



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,
सातवां व आठवां तल, एक्शन एरिया-1 / 7th & 8th Floor, Action Area-I
न्यूटाउन, कोलकाता/ Newtown ,Kolkata – 700156

File No. JUTE(ECON)/IR/2015-III

Date: 18th August, 2026

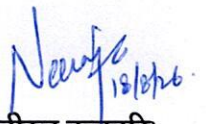
अधिसूचना / Notification

जूट- स्मार्ट 2.0 पोर्टल के माध्यम से कच्चे जूट और जूट उत्पादों के आयातकों का पंजीकरण
Registration of Importers of Raw Jute and Jute Products through Jute-SMART 2.0 Portal

In continuation to the Jute Import Order dated 23rd September 2019 and to facilitate transparent and fair trade in Raw Jute and Jute Products across the Indo-Bangladesh and Indo-Nepal borders and to promote the **Ease of Doing Business**, the Office of the Jute Commissioner has introduced an online system for **Registration of Importers and Submission of Monthly Import Returns** through the **Jute-SMART 2.0 Portal**: <https://smart.jutecomm.gov.in>

2. Further, **New Importers** are required to obtain online registration through the portal before commencing imports. The steps for registration through the portal has been attached. The **Existing Registered Importers** are **not required to apply afresh** for registration. Their data has been migrated to the portal with the details submitted by them.
3. Henceforth, all registered importers are directed to submit monthly returns through the Jute-SMART 2.0 Portal. The steps for submission of return has been attached. The monthly returns must be submitted online after e-sign. No physical copy is required to be sent to O/o Jute Commissioner.
4. Importers who fail to submit their monthly returns for two consecutive months shall have their registration deactivated. The registration shall be reactivated only after the importer furnishes a satisfactory justification for the default.
5. For any assistance relating to registration or submission of monthly returns, importers may contact:
Email: jcoffice@jutecomm.gov.in, Contact No. : 033-22020856

Encl: As above.


(नीरज कुलहरि)
उप पटसन आयुक्त

मानक संचालन प्रक्रिया / STANDARD OPERATING PROCEDURE

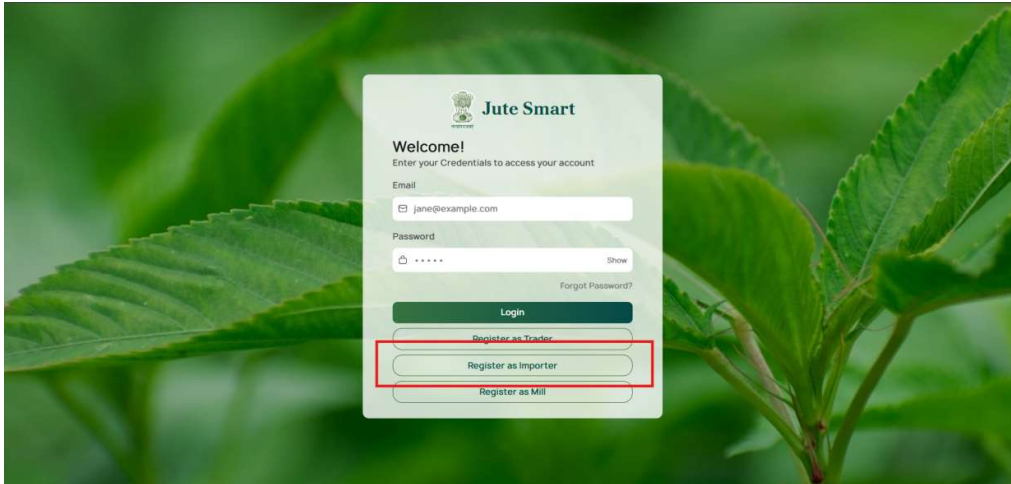
आयातक पंजीकरण प्रक्रिया / Importer Registration Process

1. प्रक्रिया / Procedure

चरण 1: आयातक पंजीकरण शुरू करें

STEP 1 Initiate Importer Registration

पोर्टल के होम स्क्रीन पर, पंजीकरण प्रक्रिया शुरू करने के लिए " आयातक के रूप में पंजीकरण करें" पर क्लिक करें / On the portal home screen, click on "Register as Importer" to begin the registration process.



