



भारत 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,**
 सातवा व आठवां तल, एक्शन एरिया -I, / **7th& 8th Floor, Action Area-I,**
 न्यूटाउन, कोलकाता / **Newtown, Kolkata – 700156**

File No. Jute(Stat)/1/2013-I

Dated:24th August, 2026

Notice under Clause 9 of Jute & Jute Textiles Control Order, 2016

In exercise of the powers conferred under Clause 9(1)(a) of Jute & Jute Textiles Control Order, 2016, I, Neeraj Kulhari, Deputy Jute Commissioner hereby direct you to upload the following returns on the Jute Smart 2.0 Portal on a **monthly basis** by the timeline mentioned against each return

Sl. No.	Returns	Last date of Submission
1	Jute Goods Report	10 th of next month
2	Manpower and Productivity Report	10 th of next month
3	IIP Back Series Report	20 th of next month
4	Report on Statutory Dues Return	20 th of next month

The steps for submission of the reports on the Portal has been placed at Annexure-A.

2. You are directed to take utmost care in submitting the above reports. If any information is found to be false, it shall be punishable under Section 9 of Essential Commodities Act, 1955.

3. If you fail to comply with the provisions of this order, you shall be punishable under Clause 11 of Jute and Jute Textiles Control Order, 2016 read with Section 7 of the Essential Commodities Act, 1955.

Encl.: As above

Digitally signed by
 Neeraj Kulhari
 Date: 24-08-2026
 14:38:29
 (Neeraj Kulhari)
 Deputy Jute Commissioner

To
The Managing Director/Directors,
All Jute Mills

STANDARD OPERATING PROCEDURE

Filing of Returns on the Jute Smart Portal

Statutory Dues Return | Jute Goods | IIP Back Series | Manpower Productivity Report

Document prepared: 19 August 2026

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1. Statutory Dues Return
2. Jute Goods
3. IIP Back Series
4. Manpower Productivity Report

1. Statutory Dues Return

Step 1: Navigate to the Statutory Dues Return section from the dashboard.

The dashboard is titled 'Suppliers' and contains several sections with navigation links:

- Jute Mill Details:** Jute Mill, Jute Mill User, Bank Account, Plant and Machinery Details, State Master Data, Districts Master Data.
- Inspection Details:** PCSO, ICALL, ICALL Initiation, INOTE.
- Amendment:** ICALL Amendment.
- Installed Capacity and Commitment:** Commitment for Supply of 8-Twill Bags, Request for Revision of Installed Capacity.
- Raw Jute Purchase:** Rukka / Purchase Order, Raw Jute Mill Receipt, Raw Jute Purchase Return, Mukam Master Details.
- Mill Registration Form:** Registration For Jute Mill.
- Statistical Data & Supplier Billing:**
 - Jute Goods and Raw Jute Details:** Jute Goods.
 - Bill Generation:** GST Invoice, Debit/Credit Note Generation, Bill Generation, Warranty Certificate.
 - Return Submission:** Manpower and Productivity Report, Raw Jute Inventory, Jute Goods, Raw Jute Inventory, IIP Tab, Manpower and Productivity Report, **Statutory Dues Return** (highlighted).
- Submission For New Allocation Policy:** Data For PCSO Allocation.

Step 2: Click on “Add Statutory Dues Return”.

The 'Statutory Dues Return' page has a search bar and a list view toggle. The 'Add Statutory Dues Return' button is highlighted. Below the button is a table with the following data:

ID	Status	Jute Mill	Month Year	
☐ SDR-0003	Draft	AMBICA JUTE MILLS LIMITED	July-2026	2 d
☐ SDR-0002	Submitted	AMBICA JUTE MILLS LIMITED	July-2026	2 d
☐ SDR-0001	Submitted	AMBICA JUTE MILLS LIMITED	July-2026	3 d

At the bottom, there are filters for 20, 100, 500, and 2500.

Step 3: Fill in the required details on the form.

