

### Checklist for proposing MoU/Agreement with External Entities

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

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

Ans:

2. Impact of the MoU/Agreement on Agency Key Result Area?

Ans:

3. Impact of the MoU/Agreement on agency performance if not signed.

Ans:

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

Ans:

5. What are the potential risks and if any, how can these risks be mitigated?

Ans:

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

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

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

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

1. How did the MoU/Agreement benefit the Agency/Ministry?

Ans:

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

Ans:

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

Ans:

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

Ans/Justification

5. How did the existing MoU/Agreement facilitate in achieving organizational targets?

Ans:

6. What are the potential risks and if any, how can these risks be mitigated?

Ans:

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

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