



**Republika e Kosovës**  
**Republika Kosovo-Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**Law No.03/L –189**

**ON THE STATE ADMINISTRATION OF THE REPUBLIC OF  
KOSOVO**

**Assembly of Republic of Kosovo,**

Based on Article 65 (1) of the Constitution of the Republic of Kosovo,

Approves:

**LAW ON THE STATE ADMINISTRATION OF THE REPUBLIC OF  
KOSOVO**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose of the Law**

1. The purpose of this Law is providing a legal framework for the organization, cooperation and management of bodies exercising the executive power.

**Article 2  
Definitions**

1. For the purposes of this law, the following terms shall have the indicated meaning:

1.1. **Highest state administration authorities** - the Government as a whole, the Prime Minister, the Deputy Prime Ministers and the ministers.

1.2. **Highest state administration bodies** - the Office of the Prime Minister and the Ministries are highest state administration bodies used by the respective Highest State Administration Authorities for implementation of their governmental and administrative responsibilities.

1.3. **Central state administrative bodies** - subordinate bodies of the state administration performing non-ministerial tasks or other administrative tasks.

1.4. **Local state administration bodies** - municipal bodies of the state administration.

1.5. **Independent state administration bodies** - legal entities established to perform activities of state administration which require in the public interest a high degree of independence.

1.6. **Government regulations** - pieces of secondary legislation adopted by the Government on the basis of explicit authority in this Law aiming at prescribing in detail the principles and standards set out in this Law.

1.7. Conferrer of the duties, responsibilities, competencies and authorizations of state administration are its officials.

## **CHAPTER II BASIC PROVISIONS**

### **Article 3 Scope of the Law**

With this law shall be regulated the scope of the state administration bodies. The state administration performs administrative duties within the frame of the rights, responsibilities and duties of the Republic of Kosovo. The state administration exercises its functions and performs its duties based on the constitution, law, other provisions and general acts.

Duties of state administration include direct implementation of the law, issuance of provisions for their implementation, exercise of administrative supervision and performance of other administrative and professional duties.

**Article 4**  
**Duties of State Administration**

1. Duties of state administration are:

- 1.1. proposal of internal and external policies;
- 1.2. development of developing policies;
- 1.3. normative activity;
- 1.4. implementation of laws and other provisions;
- 1.5. exercise of administrative supervision;
- 1.6. setting up in administrative procedure the rights and obligations of citizens and legal entities;
- 1.7. action upon criminal offence procedure;
- 1.8. ensuring performance of duties of public interest;
- 1.9. provision of other duties of state administration.

**Article 5**

1. Duties of state administration are exercised by institutions, relevant agencies and other competent bodies, authorized by state administration (hereinafter referred as: State administration bodies).

2. Institutions, authorities and other bodies of state administration according to this law are: Ministries, State administration bodies and other administrative bodies.

3. Some certain duties of state administration may be carried out by other bodies of central or local level, by institutions and other legal entities as well, as public authorizations if such duties respectively authorization have been carried or entrusted to them.

**Article 6**  
**Nature of state administration work**

The work of administration bodies is public.

### **Article 7**

#### **Exercise of control and supervision of state administration work**

1. State administration and its work is subject of control and supervision.
2. Control of state administration work is performed through administrative supervision and other forms; through legal control, other forms and modalities of controlling in compliance with constitutions and the laws.

### **Article 8**

1. State administration bodies are established by the Government of Republic of Kosovo, in compliance with the law.
2. The Government of Republic of Kosovo harmonizes and supervises the performance of state administration works.
3. By establishing act of state administration body is determined the responsible ministry, that shall exercise supervision on lawfulness of the state body work.

### **Article 9**

State administration while caring out its work, within the legal competencies and authorizations, is transparent, professional, efficient and effective, independent and impartial.

### **Article 10**

#### **The status of state administration bodies**

1. State administration bodies, in accordance with establishing act, have the status of legal entity.
2. Administration bodies, within their scope, may carry out services for natural and legal persons with legal compensation.

### **Article 11**

State administration bodies are obliged to decide on different administrative issues of their competencies, legally efficiently and within legal terms.