आकृति 1 : आयातक विकल्प के रूप में पंजीकरण / Figure 1: Register as Importer option

चरण 2: आयातक की बुनियादी जानकारी दर्ज करें

STEP 2 Enter Importer's Basic Information

आयातक की बुनियादी जानकारी खंड भरें और लागू इकाई प्रकार चुनें / Fill in the Importer's Basic Information section, selecting the applicable entity type:

- कंपनी / Company
- मालिकाना / Proprietorship
- पार्टनरशिप / Partnership

A screenshot of the 'Importer's Basic Information' form. The form is part of a four-step process, with the first step, 'Importer's Basic information', highlighted with a red box. The form is divided into two main sections: '1. Importer Particulars' and '2. Business Organization'. Under '1. Importer Particulars', there is a 'Type of Firm' dropdown menu set to 'Company' and a 'Company Logo' field with an 'Attach' button. Under '2. Business Organization', there are fields for 'Business Organization (Proprietorship / Partnership / Company) Name' (Test010), 'Mobile Number' (1234567890), and 'Business Organization Email ID' (Test010@gmail.com). Each field has a green checkmark indicating it is valid. A 'Proceed' button is located at the bottom right of the form.

आकृति 2 : आयातक की बुनियादी सूचना फार्म / Figure 2: Importer's Basic Information form

चरण 3: दस्तावेज़ अपलोड करें और पता विवरण दर्ज करें STEP 3 Upload Documents & Enter Address Details

आवश्यक सहायक दस्तावेज़ संलग्न करके और पता विवरण दर्ज करके दस्तावेज़ अपलोड और पता खंड पूरा करें / Complete the Documents Upload & Address section by attaching the required supporting documents and entering the address details.

आकृति 3 : दस्तावेज़ अपलोड एवं पता खंड / Figure 3: Documents upload and address section

चरण 4: आयात वस्तु का विवरण दर्ज करें STEP 4 Enter Import Item Details

आयात वस्तु विवरण भरें, जिसमें शामिल हैं / Fill in the Import Item Details, covering :

- भूमि सीमा शुल्क और समुद्री बंदरगाह खंड / Land Custom and Sea Port Section.
- आयात वस्तु खंड / Item Import Section.

आकृति 4 : आयात वस्तु ब्यौरे खंड / Figure 4: Import item details section

चरण 5: वित्तीय जानकारी और टिप्पणी दर्ज करें तथा प्रस्तुत करें STEP 5 Enter Financial Information & Remarks and Submit

संबंधित वित्तीय विवरण के साथ वित्तीय जानकारी और टिप्पणी खंड पूरा करें, फिर फॉर्म प्रस्तुत करें / Complete the Financial Information & Remarks section with the relevant financial details, then proceed to submit the form.

Importer Registration Form Not Saved

1 Importer's Basic Information 2 Documents Upload & Address section 3 Import Item Details 4 **Financial Information & Remarks**

7. Bank Details

Bank Account Number * IFSC code *

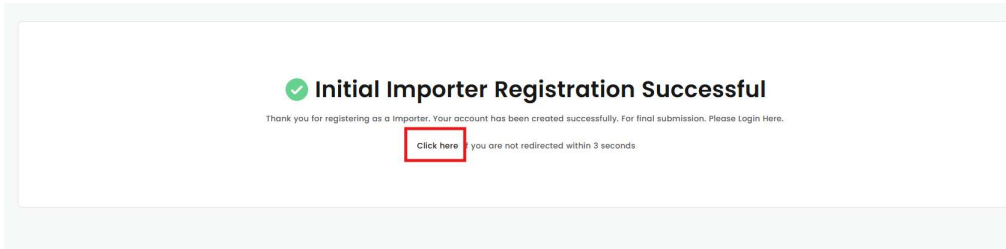
Account Type * Valid IFSC code ✓ (State Bank of India, HAJIGANJ)
Bank Statement Pdf

Password

Password * Confirm Password *

Passwords do not match

आकृति 5 : वित्तीय सूचना एवं टिप्पणी खंड / Figure 5: Financial information & remarks section

