

AFO/ISP/2018/267
5th December 2018

Dr Biren Das, Registrar
Tezpur University,
Napaam, Tezpur, Assam

Dear Dr Das,

Support towards 'Vulnerability analysis of Marginalised Communities in Riverine Islands of Assam' to Sociology department, Tezpur University for the term 10th December 2018 – 10th March 2019

This has reference to your letter Ref No. FTU/SOC/UNICEF/18-09 dated 4th December 2018 forwarding a proposal outlining the activities and budget requirements for Vulnerability analysis of Marginalised Communities in Riverine Islands of Assam planned in collaboration with UNICEF for the period 10th December 2018 – 10th March 2019

We have reviewed the proposal and confirm our support up to a maximum of Rs 5,31,628/- only (Rs Five lakhs thirty one thousand six hundred and twenty eight only) as follows

No	Items	Total budgeted	Partner's contribution	Total UNICEF Contribution
10	Vulnerability analysis of Marginalised Communities in Riverine Islands of Assam	5,31,628		5,31,628
	Total	5,31,628	-	5,31,628

We would request you to kindly provide us a FACE form for advance fund request and subsequently duly completed FACE Form, itemized statement of expenditure and an activity report for liquidation of the amount up to the approved budgetary ceiling

On completion of the activities, we would request you to kindly provide us duly completed FACE Form, itemized statement of expenditure and an activity report for reimbursement of the amount up to the approved budgetary ceiling

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

- 1 Funds should be utilized only for the purpose for which they are released as per 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 3 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

Please note that as per financial rules, UNICEF cannot release any further funds to recipient accounts outstanding for more than 6 months

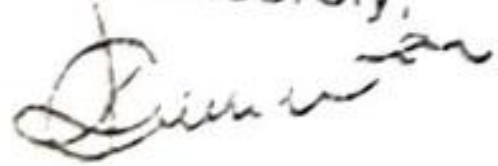
- 3 If your department is not in a position to utilize UNICEF's cash assistance within a period of 6 months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of a cheque payable to UNICEF
- 4 Unutilized funds cannot be retained by you or spent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

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 you that periodic on-site reviews in the form of spot-checks of the cash 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 also be conducted from time to time during the implementation of the activities by Programme Officers from UNICEF and a monitoring findings report will be submitted to UNICEF by the visiting officers

With best wishes,

Yours sincerely,



Chhaya Kunwar
Officer-in-charge(OIC)
UNICEF, Office for Assam