**Article 12**  
**Noncompliance of manifestation and political organization in state administration bodies**

In state administration bodies, it is forbidden any form of manifestation, organization and act of political activities or inclination or in favor on political bases of administration employees.

State administration employees while caring out their duties within their working hours, are forbidden to express and represent their political beliefs or orientations.

**Article 13**

Republic of Kosovo is responsible for the damage that the state administration body causes with its illegal and irregular duties.

**Article 14**  
**Performers of state administration work**

1. State administration duties in its bodies and institutions are carried out by state employees who are employed based on values and merits, through public advertisement, if not defined otherwise by the law.
2. The rights, obligations, responsibilities and authorizations of state administration officials shall be defined with provisions of the Law on Civil Service and the Law on Salaries of Civil Servants.

**Article 15**  
**Provisions of means for functioning and the work of state administration**

Means for work and activities of state administration bodies shall be provided with the budget of Republic of Kosovo.

**Article 16**  
**Organizational, functional and activity structure of state administration bodies**

1. The organizational, functional and activity structure of the state administration bodies is regulated by this Law unless provided otherwise in special laws.
2. This law is not applicable to:
  - 2.1 the administration of the Assembly,

- 2.2 the administration of the President;
  - 2.3. the administration of Constitutional Court;
  - 2.4. the administration of the judiciary and of the prosecution service;
  - 2.5. the administration of the independent institutions as specified in Chapter XII of the Constitution;
  - 2.6. the administration of higher public education institutions.
3. Administration performed by municipalities is regulated by the Law on Local Self Government insofar as own and extended competencies of municipalities are concerned.
  4. Public enterprises shall be regulated in accordance with the Law on Public Enterprises.

#### **Article 17**

#### **Principles and criteria for organization and internal systematization in state administration bodies**

1. Principles and criteria for organization and internal systematization in state administration bodies shall be defined by the government of Republic of Kosovo.
2. Organization and internal systematization of tasks, positions and duties of work in certain body of state administration, is regulated by responsible ministry, with a special act.

#### **Article 18**

#### **Principles**

1. The organizational structure of the state administration of Kosovo shall ensure that:
  - 1.1. services are delivered according to the rule of law principle;
  - 1.2. the administration acts in an impartial, politically neutral and citizen orientated manner;
  - 1.3. tasks are performed with efficiency and effectiveness and in a transparent manner;
  - 1.4. administrative bodies can cooperate in the public interest;
  - 1.5. competencies are defined on the basis of the subsidiary principle;

1.6. gender equality and the principles of a multiethnic society are protected and promoted.

### **Article 19 Modernization**

1. The Kosovo state administration shall be continuously modernized in accordance with the principles set out in Article 3 of this law. The Government shall provide the necessary personnel and create the organizational and technical preconditions to support this process.

2. The Ministry responsible for public administration shall develop proposals and shall organize the process of administrative reforming, advancement and modernization.

## **CHAPTER III INSTITUTIONS AND BODIES OF STATE ADMINISTRATION**

### **Article 20 Institutions of State Administration**

1. The administration in the Republic of Kosovo is carried out by institutions of direct and indirect state administration.

2. Institutions of direct state administration are:

2.1. highest state administration bodies;

2.2. central state administration bodies;

2.3. local state administration bodies;

2.4. municipalities, with regard to delegated state competencies.

3. Institutions of indirect state administration are:

3.1. municipalities with regard to own and extended competencies (decentralization);

3.2. independent state administration bodies with the status of a legal entity;

3.3. legal persons with regard to delegate state competencies.

**Article 21**  
**Highest State Administration Authorities**

The Government as a whole, the Prime Minister, Deputy Prime Ministers and the ministers are the highest authorities of the state administration. They head and supervise the state administration in their particular area of responsibility.

**Article 22**  
**Highest state administration bodies**

1. The highest bodies of the state administration shall carry out other administrative tasks if so provided for by law or if performance of administrative tasks by one of the highest state administration bodies is more effective and efficient than delegation to another state administration bodies.

