



**Government of India**  
**Ministry of Textiles**  
**OFFICE OF THE JUTE COMMISSIONER**  
CGO Complex, 3<sup>rd</sup> MSO Building, E & F Wings, DF BLOCK,  
4<sup>th</sup> Floor, Sector-I, Salt Lake City, Kolkata – 700064

No.Jute(Mktg)/106/2015

Dated: 20-01-2016

To  
The Director,  
All Jute Mills

**Sub:** Submission of documents against purchase of raw jute.

Sir,

We understand that at the end of every month a statement indicating detailed stock position of raw jute and jute goods is submitted to your concerned Bank. As these information are required by this office, you are requested to furnish copies of such statements for the month-end November, 2015 & December, 2015 **by 25<sup>th</sup> January, 2016 positively**. In case your mills does not resort bank finance, a 'NIL' statement may be furnished.

You are also requested to furnish detailed statement showing quantity of raw jute purchased during November & December, 2015 alongwith names of the sellers/traders. Please ensure that such statement reaches this office by **25<sup>th</sup> January, 2016 positively**.

Yours faithfully,

(Dipankar Mahto)  
Dy.Jute Commissioner