

भारत सरकार
वस्त्र मंत्रालय



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.

पटसन आयुक्त का कार्यालय
तृतीय एमएसओ भवन, सीजीओ कॉम्प्लेक्स
डी एफ ब्लॉक, इ एवं एफ विंग, चतुर्थ तल
सेक्टर - I, साल्ट लेक सिटी,
कोलकाता - 700 064

No. Jute(Mktg)/106 /Raw Jute Registration/15

Date: 21-06-2023

ORDER

This office vide Orders dated 18-06-2021 & 29-06-2022 had directed all dealers / traders / agencies / stockists 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 in this office 'JUTE SMART' portal.

2. All those eligible traders whose hardcopy of application along with requisite documents and whose on-the-ground verification of godown(if applicable) are found to be in order, till date, have been issued registration. Such traders can download the Registration Certificate by logging in to 'JUTE SMART' portal using their User ID and password.

3. In case any trader has forgotten the User ID and password, the same can be retrieved by following the steps as mentioned in this office circular dated 13-09-2022, available on this office website [jutecomm.gov.in] under the Circular submenu of Notification menu.

4. Further, it has been observed that registered traders have not been submitting returns of sale and purchase of raw jute. It is hereby directed that all Registered Traders submit their returns of sale and purchase of raw jute online on the 'JUTE SMART' portal. They can do so by logging in to the 'JUTE SMART' portal using their User ID and password. The detailed steps for filling up the online returns of sale and purchase of raw jute are given in Annexure-I.

5. **Failure in complying with this Order may invite penal action as per Clause 11 of the Jute and Jute Textiles Control Order, 2016 which may include penalty or revocation of registration.**

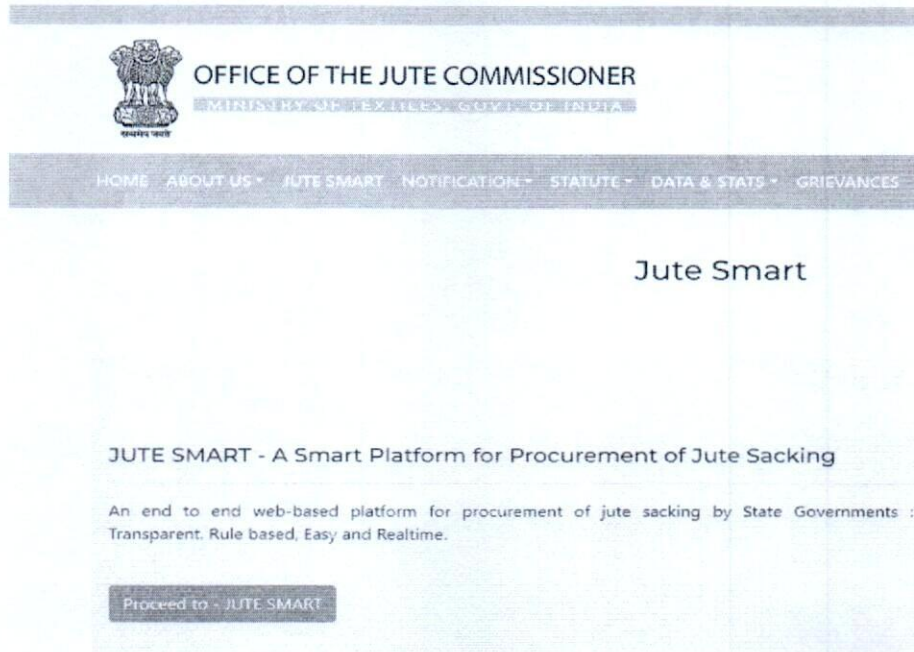
Note:- Traders who have yet not been issued registration are advised to follow this office website [jutecomm.gov.in] regularly for updates/information, visit 'JUTE SMART' portal using their User ID and password regularly to check if they have been issued registration and in meanwhile get their documents (Trade Licence, documents related to godown, Aadhar, PAN etc). in order.


21/06/2023
(Moloy Chandan Chakraborty)
Jute Commissioner

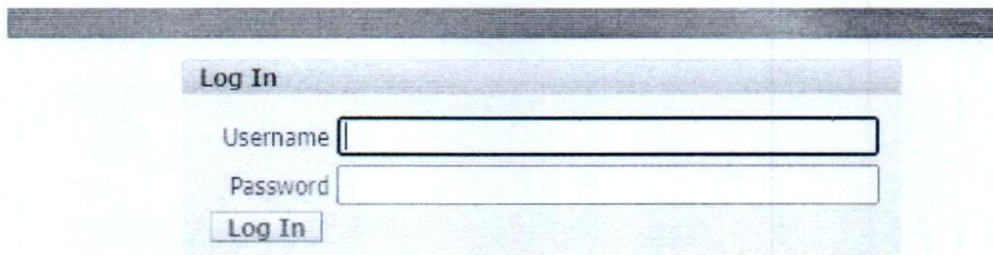
- To
- 1) All traders/dealers/agencies/stockists/brokers etc. of raw jute.
 - 2) The President, Jute Balers' Association, 12, India Exchange Place, Kolkata- 700 001.

