

To

Prof. A. K. Mukherjee

Department of Molecular Biology and Biotechnology

Tezpur University, Tezpur-784028, Assam, India

Sub: Sanction of consultancy project proposal

Dear Prof. Mukherjee,

We are pleased to inform you that your consultancy project proposal entitled "*Studies on country specific polyvalent Snake Venom Antiserum for Sri Lanka developed by Premium Serums & Vaccines Pvt. Ltd: Purity assessment and immunocross-reactivity analyses*" at a total cost of Rs 5,09,152.00 (Rupees five lakhs nine thousand one hundred fifty only) for a period of 6 months has been approved for funding. The duration of the project will be from 1<sup>st</sup> April, 2019. The terms and conditions as given in the part V of project proposal are also accepted.

The total cost of the project is Rs 5,09,152.00 (Rupees five lakhs nine thousand one hundred fifty only) includes recurring grants only as per the budget summary given below:

**Recurring items**

| S. No | Item/ Head   | Amount (Rupees)    |
|-------|--|--------------------|
| 1     | Recurring grant-consumables, outsourcing, contingency and domestic travel* | 4,10,000.00        |
| 2     | Consultancy fee  | 70,000.00          |
| 3     | Overhead charge to University (5% of recurring grant)                      | 20,500.00          |
|       | <b>Total</b>   | <b>500,500.00</b>  |
| 6     | Service tax on consultancy fee (12.36%)                                    | 8,652.00           |
|       | <b>Grand Total</b>   | <b>5,09,152.00</b> |

\*Note: Domestic travel via shortest route, cheapest airline is allowed.

**Brief Objectives of the project:**

The test parameters to evaluate the polyvalent Snake Venom Antiserum for Sri Lanka are described below:

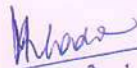
- i. To determine the percent composition of F(ab)2 and contaminating proteins present in equine polyvalent antivenom manufactured by Premium Serum & Vaccines Pvt. Ltd, Pune.
- ii. LC-MS/MS identification of contaminating protein(s), if any, in Sri Lanka polyantivenom.
- iii. To determine the endotoxin, IgA, IgE, and anticomplimentary activity of Sri Lankan equine polyvalent antivenom manufactured by Premium Serum & Vaccines Pvt. Ltd, Pune.
- iv. To determine the least immunogenic snake venom toxins against which antibodies are not present/least present in polyantivenom.
- v. A comparison of immunological cross-reactivity of Sri Lanka polyantivenom manufactured by Premium Serum & Vaccines Pvt. Ltd, Pune and any other manufacturer against Sri Lankan snakes.

Rs 5,09,152.00 (Rupees five lakhs nine thousand one hundred fifty only) will be transferred on the following account details:

|                        |   |
|------------------------|---|
| Accounts Holder's Name | : Tezpur University R&D   |
| Name of the bank       | : State Bank of India, TU branch,<br>Napam, Tezpur, Dist-Sonitpur |
| IFSC Code              | : SBIN000195  |
| MICR Code              | : 784002002   |
| Bank Account Number    | : 30448821505   |
| Email of beneficiary   | : deanrnd@tezu.ernet.in   |

Kindly acknowledged the receipt of this letter.

Thanking you

  
(Dr. M. V. Khadilkar)  
Technical Director



Copy to:

1. Registrar, Tezpur University, Tezpur-784 028, Assam, India
2. Dean, R&D, Tezpur University, Tezpur-784 028, Assam, India
3. Secretary to the Vice-chancellor, TU for kind information to the VC
4. Concerned file

AFO/WASH/2019/71

9<sup>th</sup> May 2019

To,  
 The Registrar,  
 Tezpur University  
 Napaam, Tezpur -784028  
 Assam

Dear Sir,

**Sub: UNICEF support to Tezpur University to extend technical assistance to PHED: institutional strengthening and capacity building on monitoring WASH programs**

Reference: 1. TU Letter No. F 27-1/97(GA-I)/VO.XIV/533 dated 08 May 2019  
 2. PHE letter no. PHE-2058/TB/2019/T-779 dt 25 April 2019

This has reference to your letter No. F 27-1/97(GA-I)/VO.XIV/533 dated 08 May 2019, with proposal and budget to “support PHED in institutional **Strengthening, Capacity Building and Program Monitoring of WASH**”. Since the activities are mutually agreed, we are happy to confirm our support to the activities suggested in your proposal for the period 15<sup>th</sup> May – 31<sup>st</sup> December 2019 as per the approved budget up to a maximum of INR 72,81,750 (Rupees seventy-two lakhs eighty-one thousand seven hundred and fifty only).

