

Checklist for proposing renewal of MoU with External Entities

Sl. No.	Question	Yes	No
1	Did the MoU benefits your agency?		
2	Did it contribute to National Key Result Area?		
3	Did it contribute to Agency Key Result Area?		
4	If not renewed will it impact agency performance?		

1. How did the MoU benefit the Agency?

Ans:

2. Impact of the MoU on National Key Result Area?

Ans:

3. Impact of the MoU on Agency Key Result Area?

Ans:

4. Impact of the MoU on agency performance if not signed. Justify?

Ans/Justification

5. How did the existing MoU facilitate 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.