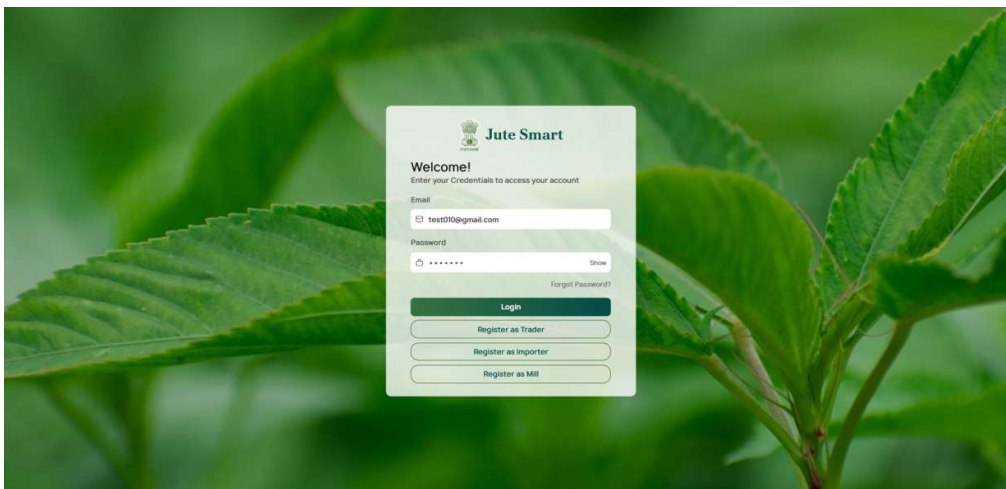


आकृति 6 : प्रस्तुति का कार्य / Figure 6: Submit action

चरण 6: प्रस्तुति के लिए लॉगिन पेज पर जाएं

STEP 6 Proceed to the Login Page for Submission

जमा करने के लिए लॉगिन पेज पर जाएं और पहले दिए गए क्रेडेंशियल्स का उपयोग करके लॉगिन करें / After logging in successfully, go to the Importer section.

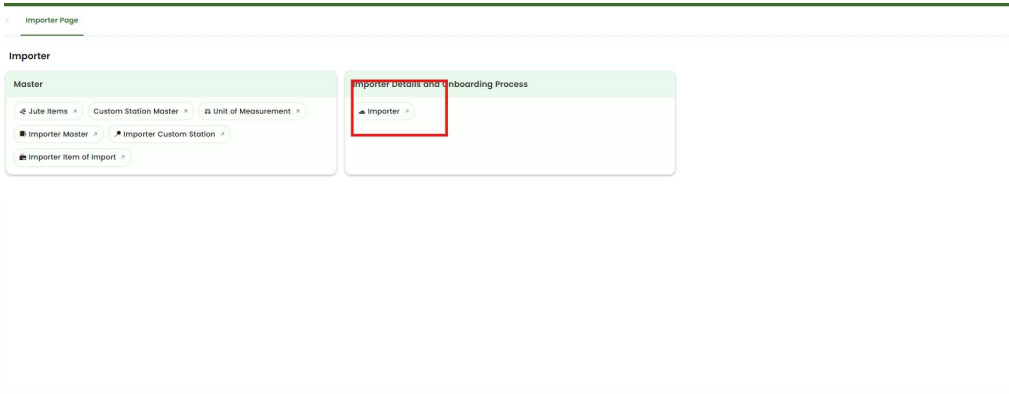


आकृति 7 : लॉगइन पृष्ठ / Figure 7: Login page

चरण 7: लॉगिन के बाद आयातक खंड पर जाएँ

STEP 7 Access the Importer Section After Login

सफलतापूर्वक लॉगिन करने के बाद, आयातक खंड में जाएँ / After logging in successfully, go to the Importer section.

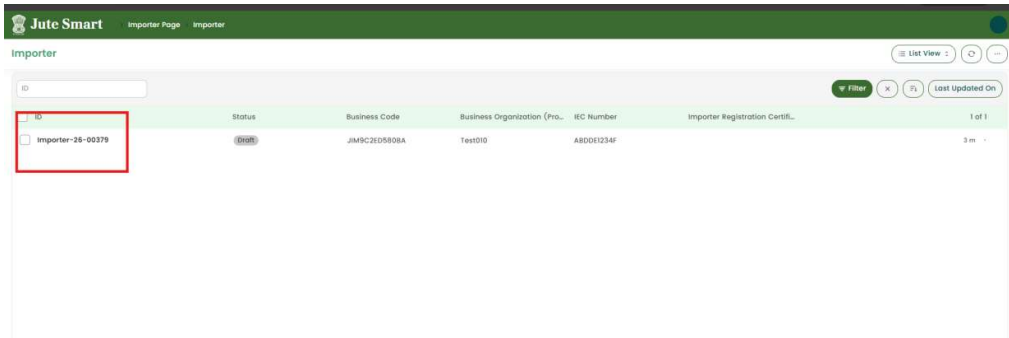


आकृति 8 : लॉगइन के बाद आयातक खंड / Figure 8: Importer section after login

चरण 8: दस्तावेज़ खोलें

STEP 8 Open the Document

समीक्षा के लिए आयातक खंड से प्रस्तुत दस्तावेज़ खोलें / Open the submitted document from the Importer section for review.

