

Checklist for proposing MoU with External Entities

Sl.	Question	Yes	No
1	Is the MoU linked with Annual Performance Agreement of your Agency?		
2	Will it contribute to National Key Result Area?		
3	Will it contribute to Agency Key Result Area?		
4	Will it impact agency performance if not signed?		

1. Impact of the MoU on National Key Result Area?
Ans:

2. Impact of the MoU on Agency Key Result Area?
Ans:

3. Impact of the MoU on agency performance if not signed?
Ans:

4. What are the key benefits and how it facilitates in achieving organizational targets?
Ans

(Name, Signature & Designation of the head of agency)

Note: The proponent Agency must submit an Annual Report on the implementation status of the MoU to the Committee on the annual basis.