

Date: 19/08/2014

To
The Vice Chancellor,
Chairman, ONGC-CPBT
Tezpur University

Subject: Modified project proposal for your kind consideration.

Sir,

As per the resolution no. 15 of the annual Review Committee meeting of the ONGC-CPBT which was held on 2nd June 2014, the project proposal entitled "Development of phytoremediation protocol for bioremediation of crude oil contamination" submitted by Dr. T. Medhi, Department of MBBT, Rs.2.5 lakh per year has been sanctioned.

Accordingly, Dr. T. Medhi has been submitted the revised project proposal to the Head, ONGC-CPBT. Therefore, I request you kindly to consider this revised proposal entitled "Development of phytoremediation protocol for bioremediation of crude oil contamination".

Thanking you

A.K. Mukherjee
19.8.2014

(A.K. Mukherjee)
Head, ONGC-CPBT
Department of MBBT
Tezpur University

Enclosure:

1. Revised project proposal submitted by Dr. T. Medhi.

2. Letter for Dr. T. Medhi

Copy to:

1. ONGC-CPBT file

Administrative

Head - ONGC (CPBT)
Kindly go ahead and
the matter as per the
the proposal submitted

[Signature]



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

संकायाध्यक्ष का कार्यालय, शोध व विकास

OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

OFFICE ORDER

Dated 16 September, 2016

The tenure of the ONGC-CPBT sponsored project entitled "**Development of phytoremediation protocol for bioremediation of crude oil contamination**" under the Principal Investigator Dr. T. Medhi, Assistant Professor, Department of Molecular Biology & Biotechnology, Tezpur University is hereby extended till 31/03/2017.

Issued with due approval.

Dean, Research & Development
Tezpur University

Date: 16.09.2016

Memo No. DoRD/MBBT/TM/20-214/7192-A

Copy to:

1. Head, ONGC-CPBT, Tezpur University.
2. Head, Department of Molecular Biology & Biotechnology, Tezpur University.
3. Finance Officer, Tezpur University.
4. Dr. T. Medhi, Assistant Professor & Principal Investigator, Department of Molecular Biology & Biotechnology, Tezpur University.
5. Concerned File.

Dean, Research & Development
Tezpur University



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संकायाध्यक्ष का कार्यालय, शोध व विकास
OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

OFFICE ORDER
Dated 12 April, 2018

The tenure of the ONGC-CPBT sponsored project entitled "**Development of phytoremediation protocol for bioremediation of crude oil contamination**" under the Principal Investigator Dr. T. Medhi, Assistant Professor, Department of Molecular Biology & Biotechnology, Tezpur University is hereby extended from 11/04/2018 to 31/03/2019 with an additional amount of Rs. 4,17,000/- (Rupees four lakh seventeen thousand) only. The period from 01/04/2017 to 10/04/2018 is treated as gap period.

Issued with due approval.

Dean, Research & Development
Tezpur University

Date: 12.04.2018

Memo No. DoRD/MBBT/TM/20-214/ 404-A

Copy to:

1. Prof. M. Mandal, Head, ONGC-CPBT, Tezpur University.
2. Head, Department of Molecular Biology & Biotechnology, Tezpur University.
3. Finance Officer, Tezpur University.
4. Dr. T. Medhi, Assistant Professor & Principal Investigator, Department of Molecular Biology & Biotechnology, Tezpur University.
5. Secretary to the Vice-Chancellor for kind information of the V.C.
6. Concerned File.

Dean, Research & Development
Tezpur University

AFO/C4D/2016/60
24 February 2016

C L Mahanta
Dean, Research and Development
Tezpur University
Napaam, Tezpur
Sonitpur - 784172

Dear Dr. Mahanta,

C4D Partnership with Tezpur University: Advancing Communication For development (C4D) as a strategy for Social Change in Assam and North East Region (1 March-31 Dec 2016)

With reference to your letter dated 19 Feb 2016 regarding 'Proposal for Advancing Communication For development (C4D) as a strategy for Social Change in Assam and North East Region', (coordinated by Prof Joya Chravarty, Assistant Prof, MCJ, Department under the Supervision of Prof Abhijit Bora HoD, MCJ, Department), we are happy to confirm our support.