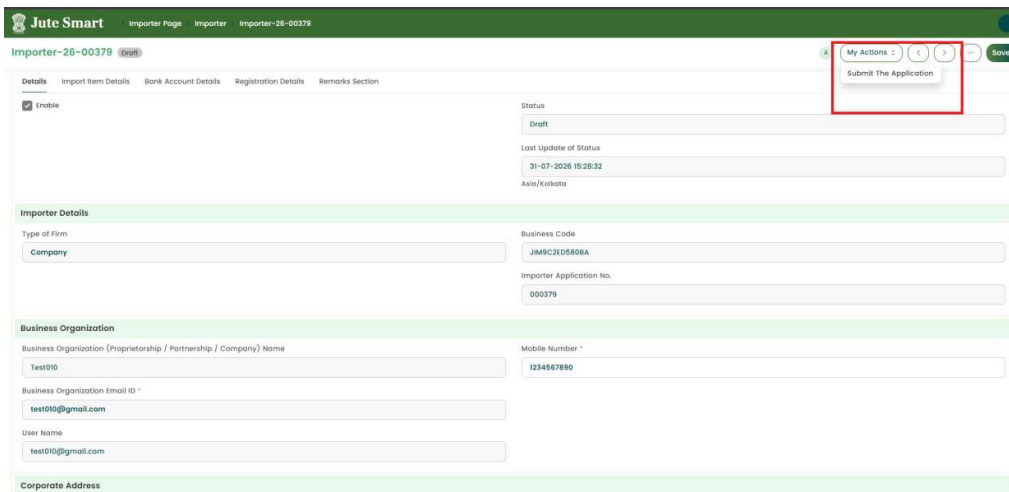


आकृति 9 : दस्तावेज़ खोलना / Figure 9: Opening the document

चरण 9: दस्तावेज़ की समीक्षा करें

STEP 9 Review the Document

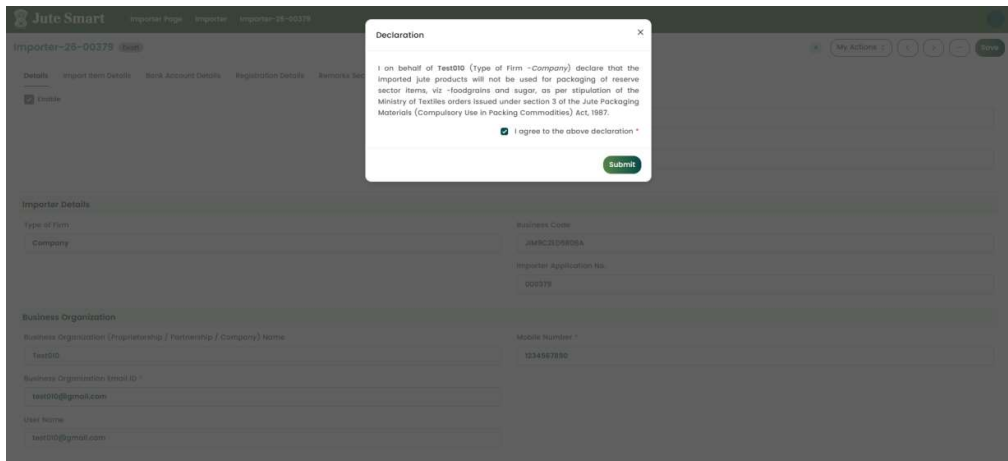
अंतिम जमा करने से पहले सटीकता और पूर्णता की पुष्टि के लिए दस्तावेज़ के सभी विवरणों की सावधानीपूर्वक समीक्षा करें / Carefully review all details in the document to confirm accuracy and completeness before final submission.



आकृति 10 : दस्तावेज़ समीक्षा स्क्रीन / Figure 10: Document review screen

चरण 10: अंतिम प्रस्तुति पूरा करें STEP 10 Complete Final Submission

प्रक्रिया को अंतिम रूप देने के लिए दस्तावेज़ प्रस्तुत करें / Submit the document to finalize the process.



