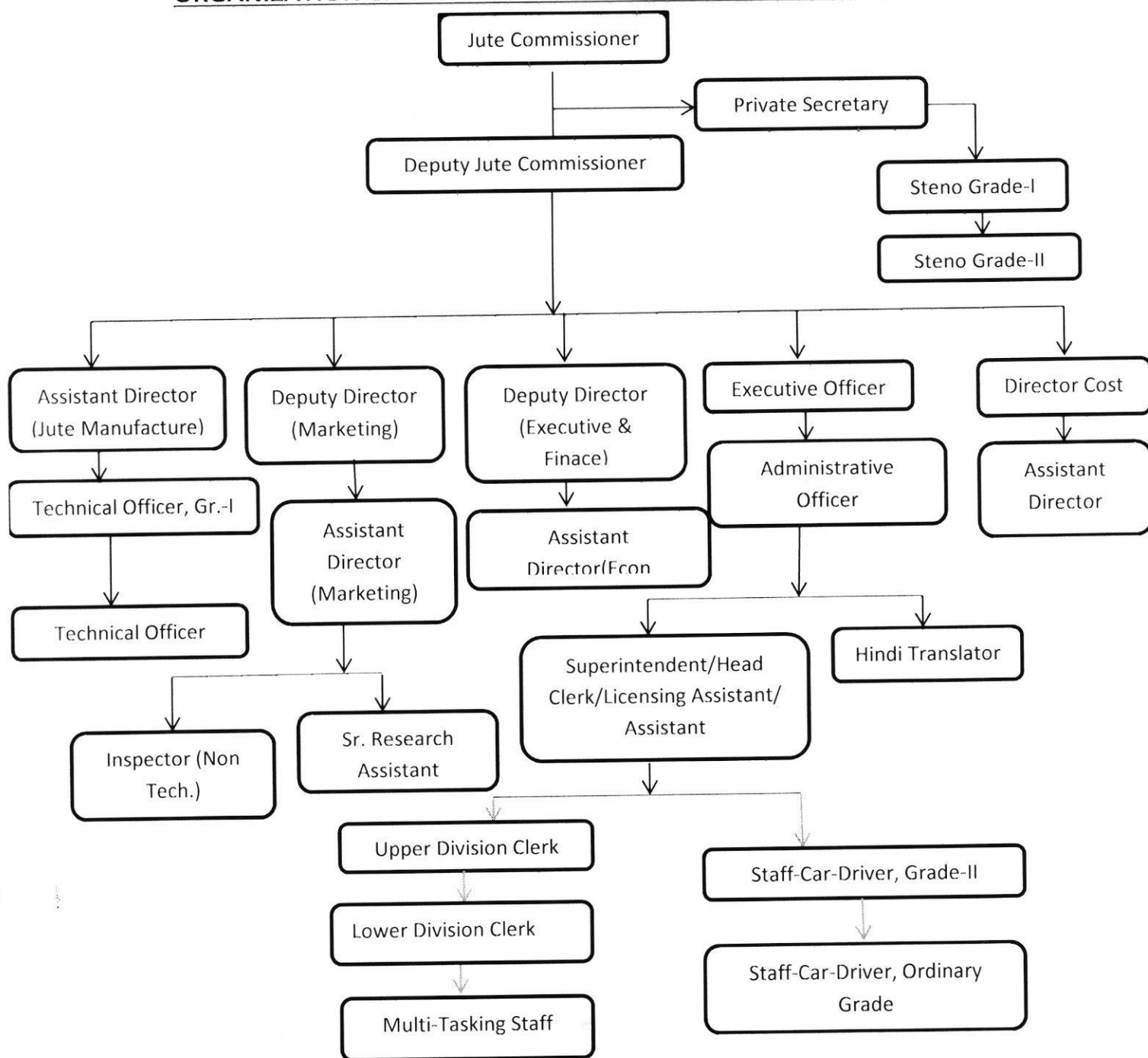
Administering of mandatory packaging under JPM Act, declaration of MSP of jute, declaration of monthly price of B-Twill sacking, informal monitoring of R&D Projects. Regulator for the Jute Sector.

The primary functions of the office are :

1. To advise the government on all matters pertaining to raw jute, jute industry, modernization and diversification programme in both organized and decentralized sectors, development of jute machinery industry, etc.
2. To promote orderly exports and encouraging development of jute diversified products through several schemes and policies
3. To help the Bureau of Indian Standards (BIS) of develop appropriate quality standards for different items of jute goods.
4. To interact with different R & D organizations for intensification of market oriented research and development programme for the benefit of the jute sector keeping in view the technological development and consumer preferences.
5. As per the decision of the Cabinet Committee on Economic Affairs (CCEA), the operation of purchase and supply of B-Twill sacking by the State Procurement Agencies (SPAs) has been shifted from the Directorate General of Supplies & Disposal (DGS&D) to the Office of Jute Commissioner, Kolkata with effect from 1st November 2016. The Office of the Jute Commissioner has developed an end-to-end web-based platform for procurement, inspection and dispatch of jute bags which is transparent, rule based, simple to use and real time from November, 2016 onwards. Indents for a total quantity of around 68.66 lakh bales worth Rs. 17.148 thousand crores (approx.) have already been placed through JUTE-SMART from the month of November, 2016 to March, 2019. This is to enforce the compulsory jute packaging order promulgated under Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 in different end-user sectors covered by the Act.
6. To undertake short term and long-term over-view of jute scenario for formulating vision documents and for devising appropriate policy framework.
7. To initiate necessary policy measures relating to development of the Jute sector, focus from time to time the industry and to suggest corrective steps, whenever called for. In particular statistical analysis is done to tackle diverse problems connected with production, export promotion, finance, stabilization of supply and prices, inter mill analysis of financial results and costs of production mill-wise in depth assessment of factors leading to sickness of mills, regulation of mills purchases and stock holding of raw jute for bringing about price stability in the market, etc.
8. Obtaining and maintaining records of regular monthly returns by the registered jute importers to fulfil stipulations of the Jute and Jute Textiles Control Order, 2016 and for meeting the reserved sector) requirement for packing food grains and sugar in jute packaging material manufactured in India from raw jute produced in India.

Thus, in a nutshell, the Office of the Jute Commissioner is in to:

- Monitoring and implementation of JPM (Compulsory use in Packing Commodities) Act, 1987 and Jute & Jute Textiles Control Order 2016.
- Furnishing technical advice to the Ministry on all policy matters related to the jute sector.
- Monitoring MSP prices for other grades of raw jute (based on CACP notification for TD-5 variety).
- Monthly fixation of Govt B-Twill Prices is based upon updated provisional price methodology duly approved by Ministry of Textiles.
- Co-ordination between all Govt. / Semi-Govt. and Autonomous bodies in the Jute Sector.
- Handling the functions taken over by DGS&D since November 2016 for purchase of B.Twill Jute Bags by the State Procurement Agencies (SPAs) to the tune of Rs. 5000 Crores.

ORGANIZATION CHART OF THE OFFICE OF THE JUTE COMMISSIONER

Reply of (i) of Sl.No.1.2**Powers and duties of officers (financial, administrative and judicial)**

Delegation of financial power vested under Rule 13(2) and Rule 13(4) of DFPR, 1978 as amended from time to time on Jute Commissioner declared as Head of the Department in his organisation. In pursuance of the directive received from DFPR, Jute Commissioner, as a Head of Department (whose status is the level of Joint Secretary) be also entrusted with the administrative powers such as Appointment, Transfer, Promotion, Confirmation and Deputation etc. in respect of Non-Secretariat Group 'A' and 'B' posts in regard to the persons employed under his control except powers of the following viz:-

- (1) Creation of Posts
- (2) Write off losses
- (3) Re-appropriation of funds.

All the official works are being executed through the officers and employees employed under his organisation by exercising Administrative, Financial and Judicial powers conferred on Jute Commissioner.

Jute Commissioner is also entrusted with the Quasi Judicial Powers, under the Jute & Jute Textile (Control) Order, 2016.

Duties of Jute Commissioner

1. Jute Commissioner is the Chief Executive of the office. He is assisted by Deputy Jute Commissioner. He acts as principal adviser to the Government of India on all matters pertaining to raw jute and jute industry. Jute Commissioner has both regulatory and developmental functions. This is not only includes jute mills, but covers right from raw jute marketing upto the finishing stage of jute goods production including development of machineries and accessories used in jute manufacturing units.
2. Under the regulatory functions, Jute Commissioner regulates the prices, mills purchase and stock holding of raw jute. The Jute and Jute Textiles Control Order, 2016 are also administered by him.
3. To assist different public and state sector bulk consumers to obtain their requirements of jute bags in time for packing of food grains.
4. The Jute Commissioner also exercises power to enforce the compulsory jute packaging order in different end-user sectors by implementation of the Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987.
5. To undertake short term and long-term over-view of jute scenario for formulating annual and 5 year plans and for devising appropriate policy framework.
6. To enforce the compulsory jute packaging order promulgated under Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 in different end-user sectors covered by the Act.

7. To initiate necessary policy measures relating to development of the Jute sector. focus from time to time the industry and to suggest corrective steps, whenever called for.
8. To inter-act with different R & D organizations for intensification of market oriented research and development programme for the benefit of the jute sector keeping in view the technological development and consumers' preferences.

Duties of Deputy Jute Commissioner

1. Perspective planning for Govt. for Govt. procurement of B. Twill. 2016
2. Govt. procurement of jute bags under jute & jute Textiles control Order, 2016.
3. Regular monitoring of Govt. procurement and supply through monthly coordination meetings.
4. Implementation of new registration for manufacturers and importers under jute and jute Textiles Control Order, 2016
5. Monitoring of import of jute and jute products.
6. Delegation of powers to stat govt. officials for monitoring implementation of JPM Act.
7. Review of Report, Returns relating to Office of the Jute Commissioner.
8. Restructuring and rightsizing of Office of the Jute Commissioner.
9. General Administration

Duties of Joint Director (Cost)

1. Computation of price B. Twill Jute Bags of various size (according to Production Control Order issued) at first week of every month for purchase of jute bags by FCI and other State Government Agencies through DGS&D. The price so computed being as per norms of the Tariff Commission duly approved by the Ministry of Textiles along with modifications as directed in the order of the MOT.
2. Financial analysis and annual review of the financial position of jute industry on the basis of analysis of the Annual Report of jute mills.
3. Examining costs, price and profitability structures of the jute industry.
4. Collection of data/information from various sources for report to the Ministry of Textiles to various representations/settlements made by Labour Unions in Jute Industry.
5. Financial analysis, cost benefit analysis and viability study of various projects under Research and Development undertaken by Indian Jute Industries Research Association.
6. Associated with the job related to Revision of productivity Norms for the Jute Industry for various jute products.