| Sl   | Item  | Amount (INR)     |
|------|---|------------------|
| 1.1  | Monitoring and Evaluation for 20 Districts for 7.5 Months | 5,700,000        |
| 1.2  | Honorarium for Project Director                           | 137,025          |
| 1.3  | Honorarium for Faculty Coordinator                        | 80,475           |
| 1.4  | Program Coordinator 1 (based at Tezpur University)        | 337,500          |
| 1.5  | Program Coordinator 2 (based at PHE, Guwahati)            | 375,000          |
| 1.6  | Travel cost for Project Director (PD)                     | 80,000           |
| 1.7  | Travel cost for Faculty Coordinator (FC)                  | 80,000           |
| 1.8  | Travel cost for Project Coordinator (PC) 1                | 95,000           |
| 1.9  | Food and accomodation for PD                              | 174,000          |
| 1.10 | Food and accomodation for FC                              | 110,000          |
| 1.11 | Food and accomodation for PC 1                            | 76,000           |
| 2.1  | Honorarium for Accounts Support                           | 36,750           |
|      | <b>TOTAL</b>  | <b>72,81,750</b> |

On completion of the activity, we look forward to receiving the completed FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, as well as the finalised report of the activity to enable us to liquidate this amount and release the balance amount, if any, up to the approved budgetary ceiling.



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 four 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 Authorisation 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.

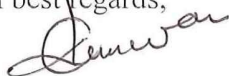
3. If your department/organisation is not in a position to utilise UNICEF's cash assistance within a period of six months from the date of release of funds, the unutilised cash assistance should be refunded to UNICEF in the form of a cheque payable to 'UNICEF'.
4. Unutilised funds can't be retained by 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%. Deviations, 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.

We would like to inform that periodic on-site reviews in the form of "spot checks" of the cash assistance will be conducted by UNICEF staff and they may be conducted and documented on a routine basis. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will be also be conducted time to time during the implementation of the activities by Programme Specialists/Officers from UNICEF and a monitoring finding report will be submitted to UNICEF by the visiting officers.

Looking forward to a strong partnership to address safely managed water supply in Assam, under your able supervision and guidance.

