



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



- 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"

- 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](#)

- On clicking the 'Trader Detail Entry' link

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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 Cancel Save

Company Name: Business Code:

Proprietor 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"/>	Balling Press	Active	456dfg	Kol					WB-West Bengal
<input type="checkbox"/>	Godown	Active	98ghg	Kol					WB-West Bengal

1 - 3

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

JUTE-SMART Log Out | Transaction | Reports | Administrator

Q Go Actions Create

	Financial Year	Trade Value	Trade Qty
	2020-2021	123456	1234

1 - 1

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.

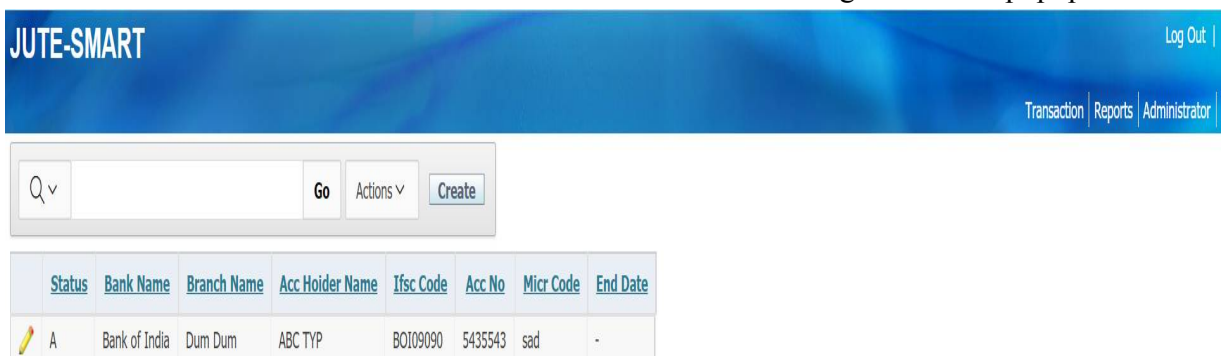
For any modification click on the 'Pencil' icon the screen will popup with the details



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 visible at the top of the form.

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. The trader code 'ABC' is entered in the search field. The table below displays the details for the trader:

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

Page number: 1 - 1

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

Sample Form

Registration Form for Jute Stockists/ Traders/ Balers

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

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

2. Name of the Proprietor / Owner: uyoio

3. Trade License Number: 12334

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

4. Full Postal Address:

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

5. Mobile Number: 12345

6. Alternate Mobile Number:

7. Email ID:

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

If Yes, Baling Press Address

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

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

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

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

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

10 (B) PAN or Bank Details (Mandatory)

PAN No.: dded

Bank Details

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

11. Business Transactions in Jute Trading Years

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

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

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

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

15. If 'Yes' give the details: _____

I/We, solemnly declare that the above statement is true and correct to the best of my/our knowledge and belief.
I/We, also commit to submit returns/informations in above format to JC Office from time to time.

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

Signature:.....
Name in Block Letters
Designation
Name of the Trader/Dealers/Agency and Address.....

(Stamp if any)

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

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

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

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

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