Duties of Deputy Director (Executive & Financial)

1. Collection of approach note from different agencies of Union, State Govt. and Research bodies for preparation of National Technology Mission on Jute,

2. Collection and assimilation of production, import and export data of raw jute and jute goods
3. Preparation of Action Plan for the Office of the Jute Commissioner.
4. Preparation of answer of Parliament Question and VIP reference.
5. Preparation of Imports and Exports Strategy.
6. Linkage with other bodies like JCI, NJB, NJMC, etc.
7. Establishment matters.

Duties of Deputy Director (Technical)

1. To supervise and survey of jute mills;
2. To essentiality or otherwise of the imports of jute mills machinery, spare and stores etc;
3. To advise Jute Commissioner in all technical matters concerning the industry.
4. Standardization of specifications for jute and jute product.
5. Product development in association with NJB, IJIRA, CRIJAF, NIRJAFT etc
6. Appraisal of IJIRA projects funded by Govt.
7. Development of hank yarn packing norm.
8. Industrial policy relating to modernization of jute industry.
9. Revision of norms of jute industry.
10. The Deputy Director (Technical) being the technical head of Jute Commissioner's Office to give technical comments on files relating to other sections namely Economic Sections, Marketing Section, Costing Section
11. Visit to jute mills and twine units connected with jute industry.

Duties of Deputy Director (Marketing)

1. Implementation and/or administration of jute & jute Textiles control order, 2000 through:-
 - i) Allocation and issue of Production Control Orders for procurement of B. Twill on Govt. account.
 - ii) Monitoring of supply.
 - iii) Registration of importers of raw jute and jute products.
 - iv) Preparation of various notifications for marking/printing/branding of both domestic and imported jute bags.
 - v) Monitoring of import of jute and jute products.
 - vi) Determination of area wise and grade wise MSP of raw.
2. Work under JPM Act, 1987
 - i) Preparation of detailed note for SAC meeting for formulation of policy for mandatory packaging by jute packaging material.
 - ii) Monitoring of compliance by end users in sectors reserved under JPM Act.
 - iii) Handling court cases arising out of Mandatory Jute Packaging Orders.
 - iv) Preparation of strategy for use of jute bags manufactured in India for sugar sector and food grain sector.

3. Participation in monthly coordination meeting for procurement on Government account.
4. Preparation of material for Annual Report (MOT), Performance budget (MOT) and CACP for formulation of MSP for raw jute.
5. Monitoring of MSP operation by JCI.
6. Work relating to Jute Advisory Board meetings to assess area wise production of raw jute.
7. Preparation of periodical reports and returns for MOT.
8. Handling various court cases on behalf of MOT (for e.g. IJIRA cases, JCI case etc.)

Duties of Assistant Director (Econ)

1. To analyze trends in production, consumption, supplies prices, etc. of raw and jute goods.
2. To prepare notes on economic aspects of the jute industry.
3. To attend the work of price, distribution, export and import of raw jute.
4. Compilation of statistical data of actual exports of jute goods from India and import of raw jute
5. Internal consumption of jute goods and purchase and stock position of jute and jute goods.
6. Framing replies to Parliament Questions.
7. To assist Deputy Director (Executive & Finance) as and when required.
8. To supervise the work of Sections under him.

Duties of Assistant Director (Cost)

1. To undertake cost study and attend to work relating to preparation of periodical compilations and reports regarding cost.
2. Price and profitability of the Jute Industry
3. To make comparative review of cost and profitability of jute manufactures in between India and Bangladesh,
4. To undertake analysis of Balance sheets and profits and loss A/c's of Mill companies and review financial position of the Industry.
5. To examine financial position of the Industry,
6. To examine financial position and trading condition of firms/companies applying for registration as approved supplier of jute goods to evaluate financial viability of project reports and loan applications in expansion/modernization/diversification etc. of jute mills connection with
7. Functioning as Public Grievances Cell in the Office of the Jute Commissioner.
8. To supervise and advise clerical staff in the section
9. To prepare report relating to power-cut position from the power-cut reports of Jute Mills.

Duties of Assistant Director (Technical)

1. Registration for manufacture of jute mill machinery / spare and follow up works.
2. Industrial licensing policy for jute mill machinery and spares.
3. Assessment of the implementation of the registered jute machinery / spares manufacturing units.
4. Indian collaboration with foreign countries for manufacture of jute mill machinery and jute goods.
5. Import application for import of components/raw materials for machinery/ spares manufacturing units.
6. Requirement of scarce raw materials by the machine manufacturer jute mill 7 Jute twine units and rope units.
7. Requirement of cement, jute batching oil, and other chemicals by jute mills & jute twine mills, units and jute machinery.
8. Requirement of cement, jute batching oil and other chemicals by jute mills & jute twine mills, units and jute machinery manufacturers.
9. Preparation of Annual Administrative reports regarding machinery and spares manufacturing mills.
10. Work relating to export of jute mill machinery. Spares.
11. Work relating to manufacture/supply of jute machinery and submission of reports
12. Preparation of note for export/import Advisory Council standing Committee and ancillary Industry.
13. Submission of arrear report.
14. Checking up of calculation for determining the register able price of non standard jute goods on the basis of construction and manufacturing processes involved for the production of the same
15. Examination and scrutiny of the price of special type of jute goods
16. Checking up of production returns submitted by the manufacturers, exporters for registration of fresh contracts.
17. To attend technical queries from different Govt. authority.
18. To attend representatives of the exporters for clarifications of different points in connections with the application for registration of contracts and amendment thereof.
19. Guiding the Superintendent. Head Clerk and other Assistants of the Registration Section for maintenance of all statistical figures in connection with the registration of contracts for different countries.
20. Assisting the A.D.(J.M.) in all technical matters and to attend technical discussion and meeting as and when require.

Duties of Assistant Director (Jute Manufacture)

1. Industrial Licensing Policy for Jute Industry.
2. Industrial Licencing case for setting up to new jute mill and diversification/substantial expansion of existing jute mill.
3. Registration of manufacturing units for jute twine & rope.
4. Assessment of implementation of industrial licence and registration certificates for manufacture of jute goods.

5. Annual Administrative report for the Ministry of Commerce and Ministry of Industry on jute Textiles, and jute machinery.
6. Preparation report for the Development Council, Agricultural working group etc.
7. Formulation of New Import Policy for Jute machinery import of machinery components, raw materials, dyes, chemicals, etc.
8. Import application for import of finished machinery but jute mill jute twine & rope industry
9. Allotment of Coal, coke and steel to jute mill & ROPE industry.
10. Papers relating ISI matters of jute goods and jute machinery spares.
11. Sale disposal and transfer of jute mill machinery.
12. All works relating to rope industry.
13. Maintenance of Trade notices, gazette notification, papers from licensing committee etc.
14. Visits to jute mill/ jute twine machine and spares manufactures.
15. To attend meeting on technical subject, licencing matters.
16. To assist DD(Tech) in all technical matters and technical matters and discussion as and when required.
17. Parliament question/Rajya Sabha question and any other question from the Ministry.

Duties of Assistant Director (Marketing)

1. To look after all works connected with marketing of jute and jute goods with special reference to exports;
2. To analyze trends in production, consumption, exports and imports of jute goods in India and world market in order to enable the senior officer to formulate appropriate policies from time to time.
3. To study development in overseas jute mill industries, emergence of substitute products, tariff and other commercial policies followed in various importing countries to prepare reports thereon from time to time;
4. To supervise the day to day work of Section under him.
5. The duties attached to the posts requires considerable analytical and drafting ability.

Duties of Inspector (Non-Technical)

1. Work connected with marketing of raw jute and jute goods
2. Work connected with purchase and sales of raw jute & jute goods.
3. Inspection of books & accounts and stocks of raw jute in respect of issue of licences to jute dealers and Jute Licensing Scheme.
4. Securitization of returns and physical verifications both at mills and head offices of jute, twine and rope mills in respect of raw jute.
5. Verification of arrivals and ruling prices of raw jute in different markets,

6. Assessment of godown capacity of all jute, twine mills after physical verification;
7. Work relates to raw jute/jute goods and issuance of quota orders for purchasing of maximum/minimum quality of raw jute and also restrict the production of jute goods;
8. Follow up actions of the above quota orders;
9. Issuance of show-cause notice to the defaulting mills;
10. Preparation of Jute Commissioner's monthly report regarding observation of the individual inspections to the jute mills.
11. To go to market and to make enquiries with different brokers regarding the price of different types of jute goods and also collection and tabulation of market quotation and other various information and statistics for the purpose of market study.
12. Maintenance of register, construction and quality wise for different jute goods with a view to study the market trends.
13. Any other work assigned by the superior authority.

Duties of Senior Research Assistant.

1. Investigation Research work in Economics and problems of international trade in general and problems connected with production and marketing and export of jute goods.
2. Conducting market surveys.
3. Commodity studies & area survey and collection, collation analysis.
4. Evaluation statistical data in relation to international trade of jute
5. All Economic & Statistics functions.
6. Any other work assigned by the superior authority.

Duties of Technical Officer

1. Visit to jute industry, twine units, machine manufacturing units.
2. Routine visit to collect information for maintaining statistics.
3. Import application for finish machinery.
4. Sale/disposal and transfer of machinery.
5. To check machinery physically for licensing cum registration.
6. To check the requirement in connection of JPC allotment.
7. To Check the condition machinery in the interest of NIDC
8. To scrutinize and give our technical comments on the following.
9. Machinery requirement for jute and rope industry.
10. Development Council-textile machinery.
11. Maintenance of machine statistics for jute, rope and twine industry
12. Maintenance of statistics for machinery and raw fiber.
13. Maintenance of statistics for machinery and raw fiber.
14. Maintenance of production statistics/distribution returns Machinery accessories industries.
15. Quality control and pre-shipment inspection
16. Union cum laminated and projects for other diversified products.
17. Sale/disposal and transfer of machinery.
18. Any other work assigned by the superior authority.

Duties of Private Secretary

1. Taking dictation in shorthand and its transcription.
2. Typing of essential or confidential /secret documents including other typing work considered necessary.
3. Screening of telephone calls and the visitors.
4. Fixing up appointments and canceling them, if necessary.
5. Keeping a list of engagements, meetings, tours, etc, and reminding the Officer sufficiently in advance.
6. Keeping a note of the movement of files.
7. Collection of information and files, compilation of data.
8. Sending routine reminders.
9. Any other work assigned by the Officer.