With best regards,



**Ms. Chhaya Kunwar**  
OIC, Field Office  
UNICEF, Guwahati, Assam

Enclosed: Approved budget

| BUDGET                                      |   |         |   |           |                      |                        |                           |                          |                      |                      |                |  |         |
|---|---|---------|---|-----------|----------------------|------------------------|---------------------------|--------------------------|----------------------|----------------------|----------------|--|---------|
| Cooperation Agreement Title                 |   |         | Institutional Strengthening Capacity Building and Program Monitoring of WASII |           |                      |                        |                           |                          |                      |                      |                |  |         |
| Institutional Name                          |   |         | Tezpur University, Napaun, Tezpur   |           |                      |                        |                           |                          |                      |                      |                |  |         |
| Responsible Officer(s)                      |   |         | Dr. Chandana Goswami  |           |                      |                        |                           |                          |                      |                      |                |  |         |
| Implementing Partner                        |   |         | Tezpur University   |           |                      |                        |                           |                          |                      |                      |                |  |         |
| Project Period                              |   |         | 15 May - 31 December 2019   |           |                      |                        |                           |                          |                      |                      |                |  |         |
| Programme Costs                             |   |         |   |           |                      |                        |                           | Amount in Indian Rupees* |                      |                      |                |  | Remarks |
| No  | Items   | Unit    | Quantity  | Unit cost | Total budgeted (DX1) | Partner's contribution | Total UNICET Contribution | UNICET Contributions     |                      |                      |                |  |         |
|   |   |         |   |           |                      |                        |                           | 15 May-30 June           | 1 July -30 September | 01 Oct - 31 Dec      |                |  |         |
| A   | B   | C       | D   | E         | F                    | G                      | H                         | I                        | M                    | N                    | O              |  |         |
| 1.1   | Monitoring and Evaluation for 70 Districts for 7.5 Months (Honorarium to 19 Persons * 7.5 Months * 40000) | Reports | 142.5   | 40000     | 5,700,000            |                        | 5,700,000                 | 1,110,000                | 2,280,000            | 2,280,000            |                |  |         |
| 1.2   | Honorarium for Project Director (10% of Basic Pay)  | Months  | 7.5   | 18270     | 137,025              |                        | 137,025                   | 27,405                   | 54,810               | 54,810               |                |  |         |
| 1.3   | Honorarium for Faculty Coordinator (10% of Basic Pay)   | Months  | 7.5   | 10730     | 80,475               |                        | 80,475                    | 16,095                   | 32,190               | 32,190               |                |  |         |
| 1.4   | Program Coordinator 1 (based at Tezpur University)  | Months  | 7.5   | 45000     | 337,500              |                        | 337,500                   | 67,500                   | 135,000              | 135,000              |                |  |         |
| 1.5   | Program Coordinator 2 (based at Ph.D. Guwahati)   | Months  | 7.5   | 50000     | 375,000              |                        | 375,000                   | 75,000                   | 150,000              | 150,000              |                |  |         |
| 1.6   | Travel cost for PD  | Days    | 20  | 4000      | 80,000               |                        | 80,000                    | 16,000                   | 32,000               | 32,000               | As per Actuals |  |         |
| 1.7   | Travel cost for FC  | Days    | 20  | 4000      | 80,000               |                        | 80,000                    | 16,000                   | 32,000               | 32,000               | As per Actuals |  |         |
| 1.8   | Travel cost for PC 1  | Days    | 38  | 2500      | 95,000               |                        | 95,000                    | 19,000                   | 37,500               | 37,500               | As per Actuals |  |         |
| 1.9   | Food and accommodation for PD   | Days    | 20  | 8700      | 174,000              |                        | 174,000                   | 34,800                   | 69,600               | 69,600               | As per Actuals |  |         |
| 1.10  | Food and accommodation for FC   | Days    | 20  | 5500      | 110,000              |                        | 110,000                   | 22,000                   | 44,000               | 44,000               | As per Actuals |  |         |
| 1.11  | Food and accommodation for PC 1   | Days    | 38  | 2000      | 76,000               |                        | 76,000                    | 15,200                   | 30,400               | 30,400               | As per Actuals |  |         |
| Subtotal                                    |   |         |   |           | 7,245,000            |                        | 7,245,000                 | 1,410,800                | 2,897,100            | 2,897,100            |                |  |         |
| Total                                       |   |         |   |           | 7,245,000            |                        | 7,245,000                 | 1,410,800                | 2,897,100            | 2,897,100            |                |  |         |
| <b>Program Efficiency and Effectiveness</b> |   |         |   |           |                      |                        |                           | UNICET Contribution      |                      |                      |                |  |         |
| No  | Item  | Unit    | Quantity  | Unit cost | Total budgeted       | Partner's contribution | UNICET Contribution       | MM/NN/YY 1st tranche     | DD/NN/YY 2nd tranche | DD/NN/YY 3rd tranche |                |  |         |
| 1.1   | Honorarium for Accounts Support (10% of Basic Pay)  | Months  | 7.5   | 4900      | 36,750               |                        | 36,750                    | 7,350                    | 14,700               | 14,700               |                |  |         |
| Subtotal                                    |   |         |   |           | 36,750               |                        | 36,750                    | 7,350                    | 14,700               | 14,700               |                |  |         |
| <b>Grand Total</b>                          |   |         |   |           |                      |                        |                           | UNICET Contribution      |                      |                      |                |  |         |
| Total Budgeted                              |   |         |   |           | 7,245,000            |                        | 7,245,000                 | 1,410,800                | 2,897,100            | 2,897,100            |                |  |         |
| Partner's contribution                      |   |         |   |           |                      |                        |                           |                          |                      |                      |                |  |         |
| Total UNICET Contribution                   |   |         |   |           |                      |                        | 1,410,800                 | 2,897,100                | 2,897,100            |                      |                |  |         |

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AFO/WASH/2019/172

6<sup>th</sup> August 2019

To,  
 Prof. Biren Das,  
 The Registrar,  
 Tezpur University  
 Napaam, Tezpur - 784028  
 Assam

Dear Prof. Biren Das,

**Sub: UNICEF support to Tezpur University, "Proposal for collaboration with UNICEF to support PHED in Water Quality Lab Strengthening in 10 selected districts of Assam".**  
 Reference: 1. TU Letter dated 06 August 2019