2. The areas of administrative responsibility of the Office of the Prime Minister and ministries shall be defined in a regulation issued by the Government upon proposal of the Prime Minister and ministers. This regulation of the Government as well as subsequent changes shall be published in the “Official Gazette”.

3. The Prime Minister and the ministers, with Government approval, shall have the right to establish local state administration bodies for the implementation of administrative tasks on territorial (local) level.

**Article 23**  
**Central State Administration Bodies**

1. Central Administrative bodies exercise competencies which cover the whole territory of Kosovo. They are subordinate to a particular ministry or in exceptional cases to the Office of the Prime Minister.

2. Central State Administration Bodies shall perform:

2.1. non ministerial tasks, especially activities of a preparatory, advisory or scrutinizing character;

2.2. other administrative tasks, especially to relieve the respective ministry from routine tasks and from tasks requiring a high degree of specialization.

3. After approval by the Government, upon proposal by the supervising body of the state administration, Central State Administration Bodies shall have the right to establish local state administration bodies for the implementation of administrative tasks on regional (local) level.



**Article 24**  
**Local State Administration Bodies**

1. Local State Administration Bodies are municipal bodies of the state administration.
2. The territorial competence of Local State Administration Bodies shall correspond to the territory of one or more municipalities.
3. The Government shall determine by Regulation the territorial competencies and the seat of Local State Administration Bodies.
4. Local State Administration Bodies are subordinate to one of the highest state administration bodies or to a central state administration body.

**Article 25**  
**Delegation of administrative tasks to Municipalities**

1. State administration competencies shall be delegated to municipalities unless there are legal or other overriding reasons requiring that other state administration bodies carry out these competencies directly.
2. Upon delegation of competencies, the State Administration bodies shall provide the municipalities with sufficient financial means to carry out the respective competencies.

**Article 26**  
**Independent State Administration Bodies**

1. Independent State Administration Bodies are legal entities established to perform continuously activities of state administration which require in the public interest a high degree of independence.
2. The degree of independence with regard to the appointment of staff, to financial management, to internal organization and to the performance of administrative activities and supervision granted to the respective body shall correspond to the requirements of the administrative tasks performed by the respective body.
3. The competences and the degree of independence shall be defined in the law establishing the respective Independent State Administration Body.

**Article 27**  
**Legal Persons as conferrers of state administration tasks**

1. The performance of administrative tasks may be conferred upon to a legal person as a conferrer of state administration tasks.
2. The selection of a legal person as a conferrer of state administration tasks for this purpose shall be based on open competition.
3. The respective act shall define the conferred tasks, the conferred powers and duties, financing, performance of conferred tasks, the supervising administrative body as well as the scope and the instruments for supervision.
4. The holder of conferred administrative tasks shall have the same rights and obligations as state administration bodies when performing the conferred tasks. Regulations or decisions of holders of conferred administrative tasks shall be in compliance with the relevant provisions of state legislation.

**CHAPTER IV**  
**ESTABLISHMENT AND DISSOLUTION OF STATE ADMINISTRATION BODIES**

**Article 28**  
**Establishment and Dissolution of State Administration Bodies**

1. The Highest State Administration Bodies are established and dissolved as provided for in the Constitution and in the Law on Government.
2. Central State Administration Bodies shall be established and dissolved by law. The respective Law shall define the name, the seat and the competences of the respective body.
3. Local State Administration Body shall be established by decision of the respective superior state administration body after approval by the Government. The decision shall specify the name, the seat and the competences of the local body and the territory for which the body has been established. Joint Local State Administration Bodies may be established by superior administration bodies for a particular territory by mutual decision.
4. Independent State Administration Bodies shall be established by law, which shall specify the name and the seat of the body as well as outline the organization, the financial regime, the appointment of the director and of other staff, the competences, and the procedure of the respective body and the accountability of the director.

**Article 29**  
**Competences of State Administrative Bodies**

1. Competences empowering a state administrative body to carry out activities which might affect individual rights of citizens need to be defined by law or on the basis of a law.
2. The definition of territorial and other competences of state administrative bodies shall ensure that their activity can be carried out effectively, efficiently and citizen oriented.
3. Administrative tasks of similar type shall be implemented in principle only by one state administrative body. Duplication and overlap of competences shall be excluded.