Duties of Administrative Officer:-

1. All matters relating to Establishment including maintenance of service records of Group 'A', 'B', and 'C' staff.
2. Coordination of work pertaining to audit reports.
3. Coordination for ensuring the writing of ACRs of all the staff and Officers.
4. Supervision of dispatch and diary sections; operation of franking machine, postal stamp procurement, etc.
5. Coordination of and assistance in the running of the training programmes, seminars conferences, meetings, etc
6. Ensuring proper maintenance of Conference Rooms with facilities therein.
7. Annual stock verification of all dead stock and consumables.
8. Procurement of stationery and forms including their local purchase.
9. Procurement of Office equipment, air-conditioners, furniture stores, etc and maintenance thereof including condemnation.
10. Supervision of work pertaining to Xerox machines, service contracts, etc.
11. Services like Telephone, FAX, etc.
12. Any other work assigned by the H.O.O.

Duties of Executive Officer

1. Administration Work
2. Matters relating to recruitment of Group 'B' and 'C' staff and their posting/ deployment to various Sections, Leave, Pension, pay fixation, increments and other related matters.
3. Discharging the functions of D.D.O. on behalf of H.O.O.
4. Vigilance Work
5. O&M work
6. Controlling of Staff Cars
7. Investigations

8. Co-ordinations
9. Protocol and Liaison works.
10. Coordination for ensuring the writing of ACRs of all the staff and Officers
11. Any other work assigned by the H.O.O

Duties of Stenographer Grade I

1. Taking dictation and transcription of the same
2. Typing of essential or confidential documents.
3. Fixing up appointments and screening the calls
4. Opening of files, maintenance of current files.
5. Keeping a note of the movement of files.
6. Sending of routine reminders, etc.
7. Screening of telephone calls and visitors
8. Any other work assigned by the Officer

Duties of Stenographer Grade II

1. Taking dictation and transcription of the same.
2. Typing of essential or confidential documents.
3. Fixing up appointments and screening the calls.
4. Opening of files, maintenance of current files.
5. Keeping a note of the movement of files.
6. Sending of routine reminders, etc.
7. Screening of telephone calls and visitors.
8. Any other work assigned by the Officer.

Duties of Superintendent -

1. Supervisory work of Cash, Establishment and Housekeeping Units
2. Coordination in procurement of equipment/furniture, stationery, etc.
3. Scrutiny of cases of establishment as well as supervision of dispatch work
4. Assisting the Administrative Officer in all his matters.
5. Supervision/coordination of work in the section.
6. Checking the condition of Conference Room for programme purposes.
7. Supervision of work pertaining to Xerox machines, service contracts, etc
8. Services like Telephone, FAX, etc.
9. Procurement of Office equipment, air-conditioners, furniture stores, etc and maintenance thereof including condemnation
10. Any other work assigned by the superiors.

Duties of Upper Division Clerk-

1. Typing work in the Section/Division.
2. Noting, Drafting
3. Diary and dispatch.
4. Maintenance of files.

5. Preparation of Salary bill
6. Work relating to cash disbursement.
7. Preparation of GPF Bill. Medical bill, LTC Bill, Newspaper bill, HBA as well as other advance files, Children Education bills,
8. General administrative work, submission of returns,
9. Maintenance of Service Books.
10. Records management and other clerical work, etc.
11. Any other work assigned by the superiors.

Duties of Lower Division Clerk

1. Typing work in the Section/Division.
2. Diary and dispatch.
3. Maintenance of files.
4. Supervision of correction of reference books
5. Submission of routine and simple drafts,
6. Submission of various periodical returns etc.
7. Preparation of arrears and other statements
8. Registration of papers and maintenance of circulars and registers.
9. Records management and other clerical work, etc
10. Any other work assigned by the superiors

Duties of Multi-Tasking-Staff

1. Physical Maintenance of records of the Section
2. General cleanliness and upkeep of the Section/ unit
2. Carrying of files and other papers within the building
3. Photocopying, sending of FAX etc.
4. Other non-clerical work in the Section/Unit.
5. Assisting in routine office work like diary, dispatch, etc., including on computer
6. Delivering of dak (outside the building)
7. Watch & ward duties.
8. Opening & closing of rooms.
9. Cleaning of rooms.
10. Dusting of furniture, etc.
11. Cleaning of office premises, fixtures, etc.
12. Any other work assigned by the superior authority.

Duties of Staff-Car-Driver

Driving & Maintenance of office car.

Duties of Junior Translator

1. हिन्दी से अंग्रेजी तथा अंग्रेजी से हिन्दी अनुवाद कार्य करना ।

2. हिन्दी अधिकारी के न होने के कारण उनका सभी कार्य जैसे राजभाषा नीति के कार्यान्वयन, इस संबंध में समय-समय पर जारी किए गए निदेशों आदेशों, अनुदेशों का अनुपालन, राजभाषा समिति (कार्यान्वयन) के बैठक का आयोजन करना ।
3. इसके अतिरिक्त 'कोलटालिक' के बैठक में भी भाग लेना ।
4. कार्यालय में 'हिन्दी पखवाड़ा' का आयोजन करना आदि कार्यों का भी निष्पादन करना पड़ता है।
5. इसके अतिरिक्त कार्यालय में राजभाषा कार्यान्वयन का कार्य ।

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आदेश

नई दिल्ली 4 फरवरी, 2016

का. आ. 382(अ).— आवश्यक वस्तु अधिनियम, 1955 (1955 का 10) की धारा 3 के अंतर्गत प्रदत्त शक्तियों का प्रयोग करते हुए केंद्र सरकार एतद्वारा निम्नलिखित आदेश जारी करती है, नामतः-

1. संक्षिप्त शीर्षक, सीमा एवं प्रारंभ- (1) इस आदेश को पटसन एवं पटसन वस्त्र नियंत्रण आदेश, 2016 कहा जाएगा।

2. यह पूरे भारत में प्रभावी होगा।

3. यह इसके सरकारी राजपत्र में प्रकाशित होने की तिथि से प्रभाव में आएगा।

2. परिभाषाएं- इस आदेश में, यदि परिप्रेक्ष्य में अन्यथा अपेक्षित न हो तो:-

(क) 'कैरियर' में रेलवे, कच्ची पटसन तथा पटसन वस्त्रों का लदान एवं दुलाई करने में संलग्न एजेंट अथवा भूमि, वायु या जलमार्ग द्वारा पटसन एवं पटसन वस्त्रों के एक स्थान से दूसरे स्थान तक परिवहन के व्यापार में संलग्न कोई अन्य व्यक्ति शामिल होंगे;

(ख) 'पटसन आयुक्त' का तात्पर्य केंद्र सरकार द्वारा नियुक्त पटसन आयुक्त तथा उप-पटसन आयुक्त और इस आदेश के अंतर्गत पटसन आयुक्त की शक्तियों का प्रयोग करने के लिए नियुक्त किए गए किसी अन्य अधिकारी से होगा;

(ग) 'पटसन मिल' से तात्पर्य मशीनी प्रक्रिया अथवा इलेक्ट्रिकल प्रक्रिया अथवा दोनों प्रक्रियाओं को शामिल करते हुए कच्ची पटसन से पटसन वस्त्रों का उत्पादन करने वाले विनिर्माता से है;

(घ) 'पटसन वस्त्रों' में पूर्णतः कच्ची पटसन, अथवा आंशिक रूप से कच्ची पटसन और आंशिक रूप से किसी अन्य सामग्री अथवा ऐसी सामग्रियों जिनमें कच्ची पटसन की मात्रा इसके वजन के 50% से अधिक हो, द्वारा तैयार यार्न, ट्वाइन, सैकिंग क्लोद, बैग अथवा बोरे तथा अन्य वस्तुएं शामिल हैं;

- (ड) 'विनिर्माता' का तात्पर्य पटसन मिलों सहित किसी भी प्रक्रिया के द्वारा पटसन वस्त्रों की किसी भी किस्म के उत्पादक से है;
- (च) 'कच्ची पटसन' का तात्पर्य पट, पटसन, बिमली अथवा मेस्टा के नाम से जानी जाने वाली पटसन फाइबर से है;
- (छ) 'भंडारकर्ता' का तात्पर्य कच्ची पटसन अथवा पटसन वस्त्रों अथवा दोनों का भंडार रखने वाले किसी व्यक्ति, विनिर्माता, डीलर, आयातक, व्यापारी अथवा एजेंसी से है;
- (ज) 'अनुचित प्रक्रियाएं' पैरा-4 के अंतर्गत दिए गए किसी आदेश के संबंध में 'अनुचित प्रक्रियाओं' का तात्पर्य पटसन बोरों के गवन, गैर-आपूर्ति अथवा पटसन बोरों की आपूर्ति में चूक, प्रयुक्त अथवा पुराने पटसन बोरों अथवा कम वजन के पटसन बोरों अथवा आयातित पटसन बोरों, आयातित कच्ची पटसन अथवा पटसन यार्न अथवा फैब्रिक द्वारा विनिर्मित पटसन बोरों, गैर-ब्रांड वाले अथवा अधूरे ब्रांडेड अथवा गलत तरीके से ब्रांडेड पटसन बोरों अथवा ऐसे पटसन बोरों जो कि उत्पादन नियंत्रण आदेश में उल्लिखित विशिष्टताओं अथवा वीआईएस मानकों के अनुरूप न हों, की आपूर्ति से है;
- (झ) 'वर्ष' का तात्पर्य 01 जुलाई से प्रारंभ होकर अगले वर्ष की 30 जून तक की अवधि से है।

3. **मूल्य निर्धारण की शक्ति**— (1) पटसन आयुक्त, समय-समय पर सरकारी राजपत्र में उस न्यूनतम मूल्य को अधिसूचित करेगा जिस पर कच्ची पटसन की किसी भी किस्म और ग्रेड को खरीदा अथवा बेचा जा सकता है तथा विभिन्न क्षेत्रों अथवा विभिन्न किस्मों, ग्रेडों अथवा कच्ची पटसन की विशिष्टताओं हेतु विभिन्न मूल्यों, इस शर्त के अधीन निर्धारित किया जा सकता है कि ये मूल्य केंद्र सरकार द्वारा घोषित न्यूनतम समर्थन मूल्य पर आधारित हैं।

(2) पटसन आयुक्त, ऐसे मूल्य अथवा मूल्यों का निर्धारण करते हुए, कच्ची पटसन की किस्मों, ग्रेड तथा विशिष्टताओं, उत्पादन क्षेत्र से किसी क्षेत्र अथवा ऐसे क्षेत्रों जिनके संबंध में ऐसे मूल्य अथवा मूल्यों का निर्धारण किया जाना है, तक कच्ची पटसन के परिवहन, रख-रखाव तथा भंडारण हेतु आवश्यक अन्य खर्चों तथा माल भाड़ा उचित मूल्य पर इसे उपलब्ध कराने की आवश्यकता तथा कोई अन्य संबंधित कारक अथवा कारकों का संज्ञान लेगा।

(3) पटसन आयुक्त, सरकारी राजपत्र में अधिसूचना द्वारा ऐसे उचित मूल्य का निर्धारण करेगा जिस पर कच्ची पटसन की किसी किस्म अथवा ग्रेड को खरीदा अथवा बेचा जा सके, तथा कच्ची पटसन की विभिन्न किस्मों तथा ग्रेडों के लिए अथवा विभिन्न क्षेत्रों हेतु विभिन्न मूल्य निर्धारित किए जा सकें।

(4) उप-पैरा (3) के अंतर्गत उचित मूल्य का निर्धारण करते समय, पटसन आयुक्त कच्ची पटसन की किस्म तथा ग्रेड, उत्पादन क्षेत्र से किसी क्षेत्र अथवा ऐसे क्षेत्रों जिनके संबंध में ऐसे मूल्य अथवा मूल्यों का निर्धारण किया जाना है तक कच्ची पटसन के परिवहन, रख-रखाव तथा भंडारण हेतु आवश्यक अन्य खर्चों तथा माल भाड़ा तथा कोई अन्य संबंधित कारक अथवा कारकों का संज्ञान लेगा।

(5) कोई भी व्यक्ति उप-पैरा (3) के अंतर्गत उपर्युक्त हेतु निर्धारित उचित मूल्य से अधिक मूल्य पर कच्ची पटसन की खरीद या बिक्री अथवा बिक्री हेतु ऑफर नहीं देगा।

(6) पटसन आयुक्त, समय-समय पर सरकारी राजपत्र में अधिसूचना द्वारा अधिकतम मूल्य अथवा न्यूनतम मूल्य अथवा मामूली मूल्य अथवा इन सभी का, जिन पर पटसन वस्त्रों की किन्हीं विशिष्टताओं को पटसन पैकेजिंग सामग्री (पैकिंग वस्तुओं में अनिवार्य प्रयोग) अधिनियम, 1987 (1987 का 10) के अंतर्गत प्रयोग अथवा किसी अन्य प्रयोग हेतु खरीदा अथवा बेचा जा सकेगा, निर्धारण करेगा।

4. **पटसन वस्त्रों के उत्पादन को नियंत्रित करने की शक्ति**— (1) पटसन आयुक्त, पटसन पैकेजिंग सामग्री (पैकिंग वस्तुओं में अनिवार्य प्रयोग) अधिनियम, 1987 (1987 का 10) अथवा केंद्र सरकार के किसी अन्य निदेश के

क्रियान्वयन हेतु सभी आवश्यक कदम उठाएगा तथा आदेश द्वारा किसी पटसन मिल को ऐसे क्रियान्वयन हेतु आदेश में यथाउल्लिखित पटसन वस्त्रों की किन्हीं विशिष्टताओं की किसी मात्रा के उत्पादन करने के निदेश दे सकता है तथा ऐसे आदेश को उत्पादन नियंत्रण आदेश (पीसीओ) कहा जाएगा।

(2) पटसन आयुक्त, पैकेजिंग सामग्री (पैकिंग वस्तुओं में अनिवार्य प्रयोग) अधिनियम, 1987 (1987 का 10) अथवा केंद्र सरकार के किसी अन्य निदेश के क्रियान्वयन हेतु सभी आवश्यक कदम उठाएगा तथा आदेश द्वारा ऐसे क्रियान्वयन हेतु आदेश में यथाउल्लिखित पटसन वस्त्रों की ऐसी विशिष्टताओं की ऐसी मात्राओं को चिन्हित करने, उनकी छपाई अथवा ब्रांड हेतु आयातकों, प्रसंस्करणकर्ताओं, कच्ची पटसन तथा कच्ची पटसन के व्यापारियों को निदेश दे सकता है।

5. कच्ची पटसन के भंडार को विनियमित करने की शक्ति - (1) पटसन आयुक्त, आदेश द्वारा -

(i) कच्ची पटसन अथवा पटसन की किसी अन्य विशिष्ट किस्म की उस अधिकतम मात्रा को निर्दिष्ट कर सकता है जिसे एक विनिर्माता किसी विशिष्ट व्यक्ति अथवा एजेंसी अथवा किसी अन्य से किसी विशिष्ट अवधि के दौरान खरीदेगा;

(ii) कच्ची पटसन की उस अधिकतम मात्रा को निर्धारित करेगा जिसे एक विनिर्माता किसी विशिष्ट अवधि के दौरान अपने स्वामित्व में रख सकता है।

(2) उप-पैरा (1) के खंड (i) के अंतर्गत आदेश जारी करते हुए पटसन आयुक्त निम्न को ध्यान में रखेगा-

(क) विगत वर्ष के दौरान विनिर्माता द्वारा प्रयोग की गई कच्ची पटसन की मात्रा;

(ख) आदेश जारी होने की तारीख से तत्काल पूर्व की छह माह की अवधि के दौरान विनिर्माता के स्वामित्व में रहने वाली कच्ची पटसन की अधिकतम मात्रा;

(ग) पटसन वस्त्रों के विनिर्माण के लिए विनिर्माता की क्षमता;

(घ) कच्ची पटसन के मूल्यों में स्थिरता बनाए रखने की आवश्यकता;

(ङ) पटसन वस्त्रों के विनिर्माता हेतु कच्ची पटसन की उपलब्धता;

(च) पैरा-4; एवं

(छ) इस उद्देश्य हेतु पटसन आयुक्त की राय में कोई अन्य संबंधित कारक।

6. कच्ची पटसन की सहज उपलब्धता सुनिश्चित करने की शक्ति- (1) कच्ची पटसन की आसानी से उपलब्धता सुनिश्चित करने के उद्देश्य से पटसन आयुक्त, किसी भंडारकर्ता के लिए निम्नलिखित को आवश्यक कर सकता है:-

(i) पटसन आयुक्त अथवा उसके स्थान पर उसके द्वारा किसी अन्य प्राधिकृत अधिकारी के पास पंजीकरण हेतु आवेदन;

(ii) पटसन आयुक्त अथवा उप-पटसन आयुक्त की लिखित अनुमति के बिना एक विशिष्ट सीमा के बाहर उसके भंडार को बेचने अथवा आपूर्ति करने पर पाबंदी; अथवा

(iii) कच्ची पटसन अथवा पटसन की किसी अन्य विशिष्ट किस्म की अधिकतम मात्रा को रखना जोकि भंडारकर्ता किसी विशिष्ट अवधि के दौरान किसी विशिष्ट व्यक्ति अथवा किसी एजेंसी से अथवा किसी अन्य से खरीद अथवा बेच सकता है अथवा अपने स्वामित्व में रख सकता है।

(2) उप-पैरा (1) के तहत आदेश जारी करते समय पटसन आयुक्त निम्नलिखित को ध्यान में रखेगा:-

i. उसके कब्जे में रखी कच्चे पटसन की मात्रा;

ii. ऐसे भंडारों की किस्म, स्थिति और ग्रेड संयोजन;

iii. विक्री और सुपुर्दगी करने की उपयुक्त और दृढ़ वचनबद्धता;

iv. कच्ची पटसन आसानी से उपलब्ध कराए जाने तथा एक्सचेंज/एक्सचेंजों के माध्यम से अथवा अन्यथा कच्ची पटसन के भंडारण करने अथवा अटकलबाजी को रोकने के विशेष संदर्भ में विभिन्न भंडारकों द्वारा रखे जा रहे पटसन के ऐसे भंडारों को रखने की अवधि और उद्देश्य; और,

v. पटसन आयुक्त के विचार से इस उद्देश्य के लिए उपयुक्त कोई अन्य कारका।

7. गुणवत्ता के निरीक्षण की शक्ति:- पटसन आयुक्त बाजार में पटसन वस्त्रों की गुणवत्ता सुनिश्चित करने और अन्तःप्रयोक्ता के हितों की सुरक्षा के मद्देनजर अन्तःप्रयोक्ता के लिए पटसन वस्त्रों के उत्पादन अथवा भंडारण करने अथवा पटसन वस्त्रों के परिव्यय के लिए किसी व्यक्ति की आवश्यकता होगी,

- (क) सामान्य अथवा विशिष्ट आदेश द्वारा निर्धारित किए गए स्थान और समय पर निरीक्षण के लिए नमूनों की आपूर्ति करना,
- (ख) इनके परीक्षण के लिए ऐसे नमूनों को लेने हेतु पटसन आयुक्त द्वारा अधिकृत किए गए केंद्र सरकार अथवा राज्य सरकार अथवा किसी अन्य स्वायत्त निकाय अथवा संस्थान के किसी अधिकारी को अनुमति देना,
- (ग) ऐसे अधिकारी अथवा निकाय अथवा संस्थान द्वारा तैयार की गई निरीक्षण रिपोर्ट की एक प्रतिलिपि, जैसा भी मामला हो, विनिर्माता अथवा भंडारकर्ता अथवा कैरियर को प्रदान करना तथा तत्पश्चात् पैरा-8 के खंड (क) के अंतर्गत कार्रवाई शुरू करना।

