



भारत सरकार / Government of India

वस्त्र मंत्रालय / Ministry of Textiles

पटसन आयुक्त का कार्यालय / Office of the Jute Commissioner  
सीजीओ कॉम्प्लेक्स, ई एवं एफ विंग / CGO Complex, E&F Wing  
साल्टलेक, कोलकाता / Salt Lake, Kolkata- 700064.

File No. Jute (Econ)/IR/2015-III

Dated – 10/10/2023

To  
All Jute Goods Importers

The importers of Raw Jute and Jute Products are presently submitting monthly return on the imports. The Raw Jute and Jute Goods importers are hereby directed to submit daily transaction report in the formats given in the Annexure till 31.12.2023 or until further orders. The daily transaction reports shall be submitted as follows:

- Every Raw Jute/Jute Goods importer must mandatorily send to this office the details of import of raw Jute and/or Jute goods such as type (HSN code wise and grade-wise in case of raw jute), quantity, price, source of import (including country), etc. in the format given in Annexure I(Special Report on Imports-Report 1).
- Every raw jute and jute goods importer must mandatorily send to this office the details of stock and sale of imported jute such as Name of the buyer, complete address and phone number, type (HSN code wise and grade-wise in case of raw jute), quantity etc. in the format given in Annexure II (Special Report on Imports – Report 2).
- The reports must be sent on a daily basis and all the transaction happening by the end of the day must be covered. These reports shall be tallied with the monthly returned submitted by the importers and in case of suppression of information, action shall be taken against the importers which may include cancellation of registration with Jute Commissioner Office.
- The first report is to be sent on 11<sup>th</sup> October 2023 (which must include the transactions from 1<sup>st</sup> to 10<sup>th</sup> October 2023). Subsequent reports must be submitted daily.
- Jute Mills who are registered as Importers need not submit the reports in this category. They will be required to submit the reports in the format given for the Jute Mills in a separate order.

Any registered raw jute importer or jute goods importers failing to submit the above report to this office within the stipulated time mentioned above will be liable for immediate suspension and/or cancellation of Import License and other action as per statute.

The reports must be sent to the following email address: [jc.juteimp@gmail.com](mailto:jc.juteimp@gmail.com), preferably in an Excel sheet format from the registered email address of the importer.

This issues with the approval of jute Commissioner.

Yours faithfully

  
Amir Akhtar 10/10/23

Assistant Director (Cost)

Copy attached:

Tel: + 91 (33) 2337 6979/80, 9477423018

Email-[jcoffice@jutecomm.gov.in](mailto:jcoffice@jutecomm.gov.in) Web-[www.jutecomm.gov.in](http://www.jutecomm.gov.in)

**SPECIAL REPORT ON IMPORTS - Report 1 (Detail of Imports)**

Name of the Importer:  
JC office Registration No.  
Address:  
Report Serial No.  
Date of report:  
Date of previous report:

Sl no.	Type of Jute Goods (Raw Jute/Jute Yarn/Jute Bags etc.)	HSN Code	Grade (In case of Raw Jute)	Import Quantity (Qntls)	Price (Rs./qntls)	Value (Rs.)	Bill of Entry Number	Bill of Entry Date	Name of Supplier	Address	Country of Origin

\* Report Serial no should start from 1 for the first report and then should be consecutively numbered.

**SPECIAL REPORT ON IMPORTS - REPORT 2**

Name of the Importer:  
JC office Registration No.  
Address:  
Report Serial No.  
Date of report:  
Date of previous report:

Sl no.	Type of Jute Goods (Raw Jute/Jute Yarn/Jute Bags etc.)	HSN Code	Country of Origin	Grade (In case of Raw Jute)	Opening Stock (Qntls)	Import During the Day (Qntls)	Sales Quantity (Qntls)	Closing Stock at EOD (in Qntls)	Sales Price (Rs./qntls)	Value (Rs.)	Name of Buyer / Mill	Buyer GSTN	Address of Buyer/Mill

\* Report Serial no should start from 1 for the first report and then should be consecutively numbered for each occasion of reporting.