**Article 30**  
**Register of State Administrative Bodies**

1. The Ministry responsible for public administration shall maintain an official register of all State Administrative Bodies.
2. The Register shall be published periodically in the Official Gazette.
3. Changes in the official register of the state administration shall be published without delay in the Official Gazette.

**CHAPTER V**  
**INTERNAL ORGANIZATION OF STATE ADMINISTRATION BODIES**

**SUB-CHAPTER 1**  
**Regulation on internal organization and systematization of job positions**

**Article 31**  
**Regulation on internal organization and systematization of job positions**

The internal organization and the systematization of job positions shall be set out for each state administrative body in a Government Regulation.

**Article 32**  
**Content of the regulation on internal organization and systematization of job positions**

1. The regulation shall include the following items:

- 1.1. organizational structure of the state administrative body including definition of appropriate management levels, functions, and responsibilities;
- 1.2. number and level of job positions in accordance to the annual budget law;
- 1.3. allocation of business within the organizational structure to job positions (including title and job description, substitution etc.);
- 1.4. conditions for each job position;
- 1.5. in ministries: tasks of deputy ministers and political advisers and their relations with the civil service hierarchy; as well as requirements for appointment of political advisers;
- 1.6. organizational chart.

**Article 33**  
**Procedure for adoption of the regulation on internal organization and systematization of job positions**

1. The regulation shall be prepared within the respective state administration body;
2. Consultation with the Ministry responsible for Finance and the Ministry responsible for public administration shall be obligatory;
3. The regulation on internal organization and systematization of job positions of ministries shall be submitted to Government for approval.
4. Respective regulations of central and local state administration bodies shall be subject to approval by the body responsible for supervision with regard to the respective state administration body and shall be included as a special chapter in the regulation of the supervising body.
5. Respective regulations of independent state administration bodies shall be adopted by the head of the independent body after consultation according to paragraph 2 of this Article.
6. Subsequent amendments to the regulation shall be subject to the same procedure.
7. After approval, the regulation is published in the Official Gazette

## **Article 34**

### **Preparation of the regulation on internal organization and systematization of job positions**

1. The draft regulation on internal organization and systematization of job positions shall be prepared by the respective administrative body after a thorough analysis and assessment of the current situation and of future needs with regard to organizational structures and processes.
2. A Government Regulation prepared by the Ministry responsible for public administration shall specify the detailed standards for the regulation on internal organization and systematization of job positions.

## **SUB-CHAPTER 2 Organization of Ministries**

### **Article 35 Organizational structure of ministries**

1. Ministries shall be structured in the following levels:
  - 1.1. Minister;
  - 1.2. General Secretary;
  - 1.3. Departments,
  - 1.4. Divisions.
2. Ministries shall be entitled to use different names for the structural level of department and division.
3. Deputy Minister is senior official of respective ministry, who performs tasks foreseen by the law of Government and respective act of systematization of work duties. The deputy minister substitutes the minister on certain tasks with his/her authorization.
4. Political advisers shall not carry out managerial or other administrative duties of the ministry.
5. The Organizational structure of the Prime Minister Office will be determined by Regulation.

**Article 36**  
**Management of divisions**

1. The division shall be managed by the division head.
2. The division head shall report to a department head.
3. In the division duties shall be regulated in a manner that competencies and responsibilities are clearly defined.
4. The division head shall be substituted in case of absence or incapacity by the highest ranking civil servant below the division head as indicated in the Regulation on Internal Organization.

**Article 37**  
**Role of Department**

1. Divisions with related subject areas are grouped within a department as second hierarchical level.
2. The department shall be managed by the department head.
3. The department head shall report to the general secretary.
4. In case of absence or incapacity, the department head shall be substituted by another department head as indicated in the Regulation on Internal Organization and Systematization of Job Positions.