The 'New Statutory Dues Return' form contains the following sections:

- Jute Mill Details:** Jute Mill (AMBICA JUTE MILLS), Posting Date (19-08-2026), Month Year (July-2026).
- Payment of Statutory Dues To Jute Mill Workers:**
 - Provident Fund Payment Details:** Provident Fund Registration No. (0000), Form No. (MB/REG/0000/0000 or JLC/MB/REG/0000/0000), Number of workers covered under Provident Fund (100), Provident Fund Dues for the month reported upon (Rs.) (100.00), Type of Provident Fund (PF), PFID Amount Paid during the month reported upon (Rs.) (100.00), PFID Date of Deposit of the Dues (19-08-2026), Total Amount Paid in PF and PFID Fund (100.00), Net Amount Paid in PF and PFID Fund (In Words) (Rs One Hundred And Twenty Three only), PF / PFID Cheques attachment (Attach).
 - ESI Payment Details:** ESI Registration No. (100), Number of workers covered under ESI (100), ESI Amount Paid during the month reported upon (Rs.) (100.00), Date of Deposit of the Dues (19-08-2026), ESI Amount Paid during the month reported upon (In Words) (Rs One lakh, Twenty Three Thousand, One hundred and Twenty Three only), ESI Cheques (Attach).
 - Gratuity Payment Details:** Number of workers covered under Gratuity Payment (100), Gratuity Payment Amount Paid during the month reported upon (Rs.) (100.00), Gratuity Payment Date of Deposit of the Dues (19-08-2026), Gratuity Payment Amount Paid during the month reported upon (In Words) (Rs One hundred And Twenty Three only).
- Payment Details of Arrears/Default Details:** Details of Arrears/Default.

Details of Arrears/Default

☐	No.	Details of Arrears	Arrears/ Default at the beginning of month	Arrears/ Dues cleared during the month	Details of Proceedings	☐
☐	1	Principal Fund		\$ 2,00,00	\$ 10,00,00	#
☐	2	ES		\$ 1,00,00	\$ 10,00	#
☐	3	Gratuity		\$ 100,00	\$ 10,00,00	#
☐	4	Others		\$ 1,00,00	\$ 10,00,00	#

Payment To the Farmer / Buyer Details

Payment To the Farmer / Buyer

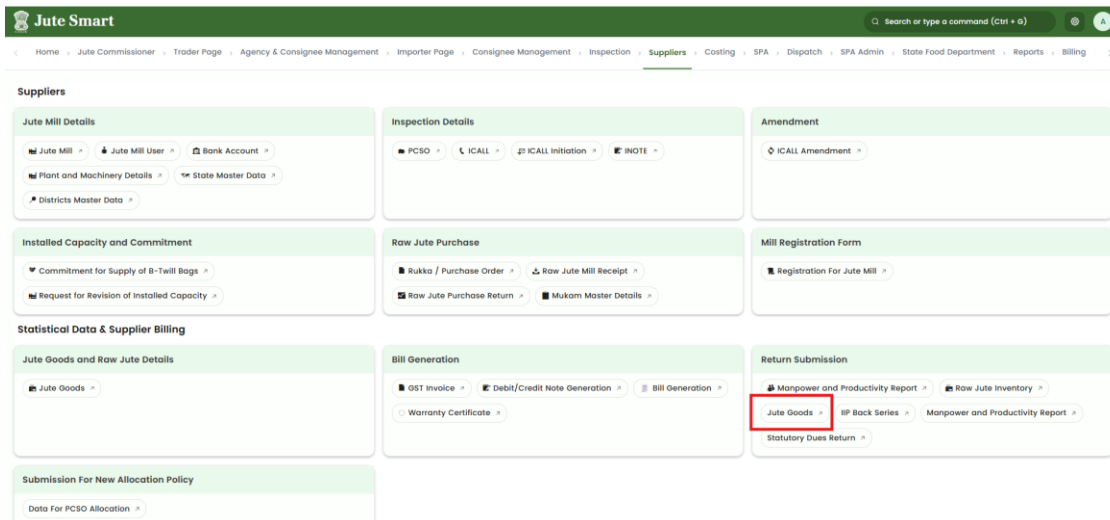
☐	No.	Details	Cumulative Arrears outstanding at beginning of month	Arrears at the close of month	Amount paid during the month	Amount of purchases during the month	☐
☐	1	Direct Purchase from Jude Farmers	\$ 10,00,00	\$ 100,00	\$ 100,00	\$ 100,00	#
☐	2	Purchase from Jude Sellers	\$ 100,00	\$ 100,00	\$ 100,00	\$ 100,00	#
☐	3	Purchase from Other Domestic Suppliers	\$ 1,00,00,00	\$ 10,00,00	\$ 100,00	\$ 100,00	#

