

HFO/CAP/KAR/2022/082
29 April 2022

Dr. Sapna M.S.,
Professor and Coordinator – Radio Manasa –Community Radio Station - UOM
DOS in Communication and Journalism
Manasagangotri campus, University of Mysore,
Crawford Hall, Vishwavidyanilaya Karya Soudha,
K.G Koppal, Saraswathipuram, Mysuru, Karnataka 570005
Cell: 098454 85234 Phone: +91-821-2419510
e-mail : splashsapna@yahoo.co.in; splashsapna@gmail.com
twitter : @sapnamanna

Dear Dr. Sapna,

UNICEF's support on conducting workshop on "Orientation of Karnataka State Journalists on Sensitizing Journalists on Children's Issues Post Covid Period".

With reference to request letter dated 24 April 2022 along with detailed proposal and budget on the above subject, UNICEF is pleased to approve the budget of Rs.12,45,000/-(Rupees Twelve Lakhs Forty-Five Thousand Only) for conducting workshop for State Journalists. The activity falls under the approved workplan for CAP programme in 2022 under "Develop and implement campaign" activity for Telangana state. All payments will be made on actual basis. The budget details are attached below:

Sl.	Particulars	Budget (in INR)
	Journalists Orientation Workshop	
1.	Creation of thematic module material	3,75,000
2.	Resource Person Honorarium	
3.	Food and Refreshments for the participants	
4.	TA/DA of outstation/local participants (30)	4,00,000
5.	Event backdrop, banners, stationery, Media Tracking, Project Management, coordination etc.	4,70,000
	Grand Total (in INR)	12,45,000

Please note the following guidelines on cash assistance supported by UNICEF:

1. For all cash transfers, the FACE form (Funding Authorization and Certificate of Expenditure) is to be used. Kindly note that the FACE form needs to be filled when requesting for funds (advances, reimbursements) as well as while reporting on funds utilized.
2. Submission of accounts: As per UNICEF norms, any cash assistance needs to be accounted for and liquidated within three months' time frame. We would appreciate your ensuring timely submission of FACE form (with Reporting column duly filled in) along with the itemized Statement of Expenditure and an activity report. Partial submission of accounts as and when activities are completed are strongly encouraged.
3. Supplies: Kindly note that expenditure pertaining to supplies would be accepted by UNICEF, only if these have been approved in the agreement letter. Any supply related expenditure that has not been approved will not be accepted or reimbursed. For purchase of any approved supplies (goods or services), standard procurement process / norms as per the Government norms, need to be followed.
4. Budget deviations: Please note that for any deviation from the approved budget, prior written approval needs to be taken from UNICEF.

Yours sincerely,

Meital Rusdia

Meital Rusdia
Chief of Field Office
UNICEF Field Office for Andhra Pradesh, Karnataka and Telangana