The screenshot displays the 'Jute Smart' application interface. A 'Declaration' modal is centered on the screen, containing the following text: 'I on behalf of Test00 (Type of Firm - Company) declare that the imported jute products will not be used for packaging of reserve sector items, viz. foodgrains and sugar, as per stipulation of the Ministry of Textiles orders issued under section 3 of the Jute Packaging Materials (Compulsory Use in Packing Commodities) Act, 1987.' Below this text is a checked checkbox labeled 'I agree to the above declaration' and a green 'Submit' button. The background form is partially visible, showing sections for 'Importer Details', 'Business Organization', and 'User Name' with various input fields.

आकृति 11: अंतिम प्रस्तुति स्क्रीन / Figure 11: Final submission screen

परिणाम : आपका फार्म सफलतापूर्वक जमा हो गया है / **Result: Your form is submitted successfully.**

2. महत्वपूर्ण निर्देश / Important Notes

- अस्वीकृति से बचने के लिए जमा करने से पहले सभी अनिवार्य फ़ील्ड और दस्तावेज़ अपलोड पूरे करें / Ensure all mandatory fields and document uploads are completed before submission to avoid rejection.
- लॉगिन चरण के दौरान केवल खाते के लिए दिए गए क्रेडेंशियल्स का ही उपयोग करें / Use only the credentials provided for the account during the Login step.
- अंतिम प्रस्तुति करने से पहले दस्तावेज़ की अच्छी तरह समीक्षा करें, क्योंकि उसके बाद बदलाव संभव नहीं होगा / Review the document thoroughly before final submission, as changes may not be possible afterward.

3. जिम्मेदारी / Responsibility

- अवेदक उपयोगकर्ता सटीक जानकारी दर्ज करने और आवश्यक दस्तावेज़ अपलोड करने के लिए जिम्मेदार है / The Applicant/User is responsible for entering accurate information and uploading the required documents.
- इस एस. ओ. पी. को बनाए रखने और अपडेट करने की जिम्मेदारी प्रोसेस ओनर / आयात परिचालन टीम की है / The Process Owner / Import Operations team is responsible for maintaining and updating this SOP.
- समीक्षक अंतिम जमा करने से पहले जमा किए गए दस्तावेज़ को सत्यापित करने के लिए जिम्मेदार है / The Reviewer is responsible for verifying the submitted document prior to final submission.

STANDARD OPERATING PROCEDURE

Filing the Importer Monthly Return (Jute Smart Portal)

SOP Title	Importer Return – Monthly Statement for Importers
Applicable Module	Jute Smart Portal → Importer Page → Importer Return Section
Applicable To	Registered Importers of Raw Jute / Jute Goods
Frequency	Monthly (within 10 working days after the end of each month)

1. Purpose

This SOP explains the step-by-step process for a registered Importer to file the Monthly Statement (Importer Return) on the Jute Smart Portal, covering opening stock, imports, purchases, sales, consumption, stock adjustment, and closing stock of Raw Jute / Jute Goods.

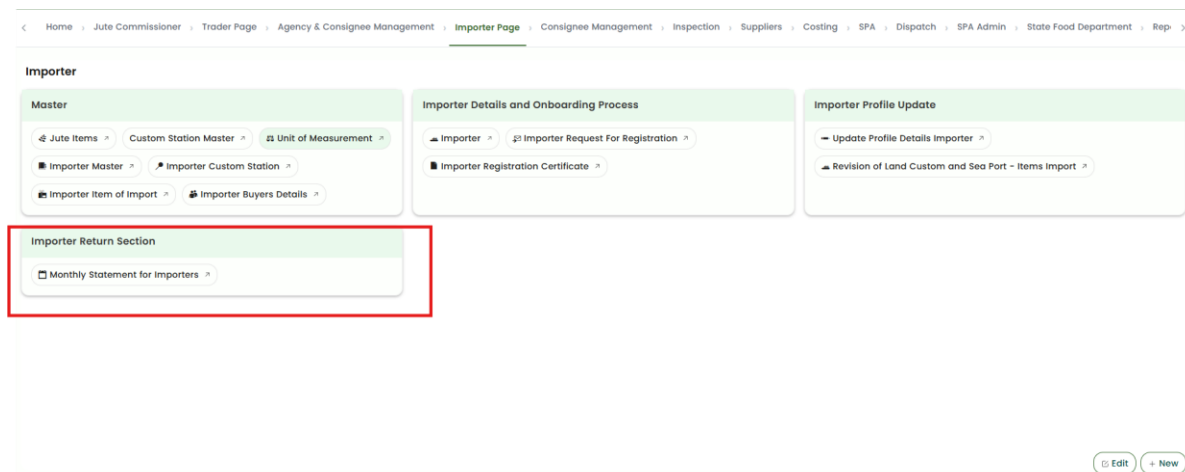
2. Prerequisites

- Importer must already be registered on the Jute Smart Portal with an active Registration Status.
- Importer login credentials (user ID and password) must be available.
- Bill of Entry, invoice, and stock details for the reporting month should be kept ready before starting.

