

MFO/A&C/2016/223  
Date: 13 September 2016

Dr. Sudhir Gavhane  
Head, Department of Mass Communication  
Babasaheb Ambedkar Marathwada University  
Aurangabad

United Nations Children's Fund  
'B' wing, R - 2,  
Technopolis building,  
Ground floor, Mahakali Caves road,  
Near MIDC, Opp. Holy Family School,  
Andheri (East),  
Mumbai - 400093.  
INDIA

Telephone 91 22 26875172/73/74  
91 22 65740098

Fax 91 22 26875171

www.unicef.org

Dear Dr. Gavane,

**UNICEF Partnership with Babasaheb Ambedkar Marathwada University for Media and communication activities**

This has reference to your letter dated 08/09/2016 and budget for the media and communication activities to be held at Aurangabad from 02 September to 30 November 2016.

We have reviewed the proposal and confirm our support up to a maximum of Rs. 386,250/- as follows:

Sr.	Heads	Approved Budget (in Rs/-)
1.	Orientation of Journalism and Mass communication students	49,750
2.	One Day Workshop for Editors in Marathwada on Reduction of Neo-natal Mortality /All Children in School and Learning/ migration/WASH	52,500
3.	Creation of online platform on SDGs	29000
4.	One Day workshop for MLAs and MLCs on WASH, migration	195000
5.	Administrative support	60000
	<b>Grand Total</b>	<b>386250</b>

In order to enable us to release fund for the activities envisaged for the period ( 01 October 2016 to 31<sup>st</sup> December 2016), we would request you to please send us the duly filled in FACE form to enable us to release 100% of the estimated budget of Rs. 386,250/- for this activity. The approved budget is in the attached annex. The expenditure shall be guided as follows:

1. The cash assistance released should be utilised only for those activities indicated above and in accordance with the approved detailed budget attached that was submitted by your office.
2. The cash assistance released by UNICEF cannot be used for procurement of any supplies and equipment.
3. The cash assistance released should be utilized within three months from the date of release of funds.
4. If your department / organization is not in a position to utilize UNICEF's cash assistance within a period of four months from the date of release of the funds, the unutilized cash assistance should be refunded to UNICEF.

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Mumbai - 400033.

5. Deviation in any budget line item should not exceed 20%. Deviations, if any, should be agreed to in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.

As per our financial norms, on completion of the project, we would request you to let us have the completed FACE form, a budget vs actual expenditure statement (SOE), and an activity report to enable us to liquidate this amount and release reimbursement, as appropriate.

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

We look forward to strengthening our partnership with Babasaheb Ambedkar Marathwada University, Aurangabad

With best wishes,

Yours sincerely,

*Swati Mohapatra*  
Swati Mohapatra  
Communication Specialist 13/9/16

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