

**Seeking Public Comments / Opinion on  
Proposed SOP for Inclusion of Jute Mills under Production Control cum  
Supply Order (PCSOs) for Supply of B. Twill jute bags to Govt. agencies**

The Office of the Jute Commissioner seeks public opinion / comments before making SOP for inclusion / enlistment of jute mill companies for supply of 580 gm - B. Twill jute bags, under the Production Control cum Supply Orders (PCSOs) for use of the State Govt. procurement agencies (SPAs) & FCI in the Public Distribution System (PDS). The proposed SOP is as follows -

1. *The jute mill companies shall be required to submit the necessary documents / information / records to the Jute Commissioner for inclusion / 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 data information / data / records etc. or submission of partial / incomplete 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 mills.*
5. *Also, 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 or for changing the name of the 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; subject to the approval of the competent authority.*

Comments / Opinion from general public / concerned stakeholders / interested persons etc. should reach the Jute Commissioner at the below mentioned address within 21 (Twenty-One) days from the date of issue of this Notification.

**Office of Jute Commissioner  
CGO Complex, 4<sup>th</sup> Floor, E&F Wing, DF Block  
Salt Lake, Sector – 1, Kolkata – 700064 (WB)  
E-mail – [jcoffice@jutecomm.gov.in](mailto:jcoffice@jutecomm.gov.in)**

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<br>(Quintals) | Domestic / Imported |
|---------|------------|-------|---------------------------------|---------------------|
| --      |            |       |                                 |                     |

(b) Details of **raw jute consumption** (last 3 months) as per the following format:

(Values in Quintal)

| Month                       | Month 1<br>(Month / Year) | Month 2<br>(Month / Year) | Month 3<br>(Month / Year) | Avg. Monthly<br>Consumption |
|-----------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Domestic Variety<br>/ Grade |                           |                           |                           |                             |
| --                          |                           |                           |                           |                             |
| Imported variety<br>/ grade |                           |                           |                           |                             |
| --                          |                           |                           |                           |                             |

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

| Sl. No. | Month | JBO Consumption (Unit in It.) |
|---------|-------|-------------------------------|
| --      |       |                               |

#### 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<br>(Pl. Specify) | Month 1<br>(Month / Year) | Month 2<br>(Month / Year) | Month 3<br>(Month / Year) | Average<br>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<br>(Baled / loose /<br>others) | Description of<br>Stores (Quality) | Quantity<br>(Specify unit in MT / No.<br>of pieces / rolls / others) | or Export / local<br>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, 4<sup>th</sup> 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<br>(Copy enclosed) |
| ESIC Code No. | Dated<br>(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 1<sup>st</sup> APRIL ,202-----

| Sl. No. | Name and type of machine | Maker's name<br>(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         |  |  |  |  |  |  |

Date:

Place:

(Signature of Mill Manager / Authorised Representative)

| Sl. No.                                   | Name and type of machine | Maker's name<br>(As per individual makers name ) | Total Installed position |        | Source of procurement of machinery |          | Number scrapped /<br>disposed after<br>submission of last<br>report. |
|---|--------------------------|--|--------------------------|--------|------------------------------------|----------|--|
|   |                          |  | Fine                     | Coarse | Indigenous                         | Imported |  |
| 1   | 2                        | 3  | 4                        | 5      | 6                                  | 7        | 8  |
| <b>SELECTION 'C' BEAMING TO FINISHING</b> |                          |  |                          |        |                                    |          |  |
| 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.

Date:

Place:

(Signature of Mill Manager / Authorised Representative)



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: