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My No: NP/12/02/121/2026

Date: 07.01.2026

All Secretaries,
 Deputy Chief Secretaries,
 Heads of the Departments,
 Northern Province.

**Subject: Circulation of Memorandum of Understanding (MoU) Guidance Circular
 (Circular No: CS/NP/MoU/02/2026)**

Further to my letter No. NP/01/04/02/Gen/INGOs,NGOs dated 2025.07.22 regarding the Memorandum of Understanding (MoU), please find attached herewith the MoU Guidance Circular issued for the information, guidance, and necessary action of all Departments.

Accordingly, you are requested to circulate the said Guidance Circular among all institutions under your purview and ensure that the provisions therein are strictly adhered to when entering into, implementing, and monitoring Memorandum of Understanding.

Thanuja Murugeson
 Chief Secretary,
 Northern Province

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 Chief Secretary
 Northern Province

Copy to: Secretary to the Governor, Governor's Secretariat, NP

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All Secretaries of Provincial Ministries
Deputy Chief Secretaries
All Heads of Departments
Northern Provincial Council

GUIDELINE ON ENTERING INTO MEMORANDUM OF UNDERSTANDING (MoUs) WITH GOVERNMENT, NON-GOVERNMENTAL AND INTERNATIONAL ORGANIZATIONS

1. Purpose

This Circular is issued to prescribe a uniform, transparent, and mandatory procedure for the preparation, approval, and signing of Memorandum of Understanding (MoUs) between Northern Provincial Council Ministries / Departments and Government, Non-Governmental, and international organizations, ensuring good governance, financial discipline, legal compliance, and audit accountability.

2. Definition of a Memorandum of Understanding (MoU)

A Memorandum of Understanding (MoU) is a formal, non-legally binding agreement that records mutual understanding regarding objectives, roles, responsibilities, scope of work, duration, and monitoring arrangements. *MoUs shall not be used as a substitute for procurement contracts or legally binding agreements.*

3. Applicability

This Circular applies to all Provincial Ministries, Departments, Statutory Institutions, and Projects under NPC, in related to Signing MOU for requiring NPC intervention:

- a) NGO / INGO funded programmes;
- b) Foreign-funded projects executed by the line ministry
- c) Public–Private Partnership (PPP) projects already approved by the National Government.
- d) Private donors or donor agencies providing financial / technical assistance to NPC resources.
- e) Consultancy services for design and build Contracts by the Government Statutory Institutions.
- f) Any other similar nature requiring NPC intervention,

4. Governing Framework

All MoUs shall comply with the Establishments Code, General Treasury Circular, Cabinet Decisions (where applicable), Presidential Secretariat Circulars on NGOs / INGOs, and shall undergo mandatory legal vetting.



5. Authority of the Chief Secretary

Under the 13th Amendment to the Constitution and the Provincial Councils Act No. 42 of 1987, the Chief Secretary is the Head of the Provincial Public Service and the Chief Accounting Officer of the Province. Accordingly, all Memorandum of Understanding (MoUs) shall be signed by the Chief Secretary on behalf of the Northern Provincial Council.

In addition, the Secretary to the relevant Provincial Ministry and/or the Head of the relevant department, directly responsible for the subject matter and implementation of the MoU, shall also sign the MoU as co-signatories, thereby confirming:

- Technical concurrence,
- Administrative responsibility for implementation, and
- Accountability for monitoring and reporting obligations arising from the mou.

Such co-signatures shall not dilute or substitute the primary authority and accountability of the Chief Secretary, but shall ensure sectoral ownership, coordinated implementation, and effective governance.

6. Mandatory Procedure

Step 1 – Submission of Proposal

The Project Proponent shall submit a formal request along with a detailed project proposal and supporting documents to the office of the Chief Secretary, NP, in order to assess technical soundness of the proposal, identify financial, legal, and administrative implications, determine signing authority and delegation eligibility, ensure compliance with national and provincial regulations and avoid unauthorized commitments and audit objections

A. Detailed Project Proposal shall contain:

1. Project Identification
2. Background and Justification
3. Objectives and Expected Outputs
4. Scope of Activities
5. Implementation Arrangements
6. Financial Information
7. Resource Commitments by NPC (if any)
8. Legal and Policy Considerations
5. Feasibility Assessment – (Technical, Financial, Social, Environmental etc.)
9. Monitoring, Reporting, and Evaluation
10. Sustainability and Exit Strategy

B. Supporting Documents shall contain:

1. Formal Request Letter
2. Legal Status Documents of the NGO / INGO
3. Authorization and Signatory Documents
4. Donor / Funding Confirmation
5. National-Level Clearances (Where Applicable)
6. Technical Documents (Where Applicable)
7. Past Experience and Capacity



Step 2 – Compliance with National Requirements

The proposing organization shall confirm compliance with:

- Presidential Secretariat requirements / Cabinet decisions
- Government Circulars applicable to NGOs / INGOs
- Any other instruction issued by national ministries

Step 3 – MoU Drafting and Review

- MoU draft shall be processed jointly by the Chief Secretary's Office and relevant Ministry / Department
- Observations shall be obtained from the relevant Ministry / Department
- Legal vetting is compulsory.

Note : If need arise, MoU will get concurrence of the Attorney General Department.

Step 4 – Approval

The MoU shall be approved by the Hon. Governor based on the recommendation of the Chief Secretary along with the necessary document.

Step 5 – Signing

MoUs shall be signed by the Chief Secretary and Co-signed by Secretary to the relevant Provincial Ministry and/or the Head of the relevant department, directly responsible for the subject matter and implementation of the MoU.

7. Post-Signing Actions

- Circulation of signed MoU to all relevant authorities
- Nomination of focal officers for coordination and implementation
- Establishment of implementation / monitoring mechanism
- Compliance with financial, procurement, and legal requirements
- Submission of initial and periodic progress reports
- Continuous monitoring and compliance with MoU provisions
- Prior approval for any amendments, extensions, or variations
- Final reporting, handover (if applicable), and formal closure
- Availability of records for audit and accountability

8. Effective Date

This Circular shall take effect immediately.


Chief Secretary
Northern Province

Thanuja Murugeson
Chief Secretary
Northern Province