

**CLIENT'S CHARTER SEPTEMBER 2021
LEGAL AFFAIRS DIVISION, PRIME MINISTER'S DEPARTMENT**

Bil.	Pledge	Conformance to time frame / standard of client's charter	Non-conformance to time frame / standard of client's charter	Number of service
		Number of compliance *	Number of non-compliance **	
1	Providing feedback for suggestions, enquiries and complaints within 3 working days from the date received;	6	0	6
2	Issuing notice of preliminary approval within 21 days from the date of complete revision by legal advisor and in compliance with Act 258;	11	0	11
3	Clearing payment for bills and claims within 14 days from the date required documents received;	95	0	95
4	Disbursement of the Development Expenditure (DE) Warrants is made to the implementing agency within five (5) working days from the date of application if the allocation is sufficient;	4	0	4
5	Providing 99% accessibility rate for network and system application.	1	0	1

* number of services provided within stipulated time frame / standard

** number of services provided exceeds stipulated time frame / below standard

Last updated : 5th October 2021