8. विनिर्माता से आपूर्ति को प्रतिबंधित करने की शक्ति:-

- (क) पटसन आयुक्त के आदेश द्वारा इस पैरा के अंतर्गत दी गई व्यवस्था के अनुसार जांच के पश्चात् विनिर्माता द्वारा किए गए अनुचित व्यवहार की प्रकृति और मात्रा के आधार पर 3 महीने से लेकर 2 साल की अवधि के लिए किसी पटसन वस्त्र की आपूर्ति से किसी विनिर्माता को प्रतिबंधित कर सकता है।
- (ख) पटसन आयुक्त, आपूर्ति किए गए पटसन वस्त्रों अथवा पटसन वस्त्रों की खेप के संबंध में अनुचित व्यवहार संबंधी आरोप पर स्वतः संज्ञान लेते हुए अथवा अन्तःप्रयोक्ता, अथवा खरीद एजेंसी अथवा आपूर्ति एवं निपटान महानिदेशालय सहित पटसन वस्त्रों के व्यवसाय में लगे हुए किसी अन्य व्यक्ति से शिकायत की प्राप्ति पर, निम्नलिखित के बाद ही पटसन वस्त्रों की आपूर्तिकरने से विनिर्माता को प्रतिबंधित करने के आदेश जारी कर सकता है-
 - i. पटसन वस्त्रों के उत्पादन और संभालने के किसी चरण के दौरान पटसन वस्त्रों का निरीक्षण करने हेतु कम से कम निरीक्षक की रैंक के किसी निरीक्षण अधिकारी को निदेश दिया है। विनिर्माता को यह पता लगाने का नोटिस देते हुए कि क्या विनिर्माता ने अनुचित तरीकों का प्रयोग किया है;
 - ii. उसने ऐसे निरीक्षण अधिकारी द्वारा तैयार की गई निरीक्षण रिपोर्ट की एक प्रतिलिपि विनिर्माता को प्रदान की है;
 - iii. उसने संबंधित विनिर्माता को कारण बताओं नोटिस जारी कर दिया है कि क्यों न उसके विरुद्ध खंड (क) के संबंध में कोई दंडात्मक कार्रवाई की जाए;
 - iv. उसने ऐसे विनिर्माता को सुनने का उचित अवसर दिया है और आदेश में इसका कारण निहित होगा कि क्यों न खंड (क) के संबंध में विनिर्माता की आपूर्ति प्रतिबंधित की जानी चाहिए अथवा प्रतिबंधित नहीं की जानी चाहिए।

(ग) जब खंड (ख) में उल्लिखित स्थितियों में पटसन आयुक्त द्वारा खंड (क) के अंतर्गत आदेश जारी किया जाता है, पटसन आयुक्त के पास विनिर्माता द्वारा आपूर्ति किए गए पटसन वस्त्रों के ऐसे स्टॉक अथवा स्टॉकों अथवा पटसन वस्त्रों की खेप के निपटान का अधिकार होगा।

(घ) यदि कोई विनिर्माता इस पैरा के अंतर्गत निरीक्षण की अवधि अथवा की गई जांच के दौरान सहयोग नहीं करता है अथवा आंकड़े और सूचना देने से मना करने सहित किसी रूप में अवरोध अथवा बाधा उत्पन्न करने का प्रयास करता है, वह खंड (क) के संबंध में 3 महीने से 2 वर्ष की अवधि के लिए पैरा 4 के अंतर्गत किसी खरीद ऑर्डर के विरुद्ध किसी पटसन वस्त्र की आपूर्ति को रोक सकता है।

(ङ) इस पैराग्राफ के अंतर्गत जारी किए प्रत्येक आदेश को सरकारी राजपत्र में अधिसूचित किया जाएगा।

9. सूचना मंगाने और निरीक्षण, जांच और जव्त करने की शक्ति:- (1) पटसन आयुक्त को इस आदेश का अनुपालन सुनिश्चित करने के लिए:-

- (क) उस व्यक्ति अथवा किसी अन्य व्यक्ति द्वारा किए जाने वाले किसी व्यवसाय के संबंध में सूचना देने के लिए किसी व्यक्ति की आवश्यकता होगी।
- (ख) किसी व्यक्ति के स्वामित्व अथवा नियंत्रण में लेखा पुस्तिकाओं अथवा अन्य दस्तावेजों को नियंत्रण में लेने के लिए उनका निरीक्षण करना अथवा निरीक्षण करवाना अथवा स्वामित्व में लेना जो उसके विचार से इस आदेश के किसी उल्लंघन के संबंध में किसी कार्यवाही के लिए उपयुक्त अथवा उचित होगा और जिस व्यक्ति के पास से ऐसे लेखा पुस्तिकाएं अथवा अन्य दस्तावेज पकड़ी गई हो, उसे उसकी प्रतिलिपि करने अथवा ऐसी लेखा पुस्तिकाओं अथवा अन्य दस्तावेजों वाले अधिकारी की उपस्थिति में उसका संक्षिप्त विवरण प्राप्त करने की अनुमति प्रदान करेगा।
- (ग) किसी परिसर में प्रवेश और उसकी जांच करेगा तथा किसी कच्ची पटसन अथवा पटसन वस्त्र को कब्जे में लेगा जिसके संबंध में उन्हें विश्वास है कि इस आदेश का उल्लंघन हुआ है, किया जा रहा है अथवा होने वाला है और उसके पश्चात इस प्रकार जव्त किए गए स्टॉक का उत्पादन सुरक्षित करने के लिए, ऐसा उत्पादन लंबित रहने तक, उनकी सुरक्षा के लिए अदालत में सभी अनिवार्य उपाय करने के लिए अधिकार में लेगा अथवा प्राधिकृत करेगा।

(2) प्रत्येक व्यक्ति जिसे खंड (क) और (ख) के अंतर्गत नमूना प्रस्तुत करना अथवा कोई सूचना देना अथवा कोई पुस्तिका प्रस्तुत करना अथवा अन्य दस्तावेज प्रस्तुत करना अपेक्षित होता है, इस आवश्यकता अथवा निदेश का पालन करेगा।

(3) जांच और जव्त करने से संबंधित अपराधिक क्रियाविधि संहिता, 1973 (1974 का 2) के प्रावधान इस पैराग्राफ के अंतर्गत जांच करने और जव्त करने के लिए लागू होंगे।

10. अपील - इस आदेश के अंतर्गत दिए गए पटसन आयुक्त के आदेश से व्यथित कोई व्यक्ति ऐसे आदेश की सूचना प्राप्त होने की तारीख से 30 दिन के भीतर केंद्र सरकार से अपील कर सकता है और केंद्र सरकार अपील करने वाले को सुनवाई का अवसर प्रदान करने के बाद जैसा उचित समझे अपील पर ऐसे आदेश दे सकता है:

वशर्ते कि केंद्र सरकार 30 दिन की उक्त अवधि के समाप्त होने के पश्चात अपील पर सुनवाई कर सकता है, यदि अपीलकर्ता केंद्र सरकार को संतुष्ट कर देता है कि निर्धारित समय-सीमा के भीतर अपील नहीं कर पाने के लिए उसके पास पर्याप्त कारण थे।

11. दंड- ऐसा कोई व्यक्ति जो आदेश के किन्हीं प्रावधानों का उल्लंघन करता है अथवा इसके अंतर्गत दिए गए किसी निदेश अथवा अपेक्षा को पूरा करने में असफल होता है तो उसे आवश्यक वस्तु अधिनियम, 1955 (1955 का 10) की धारा 7 के अंतर्गत दंड दिया जाएगा।

12. अधीनस्थ अधिकारियों को प्राधिकृत करने की शक्ति- केंद्र सरकार के पूर्व अनुमोदन के अध्वर्धीन पटसन आयुक्त लिखित में सामान्य अथवा विशेष आदेश द्वारा केंद्र सरकार अथवा राज्य सरकार के किसी अधिकारी को अपनी ओर से उसके सभी अथवा कोई कार्य करने तथा इस आदेश के अंतर्गत शक्तियों का प्रयोग करने के लिए प्राधिकृत कर सकता है।

13. निरसन और बचाव- पटसन और पटसन वस्त्र नियंत्रण आदेश, 2000 का एतद्वारा निरसन किया जाता है:-

वशर्ते कि दिया गया कोई आदेश, जारी की गई अधिसूचना, प्राप्त अधिकार, लगाया गया दंड अथवा किया गया कोई कार्य अथवा की गई कोई कार्रवाई अथवा कर दिया गया, मान लिया गया अथवा उक्त आदेश के

अनुपालन में किया गया कार्य कर दिया गया, जारी किया गया, प्राप्त किया गया, लगाया गया अथवा नियंत्रण में लिया गया अथवा इस आदेश के तदनुकूल प्रवधानों का अनुपालन माना जाएगा।

[फा. सं. 4/13/2015-पटसन]

ए.मधुकुमार रेड्डी, संयुक्त सचिव

MINISTRY OF TEXTILES

ORDER

New Delhi, the 4th February, 2016

S.O. 382(E).— In exercise of the powers conferred by section 3 of the Essential Commodities Act, 1955 (10 of 1955), the Central Government hereby makes the following Order, namely:—

1. **Short title, extent and commencement** — (1) This Order may be called the Jute and Jute Textiles Control Order, 2016.
 (2) It extends to the whole of India.
 (3) It shall come into force on the date of its publication in the Official Gazette.
2. **Definitions** .— In this Order, unless the context otherwise requires,—
 - (a) "carrier" includes the railways, agents engaged in loading and unloading of raw jute and jute textiles or any other person engaged in the business of transporting raw jute and jute textiles from one place to another by land, air or water;
 - (b) "Jute Commissioner" means the Jute Commissioner and the Deputy Jute Commissioner appointed by the Central Government and includes any other officer appointed as such to exercise the powers of the Jute Commissioner under this Order;
 - (c) "jute mill" means a manufacturer producing jute textiles from raw jute involving mechanical process or electrical processes or both processes;
 - (d) "jute textiles" means and includes yarn, twine, sacking cloth, bags or sacks and other articles made, wholly from raw jute, or partly from raw jute and partly from any other material or materials where raw jute constitutes more than fifty per cent. of its weight;
 - (e) "manufacturer" means the producer of any variety of jute textiles by employing any process and includes jute mill;
 - (f) "raw jute" means the fibre of jute also known as pat, patsan, bimli or mesta;
 - (g) "stockist" means and includes any person, manufacturer, dealer, importer, trader or agency holding stock of raw jute or jute textiles or both;
 - (h) "unfair practices" in relation to an order made under paragraph 4 shall include misappropriation of jute bags, non-supply or default in supply of jute bags, supply of used or old jute bags or underweight jute bags or imported jute bags, jute bags manufactured with imported raw jute or jute yarn or fabric, unbranded or incompletely branded or wrongly branded jute bags or jute bags which do not conform to the BIS standards or the specifications mentioned in the production control order;
 - (i) "year" means the year commencing on the 1st day of July and ending with the 30th day of June next following.
3. **Power to fix prices.**— (1) The Jute Commissioner may, from time to time, notify in the Official Gazette, the minimum price, at which any variety and grade of raw jute may be purchased or sold and different prices may be fixed for different areas or for different varieties, grades or specifications of raw jute subject to the condition that such price is based on the Minimum Support Price declared by the Central Government.
 (2) In fixing such price or prices, the Jute Commissioner shall also have regard to the varieties, grades and specifications of raw jute, the freight and other expenses necessary for the transport, handling and storage of raw jute from the growing area to the area or areas in relation to which such price or prices is or are to be fixed, necessity to make the same available at a fair price and any other relevant factor or factors.

