



**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**

In accordance with article 1 paragraph 1.3, point (ç) of the Regulation Nr.2001/19 on the Executive Branch of Kosova Provisional Institutions of Self-Government,

Having into consideration the importance of documentation identification of MLSW through the square and globular stamp,

With a purpose of permanent care and responsible use of MLSW stamps, Minister of Ministry of Labour and Social Welfare issues this:

**ADMINISTRATIVE INSTRUCTION No. 11/2005
ON
THE FORM, CONTENT AND USE OF MINISTRY OF LABOUR AND SOCIAL
WELFARE STAMPS**

Article 1

The purpose of Administrative Instruction issuance

1) With this Administrative Instruction is regulated and determined the form and content of MLSW stamp, their use, change, save, destroy and also other issues related to this Ministry stamps, in accordance with applicable Law and MLSW sub legal acts.

Article 2

1) In order to authenticate official acts, Ministry of Labour and Social Welfare, in its scope uses the globular stamp and square stamp of receive and submit.

2) Content of MLSW globular stamp and square stamp for receive and submit is identical one in Albanian, English and Serbian languages.

Article 3

- 1) Globular stamp and square stamps of MLSW that are used in central level of this Ministry should have this content: **PROVISIONAL INSTITUTIONS OF SELF GOVERNMENT – MINISTRY OF LABOUR AND SOCIAL WELFARE,**
- 2) Stamps that are used from Executive Agency of Labour Inspectorate will have this content: **IPVQ-MPMS- Executive Agency of Labour Inspectorate.**
- 3) Content of the stamps that are used from MLSW departments should be: **PISG-MLS**W and the exact designation of Department,
- 4) The used stamps from underlying institutions of MLSW Departments should have this content: **PISG-MLS**W, acronym of underlying Department and full designation of underlying institution of Department.

Article 4

- 1) MLSW stamps are ensured with order of Minister through Permanent Secretary of this Ministry.
- 2) Also change or destroy of MLSW stamps are done with order of Minister through Permanent Secretary.

Article 5

- 1) MLSW Permanent Secretary consulting with Minister, with special decision will appoint the authorized official in the MLSW level for keep and use of this Ministry stamps.
- 2) Except authorized officials for keeping and using of stamps in MLSW central level, Permanent Secretary of MLSW in other organizational units of MLSW through MLSW Department Directors can authorize other officials to keep and use of stamps.
- 3) MLSW stamps can use all the underlying Departments of this Ministry, like: Social Work Centers, Regional and Municipal Pension Administration Offices, Regional and Municipal Employment Office, Professional Qualification Centers and other Institutions that are overseen and controlled from MLSW.

Article 6

- 1) Authorized official person, who is given the responsibility to keep and use MLSW stamps, is responsible that the stamps be kept and used in accordance with law provisions.

- 2) Official persons whom were given the responsibility to keep and use the MLSW stamps are appointed with special decision to be issued from MLSW Permanent Secretary.

Article 7

- 1) Any use of MLSW stamps from not competent persons are and unauthorized will be sanctioned according to applicable Legislation.
- 2) Any misuse of stamps from authorized official for keep and use of MLSW stamps will be sanctioned according to applicable Legislation.

Article 8

- 1) MLSW stamps in order to be proved the authenticity of act, should be put on all acts of Ministry, with a condition that these acts be signed from responsible and authorized persons, and also be fated for official communication with local or international institutions.

Article 9

- 1) Disappear of MLSW stamps or destroy of them should be announced as invalid in Kosova Official Gazette.
- 2) MLSW stamps that for different reasons are taken out of use, it is necessary that with a special committee be destroyed, for which the transaction on their destroy is drafted.

Article 10

- 1) Form, content and the way of using MLSW stamps can be changed in case of approving the Law on the use of PISG stamps in Kosova,

Article 11

- 1) In order to confirm the exact and right use of MLSW stamps, authorized officials for keep and use of stamps, within the deadline of ten (10) days after endorsement of this Administrative Instruction, should submit all current stamps to MLSW Permanent Secretary.

Article 12

- 1) After entering into force of this Administrative Instruction with content of this act should be informed all MLSW organizational structures.

Article 13

- 1) This Administrative Instruction enters into force on the day of endorsement from MLSW.

Prishtina, October 2005

**MLSW Minister
Ibrahim Selmanaj**