3. Procedure

Step 1. Navigate to the Importer Return Section

From the Home page, go to Jute Commissioner → Importer Page. Under the Importer Return Section, click Monthly Statement for Importers.



Step 2. Start a New Monthly Statement and enter Importer Details

Click New to open a fresh "New Monthly Statement for Importers" form. On the Importer Details tab, enter:

- Name of the Importer – select from the list.
- Return Filing Month – select the month that is pending submission.

Note: Return Filing Months must be selected in sequential order — you cannot skip a month.

Registration Details (Registration No., Application No., Registration Status) and Importer Details (Business Organization Name, Full Address, IEC Number) are auto-populated from the importer master record and do not need to be entered manually.

Jute Smart

Monthly Statement For Importers

Monthly Statement For Importers

new-monthly-statement-for-importers-rngshfdtby

Search or type a command (Ctrl + a)

A

New Monthly Statement for Importers

Not Saved

Save

Importer Details

Opening Details

Import of Raw Jute/Jute Goods

Purchase of Imported Raw Jute/Jute Goods (From Other Sellers)

Sales Raw Jute/Jute Goods

Consumption Raw Jute/Jute Goods

Stock Adjustment

Monthly Statement Details

Name of the Importer *

Importer-26-00372

Closing Date

2026-08-11

Return Filing Month

Registration Details

Registration No.

IM/WB/BI/2026-07-27/000372/i

Importer Application No.

000372

Registration Status

Registered

Importer Details

Business Organization Name

adasdadad

Full Address

asdad, asdad, Subdivision: asdad, City: asdad, Dist: Birtum, PIN: 700019, State: WB, Country: India

IEC Number

ABCDE1234F

I certify that the above mentioned Jute Textiles are new products and not used / old / recycled ones.

NB - The Importer are directed to report within ten (10) working days after end of month. On submission of report within stipulated day, the registration would be automatically renewed for the following month. Otherwise registrations are liable to be cancelled. If no imports have been

Step 3. Fill Opening Stock

Go to the Opening Details tab. Click Add Row and enter the HSN Code, Item Name, Opening Stock in Metric Tonne, and Unit of Measurement for each item.

Note: For the first-ever return, the opening stock must be entered manually. From the second month onward, the opening stock is carried forward automatically as the previous month's closing stock.

Submit this document to confirm

Importer Details

Opening Details

Import of Raw Jute/Jute Goods

Purchase of Imported Raw Jute/Jute Goods (From Other Sellers)

Sales Raw Jute/Jute Goods

Consumption Raw Jute/Jute Goods

Stock Adjustment

Closing Raw Jute/Jute

Last Month Return Found

Opening Stock Details

No.

HSN Code *

Item Name

Opening Stock in Metric Tonne *

Unit of Measurement *

1

2701970

JUTE BATCHING OIL and textile oil, Lubricating oil, Waste oil

121

Tonne

Add Row

Comments

Step 4. Record Import of Raw Jute / Jute Goods

Go to the Import of Raw Jute/Jute Goods tab and click Add Row for each consignment imported during the month.

Submit this document to confirm

Importer Details

Opening Details

Import of Raw Jute/Jute Goods

Purchase of Imported Raw Jute/Jute Goods (From Other Sellers)

Sales Raw Jute/Jute Goods

Consumption Raw Jute/Jute Goods

Stock Adjustment

Closing Raw Jute/Jute

Import Details

No.

Bill of Entry *

Bill of Entry Date *

Importer Custom Station *

Quantity of Import *

Unit of Measurement *

No Data

Add Row

Comments

A Type a reply / comment

In the row editor, complete all sections:

- Bill of Entry Details – Bill of Entry number, Bill of Entry Date, Supplier Details.
- Importer Custom Details – Importer Custom Station, Jute Importing Country.
- Item Details – HSN Code, Item Name, Grade.
- Details of Import in USD – Quantity of Import, Unit Price in USD, Unit of Measurement, Total Value of Import in USD.
- Details of Import in INR – Total Value of Import in INR.
- Quantity in Metric Tonne – Total Quantity in Metric Tonne.