**Article 38**  
**General Secretary**

1. The general secretary is the administrative head of the ministry and reports directly to the minister.
2. The general secretary shall have the following main responsibilities:
  - 2.1. to provide policy advice to the minister
  - 2.2. to ensure that policy decisions and other measures of the ministry are implemented efficiently and effectively
  - 2.3. to ensure that implementing measures by the ministry are monitored regularly and that remedial action is taken with regard to deficiencies;
  - 2.4. to manage the civil servants and other employees of the ministry;

- 2.5. to manage finances and other resources of the ministry;
- 2.6. to manage the flow of information throughout the ministry;
- 2.7. to cooperate with the secretaries of other ministries on a regular basis;
- 2.8. to coordinate relations of the ministry with subordinated administrative bodies,

**Article 39**  
**Role of divisions**

The division shall be the basic structural element in the ministry; the division shall be exclusively responsible for related subject matters within the general competence of the ministry.

**Article 40**  
**Special structures**

1. As an exception, departments and divisions reporting directly to the minister may be established. The same applies to divisions reporting directly to the general secretary.
2. The reasons for establishing special reporting lines according to paragraph 1 of this Article shall be set out in regulation on internal organization and systematization of job positions.
3. For temporary complex tasks which require a cross cutting approach working bodies comprising staff from different divisions and/or departments may be established. The highest ranking civil servant that is a member of the working body shall head such working body.
4. For human resource management, for financial and IT, and other common tasks a organizational capacity (department or division) reporting directly to the general secretary shall be established in each ministry.

**Article 41**  
**Staff in ministries**

1. All job positions defined as civil service positions in the Regulation on Internal Organization and Systematization of Job Positions including the positions of general secretaries shall be occupied by civil servants according to the Law on Civil Servants.
2. Each civil servant or other employee holding an established job position in the ministry shall be assigned to one organizational unit.

**SUB-CHAPTER 3**  
**Organization of Central State Administration Bodies**

**Article 42**  
**Organizational structure of central state administration bodies**

1. Central state administration bodies shall be structured in the following levels:
  - 1.1. Directorates;
  - 1.2. Sections.
2. Central state administration bodies shall be entitled to use different names for the structural level of directorate and section,

**Article 43**  
**Role of section in the central state administration body**

1. The section shall be the basic structural element in the central state administration body.
2. The section shall be exclusively responsible for related subject matters within the general competence of the central state administration body.

**Article 44**  
**Management of sections in the central administrative body**

1. The section shall be managed by the section head.
2. In the section duties shall be regulated in a manner that competencies and responsibilities are clearly defined.
3. The section head shall report to the head of a directorate.
4. The section head shall be substituted in case of absence or incapacity by the highest ranking civil servant below the section head as indicated in the Regulation on Internal Organization and Systematization of Job Positions of the respective body.



**Article 45**  
**Directorate**

1. Sections with related subject areas are grouped within a directorate. as second hierarchical level in the central administrative body.
2. The directorate shall be managed by the head of directorate.
3. The head of directorate shall be substituted in case of absence or incapacity by another head of directorate as indicated in the Regulation on Internal Organization and Systematization of Job Positions of the respective central administrative body.

**Article 46**  
**Special structures in the central state administration body**

1. For temporary complex tasks which require a cross cutting approach task forces comprising staff from different sections and/or directorates may be established. They shall be managed by the highest ranking civil servant participating in the task force.
2. For human resource management, for financial issues, IT and other common tasks an organizational capacity reporting directly to the director shall be established in each central state administration body, unless these services are provided by the supervising ministry.

**Article 47**  
**Staff in central state administration bodies**

1. All job positions defined as civil service positions in the Regulation on Internal Organization and Systematization of Job Positions including the positions of general directors shall be occupied by civil servants or other officers according to the Law on Civil Service.
2. Each civil servant or other officer holding a job position in the central state administration body shall be assigned to one organizational unit.
3. One civil servant may be assigned directly to the general director.

**SUB-CHAPTER 4**  
**Organization of Local Administrative Bodies**

**Article 48**  
**Organizational structure of Local State Administration Bodies**

1. Local state administration bodies shall be headed by a principal.
2. The staff of the local state administration body shall report directly to the principal.
3. Units shall be established in local state administration bodies only if the complexity of the work and the size of the respective body requires a separate organizational structure.
4. The principal of joint local state administration bodies shall be appointed by mutual decision of the bodies who have established the joint lower state administration body.
5. Otherwise the provisions dealing with the organization of central state administration bodies shall be applicable analogously for local state administration bodies.

