

REMINDER - 1भारत सरकार/ **Government of India**वस्त्र मंत्रालय/ **Ministry of Textiles**पटसन आयुक्त का कार्यालय/ **Office of the Jute Commissioner**पटसन भवन, सीएफ ब्लॉक, / **Patsan Bhawan, CF Block,**सातवां व आठवां तल, एक्शन एरिया- I, / **7th & 8th Floor, Action Area-I,**न्यूटाउन, कोलकाता - **700156/ Newtown, Kolkata – 700156**

No. Jute (Econ)/Allocation/2016

Date: 14th October, 2025

To
Managing Director / Director
Jute Mills (List Attached)

Subject: **Submission of firm written Commitment for Supply of B. Twill Bags - regarding**

Sir,

This is with reference to this office letter no. Jute (Econ.)/Allocation/2016 dated 22nd September, 2025 wherein all the jute mills were requested to furnish their firm written commitment for the supply of B. Twill jute bags in the form of an UNDERTAKING for the period of October 2025 to March 2026.

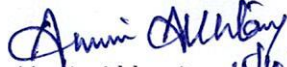
Accordingly, a proforma of undertaking from jute mills in connection with supply of B.Twill jute bags from October 2025 to March 2026 is enclosed. However, it has been observed that your mill has not submitted the commitment in the requisite proforma. It is instructed to submit the undertaking on Non-Judicial Stamp paper of ₹ 20/- to this office **by 21st October, 2025 positively**, failing which your mill shall be liable to be excluded from allotment of orders for B.Twill jute bags.

This may be treated as URGENT.

This issues with the approval of Competent Authority.

Encl: As above.

Yours faithfully


(Amir Akhtar) 15/10/25
Assistat Director (Cost)

FORM SERIAL

NO.

FORM OF UNDERTAKING TO BE EXECUTED BY JUTE MILLS FOR RECEIVING B-TWILL BAGS PRODUCTION CONTROL-CUM-SUPPLY ORDERS FROM JUTE COMMISSIONER:

Our mill having considered the offer made by the Jute Commissioner vide his letter No Jute (Econ)/Allocation/2016, Dated on the issue of supply of B-Twill bags for the period October, 2025 to March, 2026 and undertake as follows:

- (i) The mill supply B-Twill bags conforming to BIS standard IS 16186:2014 to government agencies as ordered by the Jute Commissioner as per the following schedule:-

Sl. No.	Months	Total Quantity (In : Bales) (To be supplied against PCSO)
1.	October, 2025	
2.	November, 2025	
3.	December, 2025	
4.	January, 2026	
5.	February, 2026	
6.	March, 2026	

Note: Each bale shall consists of 500 B-Twill bags of 580 gm each conforming to IS 16186: 2014.

- (ii) The B-Twill bags will be supplied against Production Control-Cum-Supply Order (PCSO) subject to the total quantity committed in each month as at serial (i) above or the maximum capacity of the mill/unit (as recognized by the Jute Commissioner) whichever is lower, at price to be declared by the Jute Commissioner.
- (iii) We shall not, in the course of the year, be entitled to modify the quantities committed as above.
- (iv) The terms and conditions of supply shall be guided by the PCSOs. Terms and Conditions of supply may change during the year. The monthly allocation to the jute mills shall be as per the policy to be decided by the Jute Commissioner.

We also understand the following:

- 1) The commitment of the mill to supply B-Twill bags will not automatically entitle us to receive Production Control-cum-Supply Order. The quantity specified in the Production Control-cum-Supply Order will also depend upon the overall requirement of jute bags by government agencies.
- 2) In case the commitment made is larger than the capacity of the mill as assessed by the Jute Commissioner, the Jute Commissioner shall be entitled to limit the order to within the assessed capacity.
- 3) The minimum commitment to supply in any month shall not be less by more than 20% of the maximum commitment during the period. (e.g. If a mill commits a maximum capacity of 7000 bales in any month during the period, its minimum commitment during the period shall not be less than $7000 - 1400 = 5600$ bales). If such a variation is detected, the Jute Commissioner shall be free to adjust the quantities accordingly.
- 4) The Jute Commissioner will endeavor to issue PCSO within the 6th of any calendar month subject to indents being received by the 4th of that month and the mill will be required to offer this quantity for inspection before the end of the month.