In this regard, we have reviewed the budget submitted by you and confirm our support to a maximum of Rs 30,30,000 /-. (Annex- budget sheet)

MAR-MAY 2016	JUN-AUG 2016	SEP-DEC 2016	DEC 2016
1st tranche	2nd tranche	3rd tranche	4th tranche
371,600	727,100	1,612,200	319,100
Total		Rs 3,030,000 /-.	

We would request you to kindly let us have the duly completed FACE form to enable us to release the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE)-with list of participants, as well as report which would enable us to liquidate this amount.

As part of our standard operating procedure, we need to undertake the financial assessment of Implementing Partners. In this regard, UNICEF operation and finance team may visit your office on periodic basis, upon mutually convenient dates, and review the financial processes and systems with your accounts and finance staff.

Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Fund should be utilised only for the purpose for which they are released as per the approved budget.
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than three months from the date of release by submitting the following.

P. Mahanta
Accounting
03/02/16

- Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format.
- Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).

Please note that as per financial rules, UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

3. If your department/organisation is not in a position to utilize UNICEF's cash assistance within a period of five months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of cheque payable to 'UNICEF'
4. Unutilized fund can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note that deviation in any budget line item should not exceed 10%. Deviation, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

UNICEF Assam Office's operation and finance team may visit your office on periodic basis for on-site reviews in the form of 'spot checks' of the cash assistance. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will also be conducted time to time during the implementation of the activities by Programme officers from UNICEF and a **Programme monitoring report** will be submitted to UNICEF by the visiting officers.

Looking forward to a fruitful partnership to take ahead the agenda of Social and Behavior Change Communication (SBCC) in the state.

With best regards,

Yours Sincerely,


Sweta Patnaik
Officer Incharge

Cc: Ms Joya Chravarty, Assistant Prof, MCJ, Department
Dr. Biren Das, Registrar, Tezpur University

Encl: Detailed Budget

2 of 1
unicef 

AFO/C4D/2016/ 77
14 March 2016

Dr. Biren Das
Registrar, Tezpur University
Tezpur University
Napaam, Tezpur
Sonitpur - 784172

Serial No.	4728
Date of Receipt	22.04.2016
File No.	
Received by	<i>[Signature]</i>

Dear Dr. Das,

C4D Partnership with Tezpur University (Cultural studies department): Using Folklore for Community messaging: Adolescents as agents for Change and Empowerment (15 March 2016 to 31 December 2016)

With reference to your letter dated 10 March 2016 regarding 'Project Proposal for Using Folklore for Community messaging: Adolescents as Agents for Social Change and Empowerment (2nd phase)', Cultural Studies department, we are happy to confirm our support.

In this regard, we have reviewed the budget submitted by you and confirm our support to a maximum of Rs. 4,375,500/- (annex- budget sheet)

S. No.	Particulars	15 Mar- May 2016	June- Aug 2016	Sep-Nov 2016	Dec 2016
1.	'Project Proposal for Using Folklore for Community messaging: Adolescents as Agents for Social Change and Empowerment' (2 nd phase)	924,500	1,178,000	2,111,000	1,62,000
TOTAL BUDGET		Rs 4,375,500/-			

We would request you to kindly let us have the duly completed FACE form to enable us to release the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE) with list of participants, as well as report which would enable us to liquidate this amount.

As part of our standard operating procedure, we need to undertake the financial assessment of Implementing Partners. In this regard, UNICEF operation and finance team may visit your office on periodic basis, upon mutually convenient dates, and review the financial processes and systems with your accounts and finance staff.

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 - Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format.
 - Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).

Please note that as per financial rules, UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

M. Das.
For n/a UNICEF 4/2016