**Article 49**  
**Common Services**

1. In principle human resource management, financial and IT matters and other common services for local state administration bodies shall be provided centrally by the supervising administrative body.
2. Common services for local state administration body operating in the same territory may be provided jointly by the supervising administrative or central bodies.
3. Details shall be set out in an agreement of the supervising administrative bodies and in the regulation on internal organization and systematization of job positions of the respective joint local state administration body.

**SUB-CHAPTER 5**  
**Organization of Independent State Administrative Bodies**

**Article 50**  
**Organizational structure of Independent State Administration Bodies**

1. The principles for organization and management of Independent State Administration Bodies shall be set out in the law establishing the Independent Administrative Body.
2. Details on the organization and management of Independent State Administration Bodies shall be included in the Regulation on Internal Organization and Systematization of Job Positions.
3. The Independent State Administration Body shall be managed by a director/president selected according to the provisions of the Civil Service Law. The Director shall be accountable to the Prime Minister or to the Minister indicated in the act establishing the Independent Administrative Body.

**CHAPTER VI**  
**DEVELOPMENT OF PROCEDURE IN STATE ADMINISTRATIVE BODIES**

**Article 51**  
**Procedure**

1. The procedure of state administration bodies in administrative matters with regard to citizens shall follow the Law on Administrative Procedure unless provided otherwise in special law.
2. The Government shall adopt regulations dealing with uniform standards for management of state administration bodies including human resources management, office procedures and cooperation between state administration bodies generally applicable in state administration bodies.

**Article 52**  
**Internal Methods of Work**

1. The Prime Minister, Ministers, Directors of Central and Independent State Administration Bodies shall issue directives determining the work, manner and the quality of work and behavior of employees of the state administration.

2. For local state administration bodies the respective directives shall be issued by the state administration body responsible for establishment of the local state administration body.

### **Article 53**

#### **Public work of state administration bodies and their communication**

1. State administration bodies shall inform the public about their administrative work.
2. Details shall be set out in the Government regulation referred to in paragraph 2 of Article 51 of this law.

### **Article 54**

#### **Cooperation and coordination of state administration bodies with central institutions of Republic of Kosovo**

Relation of state administrative bodies with president and the Assembly of Republic of Kosovo, rely on rights and obligation defined by constitution, law and other provisions.

State administration bodies are obliged to the president of the country and to the Assembly provide information, notes and other data from their scope and competencies, such data and information that are necessary to their work and activities.

State administration bodies apply president's acts issued during the peace or war time.

### **Article 55**

#### **Cooperation and coordination relations between state administration bodies and government**

Cooperation and coordination relation between state administration bodies and the Government of Republic of Kosovo, are based on their rights and obligations defined by constitution and law.

While performing their work and activities, state administration bodies are obliged to refrain to the lawful and omnipotent acts of the Government.

### **Article 56**

#### **Cooperation of administration bodies with citizens**

State administration bodies are obliged to enable for the citizens an open legal realization and in time of their rights and obligations; to offer them necessary information; to offer them legal assistance without discrimination; to respect the dignity and personality of each citizen; to preserve and advance the level and authority of state administration bodies, to cooperate within the legal framework, in correct and civilized manner with citizens of Republic of

Kosovo and with each individual that asks orally or in a written form for any request, necessity, right or legal, economic or civil interest.

#### **Article 57**

##### **Cooperation and coordination of state administration bodies between themselves**

1. State administration bodies shall be obliged to cooperate on all joint issues and to submit to each other data and information necessary for their work.
2. For complete, efficient, general and continues cooperation, state administration bodies shall establish joint bodies of civil servants in order to execute administrative tasks which by their nature require participation of different administrative bodies.
3. Joint bodies from paragraph 2 of this Article shall be chaired by the civil servant of the respective body.
4. Establishment and work of joint bodies shall be prescribed in detail by Government Regulation

#### **Article 58**

##### **Legal Administrative Assistance**

1. A state administration body can request assistance in carrying out administrative tasks from another administrative body or any other body or organism, if the requesting administrative body is unable to carry out the respective tasks by itself because of legal or factual reasons.
2. Details of administrative assistance shall be prescribed in a Government Regulation.