- (3) The Jute Commissioner may, by notification in the Official Gazette, fix the reasonable price at which any variety and grade of raw jute may be purchased or sold, and different prices may be fixed for different areas or for different varieties and grades of raw jute.
- (4) While fixing the reasonable price under sub-paragraph (3), the Jute Commissioner shall have regard to the variety and grade of raw jute, the freight and other expenses necessary for the transport, handling and storage of raw jute from the growing area to the area or areas in relation to which such price or prices is or are to be fixed and any other relevant factor or factors.
- (5) No person shall sell or offer to sell or purchase or offer to purchase any raw jute at a price exceeding the reasonable price fixed therefor under sub-paragraph (3).
- (6) The Jute Commissioner may, by notification in the Official Gazette, fix from time to time, the maximum price or minimum price or nominal price or all of them at which any specification of jute textiles may be purchased or sold for use under the Jute Packaging Materials (Compulsory Use in Packing Commodities) Act, 1987 (10 of 1987) or for any other use.
4. **Power to control production of jute textiles.**—(1) The Jute Commissioner shall take all steps necessary for the implementation of the Jute Packaging Materials (Compulsory Use in Packing Commodities) Act, 1987 (10 of 1987) or any other directive of the Central Government and may by order, direct any jute mill, to produce such quantities of such specifications of jute textiles as may be specified in the order for such implementation, and the said order may be called as the Production Control Order (PCO).
- (2) The Jute Commissioner shall take all steps necessary for the implementation of the Jute Packaging Materials (Compulsory Use in Packing Commodities) Act, 1987 (10 of 1987) or any other directive of the Central Government and may by order, direct any importers, processors, traders of raw jute and jute textiles to mark or print or brand such quantities of such specifications of jute textiles as may be specified in the order for such implementation.
5. **Power to regulate stocks of raw jute.**—(1) The Jute Commissioner may, by order, —
- specify the maximum quantity of raw jute or any specified variety of jute which a manufacturer shall purchase from any specified person or agency or otherwise during any specified period;
 - specify the maximum quantity of raw jute which a manufacturer may have in his own possession during any specified period.
- (2) In issuing an order under clause (i) of sub-paragraph (1), the Jute Commissioner shall have regard to—
- the quantity of raw jute used by the manufacturer during the previous year;
 - the maximum quantity of raw jute which the manufacturer has had in his possession during the period of six months immediately preceding the date of the order;
 - the capacity of the manufacturer to manufacture jute textiles;
 - the need to maintain stability in the prices of raw jute;
 - the availability of raw jute for manufacture of jute textiles;
 - paragraph 4; and
 - any other factor which in the opinion of the Jute Commissioner is relevant for the purpose.
6. **Power to ensure easy availability of raw jute.**—(1) With a view to ensure easy availability of raw jute, the Jute Commissioner may, by order, require any stockist, —
- to apply for registration to the Jute Commissioner or any officer duly authorised by him in his behalf;
 - not to sell or deliver his stock beyond a specified limit without the permission in writing of the Jute Commissioner or Deputy Jute Commissioner; or
 - to keep the maximum quantity of raw jute or any specified variety of jute which the stockist may have in his possession or purchase or sell from or to any specified person or agency or otherwise during any specified period.
- (2) In issuing an order under sub-paragraph (1), the Jute Commissioner shall have regard to—
- the quantity of raw jute in his possession;
 - the quality, condition and grade composition of such stocks;
 - genuine and firm commitment to sell and to deliver;
 - period and the purpose for which such stocks of raw jute are being held by various stockists with particular reference to making raw jute easily available and to prevent holding of stocks or speculation in raw jute through Exchange or Exchanges or otherwise; and
 - any other factor, which in the opinion of the Jute Commissioner may be relevant for the purpose.

7. **Power to inspect quality** - The Jute Commissioner, may, with a view to ensuring quality of jute textiles in the market and to protect the interests of the end-user, require any person, producing or holding stock of jute textiles or transporting jute textiles to the end user,
- (a) to deliver samples for inspection at a place and time so fixed by a general or specific order;
 - (b) to permit any official of the Central Government or State Government or any other autonomous body or institution authorised by the Jute Commissioner to draw such samples for testing the same;
 - (c) to provide a copy of the inspection report prepared by such official or body or institution to the manufacturer or the stockist or the carrier, as the case may be, and proceedings under clause (a) of paragraph 8 may be initiated thereafter.
8. **Power to prohibit supply by manufacturer.**-
- (a) Any manufacturer may be prohibited from supplying any jute textiles for a period ranging from three months to two years depending on the nature and extent of unfair practices carried on by the manufacturer after an enquiry as provided under this paragraph by an order of the Jute Commissioner.
 - (b) The Jute Commissioner may, suo moto or on receipt of a complaint from an end-user, or procurement agency or any other person involved in the business of jute sacking including Director-General of Supply and Disposal alleging unfair practices in respect of delivered jute textiles or a consignment of jute textiles, pass an order prohibiting a manufacturer from supplying jute textiles only after he -
 - (i) has directed an inspection officer not below the rank of an Inspector to conduct an inspection of jute textiles during any stage of production and handling jute textiles with a notice to the manufacturer to find out whether the manufacturer has resorted to unfair practices;
 - (ii) has provided a copy of the inspection report prepared by such inspection officer to the manufacturer;
 - (iii) has issued a notice to show cause upon the concerned manufacturer as to why punitive action in terms of clause (a) should not be taken against him;
 - (iv) has given such manufacturer a reasonable opportunity of being heard, and the order shall contain reasons as to why the manufacturer should or should not be prohibited in terms of clause (a).
 - (c) When an order under clause (a) is passed by the Jute Commissioner in situations mentioned in clause (b), the Jute Commissioner shall have the right to dispose of such stock or stocks of jute textiles or a consignment of jute textiles which has been supplied by the manufacturer.
 - (d) If a manufacturer does not co-operate or attempts to create obstruction or impediment in any form including refusal to supply data and information during the course of inspection or enquiry carried out under this paragraph he may be prohibited from supplying any jute textile against any procurement order under paragraph 4 for a period ranging from three months to two years in terms of clause (a).
 - (e) Every order passed under this paragraph shall be notified in the Official Gazette.
9. **Power to call for information and to inspect, search and seizure.**-(1) The Jute Commissioner may, with a view to securing compliance with this Order, -
- (a) require any person to give any information in his possession with respect to any business carried on by that person or any other person;
 - (b) inspect or cause to be inspected or seize or cause to be seized books of accounts or other documents in the possession or under the control of any person which in his opinion shall be useful for or relevant to, any proceedings in respect of any contravention of this Order and allow the person from whose custody such books of accounts or other documents are seized to make copies thereof or to take extracts from therein the presence of the officer having the custody of such books of accounts or other documents;
 - (c) enter and search any premises and seize any raw jute or jute textiles in respect of which he has reason to believe that a contravention of this Order has been, is being or is about to be committed and thereafter take or authorise the taking of all measures necessary for securing the production of stocks so seized, in a court for their safe custody, pending such production.
- (2) Every person who is required to furnish sample, or give any information or produce any book or other documents under clauses (a) and (b) shall comply with such requisition or direction.
- (3) The provisions of the Code of Criminal Procedures, 1973 (2 of 1974) relating to search and seizure shall, so far as may be, apply to searches and seizures under this paragraph.

10. **Appeal.**— Any person aggrieved by an order of the Jute Commissioner made under this Order may prefer an appeal to the Central Government within thirty days of the date of communication to him of such order and the Central Government may after giving the appellant an opportunity of being heard, pass such orders on the appeal as it thinks fit:
Provided that the Central Government may entertain an appeal after the expiry of said period of thirty days, if the appellant satisfies the Central Government that he had sufficient cause for not preferring the appeal within the specified time.
11. **Penalty.**— Any person who contravenes any of the provisions of this Order or fails to carry out any direction or requisition made thereunder shall be punishable under section 7 of the Essential Commodities Act, 1955 (10 of 1955).
12. **Power to authorise sub-ordinate officers .-** Subject to the prior approval of the Central Government, the Jute Commissioner may, by a general or special order in writing, authorise any officer of the Central Government or a State Government to exercise on his behalf, all or any of his functions and powers under this Order.
13. **Repeal and saving .-** The Jute and Jute Textiles Control Order, 2000 is hereby repealed:
Provided that any order made, notification issued, right accrued, penalty imposed or anything done or any action taken or purported to have been done or taken under or in pursuance of the said Order shall be deemed to have been made, issued, accrued, imposed or done or taken under or in pursuance of the corresponding provisions of this Order.

[F. No. 4/13/2015-Jute]

A. MADHUKUMAR REDDY, Jt. Secy.

Directory of Officers & Employees (Sec. 4(1) (b)(ix)) as on 01.05.2024.

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Shri Bisu Dolui	Multi Tasking Staff	033-2202-0901	bisu.dolui@gov.in
Shri Sarfaraz Alam	Multi Tasking Staff	033-2202-0888	sarfaraz.alamjco@gov.in
Shri Mrinmoy Bhabak	Multi Tasking Staff	033-2202-0891	mrinmoy.bhabak@gov.in
Shri Anish Kumar	Multi Tasking Staff	033-2202-0895	anish.kumar95@gov.in
Shri Prolay Mahata	Multi Tasking Staff	033-2202-0890	prolay.mahato@gov.in
Shri Swarup Sarkar	Multi Tasking Staff	033-2202-0879	swarupdoula2.kb@karmayogi.in
Shri Sourav Maji	Multi Tasking Staff	033-2202-0908	s.maji@gov.in
Shri Subhas Ghosh	Multi Tasking Staff	033-2202-0909	subhash.96@gov.in

Employee list of O/o Jute Commissioner, Kolkata.

