



དཔལ་ལྷན་འབྲུག་གཞུང་།

ROYAL GOVERNMENT OF BHUTAN

ལྷན་ཁྲིམ་གཞུང་ཚོགས་ཡིག་ཚང་།

Cabinet Secretariat  
Gyalyong Tshogkhang  
Thimphu : Bhutan

CABINET SECRETARY

L- Misc/2017/1660

March 6, 2017

Honible vice chancellor,  
RUB  
T/PM

Sub: Standard criteria/format for MoU

Dear Dasho,

As per the MoU review committee meeting held on 23<sup>rd</sup> January, 2017, the committee decided to come up with a standard format for MoUs and directed OAG (lead role) and MFA to prepare and submit a format for MoU in order to maintain uniformity in the MoUs undertaken by the government agencies.

Therefore, kindly find attached herewith the standard criteria/format for compliance henceforth.

This has reference to the 1<sup>st</sup> MoU review committee meeting held on 23<sup>rd</sup> January 2017.

With kind regards,

DRER  
For info. & n.a. pls.  
Amji  
11/03/2017

IRO/TC  
Use ensure henceforth  
that we follow the std. format  
as advised. Use circulate to all concerned.  
Hy  
14/03/2017

Yours sincerely,

(Kinzang Wangdi)

Copy to:

1. Attorney General, Office of the Attorney General,
2. Secretary, Ministry of Foreign Affairs,
3. PS to Hon'ble PM, Gyalyong Tshogkhang, Thimphu.

Receipt  
SL No: 578  
Dispatch No: 1660  
Date: 9/3/2017  
Year:



Seek Truth & Ensure Justice  
Royal Government of Bhutan

OAG/LSD/2949

The Secretary  
Cabinet Secretariat  
Gyalyong Tshogkhang  
Thimphu.

10 February 2017

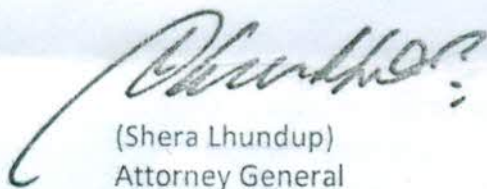
Sub: Preliminary MoU Format

Dear Dasho,

This pertains to your letter no. L-1522 dated 30th January 2017, wherein the OAG (lead role) and MoFA has been instructed to prepare a standard format for MoU's for maintaining uniformity in MoU's undertaken by government agencies.

In this regard, the OAG together with MoFA have prepared a standard format for MOU's as directed and is pleased to submit the same for your kind consideration.

Sincerely yours,

  
(Shera Lhundup)  
Attorney General

10/2/17

CLAD  
TW  
10/02/2017

Copy:

1. Hon'ble Secretary, Ministry of Foreign Affairs, for kind information.
2. Hon'ble Secretary, MoE, for kind information.
3. PS to Hon'ble PM, Gyalyong Tshogkhang, for kind information.
4. Office file.

Memorandum of Understanding

Between

... [Insert the name of Agency/ Ministry Bhutan]

And

... [Insert the name of Agency/ Ministry ex-country]

On

... [Subject matter of MoU ]

The [Insert party name and details] ..... and  
..... [party name and details], (Hereinafter referred to as  
"the Parties");

Desiring to .....

[Insert additional preambular clauses if required by the MoU]

Have reached the following understanding:

Purpose/Objective

1. [Insert paragraphs on the purpose/objective of the MoU].

Areas of Cooperation and Collaboration

2. The areas of cooperation under this MoU may include the following:

- a) ...
- b) ...

3. The Parties intending to carry out specific activities or projects under this MoU will subsequently enter into specific project arrangements or agreements.

*[Additional paragraphs to be inserted here as required, by the parties, for the purpose of the MoU]*

#### Validity

4. This MoU will be valid for a period of ..... *[Duration]* years and will be renewed automatically for successive periods, unless one of the Parties informs the other in writing of its decision to terminate it.

#### Termination

5. This MoU may be terminated by either party, at any time, by giving ..... *[Insert desired number of]* months written notice. The Parties shall mutually consult with each other to determine whether activities or projects under this MoU should continue or not. Termination will not affect the validity of any contracts or agreements made under this MoU.

#### Amendment

6. This MoU may be amended with the mutual written consent of both the Parties.

#### Dispute Settlement

7. Any dispute regarding the interpretation or application of this MoU will be resolved through mutual consultations between the Parties and based on the principles of mutual understanding and respect.

#### Commencement

8. This MoU shall come into effect on *[date]*.

The foregoing represents the understanding reached between the Parties on the matter referred to in this MoU and does not create any legally binding obligations upon the parties

Signed at ..... [place] on ..... [date ]

For the ..... [ Name of Agency/Ministry ]

For the .....[Name of Agency/Ministry]

Affix signatures

Name

Designation

Affix signatures

Name

Designation

DRAFT