

## **GUIDELINES FOR FILING OF MONTHLY RETURN BY UNITS/ COTTON TRADERS THROUGH ONLINE SYSTEM**

The filing of Monthly Returns by Independent Ginning factories, Independent Pressing factories, Cotton Ginning & Pressing factories, Cotton Traders and Surgical Cotton or Cotton Wadding manufacturing units will be done online w.e.f. **17<sup>th</sup> October, 2013**.

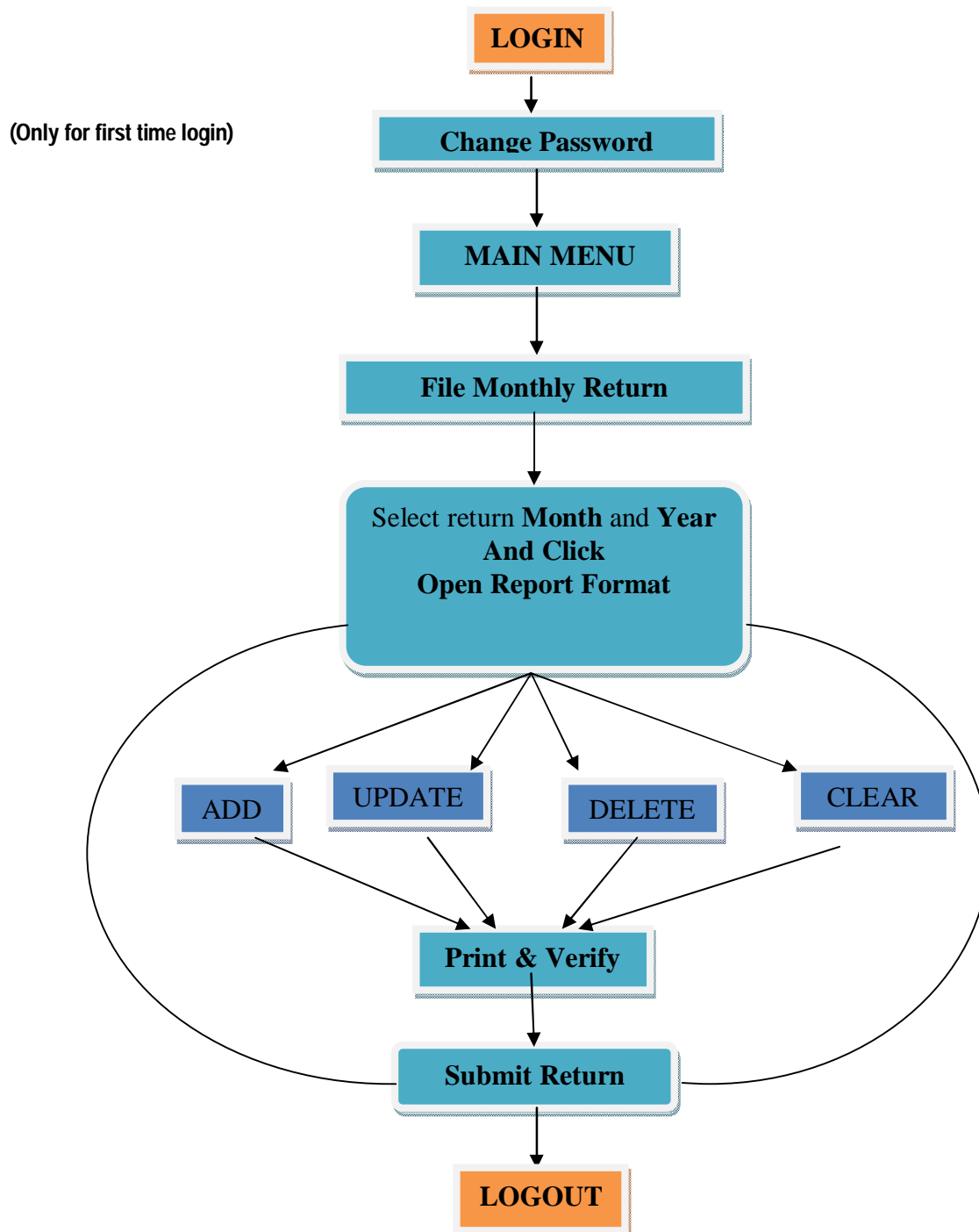
### **FLOW OF ACTIVITIES FOR FILING MONTHLY RETURN BY UNITS/COTTON TRADERS:**

- Visit the website <http://www.txcindia.gov.in>
- Follow the heading "Collection of Statistics on Cotton"
- Access the link "Filing of Monthly Return"
- Login screen will appear.
- Provide User Id and password [Unit Registration Number (TURN) is User id and application id is default password]. Thereafter User will be directed to Main Menu.
- Select "File Monthly Return" option.
- Select Month and Year for which return has to be filed and click "Open Report Format".
- Select applicable staple length and enter the values as per report format.
- User can add/update the details.
- After adding data for all applicable staple lengths, Print the Monthly Return.
- Verify the entered details. If it is in order, then Click "Submit" button.
- Complete the declaration process (Provide name and designation of person who is submitting the return).
- Click "Submit" button. Return is submitted.

### **NOTE :**

- Unit Registration Number (TURN) is User id and application id is default password.
- System will automatically display opening stock if preceding month return for same staple length is submitted by unit using online return filing system.
- If there is no activity in a particular month, the Unit/Trader has to file Return with **ZERO** value.

## FLOW CHAT FOR FILING OF MONTHLY RETURN



## **DETAILED HELP ON HOW TO FILE ONLINE MONTHLY RETURN BY UNITS/COTTON TRADERS**

Visit the website [www.txcindia.gov.in](http://www.txcindia.gov.in) and then follow the heading "Collection of Statistics on Cotton" and access the link "Filing of Monthly Return".