Detailed Steps for filling-up returns of sale and purchase of raw jute, online on the 'JUTE SMART' portal.

Step1: Open the following link in your web browser http://jutecomm.gov.in/Jute_Smart.html. The following page will open:



Step 2: Click on “proceed to- JUTE SMART”. The Login page of the JUTE SMART Portal will open:



Step 3: Enter your Username and Password to login. The following page will open:



JUTE-SMART

Raw Jute Traders

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

Step 4: Click on [Monthly Transaction Entry](#). The following screen will open:

JUTE-SMART

Ab

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

Q v

	Sl. No.	Transaction Date	Purchase Qty.	Purchase Unit	Sell Qty.	Sell Unit	Purchaser/Seller Name	Transaction Type
		—						
		—						
		—						
		—						
		—						
		—						
		—						

If the trader is possessing godown, they have to mandatorily fill up Opening Stock by clicking on the button.

Step 5: Click on the button, the following screen will open:

JUTE-SMART

Transaction Entry

Transaction Date Transaction Type

Purchase Qty. Purchase Unit


Sell Qty. Sell Unit


Trader Type Registered User

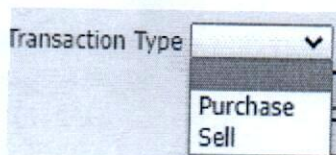
Purchase/Seller Name

Remarks

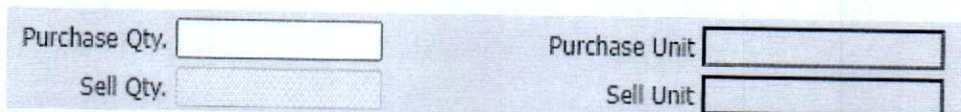
In this screen the trader has to fill up sale/ purchase data for each transaction date.

Step 6: Click on the calendar sign  and input the transaction date


Step 7: Click on the dropdown menu of **Transaction Type**  button and select Sale/ Purchase as the case may be.

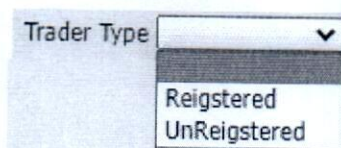


Step 8: Fill the following fields:

A screenshot of a form with four input fields. The first row contains 'Purchase Qty.' and 'Purchase Unit'. The second row contains 'Sell Qty.' and 'Sell Unit'. Each field is represented by a rectangular text box.


If the transaction is purchase of raw jute fill Purchase Quantity & Purchase Unit and if the transaction is sale of raw jute Sell Quantity & Sell Unit.

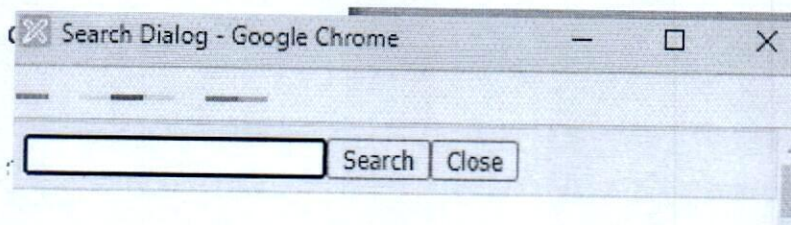
Step 9: Click on the dropdown menu of **Trader Type**  button and select trader type.



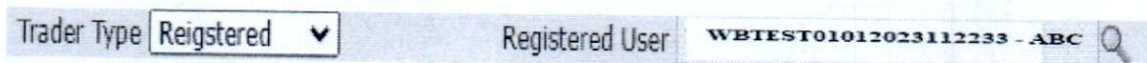
The Trader type is the category of trader from whom the user is either buying the raw jute from or selling the raw jute to.

If the Trader is also registered on JUTE SMART Portal select 'Registered' and if he/she is not registered on JUTE SMART Portal select 'UnRegistered'.

Step 10: In case the trader is 'Registered', after selecting **Reigstered** click on the  button. The following Search dialog window will open:



Enter the name of trader and click on 'Search' and click on the registration number of the trader. The name of the trader will be automatically populated as shown below:

A screenshot of a web form showing the 'Trader Type' dropdown menu set to 'Reigstered'. To the right, the 'Registered User' field is populated with the text 'WBTEST01012023112233 - ABC'. A magnifying glass icon is visible to the right of the text.

Step 11: Enter the Purchaser/Seller name and remarks (if any) in the following fields:

Purchase/Seller Name	<input type="text"/>
Remarks	<input type="text"/>

Step 12: Click on the button on top of the screen to save the data.

Transaction Entry	
<input type="button" value="Cancel"/> <input type="button" value="Create"/> <input type="button" value="Opening Stock"/>	
Transaction Date <input type="text"/>	Transaction Type <input type="text" value="Purchase"/>
Purchase Qty. <input type="text"/>	Purchase Unit <input type="text"/>
Sell Qty. <input type="text"/>	Sell Unit <input type="text"/>
Trader Type <input type="text" value="Registered"/>	Registered User <input type="text" value="WBMA06202201565-TANUJ JAIN"/>
Purchase/Seller Name	<input type="text"/>
Remarks	<input type="text"/>

Step 13: Repeat the Steps 4 to 12 for making another entry/entries.

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