

**PERAK STATE SECRETARIAT CLIENT CHARTER ACHIEVEMENT REPORT
UNTIL AUGUST 2022**

NO.	CLIENT CHARTER PLEDGES 2022	PERIOD	ACHIEVEMENTS	ACHIEVEMENT PERCENTAGE	ACTION BY
1.	Development project proposal applications.	90 working days	For August 2022 , 3 applications and project proposals were received and the results forwarded within 3 months.	100% (3 Projects) Jan-Aug Achievement: (19 Projects)	SEPU
2.	To provide socio-economic inputs and suggestions required by other departments / agencies.	14 working days	For August 2022 , no socio-economic inputs and suggestions were provided within 14 working days.	100% (0 Inputs) Jan-Aug Achievement: (6 Inputs)	
3.	To resolve repair complaints / maintenance of Bangunan Perak Darul Ridzuan:				MSD
	a) Emergency repairs	24 hours	10 complaints were received in August 2022 and all the emergency repair complaints (minor) were resolved within the stipulated timeframe.	100% (10 Maintenance works) Jan-Aug Achievement: (87 Maintenance works)	
	b) Minor repairs	3 working days	14 minor complaints were received in August 2022 and all the complaints were resolved within the stipulated timeframe.	100% (14 Complaints) Jan-Aug Achievement: (70 Maintenance works)	

	c) Major repairs	365 days	1 major repair complaint was reported in August 2022 .	100% (1 Maintenance work) Jan-Aug Achievement: (6 Maintenance works)	
4.	To issue payments vouchers to suppliers.	10 days from the date of receipt of duly completed invoices.	For August 2022 , 356 vouchers totalling RM1,550,286.41 were issued and payments made according to the stipulated timeframe.	100% (356 Vouchers) Jan-Aug Achievement: (2,511 Vouchers)	
5.	To make payments to successful Perak State Higher Education Loan applicants for the new session.	21 days	For August 2022 , 69 vouchers totalling RM209,600.03 were issued and payments made according to the stipulated timeframe.	100% (69 Vouchers) Jan-Aug Achievement: (525 Vouchers)	
6.	To send written notices to all State Assemblymen.	14 days before the State Assembly Sitting	Written notices sent to all State Assemblymen on:- 1. 22.2.2022 for the State Assembly Sitting on 28.3.2022. 2. 20.6.2022 for the State Assembly Sitting on 18.7.2022.	100%	SA & SECD
7.	To ensure the State Executive Council meeting decisions are distributed.	2 working days	State Executive Council meeting decisions were distributed within 2 working days from the date of confirmation of minutes. Details: 1. 3.8.2022 Confirmation of Exco Meeting Minutes No.2077 Distributed on 4.8.2022	100%	

			2. 10.8.2022 Confirmation of Exco Meeting Minutes No.2078 Distributed on 11.8.2022 3. 18.8.2022 Confirmation of Exco Meeting Minutes No.2079 Distributed on 19.8.2022 4. 24.8.2022 Confirmation of Exco Meeting Minutes No.2080 Distributed on 25.8.2022		
8.	To forward confirmation of service applications to the Perak PSC.	15 days	Confirmation of Service: 14 applications	100% (14 Applications) Jan-Aug Achievement: (111 Applications)	HRMD
9.	To forward offer of pension status applications to the Perak PSC.	15 days	Offer of Pension Status: 13 applications	100% (13 Applications) Jan-Aug Achievement: (40 Applications)	
10.	To forward extension of probation period applications to the Perak PSC.	15 days	Extension of Probation: 3 applications	100% (3 Applications) Jan-Aug Achievement: (9 applications)	
11.	To process duly completed applications for overseas travels via the e-Petra System.	7 working days	For August 2022 , 31 overseas travel application was processed within 7 working days upon receipt of duly completed application until approval was obtained from the SS/Dep.SS (Management) or HRM DIVISION SECRETARY.	100% (31 Applications) Jan-Aug Achievements (141 Applications)	

12	To process State Government Financial Allocations (SMK) claims to 17 PBTs (including DBKL and MPPP).	9 working days	No SMK claims were processed in August 2022. All 17 PBT claims were completed in April 2022. SMK payments totalling RM1,994,536.91 were made within the stipulated timeframe.	100% (0 PBTs) Jan-Aug Achievement: (17 PBTs)	LGD
13.	To give approvals / letters of authority to the PBTs after the Development Meeting.	3 working days	No expenditure approval meetings were held in August 2022.	100% (0 Letters of Authority) Jan-Aug Achievement: (65 Letters of Authority)	
14.	To provide feedback on complaints received to complainants via the SISPA system.	3 working days	For August 2022, 8 complaints were received and all forwarded to the relevant authorities within 3 working days.	100% (8 Complaints) Jan-Aug Achievement: (20 Complaints)	CD
15.	To resolve / take actions on Public Complaints via the SISPA system				
	Normal	14 working days	4 complaints still pending:- - Human Resource Management Division (1) - Menteri Besar's Office (3)		
	Complex	365 days	No complaints		
16.	To submit balanced and independent audit findings/reports to the Audit Committee.	Quarterly: March, June, September, November	Audit findings reports were completed and tabled at the Audit Committee Meeting No. 2/2022 on 5 July 2022.	100% (Reports)	IAD

17.	To resolve complaints / maintenance of application systems within the stipulated timeframe for the following categories:				
	a) Small	15 working days	60 complaints	100% (62 Maintenance Works)	IMD
	b) Medium	30 working days	1 complaint		
	c) Large	80 working days	1 complaint		
	From January – August 2022 , 387 complaints / maintenance of application systems were resolved within the stipulated timeframe as per the categories below: Small – 376 complaints / maintenance of application systems Medium – 10 complaints / maintenance of application systems Large – 1 complaint / maintenance of application system				
18.	To carry out maintenance of the Perak ICT network efficiently and effectively within the stipulated timeframe. To provide support services to the network based on the number of complaints received. For 90% of the complaints received, actions need to be taken within the timeframe as follows:				
	a) Distance less than 25km	1 working day	24 complaints of less than 25km (inside Perak State Secretariat building) were resolved within the stipulated timeframe.	100% (24 Maintenance Works)	
	b) Distance more than 25km	2 working days	No complaints of more than 25km (Southern) was resolved within the stipulated timeframe.	100% (0 Maintenance Works)	
19.	To make payments for Financial Aid Applications to State Sports Associations.	7 working days	765 duly completed applications for financial aid were paid within 7 working days from the date of receipt of applications as approved by the Director for August 2022 .	100% (765 Applications) Jan-Aug Achievement: (4879 Applications)	PSC
20.	To inform the staff concerned of the disciplinary action decisions within the stipulated timeframe.	14 working days from the date of meeting	Until August 2022 , 5 disciplinary action decisions were disclosed to the staff concerned within 14 days from the date of meeting.	100%	INTEGRITY