Repeat Add Row for each import line, then close the row editor to return to the tab list.

Editing Row #1

Insert Below

Insert Above

Duplicate

Bill of Entry Details

Bill of Entry *

000

Bill of Entry Date *

01-08-2026

Supplier Details *

000

Importer Custom Details

Importer Custom Station *

Agartala

Jute Importing Country

Bangladesh

Item Details

HSN Code *

39230000

Item Name

PP Woven Fabric

Grade *

1000000

Details Of Import in USD

Quantity of Import *

123.000

Unit Price in USD

1,91,23,123.000

Unit of Measurement *

Box

Total Value of Import in USD *

2,35,32,000

Details Of Import in INR

Total Value of Import in INR *

2,35,32,000.00

Quantity in Metric Tonne

Total Quantity in Metric Tonne *

123.000

Step 5. **Record Purchase of Imported Raw Jute / Jute Goods (From Other Sellers)**

Go to the Purchase of Imported Raw Jute/Jute Goods (From Other Sellers) tab and click Add Row for each domestic purchase of already-imported goods.

Importer Details

Opening Details

Import of Raw Jute/Jute Goods

Purchase of Imported Raw Jute/Jute Goods (From Other Sellers)

Sales Raw Jute/Jute Goods

Consumption Raw Jute/Jute Goods

Stock Adjustment

Closing Raw Jute/Jute

Purchase of Imported Raw Jute/Jute Goods (From Other Sellers)

Monthly Statement for Importers Purchase

☐

No.

Invoice No *

Invoice No Date *

HSN Code *

Purchased Value in INR *

Seller Details *

No Data

Add Row

Complete the row for each purchase:

- Invoice Details – Invoice No., Invoice No. Date.
- Item Details – HSN Code, Item Name.
- Purchased Details – Purchased Quantity, Unit of Measurement, Purchased Value in INR.
- Seller Details – Seller Details (reference), Business Organization Name / Proprietor Name, PAN No., GST No.
- Quantity in Metric Tonne – Purchased Quantity in Metric Tonne.

Editing Row #1

Insert Below

Insert Above

Duplicate

Invoice Details

Invoice No *

sdsds

Invoice No Date *

01-08-2026

Item Details

HSN Code *

39230000

Item Name

PP Woven Fabric

Purchased Details

Purchased Quantity *

12,312.000

Purchased Value in INR *

2,35,32,000

Unit of Measurement *

Tonne

Seller Details

Seller Details *

IBD-00001

Business Organization Name / Proprietor Name

sdsds

Pan No

ABCD01234F

GST No

ABCD01234F

Quantity in Metric Tonne

Purchased Quantity in Metric Tonne *

12,312.000

Shortcuts:

Ctrl + Up

Ctrl + Down

ESC

Insert Below

Step 6. **Record Sales of Raw Jute / Jute Goods**

Go to the Sales Raw Jute/Jute Goods tab and click Add Row for each sale made during the month.

Importer Details

Opening Details

Import of Raw Jute/Jute Goods

Purchase of Imported Raw Jute/Jute Goods (from Other Sellers)

Sales Raw Jute/Jute Goods

Consumption Raw Jute/Jute Goods

Stock Adjustment

Closing Raw Jute/Jute Goods

Sales Raw Jute/Jute Goods

No.	Invoice No *	Invoice No Date *	HSN Code *	Sales Value in INR *	Buyer Details *

No Data

Add Row

Complete the row for each sale:

- Invoice Details – Invoice No., Invoice No. Date.
- Item Details – HSN Code, Item Name.
- Sales Details – Sales Quantity, Sales Value in INR, Unit of Measurement.
- Buyer Details – Buyer Details (reference), Business Organization Name / Proprietor Name, PAN No., GST No.
- Quantity in Metric Tonne – Sales Quantity in Metric Tonne.