Ameame 6

Employee Name	Designation	Pay Level	Basic Pay
Shri Moloy Chandan Chakraborty	Jute Commissioner	15	224100
Shri Neeraj Kulhari	Deputy Commissioner	13	123100
Smt. Ruby Rani	Deputy Director	11	74000
Shri Amir Akhtar	Assistant Director	10	61300
Shri Soumyadipta Datta	Assistant Director	10	73200
Shri Soumen Roy	Private Secretary	8	72100
Shri Abhijit Dewanjee	Administrative Officer	7	66000
Shri Sukhen Chandra Acharya	Superintendent	6	55200
Shri Niloy Shankar Pal	Head Clerk	7	58600
Shri Pranab Kumar Sarkar	Head Clerk	6	53600
Shri Joysurya Karmakar	Senior Research Assistant	6	37600
Shri Ashis Halder	Assistant	6	53600
Shri Sukanta Biswas	Superintendent	6	53600
Shri Swapan Biswas	Assistant	6	52000
Shri Sunil Chandra Kumar	Superintendent	6	43600
Shri Ramanji Jha	Superintendent	6	47600
Smt. Anusua Mukherjee	Technical Officer	6	36500
Shri Satya Narayan Patel	Superintendent	6	47600
Shri Nayan Bhattacharjee	Superintendent	6	46200
Shri Sankar Majumdar	Upper Division Clerk	4	36400
Shri Bhupendra Shrigupta	Upper Division Clerk	6	58600
Shri Sukumar Sarkar	Upper Division Clerk	5	45400
Shri Jyotish Chandra Biswas	Upper Division Clerk	5	44100
Smt. Ratna Lodh	Upper Division Clerk	5	44100
Shri Nitin Kumar	Upper Division Clerk	4	31400
Shri Ishan Manupriya	Upper Division Clerk	4	27900
Shri Ramanand Prasad	Upper Division Clerk	4	28700
Shri Soumen Sarkar	Upper Division Clerk	4	29600
Shri Ashutosh Singh	Upper Division Clerk	4	27100
Shri Ankit Goel	Upper Division Clerk	4	27100
Smt. Nisha Rani	Upper Division Clerk	4	26300
Shri Hemanth Prasad	Upper Division Clerk	4	25500
Shri Raveesh Kumar	Upper Division Clerk	4	25500
Shri Piyush Kumar Meena	Upper Division Clerk	4	25500
Shri Dipak Kumar Tiwari	Upper Division Clerk	4	25500
Ms. Swati	Upper Division Clerk	4	25500
Smt. Debjani Saha	Stenographer Grade D	4	29600
Shri Subodh Kumar Keshri	Lower Division Clerk	2	23800
Shri Chand Kumar	Lower Division Clerk	2	23800
Shri Sumant Kumar Sangam	Lower Division Clerk	2	23800
Shri Shashank Kumar	Lower Division Clerk	2	19900
Shri Ashok Kumar Mondal	Staff Car Driver (Grade II)	6	52000
Shri Tapan Mallick	Staff Car Driver (Grade II)	2	24500
Shri Samar Kumar Dhara	Multi Tasking Staff	3	35000
Shri Kashi Kant Jha	Multi Tasking Staff	4	43500
Shri Sailendra Nath Das	Multi Tasking Staff	3	39400
Shri Niranjana Mandal	Multi Tasking Staff	2	33000
Shri Prakash Majhi	Multi Tasking Staff	2	33000
Shri Binod Kharwar	Multi Tasking Staff	2	33000
Shri Kishor Poddar	Multi Tasking Staff	2	33000
Shri Rabindra Singh	Multi Tasking Staff	4	41000
Shri Goutam Das	Multi Tasking Staff	3	39400
Shri Subhas Bhuiya	Multi Tasking Staff	1	24200
Shri Bisu Dolui	Multi Tasking Staff	1	22800
Shri Sarfaraz Alam	Multi Tasking Staff	1	21500
Shri Mrinmoy Bhabak	Multi Tasking Staff	1	20300
Shri Anish Kumar	Multi Tasking Staff	1	19100
Shri Prolay Mahata	Multi Tasking Staff	1	19100
Shri Swarup Sarkar	Multi Tasking Staff	1	18500
Shri Sourav Maji	Multi Tasking Staff	1	18000
Shri Subhas Ghosh	Multi Tasking Staff	1	18000

GeM Contract Details

Sl. No.	Particulars	Period	Contract Value (Rs.)	Contract Document
1	Manpower Outsourcing Services - Fixed Remuneration – 5 No. of TECHNICAL ASSOCIATE Service Provider:- M/s Joyguru Enterprise	1 st March 2024 to 28 th February 2025 (1 Year)	43,86,600.00/-	https://drive.google.com/file/d/1O7Yt7beeyGJABeT7ZTwuxWr-ao1zyxWS/view?usp=sharing
2	Manpower Outsourcing Services - Minimum wage – 3 No. of Data Entry Operator Service Provider:- M/s Debayan Konar	1 st May 2024 to 30 th April 2025 (1 Year)	13,32,761.38/-	https://drive.google.com/file/d/18P0ZCd81ba3DOHRL-X4ZkvUOWbn3YcvT/view?usp=sharing
3	Manpower Outsourcing Services - Minimum wage – 2 No. of IT Technician Service Provider:- M/s Joyguru Enterprise	1 st February 2024 to 31 st January 2025 (1 Year)	8,88,507.58/-	https://drive.google.com/file/d/1t02Tg2quvDFXel7zgseoN7ltQvr1FT/view?usp=sharing
4	Customized AMC/CMC for Pre-owned Products – ALL Comprehensive Maintenance Contract (CMC) Service Provider:- M/s Generic Solutions	1 st March 2024 to 28 th February 2025 (1 Year)	1,35,960.00/-	https://drive.google.com/file/d/1te8vl1l3Oj8pVnIZqjk0iNv2Vj88u0n2/view?usp=sharing
5	Monthly Basis Cab & Taxi Hiring Services - SEDAN ; 3000 km x 364 hours Service Provider:- M/s Siva Car Service	1 st September 2023 to 31 st August 2028 (5 Year)	28,89,000.00/-	https://drive.google.com/file/d/1GkzxWJuCNfaDsE1dDWR9w0Et00WYBfQK/view?usp=sharing
6	Monthly Basis Cab & Taxi Hiring Services - SUV ; 2500 km x 320 hours Service Provider:- M/s Siva Car Service	1 st March 2024 to 28 th February 2026 (2 Year)	14,16,000.00/-	https://drive.google.com/file/d/1dt-unuXgahuljzSsqy1y41sK2UvWonMy/view?usp=sharing
7	Manpower Outsourcing Services - Minimum wage – 4 No. of House Keeping Staff	Work in Progress		

The Details Of Domestic Tours From The O/O The Jute Commissioner Of The Rank Of Joint Secretary And Above As Well As Head Of The Department For The Financial Year 2023-2024

PERIOD OF VISIT	EXPENDITURE TO THE VISIT	PLACE VISITED
23.03.23-25.03.23	74,436	DELHI
27.03.23-29.03.23	59,555	DELHI
11.04.23-14.04.23	16,486	BAGDOGRA
19.04.23-22.04.23	36,590	DELHI
27.04.23	58,251	DELHI
15.05.23-16.05.23	65,316	DELHI
17.05.23-19.05.23	41,801	BANGALORE
24.05.23	25,552	PATNA
25.05.23-28.05.23	1,02,124	DELHI & CHENNAI
31.05.23-01.06.23	63,053	DELHI
22.06.23-23.06.23	65,365	DELHI
30.06.23-01.07.23	54,949	DELHI
05.07.23-06.07.23	47,484	DELHI
17.07.23-19.07.23	81,967	DELHI
26.07.23-27.07.23	75,834	DELHI
01.08.23	58,251	DELHI
23.08.23-24.08.23	9,883	GUWAHATI
01.09.23-02.09.23	39,138	DELHI
05.09.23-06.09.23	63,421	DELHI
14.09.23-15.09.23	58,611	DELHI
24.09.23-25.09.23	64,759	DELHI
03.10.23-04.10.23	48,144	DELHI
05.10.23-07.10.23	57,606	DELHI
12.10.23	37,296	DELHI
29.10.23-01.11.23	93,130	DELHI
15.01.24-17.01.24	1,06,136	CHENNAI
01.02.24-03.02.24	82,450	DELHI
05.02.24-07.02.24	72,616	DELHI
14.02.24	46,732	DELHI
03.03.24-04.03.24	43,785	DELHI
20.02.24-01.03.24	1,32,961	DELHI
TOTAL AMOUNT		18,83,682

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, 4th Floor, E&F Wing, DF Block
Salt Lake, Sector – 1, Kolkata – 700064 (WB)
E-mail – 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
--				

(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				
--				
Imported variety / grade				
--				

(c) Details of **JBO consumption** (last 3 months) as per the following format:

Sl. No.	Month	JBO Consumption (Unit in lt.)
--		

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 Production	Monthly
Hessian					
--					
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
--				
--				

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, 4th 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 1st 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
SELECTION 'A' BATCHING AND PREPARING							
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						
SELECTION 'B' SPINING TO WINDING							
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
SELECTION 'C' BEAMING TO FINISHING							
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.			
--			

I. List of Personnel in the SQC Laboratory

Sl. No.	Name	Designation	Qualification
1.			
2.			
3.			
--			

(Name & full signature
of the SQC In-charge)

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

Place:

Date:



Government of India
Ministry of Textiles
OFFICE OF THE JUTE COMMISSIONER
CGO Complex, 3rd MSO Building, E & F Wings, DF BLOCK,
4th Floor, Sector-I, Salt Lake City, Kolkata – 700064

No.Jute(Mktg)/106/Raw Jute Registration/2015

Date: 29-06-2022

ORDER

In exercise of powers conferred under Clause 6(i) of the Jute and Jute Textiles Control Order, 2016, I, Moloy Chandan Chakraborty, Jute Commissioner vide Order dated 18-06-2021 had directed all dealers / traders / agencies / stokists etc. trading with 500 Kgs or more quantity of raw jute in a jute year (July-June) (kutcha and pucca, baled and unbaled raw jute) to apply to the office of the Jute Commissioner for registration within a period of 30 days from the date of publication of the Order in the proforma in this office website [jutecomm.gov.in] & 'JUTE SMART' portal. The time limit for submission of application was extended four times after the issue of the Order and the last extension was allowed upto 31-10-2021.

2. Now, after considering the request of the Jute Balers' Association and providing opportunity to the left out dealers / traders / agencies / stokists etc, I hereby direct all dealers / traders / agencies / stokists etc. trading with 500 Kgs or more quantity of raw jute in a jute year (July-June) (kutcha and pucca, baled and unbaled raw jute), **who have not yet applied for registration** to apply for registration within a period of 30 days from the date of publication of this Order in the proforma in this office's website [jutecomm.gov.in] & 'JUTE SMART' portal. The application is to be submitted online through 'JUTE SMART' portal of this office from **1st July to 31st July**. The detailed procedure of submission of the application is provided in this office Website namely, [jutecomm.gov.in]. After online submission, hardcopy signed/stamped print out has to be mandatorily submitted to this office by post or in person. **It is strictly prohibited to submit multiple applications or submit a fresh application if registration has already been issued from the office of the Jute Commissioner.**

3. On successful registration, certificate of registration will be provided to the respective traders / agencies /stockists / dealers if the details are found in order. Such certificate will have validity for specific duration & also can be revoked anytime for commission of any offence under Section 7 of the E.C.Act 1955 or for non-submission of data/records/falsification/non-cooperation in any other form.

