

A. D. Das
P. I. file

Sudhakar
26/5/17

United Nations Children's Fund
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AFO/C4D/2017/94
12th May 2017

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

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Office of the Registrar
Receipt No 926
Date 24/5/17
Received by

Dear Dr. Das

UNICEF Partnership with Tezpur University (Department of Cultural Studies): 'Using Folklore for Community Messaging: Adolescents as Agents for Social Change and Empowerment - Phase III. This has reference to your letter dated 9th May 2017 received in our office on 11th May 2017 forwarding the proposal and supporting documents relating to the project proposal for "Using Folklore for Community Messaging: Adolescents as Agents for Social Change and Empowerment - Phase III.

We have reviewed the proposal and confirm our support to a maximum of **Rs. 23,43,100/-**. (Rupees Twenty Three Lakh Forty Three Thousand One Hundred only) as given below. The detailed budget for each component is given as enclosure.

Sl. No.	Particulars	15 th May- July 2017	Aug-Oct 2017	Nov-Dec 2017
1.	UNICEF Partnership with Tezpur University (Department of Cultural Studies): 'Using Folklore for Community Messaging: Adolescents as Agents for Social Change and Empowerment - Phase III	5,89,500	10,02,000	7,51,600
TOTAL BUDGET		Rs. 23,43,100.00		

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.

- 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.

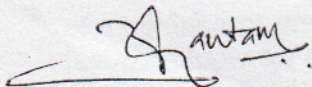
Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

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,



VedprakashGautam
OIC- Chief Field Office
UNICEF Assam

Cc:Ms. VeenaKumari, C4D Officer, UNICEF Assam Office
Encl: Detailed Budget