Editing Row #1

Insert Below

Insert Above

Duplicate

Invoice Details

Invoice No *

asda

Invoice No Date *

11-08-2026

Item Details

HSN Code *

29269080

Item Name

PP Woven Fabric

Sales Details

Sales Quantity *

123.000

Sales Value in INR *

1,23,123.00

Unit of Measurement *

Tonne

Buyer Details

Buyer Details *

IBD-00001

Business Organization Name / Proprietor Name

sodasd

Pan No

ABCDE1234F

GST No

ABCDE1234F

Quantity in Metric Tonne

Sales Quantity in Metric Tonne *

123.000

Step 7. **Record Consumption of Raw Jute / Jute Goods**

Go to the Consumption Raw Jute/Jute Goods tab and click Add Row for each item consumed in-house during the month.

Importer Details

Opening Details

Import of Raw Jute/Jute Goods

Purchase of Imported Raw Jute/Jute Goods (from Other Sellers)

Sales Raw Jute/Jute Goods

Consumption Raw Jute/Jute Goods

Stock Adjustment

Closing Raw Jute/Jute Goods

Consumption Details

No.	HSN Code *	Item Name	Consumption Stock *	Unit of Measurement *
1	53031090	Jute and other textile bast fibres	123	Tonne

Add Row

Complete the row: HSN Code, Item Name, Consumption Stock, Unit of Measurement, Quantity in Metric Tonne, and a Reason (if applicable).

Editing Row #1

Insert Below Insert Above Duplicate

Jute Item Details

HSN Code * Item Name

Opening Stock Details

Consumption Stock * Unit of Measurement *

Quantity in Metric Tonne

Quantity in Metric Tonne *

Reason

Step 8. Enter Stock Adjustment (if applicable)

Go to the Stock Adjustment tab. Only use this tab if there is a discrepancy (e.g., damage, wastage, or correction) that needs to be adjusted against stock. Click Add Row and enter the HSN Code, Item Name, Adjustment Stock Quantity in Metric Tonne, and Unit of Measurement. Leave this tab empty if no adjustment is required.

Submit this document to confirm

Importer Details Opening Details Import of Raw Jute/Jute Goods Purchase of Imported Raw Jute/Jute Goods (From Other Sellers) Sales Raw Jute/Jute Goods Consumption Raw Jute/Jute Goods **Stock Adjustment** Closing Raw Jute/Jute Goods

Adjustment Stock Details

No.	HSN Code *	Item Name	Adjustment Stock Quantity in Metric Tonne *	Unit of Measurement *
No Data				

Add Row

Comments

Step 9. Verify Closing Stock

Go to the Closing Raw Jute/Jute Goods tab to review the closing stock position. The Closing Stock Quantity in Metric Tonne for each item is calculated automatically by the system based on Opening Stock + Import + Purchase – Sales – Consumption ± Adjustment, and does not need to be entered manually.

Submit this document to confirm

Importer Details Opening Details Import of Raw Jute/Jute Goods Purchase of Imported Raw Jute/Jute Goods (From Other Sellers) Sales Raw Jute/Jute Goods Consumption Raw Jute/Jute Goods Stock Adjustment **Closing Raw Jute/Jute Goods**

Closing Details

No.	HSN Code *	Item Name	Closing Stock Quantity in Metric Tonne *	Unit of Measurement *
1	27081970	JUTE BATCHING OIL and textile oil, Lubricating oil, Waste oil	121	Tonne
2	42022230	JUTE HAND BAGS/SHOPPING BAGS	1,000	Tonne
3	39232990	PP Woven Fabric	123	Tonne
4	53010000	Jute Goods, Flax, Raw or Processed	21,321	Tonne
5	42022290	Jute Tote Bags	12,34,555	Tonne
6	39289080	PP Woven Fabric	12,189	Tonne
7	53030900	Jute and other textile bast fibres	1,23,000	Tonne

Comments

Step 10. Submit the Return

After verifying all tabs, click the "Submit this document to confirm" banner at the top of the form, then click Save. Once submitted, the statement moves out of "Not Saved" status for review/approval as per portal workflow.

Note: The importer must submit the return within ten (10) working days after the end of the reporting month. Timely submission automatically renews the registration for the following month; failure to do so may render the registration liable to cancellation.

4. Key Points to Remember

- Always select the Return Filing Month in sequential order — months cannot be skipped.
- Opening stock is manual only for the first return; thereafter it is auto-carried from the prior month's closing stock.
- Every transaction tab (Import, Purchase, Sales, Consumption) requires a separate row per line item — use Add Row for each.

- Stock Adjustment is optional and should be used only for genuine discrepancies.
- Closing stock is system-calculated — do not attempt to edit it manually.
- Certify that goods reported are new products (not used / old / recycled) before submission, as stated on the Importer Details tab.