Step by step illustration /help for "Composite Ginning and Pressing Uni" and it is applicable for all other types of Units/Cotton Traders.

### **Step-1: Login**

1. Click For "Login".



**O/o Textile Commissioner, Mumbai**

TUIS Ver. 1.0

User ID :

Password :

Provide Unit Registration Number (TURN) as User Id and Application Id as default password.

On successful authentication user will be directed to "Change password" (only for first login) for changing default password. Please change the default password and Re-login

<b>Textile Commissioner, Mumbai</b>		
TUIS Ver. 1.0	<b>Change Password</b>	NIC
User : DEEPAK GINNING FACTORY		
Old Password :	<input style="width: 100%;" type="password"/>	
New Password :	<input style="width: 100%;" type="password"/>	
Confirm Password :	<input style="width: 100%;" type="password"/>	
<input type="button" value="Submit"/> <input type="button" value="Back"/>		

Provide new password and Click submit. User will be directed to 'Login page. Login with new password.

## **Step-2 : Main Menu**

O/o Textile Commissioner, Mumbai		
TUIS Ver. 1.0	Main Menu	NIC

SHREE AMBICA AGRO INDUSTRIES (P) LTD.
(Composite Ginning & Pressing Unit)
<input type="button" value="File Monthly Return"/>
<input type="button" value="Print Return"/>
<input type="button" value="Change Password"/>
<input type="button" value="Logout"/>

Click "File monthly Return". User will be prompted to select Reporting Period as shown below.

<b>DEEPAK GINNING FACTORY</b>
(Independent Ginning Factory )
<input type="button" value="File Monthly Return"/>
<input type="button" value="Print Return"/>
<input type="button" value="Change Password"/>
<input type="button" value="Logout"/>

### **Step-3: Select the reporting period and applicable Unit type**

Select the reporting Month and Year. Click "Open Report Format". System will show report format as applicable to unit type.

