



பிரதம செயலாளர் செயலகம், வடக்கு மாகாணம்  
ප්‍රධාන ලේකම් කාර්යාලය, උතුරු පළාත  
CHIEF SECRETARY'S SECRETARIAT, NORTHERN PROVINCE



A9, வீதி, கைதடி  
A9, පාර, කයිතඩි  
A9, Road, Kaithadi

Chief Secretary : 021 222 0843  
Fax : 021 222 0841  
Website : www.np.gov.lk  
e-mail : chiefsecnpc@gmail.com

Office : 021 222 0846 (ACS)  
: 021 222 0845 (Legal)  
: 021 222 0842 (AO)  
: 021 222 0840 (Gen)

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

**Thanuja Murugeson**  
Chief Secretary  
Northern Province

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

பிரதி பிரதம செயலாளர்  
නියෝජ්‍ය ප්‍රධාන ලේකම්  
DEPUTY CHIEF SECRETARY

நிர்வாகம்  
පරිපාලන  
ADMINISTRATION

Tel : 021 320 2571 (Dir)  
: 021 222 0960 (Gen)  
Fax : 021 222 0950  
e-mail : ppas.np@gmail.com

ஆளணிப்பயிற்சி  
පිරිස් කා පුහුණු  
PERSONNEL TRAINING

Tel : 021 739 1250 (Dir)  
: 021 739 1254 (Gen)  
Fax : 021 739 1257  
e-mail : npmdti@gmail.com

நிதி  
இலக்கு  
FINANCE

Tel : 021 222 0850 (Dir)  
: 021 222 0854 (Gen)  
Fax : 021 222 0853  
e-mail : nptreasury@gmail.com

பொறியியல்  
ඉංජිනේරු  
ENGINEERING

Tel : 021 222 0697 (Dir)  
: 021 222 2616 (Gen)  
Fax : 021 222 0967  
e-mail : dcsengnp@gmail.com

திட்டமிடல்  
කුම සම්පාදන  
PLANNING

Tel : 021 223 0355 (Dir)  
: 021 223 0451 (Gen)  
Fax : 021 223 0354  
e-mail : npplan@sltnet.lk

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.

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## **5. Authority of the Chief Secretary**

Under the 13<sup>th</sup> 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
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## **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 Murugesan**  
Chief Secretary  
Northern Province