

**CLIENTS' CHARTER JULY 2019  
LEGAL AFFAIRS DIVISION, PRIME MINISTER'S DEPARTMENT**

Bil.	Pledge	Time Freme Compliance / Clients Chater Standard	Incompliance to the time freme / clients' charter	Number of compliance
		Number of compliance *	Number of incompliance **	
1.	Providing feedback for suggestions, enquiries and complaints within 3 working days from the date received;	1	0	1
2.	Issuing notice of preliminary approval within 21 days from the date of complete revision by legal advisor and in compliance with Act 258;	4	0	4
3.	Cleaning payment for bills and claims within 14 days from the date required documents received;	137	0	137
4.	Disbursement of the Development Expenditure (DE) Warrants is made to the implementing agency within three (3) working days from the date of approval of the allocation;	0	0	0
5.	Providing 100% accessability rate for network and system application.	1	0	1

\* number of services provided within stipulated time freme / standard

\*\* number of services provided exceeds stipulated time freme / below standard

**Last updated : 5th August 2019**