

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
<b>Total</b>		<b>Rs 3,030,000 /-.</b>	

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

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