भारत सरकार
वस्त्र मंत्रालय
पटसन आयुक्त का कार्यालय
तृतीय एमएसओ भवन, सीजीओ कॉम्प्लेक्स
डी एफ़ ब्लॉक, इ एवं एफ़ विंग, चतुर्थ तल
सेक्टर - I, साल्ट लेक सिटि,
कोलकाता -700 064

Government of India
Ministry of Textiles
Office of the Jute Commissioner
3rd MSO Building, CGO Complex,
DF–Block, E & F Wing, 4th Floor,
Sector–I, Salt Lake City,
Kolkata – 700 064.

No. Jute(Mktg)/106 /Raw Jute Registration/15                    Date: 13 -09-2022

# CIRCULAR

This Office has received request from Jute Balers' Association regarding simplification of the online monthly return format for registered raw jute traders / dealers/ agencies / stockists/ brokers etc. After considering the request, the monthly return format has been simplified (**enclosed as Annexure I**). The time limit for submission of such returns has also been extended upto 10th of the following month. It may also be noted that if no trade has taken place, NIL return is also required to be submitted within the stipulated date.

For those registered traders who have forgotten User ID/ password, a mechanism has been developed. Such traders will be required to email at **jc.jutetraders@gmail.com** giving details viz. Company Name, Proprietor name, Aadhaar, Trade Licence and PAN etc along with self-attested copy of (i)Trade Licence, (ii)Aadhaar and (iii)PAN attached in the email, as proof of authentication. After verification of these documents in this office and if found correct, User ID/ Password will be emailed directly to the trader through Email ID from which these documents have been received.

Any attempt in obtaining User ID/ password by submitting false documents will be dealt with strictly under the extant provisions of the law.

13/09/2022
**(Moloy Chandan Chakrabortty)**
**Jute Commissioner**

**To**
*1) All traders/dealers/agencies/stockists/ brokers etc. of raw jute.*

*2) The President, Jute Balers' Association, 12, India Exchange Place, Kolkata- 700 001.*

**Screen 1**

Trader possessing Godown have to mandatoryly fill up Opening stock (only for their first Entry)

Q ∨            Go   Actions ∨    Create    Opening Stock

**Screen 2**

**Transaction Entry**

Cancel    Create

| | | |
|---|---|---|
| Transaction Date | ☐ 📅 | Transaction Type ☐ ∨ |
| Purchase Qty. | ☐ | Purchase Unit ☐ |
| Sell Qty. | ☐ | Sell Unit ☐ |
| Trader Type | ☐ ∨ | Registered User ☐ 🔍 |

Reigstered
UnReigstered

Purchase/Seller Name ☐

Remarks ☐