

# Client Charter

## Southern Provincial Engineering Services Office - Galle.

No	Service provided	The amount of time
01	<b>Architectural designs</b>  <b>I. Completion of field work.</b> <b>II. Completion of plans for agreement.</b> <b>III. To get consent</b> <b>IV. Completion of the final architectural plan</b>	01 Week 04 Weeks 01 Week 05 Weeks
02	<b>Structural design</b> <b>Completion of the final structural design after approval.</b>	06 Weeks
03	<b>Electrical circuit design</b> <b>Completion of final circuit designs after approval.</b>	02 Weeks
04	<b>Water Supply &amp; disposal Plans</b> <b>Completion of final water supply plans after approval.</b>	03 Weeks
05	<b>Completion of an overall building pla-n not exceeding 6000 square feet</b>	12 Weeks (03 Months )
❖ Accordingly, it takes about 03 months to complete an entire project of less than 6000 square feet without any external problems. Depending on the size of the project, the time may be shorter or longer.		
06	<b>Preparation of unit prices for building construction and renovation in the Southern Province.</b>  <b>I. Obtaining approved prices from the Southern Provincial Pricing Committee.</b> <b>II. Invitation of bids.</b> <b>III. Mean price setting. (Price list)</b> <b>IV. Preparation, Inspection &amp; Submission of prices to relevant institutions</b>	01 Week 04 Weeks 02 Weeks 10 Weeks
07	<b>Examination and approval of estimates.</b>  <b>I. Estimates of work subjects less than 50</b> <b>II. Estimates of 50 to 100 work subjects</b> <b>III. Estimates of more than 100 work subjects</b>	03 Days 04 Days 01 week
08	<b>Checking and approving price analysis</b>	01 week
09	<b>Examining the additional and external work schedules submitted.</b>	03 Days
10	<b>Examine and approve architectural design, structural design, electrical circuit plans, water supply &amp; disposal plans.</b>	03 Days
11	<b>Inspecting and approving the quality report of building material submitted by various institutions</b>	01 week
12	<b>Payment for office vouchers fulfilled all requirements.</b>	02 Days
13	<b>Payments for contractors' work bills.</b> <b>(Completed VAT certificates, grants, and technical officer inspections)</b>	04 Days
14	<b>Approval of foreign leave</b>	01 Day
15	<b>Issuing examination result report</b>	01 Day
16	<b>Retirement of Officers in the Southern Provincial Technical Service</b>	02 Days

**NB: - Service during the above periods is possible if and only if the relevant requirements are fulfilled.**