Comments

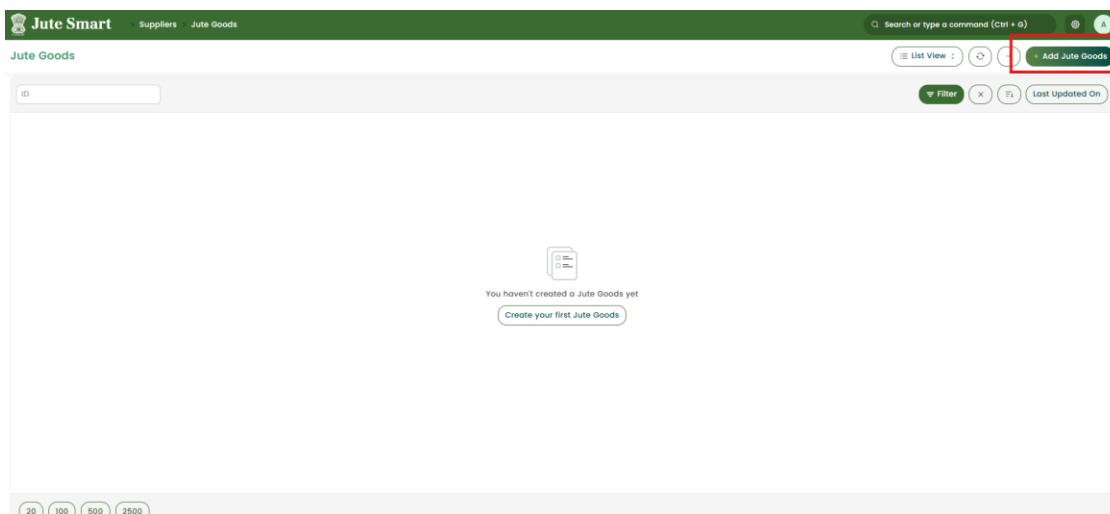
Step 4: Save the form and complete E-sign to submit the return.

2. Jute Goods

Step 1: Go to the Jute Goods section.



Step 2: Click on “Add Jute Goods”.



Step 3: Fill in the form with the relevant production and stock details.

The screenshot shows the 'New Jute Goods' form in the Jute Smart portal. The form has a green header bar with the text 'New Jute Goods' and a 'Not Saved' status. Below the header, there are tabs for 'Jute Goods Return Details', 'Hession', 'Sacking', 'CBC', 'Yarn', and 'Others'. The 'Jute Goods Return Details' tab is selected. The form contains several input fields: 'Jute Mills' (a dropdown menu), 'Type of Return' (a dropdown menu), 'Posting Date' (a date field with the value '19-08-2026'), and 'Month-Year' (a dropdown menu). There is a 'Save' button in the top right corner.

Jute Goods Return Details **Hessian** Sacking CBC Yarn Others

Jute Hessian Items Table

☐	No.	HS Code	Category Name	Item Name	Opening Stock *	
☐	1	53101013	HESSIAN	Hessian Fabric	0.000	✎
☐	2	53109091	HESSIAN	Bleached Fabric	0.000	✎
☐	3	53109092	HESSIAN	Dyed Fabric	0.000	✎
☐	4	53109020	HESSIAN	Decorative Fabric	0.000	✎
☐	5	63051030	HESSIAN	HESSIAN BAGS	0.000	✎
☐	6	63051030	HESSIAN	Other HESSIAN BAGS	0.000	✎

