**Checklist for proposing MoU with External Entities**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | 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:

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

Ans:

1. Impact of the MoU on agency performance if not signed.

Ans:

1. What are the key benefits and how will it facilitate in achieving organizational targets?

Ans:

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

**Checklist for proposing renewal of MoU with External Entities**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Question | Yes | No |
| 1 | Did the MOU benefit your agency? |   |   |
| 2 | Did it contribute to National Key Result Area? |   |   |
| 2 | Did it contribute to Agency Key Result Area? |   |   |
| 3 | If not renewed will it impact agency performance? |   |   |

1. How did the MoU bebnefit the Agency?

Ans:

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

Ans:

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

Ans:

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

Ans/Justification

1. How did the existing MoU facilitate in achieving organizational targets?

Ans:

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