

**CLIENTS' CHARTER MAY 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;	0	1	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;	6	0	6
3.	Cleaining payment for bills and claims within 14 days from the date required documents received;	147	-	147
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.	0	1	1

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

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