

AG/LEG/A/06/01(15)

Adjutant General Branch  
Army Headquarters  
Colombo

All Lists

7 November 2012

### SIGNING OF MOUs / AGREEMENTS

It has been observed that MOUs/Agreements that are entered into by various HQs and institutions in the Army are on the increase. Therefore in order to streamline the signing of MOUs/Agreements by various officers, the following procedure should be followed by all concerned with immediate effect.

a. Preliminary approval for proposals

(1) Any proposal having a financial value over Rs.500,000/- should be submitted through the AG for approval by the Comd of the Army. Investment related matters should be submitted through the DG FM.

(2) The proposal should be personally signed by a senior officer in the rank of Maj. Gen or Brigadier and it should explain the necessity for the proposal and contain all the relevant details.

(3) Where the Comd is satisfied with the proposal or after obtaining advice from experts, he may give direction to the snr offr who submitted the proposal to proceed with it in the original form or with modifications as outlined by the Comd or he may reject the proposal in toto.

(4) Proposals (except investment related matters) having a financial value upto Rs.500,000/- may be granted approval by the Comd STAFF, AGs or Comdts of Regts and SF Comds without following the above procedure.

b. Verification of MOUs/Agreement

(1) Where the Comd has approved a proposal, the Draft MOU/ Agreement accompanied by the endorsement evidencing the Commander's approval should be submitted to AG at least 2 weeks prior to the proposed date of signing of the MOU/Agreement.

(2) If any Draft MOU/Agreement is to be forwarded as an urgent matter, the senior officer must explain the need for such urgency. Failure to do so or if the reasons given are not found satisfactory, such MOU/Agreement will be treated by the AG as a normal MOU/Agreement.



(3) AG will forward the documents to Director Budget and Finance, for financial verification and Director Legal, for legal verification.

(4) Upon the receipt of the documents, Director Budget and Finance and Director Legal shall evaluate the documents and forward their observations to the Command of the Army AG.

(5) No person shall contact Director Budget and Finance or Director Legal while MOU/ Agreement is being evaluated by them and any attempt to influence the process shall be forthwith reported to the Commander of the Army by the senior officer concerned.

#### Signing of the MOU/Agreement

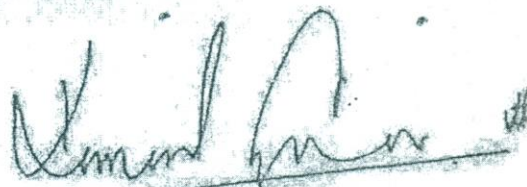
(1) On the receipt of the financial evaluation and legal evaluation and upon being satisfied that the MOU / Agreement is in order, the Command of the Army will give approval for the signing of MOU/Agreement.

(2) Only the Commander of the Army or an officer expressly authorized by him shall sign any MOU or Agreement on behalf of the Army or on behalf of any institute of the Army.

(3) Signing of MOU/Agreement shall be in the presence of a Legal Officer (Notary) and he shall satisfy himself that the Draft MOU/ Agreement approved previously and the final MOU/Agreement that is being signed is one and the same and if there is even a slight deviation, he shall not attest the same and shall forthwith report the matter to the Director Legal.

The above provisions shall be applicable to all MOUs/Agreements, including annual MOUs concerning various matters except MOUs/Agreements coming under para 1a(4) (sub-related matters) which will be directly forwarded by the DG FM to the Command and upon approval the procedure outlined in para 1 with necessary modifications.

strict compliance please.

GDHK GUNARATNE RWP RSP USP <sup>at</sup>  
Major General  
Adjutant General