



INSTITUCIONET E PËRKOHSHME TË VETQEVERISJES
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

According to the Regulation 2001/19, article 1.3 point (ç) on Executive Bough of Kosova Provisional Institutions of Self – Government, according to article 4 paragraphs 4.8 of Law on Disability Pension in Kosova 2003/23, with aim to increase work efficient, in case of application for Disability Pension.

Minister of Ministry of Labor and Social Welfare legislate this:

ADMINISTRATIVE INSTRUCTION No.09/2004
ON
APPLICATION PROCEDURES FOR DISABILITY PENSION

Article 1

Purpose of this administrative instruction

1.1 The purpose of this Administrative Instruction is to regulate the administration of application procedures for Disability Pension.

Article 2

Administration with disability pension

2.1 **DPAK** (Department of Pension Administration of Kosova) administrate with procedures of application for Disability Pension, according to the authorization of MLSW.

2.2 **DPAK** through the Center and six regional offices do daily administration of application procedures for Disability Pension.

Article 3

Information of applicants

- 3.1** Pensions officers in the Center and in the regional office will offer assistant and inform the applicants for DP.
- 3.2** Pensions officers are obligated to give advice to all applicants, for that which documents they must bring. (For example UNMIK ID, to be older than 18 years till 65 years, permanent resident of Kosova, that he have physical, mentally illness at least one year before he apply.
- 3.3** If the applicant doesn't have the relevant documents then the Pensions officer is obligated to give instruction where to provide those documents.

Article 4

Fill in the applications

- 4.1** Pensions Officers give the applications forms to the applicants.
- 4.2** Pensions Officers are not obligated to fill in the applications forms for the applicant, but they must provide assistant.
- 4.3** Application for DP must be endorsement from applicant.
- 4.4** Exception from paragraph 4.3 is only when the applicant is not able to endorse the application then the Pensions Officers like witness can endorse the application.

Article 5

Receiving of applications

- 5.1** Pension Officer must control very carefully every receiving application.
- 5.2** Applicant can apply only in one residential regional office.
- 5.3** Pension Officer must control the validity and exactness of presented notes in application.

5.4 Pension Officer will provide that the application is full in all, and that the applicant had deliver the relevant testimony, like is in paragraph 3.2 of article3.

Article 6

Identification documents

- 6.1** Applicant for DP in case of application for this pension must be identified with those documents:
- a)** ID issued by UNMIK
 - b)** Birth Certificate
 - c)** Certificate that is citizen of Kosova.

Article 7

Medical certificate

- 7.1** Accept Identity documents applicant, should attach to the request also these medical certificates:
- a)** Medical Diagnosis-Physical, mental, emocional, or disabilities from which suffer applicant.
 - b)** Influence of medical condition, sickness or disabilities on the employment, including the description of disabilities which has the applicant.
 - c)** Date of appearing the health condition, sickness or disability.
 - ç)** Valuing the abilities for job, of medical commission.
 - d)** Prognoses and proposal on permanent disability.
- 7.2** If these documents are not attached on the application, the application will be send back to the applicant, pension officer should note down the reasons why the application was send back.
- 7.3** If application is ok, pension officer should do:
- a)** Copy of UNMIK ID, and other documents.
 - b)** Hand over the acceptance certificate to the applicant stamp it and sign.
- 7.4** Pension officer is the only official who fills up 4-th section of DAPK application.
- 7.5** Copied documents put in the file together with application and phone number because to economize the procedure.

7.6 The request number will be given to every applicant and will be put on his file, and on the file will be the list of the received documents, also with written date of acceptance.

7.7 Filling up point 7.4 ends the beginning period of the request for Disability Pension.

Article 8

8.1 This administrative instruction, will entry in force from the day signed by Minister of MLSW, and will be applicable from the moment of submissions of applications for disability Pension.

Prishtinë, May 2004

**Minister of MLSW
Ahmet Isufi**