- 5) In case of failure of the mill to supply B-Twill bags as per the Production Control-cum-Supply Orders issued in accordance with this policy, the Jute Commissioner shall be entitled to take such penal measures against the mill as per provisions contained in the Jute and Jute Textiles Control Order, 2016.
- 6) In the event of failure to intimate the Jute Commissioner about closure / suspension of work / strike within twenty four hours from the incident, Production Control-cum-Supply Orders (PCSO) shall not be issued for the next six months from the date of reopening of the mill/withdrawal of suspension of work or strike.
- 7) If a mill is found to have indulged in unfair practices like supply of used bags, underweight bags, poor quality bags and bags illegally imported, action will be initiated as per clause 8 of the Jute and Jute Textiles Control Order, 2016.
- 8) Submission of the following returns by jute mills will be monitored by the office of the Jute Commissioner every month/year. If a mill fails to submit any return as per the time schedule mentioned below, appropriate measures including denial of Production Control-cum-Supply Order or blacklisting of the said mill will be initiated.

Sl.No.	Type of reports/returns	Frequency	Deadline for submission
1	Jute consumption & Production Report	Monthly	Within 10 th (Ten) of the following month.
2	Manpower & Productivity Report	Monthly	Within 10 th (Ten) of the following month.
3	Payment Position of Statutory dues (to Jute Workers / Jute Farmers / Balers)	Monthly	By 20 th of the following month.
4	Annual Operational & Performance Report	Yearly	By 15 th January of every year.
5	Annual Report on Installed Machinery	Yearly	By 30 th April of every year.
6	History Sheet	Yearly	By 30 th April of every year.

I/We have fully understood the implication of our obligation in production and supplying of B-Twill jute bags on government account and submissions of reports and returns as required from time to time and voluntarily undertake to abide by the conditions stipulated hereinbefore.

I/We am/are submitting this undertaking and accordingly request that our mill
 be considered for B-Twill allocation as per the quantity mentioned in the above table.

Signature

Name in Block Letters

Designation

Full Official Address

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Place

Date

List of Jute Mills (Not Submitted)

Sl. No.	State	Mills Name
1	AP	DHANYA SRI JUTE TWINE MILLS
2	AP	OM NARAYAN JUTE MILLS
3	AP	SRI GANESH JUTE MILLS - LESSEE A.S.JUTE PRODUCT PVT. LTD.
4	BR	MANSHA JUTE PVT. LTD.
5	MH	PATODIA JUTE INDUSTRIES PVT. LTD.
6	WB	AGARWALA JUTE MILLS PVT. LTD.
7	WB	BIRLA CORPORATION LTD UNIT BIRLA JUTE MILLS
8	WB	DHANLAXMI JUTE MILL PVT. LTD.
9	WB	DINAJPUR INDUSTRIES PRIVATE LIMITED
10	WB	DURGA LAKSHMI JUTE MILL PVT. LTD.
11	WB	JAGANNATH JUTE PRODUCTS
12	WB	KALIYAGANJ AGRO TRADING PVT LTD
13	WB	KANKNARRAH CO LTD
14	WB	KANKNARRAH JUTE PRIVATE LTD UNIT NAFFARCHANDRA JUTE MILLS
15	WB	KELVIN JUTE LTD.
16	WB	RADHA GOBINDA JUTE MILL PVT. LTD.
17	WB	SARADA JUTE MILLS PVT LTD
18	WB	SHIV DYUTI JUTEX PVT. LTD.
19	WB	SHRI BAKE BIHARI JUTE PRODUCTS LLP
20	WB	SHYAMJOTI JUTE PRODUCTS PRIVATE LIMITED
21	WB	TEPCON INTERNATIONAL INDIA LTD UNIT SHREE HANUMAN JU
22	WB	UTTAR BANGA JUTE PRODUCTS PVT. LTD.