OFFICE MEMORANDUM

This is to inform that for availing the services of the Institute, schedule charges/fee etc. may be deposited through Non Tax Receipt Portal available at https://bharatkosh.gov.in wherein mapping of National Sugar Institute, Kanpur under the Ministry of Consumer Affairs and Public Distribution is available with the instructions to follow for depositing the schedule fees. The details of services covered under NTRP are as under:-

1- Admission fee to NSI, Kanpur
2- Advisory fee to NSI, Kanpur for other State
3- Advisory fee to NSI, Kanpur for UP State Only
4- Purchase of Prospectus from NSI, Kanpur
5- Purchase of Sugar Standard from NSI Kanpur for UP State only
6- Purchase of Sugar Standard for other State (NSI, Kanpur)
7- Rent to NSI above Rs. 1000/-
8- Rent to NSI up to Rs. 1000/-
9- Sale of Scrap and Farm Products from NSI, Kanpur
10- Sale of Tender forms for NSI, Kanpur
11- Testing fee to NSI, Kanpur for other States
12- Testing fee to NSI, Kanpur UP State only

Following procedure may be followed for availing the above mentioned services of NSI, Kanpur.

(i) Open NTR Portal at https://bharatkosh.gov.in
(ii) Go to Non – Registered Users, if any Individual/ Corporate etc. is registered then follow accordingly.

(iii) Fill up the name of Ministry of Consumer Affairs, Food & Public Distribution.

(iv) Fill up the name of services of NSI Kanpur wants to avail by the individual/ corporate etc.

(v) Fill up all required details given on the portal.

(vi) Submit the details for next step.

(vii) Fill up the details of depositor, services to be availed etc. as per details given on the portal.

(viii) Submit all details for the next step.

(ix) Transfer required amount through NEFT/ RTGS as per details available on the portal.

(x) Print out the receipt/ transaction details and send to NSI, Kanpur.

\[\text{Sd.}\]

(Jitendra Singh)
Asstt. Prof. of Sugar Technology &
Senior Administrative Officer

Copy to:-

1. Shri Naveen Kumar Verma, Sr. Account Officer, PAO (Food), Govt. of India, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, 4th Floor, Jeevandeep Building, Parliament Street, New Delhi – 110001 with reference to your e-mail dated 12th June, 2019 for information.

2. Shri Anurag Kumar, Under Secretary (SA), Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Krishi Bhawan, New Delhi – 110001 for information.

3. All Notice Board

4. S&I Division for necessary action

5. Education Section for necessary action

6. B.S.S. for necessary action

7. All head of divisions for necessary action

8. All Stores

9. Nodal Officer for uploading on Institute’s website

10. PA to Director

11. PA to SAO

12. Vigilance Officer

13. Drawing & Disbursing Officer for necessary action

14. Cashier for necessary action

15. A.A.O.

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Senior Administrative Officer