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### **Checklist for Submission of Legal Instruments for Government Approval**

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| **Sl.** | **Descriptions** |
| 1 | Type of Document *(Specify the nature of the document, whether it is a Memorandum of Understanding (MoU), Agreement, Contract, or any other legal instrument. Justify the necessity of an MoU or Agreement over alternative arrangements. Ensure that the document adheres to the MoU format approved by the Government.)*  |
| 2 | Alignment with 13th FYP *(Confirm the alignment with the Five Year Plan and strategic interest of the nation.)*  |
| 3 | Political Clearance*(Attach the political clearance obtained from the Ministry of Foreign Affairs and External Trade, to validate the legitimacy and approval of the proposed legal instrument.)* |
| 4 | Past collaborations and Achievement *(Provide a comprehensive summary of prior collaborations with the involved parties, emphasizing significant milestones and accomplishments achieved through these engagements.)* |
| 5 | Benefits and risks associated with the legal instrument *(Enumerate the anticipated benefits that the proposed document is expected to yield. Concurrently, identify potential risks and outline robust mitigation strategies to address these challenges effectively.)* |
| 6 | Timeline of the MoU*(Mention a meticulously detailed timeline, encompassing the proposed start date, critical milestones, and the projected completion date, ensuring clarity and feasibility.)* |