This has reference to your letter dated 06 August 2019, with "Proposal for collaboration with UNICEF to support PHED in Water Quality Lab Strengthening in 10 selected districts of Assam". Since the activities are mutually agreed, we are happy to confirm our support to the activities suggested in your proposal for the period 16<sup>th</sup> August – 31<sup>st</sup> December 2019 as per the approved budget up to a maximum of INR 12,31,860 (Rupees twelve lakh thirty-one thousand eight hundred and sixty only).

| Sl   | Item  | Amount (INR) |
|------|---|--------------|
| 1.1  | Honorarium for Project Director                 | 87,210       |
| 1.2  | Honorarium for Program Coordinator              | 2,25,000     |
| 1.3  | Research Associate 1                            | 1,35,000     |
| 1.4  | Research Associate 2                            | 1,35,000     |
| 1.5  | Travel cost for Project Director (PD)           | 60,000       |
| 1.6  | Travel cost for Project Coordinator (PC)        | 50,000       |
| 1.7  | Travel cost for RA 1                            | 12,500       |
| 1.8  | Travel cost for RA 2                            | 1,30,500     |
| 1.9  | Food and accomodation for PD                    | 40,000       |
| 1.10 | Food and accomodation for PC                    | 40,000       |
| 1.11 | Food and accomodation for RA 1                  | 10,000       |
| 1.12 | Food and accomodation for RA 2                  | 2,40,000     |
| 1.13 | Capacity building and training of lab personnel | 16,650       |
| 2.1  | Honorarium for Accounts Support                 | 12,31,860    |
|      | <b>TOTAL</b>                                    |              |

On completion of the activity, we look forward to receiving the completed FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, as well as the finalised report of the activity to enable us to liquidate this amount and release the balance amount, if any, up to the approved budgetary ceiling.

AFO/C4D/2019/243

31 October 2019

Professor N. Karak  
Dean, Research & Development,  
Tezpur University  
Napaam, Sonitpur

Dear Prof. N. Kanak,

Sub.: UNICEF Partnership with Tezpur University (Department of Mass Communication and Journalism): 'Advancing C4D as strategy for Social Change in Assam and NE Region (Phase IV)'.

This has reference to your letter no. DoRD/Project/10-10/641-A dated 30th October 2019 forwarding proposal and supporting documents relating to the project proposal for 'Advancing C4D as strategy for Social Change in Assam and NE Region (Phase IV)'. We have reviewed the proposal and confirm our support to a maximum of INR 236,600/- (Rupees Two Lakh Thirty-Six Thousand Six Hundred only). The detailed budget for each component is given as enclosure.

| Sr. No.      | Particulars  | Budget    |
|--------------|--|-----------|
| 1            | Orientation for students of MA C4D Programme                           | 186,600   |
| 2            | Networking and Action by Young Advocates for Social Change (NAYA SOCH) | 50,000    |
| Total Budget |  | 236,600/- |

We hereby approve the budget to conduct the activity. We shall release the approved budget for the activity mentioned on receipt of the completed FACE form. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/ receipts in original, as well as a brief report on the activity to enable us to liquidate the funds advanced and refund the balance amount, if any.

I look forward to consolidating our partnership and take ahead the agenda of Social and Behaviour Change Communication (SBCC) in the region.

Warm regards,



Dr. Madhulika Jonathan

Chief, Field Office

AFO/NUT/2020/34

13<sup>th</sup> March 2020

Prof. C K Sharma  
Head of Dept., Dept of Social Work  
Tezpur University

Dear Prof. Sharma,

**Approval letter for request for support for State Nutrition and Community Action Resource Centre for the period of 1<sup>st</sup> March to 31<sup>st</sup> Dec 2020**

This has reference to your request letter F-TU/SW-Proj/229 dated 13<sup>th</sup> March 2020, forwarding the request for support for State Nutrition and Community Action Resource Centre at Tezpur University.

We have reviewed the proposal and we confirm our support to a maximum of Rs. 25,86,000/- (Rupees Twenty five lakh eighty six thousand only) for the period 1<sup>st</sup> March to 31<sup>st</sup> Dec 2020.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers, as well as a brief report on the activity to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with the University for effective implementation of programs for women and child nutrition in the state.

With best wishes,

Yours sincerely,



Dr. Madhulika Jonathan  
Chief, Field Office  
UNICEF Assam