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**INSTITUCIONET E PËRKOHSHME TË VETËQEVERISJES  
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT  
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA**

**QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA**

**MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE  
MINISTRY OF LABOUR AND SOCIAL WELFARE  
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE**

In accordance with article 7 points 7.3 and 7.5 of Law nr. 2003/23 for Pensions of People with Disabilities in Kosovo.

Having in consideration the possibility of exchange of circumstances which might impact in utilization of the right in pension of disability

On propose of utilization as much rational and efficient funds dedicated for pensions of disability, Minister of Ministry of Labour and Social Welfare promulgate this:

**ADMINISTRATIVE GUIDELINE 03/2005  
FOR PROCEDURS OF MONITORING AND RE-EXAMINING THE RIGHT FOR  
DISABILITY PENSIONS**

**Article 1  
Purpose of Administrative Guideline**

**1.1** The producers of monitoring and re-examining disability pensions will be arranged and appointed through this Administrative Guideline for confirming continuation of disability of users of these pensions.

**Article 2  
Inspection Authority**

**2.1** Ministry of Work and Social Welfare, actually, Division of Pensional Schemas of Pensional Administrative Department, with authorisation of Director of PADK and Permanent Secretary of MLSW will set the working groups of inspections or individual servants for monitoring and re-examining pensions of disability.

- 2.2** Working groups or civil servants of inspections must be careful on their actions and their behaviours must be in accordance with code of conduct for civil servants of Civil Service of Kosovo, in case of monitoring and re-examining disability pensions.
- 2.3** Users of disability pensions must not forewarn for their visits and inspections, if they happen to be in the proper time during the day.
- 2.4** The record for inspection and re-examining of users of disability pensions is drafted and prepared by Division of Pensional Schemas of PADK of MLSW.
- 2.5** Working groups or administrative servants of inspections may do random or systematic inspections of people who are users of disability pension, in order to confirm the presented facts in the request for disability pension.
- 2.6** Working groups or administrative servants for inspections, in case of inspection of disability pension's users must have a written authentication, as well as ID of MLSW for doing supervision and confirmation of the facts which have been crucial in approval of request for disability pension.
- 2.7** For inspection cases, working groups or authorised servants of inspection must draft the written blotter and report in written to the competent officials of MLSW, respectively to the Pensional Schemas Division in PADK

### **Article 3**

#### **Medical reassessments**

**3.1** All users of disability pensions, who got the right in this pension in a certain date, may be supervised and inspected from the inspection commission or authorised servant for inspection of MLSW.

**3.2** Beneficents of disability pensions, who got the right on this pension in a certain period of time with proposal of inspected servants before the deadline for using pension, may be invited on medical reassessment in front of the medical commission of MLSW.

Medical reassessments come off for confirming systematic limited ability of beneficent of disability pension, as well as to see the possibility of employment or self-employment in accordance with working abilities of users of disability pensions.

**Article 4**  
**Necessary documentation for medical reassessment**

**4.1** Users of disability pensions, in case of showing up in front of medical commissions for re-examining the request for this pension, are obliged that for the medical reassessments bring new medical evidence from medical experts from the relevant field for verifying the disability.

**4.2** Medical evidence must contain exact data in accordance with:

- Confirmation or change of health statement - physical, mental or sensitive changes of user disability of the disability pensions,
- Causes of confirmation of previous health statement or causes and consequences of health statement change to the user of disability pension, as well as,
- Assessment of work ability with medical prognosis for permanent disability

**Article 5**  
**Procedures for medical re-examination and reassessment**

**5.1** Relevant authority (PADK), through written invitation informs the user of disability pension for re-examining the request and medical reassessment.

**5.2** On the invitation there must be written the date, time and the place of user's presence of disability pension, for medical re-examination and reassessment.

**5.3** Re-examination and reassessment is being done by the medical commission of relevant authority, which is in charge of medical assessment in accordance with Law of Disability Pensions.

**5.4** Towards the decision of medical re-examination and reassessment of relevant authority, unsatisfied party has the right to make a complaint to the council of complaints in MLSW as an organ of second level of administration.

**5.5** The decision according to the complaint from the council of complaints in MLSW is being done in accordance with rules and procedures set by the article 10 of Law for Disability Pensions

**Article 6**  
**Becoming affective**

**6.1** This administrative guideline becomes effective on the date of being signed from Minister of MLSW.

**Prishtina, march 2005**

**Minister of MLSW**  
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