4. If they fail to comply with these directions or if they submit any information which is found to be false in any material particular, they shall be punishable under Clause 11 of the aforesaid Jute and Jute Textiles Control Order read with Section 7 of the Essential Commodities Act, 1955, which provides for both imprisonment and fine and they shall not be allowed to trade raw jute. Further, failure in providing correct information will result in searching and seizing of raw jute stock under Clause 9 of the Jute and Jute Textiles Control Order, 2016.

5. No trading/stocking of raw jute will be allowed by any trader/dealer/agency or stockists etc without registration certificate issued by this office. Any contravention of this order will be punishable under Section 7 of the Essential Commodities Act, 1955.


 29/06/2022
 (Moloy Chandan Chakraborty)
 Jute Commissioner

To
(All traders/dealers/agencies/stokists of raw jute)

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

1 - 1

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

Trader Details Entry/Modify

Company Name

Business Code

Proprinter Name

Licence No.

Contact 1

Contact 2

PAN

GST

AADHAR

Email

Bale Trading

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

1 - 3

- 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.

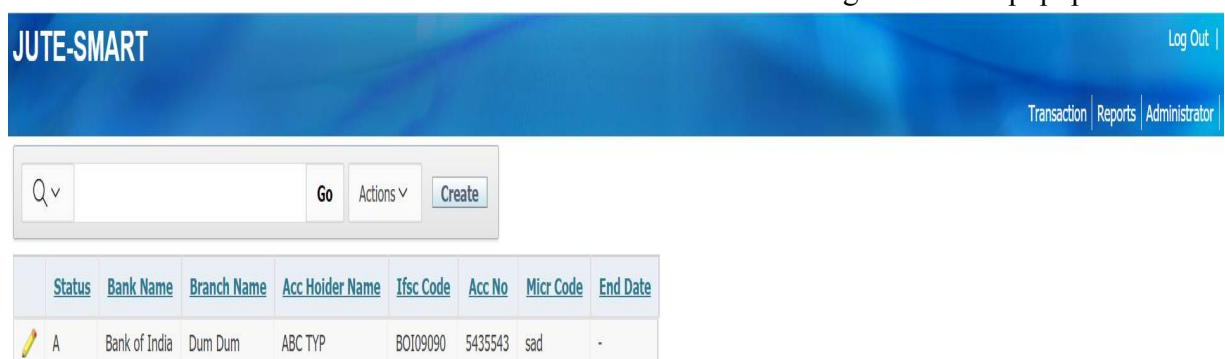
For any modification click on the 'Pencil' icon the screen will popup with the details



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.

The screenshot shows the 'Form on JC_JUTETRADER_BANKDET' in the JUTE-SMART application. The form contains the following fields:

- 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 (dropdown menu)
- End Date: (empty field with a calendar icon)

Buttons for 'Cancel' and 'Apply Changes' are located at the top of the form. The application header includes 'JUTE-SMART', 'Log Out', and navigation links for 'Transaction', 'Reports', and 'Administrator'.

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

The screenshot shows the 'Trader Details View' in the JUTE-SMART application. It features a search bar for 'Trader code' with the value 'ABC'. Below the search bar is a table with the following data:

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

The page number '1 - 1' is displayed at the bottom right of the table.

Click on the 'Registration Print' column where Company Code is 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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Ministry of Textiles
Office of the Jute Commissioner
Notification


Jute Import Order of 23rd September 2019

In order to facilitate a transparent and fair trade in raw jute and jute products across the Indo-Bangladesh and Indo-Nepal Borders and safeguarding the procurement of Jute Packaging Materials under the Jute Packaging Materials Act, 1987, a modified guideline for registration of importers and reporting are being introduced. All importers and traders of imported raw jute and jute products in India are advised to apply to the Office of Jute Commissioner for registration. The modality of such applications in supersession of all orders in this regard is as follows:

1. The importer may apply for registration as per the format in Annexure-I to the Office of Jute Commissioner.
2. Details of import plan in the enclosed format Annexure-III for issuance of registration certificate.
3. The registration of imports will be valid for a period of 5 years from the date of issue of the registration certificate.
4. The importer shall be required to file a monthly report on the imported goods as per Annexure-II within ten (10) working days of the end of every month. If no import has taken place, a "NIL" report in the given format should be filed. The monthly returns (**in excel format**) may also be emailed to **jc.juteimp@gmail.com**
5. The Jute Commissioner shall revalidate registration certificate subject to receipt of the monthly reports on imports in time. If the report on imports is not filed within ten (10) working days of the completion of

the month, the registration of importer will be liable to be cancelled without reference.

6. The traders, who buy the materials shall also similarly register and submit monthly reports to enable them to trade in imported raw jute and jute products which are essential commodities.
7. The necessary branding instructions issued by the Office of the Jute Commissioner for imported Jute Bags are to be scrupulously followed.
8. It may be ensured that the entire chain from the importer to the level before the end-users, shall be registered with the Jute Commissioner to facilitate tracking of such materials.
9. As per the order of the Ministry of Textiles, Government of India, import of used jute bag is not allowed. Importers of used jute bags will not be issued "NOC" by this office.
10. Circumvention may attract actions under section 7 of the Essential Commodities Act 1955.


23/09/2019
Moloy Chandan Chakraborty
Jute Commissioner
[F.No. Jute (Econ)/IR/2015-III]

Annexure-I

APPLICATION FORM FOR REGISTRATION BY JUTE COMMISSIONER FOR MANUFACTURE AND IMPORT OF RAW JUTE AND JUTE TEXTILES

1. DEALER PARTICULARS:-

Name	
Address	
Telephone Number	
Fax Number	
E-mail Id	
Income Tax PAN (copy of ITCC to be enclosed)	
Trade Licence Number (copy to be enclosed)	
Goods and Services Tax (copy of GST certificates to be enclosed)	
IEC No. (copy to be enclosed)	
Bank Details: i) Banker Name ii) Bank Branch iii) Bank Account Number (Bank Statement Copy Enclosed of last 6 (six) months)	

2. CONSTITUTION OF FIRM:-

Whether registered under Indian Companies Act, 2013: Yes/No	
If "Yes", indicate Name, Postal Address, Telephone Number (Office & Residence) of Managing Director	
Furnish copies of Memorandum and Articles of Association and Certificate of Incorporation	
Whether Partnership Firm: Yes/No	
If "Yes", indicate Name, Postal Address, Telephone Number (Office & Residence) of all the Partners	
Furnish copies of partnership deed and certificate of registration	
Whether Proprietorship Concern: Yes/No	
If "Yes", indicate Name, Postal Address, Telephone Number (Office & Residence) of Proprietor	

3. I/We request the Jute Commissioner to register my/our company for manufacture and import of raw jute and jute textiles and agree to abide by the following terms and conditions:-

3.1. I/We agree to abide by the provisions of Jute and Jute Textiles Control Order, 2016.

3.2. The Jute Commissioner may advise insurance companies, banks and railway authorities not to insure, finance and move stocks of raw jute and jute textiles of any dealer, unless the vendor is able to produce a valid registration under the Jute and Jute Textiles Control Order, 2016.

3.3. This registration is not transferable and shall be valid, unless it is revoked or cancelled by the registering authority.

3.4. This registration shall be deemed to have revoked/cancelled on (a) the death of the proprietor, where the firm is a proprietary concern; (b) the dissolution of the firm, where the vendor is a partnership firm; (c) the winding up of the company, where the vendor is a company incorporated under the Companies Act, 2013.

3.5. The vendor shall display his registration certificate at a conspicuous place in his business premises.

3.6. Declaration / Undertaking

I declare that the imported jute products will not be used for packaging of reserve sector items, viz – foodgrains and sugar, as per stipulation of the Ministry of Textiles orders issued under section 3 of the Jute Packaging Materials (Compulsory Use in Packing Commodities) Act, 1987.

Place_____

Signature of the Applicant :

Date_____

Full Name of the Applicant :

Designation_____

NOTE: TO BE SIGNED BY MD/PARTNER/PROPRIETOR



Annexure-III

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
OFFICE OF THE JUTE COMMISSIONER
3R0 MSO BUILDING, E & F WING, CGO COMPLEX, 4TH FLOOR
DF BLOCK, SECTOR-I, SALT LAKE CITY, KOLKATA-700064

Name of the Land Custom Station:

Item of Import						
HS Code						
Quantity of Import (Tonne)						
Final Utilisation of Imported Item						

Signature (with office stamp) _____

IMPORT OF JUTE/JUTE PRODUCTS
MONTHLY STATEMENT FOR IMPORTERS/TRADERS FOR THE MONTH OF: _____

Name of the Importer :
 Registration No. :
 Name of the LCS/Port :

Sl. No.	Opening Stock	Invoice/ Contract Number & Date	Details of Import				Details of Sale/Despatch					Subsequent Sale (excluding sale to retail user)					Closing stock
			Name & address of supplier	Item	Qty. (Tonne)	Branding, Printing Details on Bags	Invoice No. with Date	Name & address of buyers	Registration Number	Qty. (Tonne)	Value (Rs.)	Invoice No. with Date	Name & address of Subsequent Trader	Registration Number	Qty. (Tonne)	Value (Rs.)	

I certify that the above mentioned Jute Textiles are new products and not used / old / recycled ones.

NB - The importer are directed to report within ten (10) working days after end of month. On submission of report within stipulated day, the registration would be automatically renewed for the following month. Otherwise registrations are liable to be cancelled. If no imports have been made during the month, a "NIL" report in this format should be filled.

(Signature)

Date



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
OFFICE OF THE JUTE COMMISSIONER
3RD MSO BUILDING, E & F WING, CGO COMPLEX, 4TH FLOOR,
DF BLOCK, SECTOR-I, SALT LAKE CITY, KOLKATA-700064

10th September 2015

NOTICE

As per the order of the Ministry of Textiles, Government of India, import of used jute bag is not allowed. Importers of used jute bags will not be issued "NOC" by this office.

By Order