

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

NO.	CLIENT CHARTER PLEDGES 2022	PERIOD	ACHIEVEMENTS	ACHIEVEMENT PERCENTAGE	ACTION BY
1.	Development project proposal applications.	90 working days	For October 2022 , no applications and project proposals were received.	100% (0 Projects) Jan-Oct Achievement: (24 Projects)	SEPU
2.	To provide socio-economic inputs and suggestions required by other departments / agencies.	14 working days	For October 2022 , no socio-economic inputs and suggestions were provided.	100% (0 Inputs) Jan-Oct Achievement: (10 Inputs)	
3.	To resolve repair complaints / maintenance of Bangunan Perak Darul Ridzuan:				MSD
	a) Emergency repairs	24 hours	18 complaints were received in October 2022 and all the emergency repair complaints (minor) were resolved within the stipulated timeframe.	100% (18 Maintenance works) Jan-Oct Achievement: (108 Maintenance works)	
	b) Minor repairs	3 working days	21 minor complaints were received in October 2022 and all the complaints were resolved within the stipulated timeframe.	100% (21 Complaints) Jan-Oct Achievement: (120 Maintenance works)	

	c) Major repairs	365 days	1 major repair complaint was reported in October 2022 . Early reporting was done according to the stipulated timeframe.	100% (1 Maintenance work) Jan-Oct Achievement: (7 Maintenance works)	
4.	To issue payments vouchers to suppliers.	10 days from the date of receipt of duly completed invoices.	For October 2022 , 391 vouchers totalling RM1,904,508.32 were issued and payments made according to the stipulated timeframe.	100% (391 Vouchers) Jan-Oct Achievement: (3,356 Vouchers)	
5.	To make payments to successful Perak State Higher Education Loan applicants for the new session.	21 days	For October 2022 , 197 vouchers totalling RM703,851.00 were issued and payments made according to the stipulated timeframe.	100% (197 Vouchers) Jan-Oct Achievement: (969 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. 12.10.2022 Confirmation of Exco Meeting Minutes No.2085 Distributed on 13.10.2022	100%	

			2. 12.10.2022 Confirmation of Exco Meeting Minutes No.2086 Distributed on 13.10.2022		
8.	To forward confirmation of service applications to the Perak PSC.	15 days	Confirmation of Service: 14 applications	100% (14 Applications) Jan-Oct Achievement: (159 Applications)	HRMD
9.	To forward offer of pension status applications to the Perak PSC.	15 days	Offer of Pension Status: 3 applications	100% (3 Applications) Jan-Oct Achievement: (50 Applications)	
10.	To forward extension of probation period applications to the Perak PSC.	15 days	Extension of Probation: No applications	100% (0 Applications) Jan-Oct Achievement: (9 applications)	
11.	To process duly completed applications for overseas travels via the e-Petra System.	7 working days	For October 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-Oct Achievements (206 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 October 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-Oct Achievement: (17 PBTs)	

13.	To give approvals / letters of authority to the PBTs after the Development Meeting.	3 working days	No expenditure approval meetings were held in October 2022 .	100% (0 Letters of Authority) Jan-Oct Achievement: (65 Letters of Authority)	LGD
14.	To provide feedback on complaints received to complainants via the SISPAA system.	3 working days	No complaints were received in October 2022 .	100% (0 Complaints) Jan-Oct Achievement: (23 Complaints)	CD
15.	To resolve / take actions on Public Complaints via the SISPAA system				
	Normal	14 working days	No complaints pending.		
	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. 3/2022 on 3 October 2022 (First Meeting) and 5 October 2022 (Continuation Second Meeting).	100% (Reports)	IAD
17.	To resolve complaints / maintenance of application systems within the stipulated timeframe for the following categories:				
	a) Small	15 working days	32 complaints	100% (32 Maintenance Works)	
	b) Medium	30 working days	0 complaints		
	c) Large	80 working days	0 complaints		
	From January – October 2022 , 466 complaints / maintenance of application systems were resolved within the stipulated timeframe as per the categories below:				

	Small – 454 complaints / maintenance of application systems Medium – 11 complaints / maintenance of application systems Large – 1 complaint / maintenance of application system				IMD	
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 (Bangunan Perak) were resolved within the stipulated timeframe.	100% (24 Maintenance Works)		
	b) Distance more than 25km	2 working days	3 complaints of more than 25km (Southern) was resolved within the stipulated timeframe.	100% (3 Maintenance Work)		
19.	To make payments for Financial Aid Applications to State Sports Associations.	7 working days	336 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 October 2022 .	100% (336 Applications) Jan-Oct Achievement: (5875 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 31 October 2022 , 12 disciplinary action decisions were disclosed to the staff concerned within 14 days from the date of meeting.	100%	INTEGRITY	