Jute Goods Return Details Hessian **Sacking** CBC Yarn Others

Jute Sacking Items Table

☐	No.	HS Code	Category Name	Item Name	Opening Stock *	
☐	1	53101012	SACKING	Sacking Fabric	0.000	✎
☐	2	63051040	SACKING	50 Kg sugar BAGS (is 1513B:2010)	0.000	✎
☐	3	63051040	SACKING	SACKING BAGS	0.000	✎
☐	4	63051040	SACKING	50 Kg S.Twill (580 gm) (is 1618B:2014) -For GOVT. (Type -A)	0.000	✎
☐	5	63051040	SACKING	50 Kg S.Twill (580 gm) (is 1618B:2014) -For GOVT. (Type -B)	0.000	✎
☐	6	63051040	SACKING	A.Twill (is 1942J9995) - 50 Kg sugar BAGS	0.000	✎
☐	7	63051040	SACKING	A.Twill for others	0.000	✎
☐	8	63051040	SACKING	Other SACKING BAGS	0.000	✎

New Jute Goods **Not Saved**

Save

Jute Goods Return Details Hessian Sacking **CBC** Yarn Others

Jute CBC Items Table

☐	No.	HS Code	Category Name	Item Name	Opening Stock *	
☐	1	53101011	CARPET BACKING CLOTH (CBC)	Carpet Backing Fabric	0.000	✎

New Jute Goods **Not Saved**

Save

Jute Goods Return Details Hessian Sacking CBC **Yarn** Others

Jute Yarn Items Table

☐	No.	HS Code	Category Name	Item Name	Opening Stock *	
☐	1	53072000	YARN	Imported Yarn	0.000	✎
☐	2	53071010	YARN	Imported Yarn	0.000	✎
☐	3	53071090	YARN	Yarn For Sale	0.000	✎

New Jute Goods **Not Saved**

Save

Jute Goods Return Details Hessian Sacking CBC Yarn **Others**

Others Jute Items Table

☐	No.	HS Code	Category Name	Item Name	Opening Stock *	
☐	1	53101014	OTHERS	Canvas Fabric	0.000	✎
☐	2	63051050	OTHERS	Jute wool sacks	0.000	✎
☐	3	63051090	OTHERS	Other Bags	0.000	✎
☐	4	39289080	OTHERS	Soil Saver	0.000	✎
☐	5	63061810	OTHERS	DW Tarpaulin	0.000	✎
☐	6			Jute Diversified in any others HSN Code	0.000	✎
☐	7			Any Other Jute Product	0.000	✎

Note: Type of Return

- 1) **Estimated:** For the current month, data shall be entered based on the estimated Production, Imports, Dispatch for Domestic Consumption, and Export Quantity. The Closing Stock will be calculated accordingly.
- 2) **Revised:** In the subsequent month, the estimates declared for the previous month may be revised based on the actual Production, Imports, Dispatch for Domestic Consumption, and Export Quantity. The Closing Stock will then be recalculated accordingly.

Step 4: E-sign and Submit the form.

Step 1: Go to the IIP Back Series section.

Step 2: Click on “Add IIP Back Series”.

Step 3: Fill in the form.

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Step 4: E-sign and Submit.

4. Manpower Productivity Report

Step 1: Click on “Manpower Productivity Report”.

The screenshot shows the Jute Smart Suppliers dashboard. The 'Return Submission' section on the right contains a red box around the 'Manpower and Productivity Report' link.

Step 2: Click on “Add Manpower Productivity Report”.

The screenshot shows the Jute Smart Manpower and Productivity Report list view. A red box highlights the 'Add Manpower and Productivity Report' button.

ID	Status	Jute Mill	Month - Year	Supplier Address	Total Mandays Available	4 of 4
☐ Q S JUTE PRIVATE LIMITED-July-2026	Submitted	Q S JUTE PRIVATE LIMITED	July-2026	MUKANDA MAJHI ROAD, City-	4,077	1 w
☐ KISHANGANJ FABRICS PRIVATE LIMITED-July-2026	Submitted	KISHANGANJ FABRICS PRIVA-	July-2026	Vill- Keshajhara, City: Kisha-	0,000	2 w
☐ BABA JUTE PRODUCTS PRIVATE LIMITED-July-2026	Draft	BABA JUTE PRODUCTS PRIV-	July-2026	226, Raiganj Poaltore Pachi-	4,850	2 w
☐ NORTHBROOK JUTE COMPANY LTD-June-2026	Submitted	NORTHBROOK JUTE COMPA-	June-2026	I, G.T.ROAD, CHAMPDANY, B-	47,040	1 M

Step 3: Fill in the form.