TUIS Ver. 1.0	<b>Monthly Return for Composite Ginning &amp; Pressing Factory</b>		NIC																		
Name of the Unit/Trader	SHREE AMBICA AGRO INDUSTRIES (P) LTD.																				
Return for Month and Year	September , 2013																				
Short Staple(20 mm & below) - Opening Stock of Kapas - 0000010.00																					
<table border="1"> <tr> <td>Staple Length</td> <td>Select</td> </tr> <tr> <td>Opening Stock of Kapas</td> <td>Quintals</td> </tr> <tr> <td>Opening stock of Pressed Cotton</td> <td>Running Bales M.T.</td> </tr> <tr> <td>Kapas Received</td> <td>Quintals</td> </tr> <tr> <td>Cotton Ginned</td> <td>Quintals</td> </tr> <tr> <td>Cotton Pressed</td> <td>Running Bales M.T.</td> </tr> <tr> <td>Pressed Cotton Dispatched</td> <td>Running Bales M.T.</td> </tr> <tr> <td>Unprocessed Kapas in stock at the end of period</td> <td>Quintals</td> </tr> <tr> <td>Pressed Cotton in stock at the end of period</td> <td>Running Bales M.T.</td> </tr> </table>				Staple Length	Select	Opening Stock of Kapas	Quintals	Opening stock of Pressed Cotton	Running Bales M.T.	Kapas Received	Quintals	Cotton Ginned	Quintals	Cotton Pressed	Running Bales M.T.	Pressed Cotton Dispatched	Running Bales M.T.	Unprocessed Kapas in stock at the end of period	Quintals	Pressed Cotton in stock at the end of period	Running Bales M.T.
Staple Length	Select																				
Opening Stock of Kapas	Quintals																				
Opening stock of Pressed Cotton	Running Bales M.T.																				
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Pressed Cotton Dispatched	Running Bales M.T.																				
Unprocessed Kapas in stock at the end of period	Quintals																				
Pressed Cotton in stock at the end of period	Running Bales M.T.																				
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="Print Return"/> <input type="button" value="Submit Return"/> <input type="button" value="Close"/>																					

### **Step-4 : Fill the report format .**

- Select the applicable staple length one after other from list and enter the required details. By clicking "Add" button , details will be added in the list.
- User can Update/Delete the existing record by selecting the entry from list appearing above.
- Print the return format by clicking the "Print Return" button.
- Verify the details.

## Step-5 : Submit return

- Click the "Submit Return" button. System will show the return so submitted and ask to enter declaration details. (Name and Designation of person filing the return).

**Format For Cotton Ginning and Pressing Factory [MRGP]**  
Month : **September** Year: **2013** (As on 04/10/2013)

Name of the Factory : **SRI MAHESHWARI INDUSTRIES**

Address : **Sy. No. 26/A, Rampur Road, Pochera Village ADILABAD Andhra Pradesh**

Average weight /Bale produced in a month :

Sr. No.	Staple Length	Opening Stock of Kapas(Quintals)	Opening Stock of Pressed Cotton		Kapas Received (Quintals)	Cotton Ginned (Quintals)	Cotton Pressed		Pressed Cotton Dispatched		Unprocessed Kapas in Stock at the end of period(Quintals)	Pressed Cotton in Stock at the end of Period	
			Running Bales	M.T.			Running Bales	M.T.	Running Bales	M.T.		Running Bales	M.T.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1	Short Staple(20 mm & below)	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
2	Medium Staple(20.5 mm - 24.05 mm)	-	-	-	-	-	-	-	-	-	-	-	-
3	Medium Long Staple(25.0 mm - 27.0 mm)	-	-	-	-	-	-	-	-	-	-	-	-
4	Long Staple(27.5 mm - 32.0 mm)	-	-	-	-	-	-	-	-	-	-	-	-
5	Extra Long Staple(32.5 mm & above)	-	-	-	-	-	-	-	-	-	-	-	-
	<b>T o t a l</b>	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00

Submitted By : Not Submitted  
Submitted on :

I hereby declare that all the above information is true to best of my Knowledge.

Name

Designation

- Complete declaration process and click "Submit the Return" button.
- On successful submission, the message will appear as "Return submitted successfully".

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