



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 article 11.1 and 14 of Law on Disability Pension in Kosova 2003/23, with aim of efficient and orderly functioning of structures organizations of MLS, Minister of Ministry of Labor and social Welfare legislate this:

**ADMINISTRATIVE INSTRUCTION No.13/2004
ON
PAYMENTS ADMINISTRATION OF DISABILITY PENSION SCHEMA**

Article 1

Purpose of this Administrative Instruction

1.1 The purpose of this Administrative Instruction is to regulate payment administration of procedures on disability pension schema.

Article 2

Payments administration of disability pension

2.1 Kosova Pension Administration (KPA) does the Payments administration of disability pension (DP), according to the authorization of MLSW.

2.2 KPA this administration does through the center office and regional offices of Kosova Pension Administration.

2.3 Payment of DP is paid only to the persons who fulfill the conditions according to the law.

2.4 Persons who fulfill the conditions for payment consider those who Medical Commission estimates as disability persons and for every case must have the positive decision of KPAD.

2.5 Payment of DP is monthly and the rate is the same as the rate of basic pension.

2.6 Payment of DP can be paid in retroactive way. For this will decide the Ministry with special decree and will fix the period time for such action.

2.7 Payment of DP proceeds through bank account of scroungers.

2.8 Bank accounts are open by officers of KPA with agreement of scroungers.

2.9 Results of medical commission insert in data base and procedure upwards.

Article 3

Payment authorization

3.1 Payment authorization does the pension officers of payment sector according to the notes of IT DP system.

3.2 Through IT system come the calculations of rate for pension payment for every month according to the fixed rate for DP.

3.3 Pensions officer for payment promulgate the decision for payment notification, with which made the confirmation of pension award, paid rate, unpaid rate (if there are), payment decision and payment date.

3.4 Pensions officer send one copy of decision (payment notification) to the scrounger of pension.

3.5 Pensions officer put one copy of decision (payment notification) in file of scrounger.

Article 4

Processing and calculation of payment

4.1 Pension Officer who prepare and award payment list promulgate the payment list report for payment from data base.

4.2 In IT system is saved the payment electronic version of scrounger also the general report and other report parting by bank.

4.3 Payment list of each scrounger include those information's:

- Name and Surname of scrounger
- No. of Identity- Card
- Payment rate
- Payment Service –Branch
- Payment Account number

- 4.4 Pension Officer will sign payment lists and all file will deliver to the manager for control and final authorization.
- 4.5 Payment manager check the payment list (and provide that the file have necessary documents for payments) and sign payment list.
- 4.6 Payment manager of sector authorized delivering of the files to the bank.
- 4.7 Pension Officer according to the authorization of payment manager sends the final files of payment data in each bank according to the Memorandum between MLSW and Banks.

Article 5

Payment

- 5.1 Payment manager sends the payment list to the financial sector, they prepare the CPO and request for bank transfer (for BPK).
- 5.2 Financial manager sends the CPO and request for bank transfer to the management of SWD (DPD), MEF and BPK.
- 5.3 From moment of fund transfer in bank, the beginning procedure of payment scheme for PDP is finished.

Article 6

- 6.1 These administrative instructions will entry in force from the day signed by Minister of MLSW, and will be applicable from the moment when start the submission of payment for disability pension.

Prishtinë, May 2004

**Minister of MLSW
Ahmet Isufi**