The screenshot shows the 'New Manpower and Productivity Report' form. The form is titled 'New Manpower and Productivity Report' and includes sections for '1. Status of the Mill', '2. NO. OF STAFF & WORKERS AT THE LAST MONTH END', and '3. PF Employees'.

3. PF Employees

PF Employee *

Non PF Employee *

4. MANDAYS : (fill up mandatory)

Total Mandays Available *

Total Mandays Utilised *

Total production of Jute Goods *

Mandays Per Ton of Production (Based on total production of jute goods) *

Total Mandays for type 'A' sacking bag *

Total Mandays for type 'B' sacking bag *

5. NO. OF SHIFTS RUN :

Mill Side

Factory Side

6. NO. OF DAYS WORKED

NO. OF DAYS WORKED

7. NO. OF DAYS THE MILL REMAIN CLOSED DURING THE MONTH & REASON THEREOF

NO. OF DAYS

REASON

8. TOTAL SALARIES PAID DURING THE MONTH (AMOUNT IN RS.) :

Total Salaries paid to Supervisory Staff *

Total Salaries paid to Managerial Staff *

Total PF paid During the Month *

In Rs

In Rs

Total ESI paid During the Month *

Total wages paid to workers (including statutory dues)

In Rs

9. DUES :

* Arrear dues if any of last management be shown separately

Provident Fund

ESI

Gratuity

Others

10. Production During the Month (in Tonnes) :

Jute Products

Other Products

THE YEAR UPTO WHICH AUDITED ANNUAL ACCOUNTS PREPARED & FILED WITH ROE (with date of filing)

For the Financial Year ended March, 2024, Date of filing 23.10.2024

DETAILS

CATEGORY WISE STRUCTURE

CONSUMPTION DURING THE MONTH

WAIVE & SALARY STRUCTURE CATEGORY WISE

☐	No.	Category Name *	Permanent (Pre 2002) *	Spl. Badi (Pre 2002) *	Badi (Pre 2002) *	Permanent (Post 2002) *	
☐	1	AVERAGE WAGE PER WORKER PER MONTH	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	2	BASIC	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	3	DA	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	4	HRA	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	5	PF	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	6	ESI	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	7	FESTIVAL HOLIDAYS	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	8	STATUTORY LEAVE	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	9	GRATUITY	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	10	EDLI	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	11	NIGHT SHIFT ALLOWANCE	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	12	BONUS	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓
☐	13	OTHER(SPECIFY)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	✓

Note : Please furnish the details of DA rates and DA pts. applicable to difference category of employees. Other include trainees and retired persons re-employed etc.

DETAILS

CATEGORY WISE STRUCTURE

CONSUMPTION DURING THE MONTH

12. CONSUMPTION DURING THE MONTH :

☐	No.	Item Name *	Units *	Total Quantity Consumed *	Values(₹.) *	Quantity Consumed per Ton of Production *	
☐	1	B. HOOPS	0.000	0.000	₹ 0.00	0.000	✓
☐	2	JBO/IBO	0.000	0.000	₹ 0.00	0.000	✓
☐	3	OTHER OIL	0.000	0.000	₹ 0.00	0.000	✓
☐	4	DIESEL CONSUMED	0.000	0.000	₹ 0.00	0.000	✓
☐	5	*POWER (PURCHASED)	0.000	0.000	₹ 0.00	0.000	✓
☐	6	POWER (GENERATED)	0.000	0.000	₹ 0.00	0.000	✓
☐	7	BUCKLES	0.000	0.000	₹ 0.00	0.000	✓
☐	8	PN	0.000	0.000	₹ 0.00	0.000	✓

* Electricity Bill to be attached in support of the figure.

Attach

Step 4: Fill the form, then E-sign and Submit.