**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 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/Agreement benefit the Agency?

Ans:

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

Ans:

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

Ans:

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

Ans:

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

Ans:

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

Ans:

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