



**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 regulation 2001/19, Article 1, indent 3, paragraph (d) on Executive Branch of Provisional Institutions of Self-Government in Kosovo.

With a purpose of preventive action, of an effective application and a right to legal provision, which determines the criteria for using the social welfare schemes of the Ministry of Labour and Social Welfare (MLSW), the Permanent Secretary of MLSW legislates this:

**ADMINISTRATIVE INSTRUCTION Nr. 01/2005
ON
THE SCOPE AND THE RESPONSIBILITY OF INDEPENDENT CONTROL
UNIT FOR SCHEMES OF SOCIAL WELFARE OF MLSW**

Article 1

The Purpose of Administrative Instruction

- 1.1 The purpose of the Administrative Instruction is to regulate and determine the scope, duties, responsibilities, competencies and other elements, which influence the welfare and the advancement of work and activities of the Independent Control Unit for social welfare schemes of MLSW.

Article 2

Independent Control Unit

- 2.1 Independent Control Unit of social welfare schemes is an organizational structure, which acts and works within the Office of Permanent Secretary of the Ministry of Labour and Social Welfare (MLSW).

Article 3

Mission of the Independent Control Unit

- 3.1 The fundamental mission of the Independent Control Unit of social welfare schemes is prevention of illegal acts in social welfare schemes and provide with services and professional help for the proper and effective application of legal provisions, which regulate the social welfare schemes of MLSW.

Article 4

Duties and Responsibilities of Independent Control Unit

- 4.1 The Independent Control Unit of social welfare schemes of MLSW has responsibility on:
- Forbidding and preventing illegal occurrences and actions of the social welfare schemes of MLSW.
 - Taking care of and monitoring proper implementation of primary and secondary legislature, which regulate and norm the social welfare schemes of MLSW.
 - The evaluation of legal implementation of criteria of the request submitters, respectively recognizing the rights to any social welfare schemes of MLSW.
 - Research and other data and information collection related to law violation in the case of recognizing the rights to social welfare schemes.
 - Informing related to thoughts and opinions of MLSW officials, civil society and citizens in accordance with the implementation of the social welfare schemes of the MLSW.
 - Control of social welfare schemes based on the MLSW's concept and policies.
 - Using of the KPAD's (Kosovar Pension Administration Department) data, and other organizational units of MLSW, for the need of controlling the schemes of social welfare.
 - Control of all the social welfare schemes, according to clientele's proposals of MLSW like:
 - Scheme of emergent help
 - Basic pensions scheme

- Scheme of persons with disabilities
 - Scheme of war invalids and their relatives
 - Scheme of temporary pensions for miners of “Trepča” complex and
 - All the other schemes that are going to be implemented by MLSW.
- Drafting and compiling of analyses, periodic reports and different evaluation in this field for the needs of MLSW.
 - Ascertaining of irregularities and proposing punishment measures for the senior staff and officers of MLSW, who are responsible for irregularities.
 - All the other engagements and activities which are related to social welfare schemes of the MLSW.

Article 5

Function

5.1 For the correct and efficient functioning of the Independent Control Unit of social welfare schemes, is the responsibility of the Head of Independent Control Unit and the responsibility of other independent officials of control of social welfare schemes of MLSW. For the work and their activities the independent controllers report to the Head of Independent Control Unit.

According to 4th article of the Administrative Instruction, where are determined the duties and responsibilities of the Independent Control Unit, the officials of this Unit have a right to:

- Use of all the data of KPAD, SWD and the other organizational units of MLSW- that are important for their work.
- Evaluation and consideration of the opinions and information of the officials of MLSW, social society and other citizens relevant for the proper application of social welfare schemes of MLSW.
- Control of all the schemes of social welfare of MLSW, according to official duty and clienteles proposals of MLSW

Article 6

Supervision and Report

6.1 The scope of the Independent Control Unit of social welfare schemes is supervised by Permanent Secretary of MLSW or the officers that are authorized by him. For his work and the scope of Independent Control Unit, Head of Unit responds and reports to the Permanent Secretary of MLSW.

Article 7

Cooperation and Coordination of Work

7.1 For the good and effective realization of work, Independent Control Unit of social welfare schemes, we should always communicate and coordinate the work and activities with other organizational structure of MLSW, especially with KPAD and SWD (Social Welfare Department) of the MLSW.

Article 8

Description of Jobs

8.1 The integral parts of Administrative Instruction where are determined duties and responsibilities of Independent Control Unit, are also the description of works and duties of the Officials of this Unit.

Article 9

Regulation of Other Issues

9.1 For the advancement and progression of the Independent Control Unit, the Permanent Secretary of MLSW, can legislate other sub legal acts, which should be in accordance with Administrative Instruction.

Article 10

Enter Reinforce

10.1 This Administrative Instruction will enter into force by signature of Permanent Secretary of MLSW.

Prishtina, January 2005

**Permanent Secretary of MLSW
Ramiz Fazliu**