#### **Article 59**

##### **Conflict of Competencies**

In case of conflict concerning the competencies of different state administration bodies, the issue shall be decided in first instance by the minister responsible for public administration. The Government shall be responsible for the final administrative decision.

**CHAPTER VII**  
**SUPERVISION OVER THE ACTIVITIES OF STATE ADMINISTRATION**  
**BODIES**

**Article 60**  
**Supervision of State Administrative Bodies**

State administrative bodies are supervised by the Government, unless otherwise provided for by law.

**Article 61**  
**Purpose of Supervision**

1. Supervision shall be exercised with regard to:
  - 1.1. the legality and the expediency including effectiveness and efficiency of the administrative activities of the respective administrative body;
  - 1.2. the internal management of the respective administrative body including internal organization, financial management, time management and human resources management.

**Article 62**  
**Responsibility for Supervision**

1. Supervision of the legality and expediency of the administrative activities of the respective administrative body is exercised by the superior administrative body.
2. Supervision of the internal management of the respective administrative body is exercised by the Ministry responsible for public administration through inspectors.
3. Details of the process of supervision/inspection shall be regulated in a special Government Regulation.

**Article 63**  
**Instruments of Supervision**

1. The supervising body is entitled to require information and reports from the supervised body, to inspect files, to conduct audits and other inquiries, to enter the premises of the supervised body and to issue general instructions and instructions with regard to a particular case.

2. If instructions are not carried out without delay by the supervised body the supervising body may take the following measures:

2.1. suspend the execution of the decision or other act by the supervised body;

2.2. order modifications of the decision or other act by the supervised body;

2.3. order replacement of the decision or other act by the supervised body.

3. The supervising body shall be obliged to act instead of the supervised body in case of danger in delay or if a correct implementation by the supervised body is not ensured.

4. Provisions in special laws extending or restricting the supervisory powers shall remain unaffected.

#### **Article 64**

##### **Supervision of Independent State Administration Bodies**

1. Independent State Administration Bodies are subject to supervision of the legality of their activities. Details shall be set out in the law establishing the Independent State Administration Body.

2. In case of doubt the instruments of supervision set out in Article 63 of this law shall be applicable analogously by the supervising body.

#### **Article 65**

##### **Supervision of Municipalities**

1. Municipalities are subject to supervision of the legality of their activities with regard to performance of own and extended responsibilities. Insofar supervision is carried out according to the Law on Local Self Government.

2. Municipalities carrying out tasks delegated by the state administration are subject to supervision of the legality and of the expediency including effectiveness and efficiency of their delegated activities.

3. The supervising body shall not interfere into the internal management of the municipality.

4. The instruments of supervision set out in the Law on Local Self Government shall be applicable.

#### **Article 66**

## **Annual Report**

The Ministry responsible for public administration shall prepare an annual report with an assessment of the activities of state administration bodies.

## **CHAPTER VIII TRANSITIONAL AND FINAL PROVISIONS**

### **Article 67 Transition of Existing Administrative Bodies**

1. Existing Administrative Bodies which were established by law and which do not correspond to the typology of this law shall be transformed into the new typology within one (1) year after this law has come into effect.
2. Existing Administrative Bodies which were not established by law or on the basis of a law may be transformed, dissolved, restructured or merged with other State Administrative Bodies by Government Decision within one (1) year after this law has come into effect.
3. The Ministry responsible for public administration shall prepare the legislation provided for in paragraphs 1 and 2 of this Article, within six (6) months after this law has come into effect.

### **Article 68 Harmonization of regulations on internal organization and job systematization**

1. State bodies which adopted regulations on internal organization and job systematization or other corresponding instruments shall review and amend these acts, if necessary, with regard to this Law within two (2) months after the legislation mentioned in the Article above has come into effect.
1. The reviewed and amended regulations shall enter into force within four (4) months.

### **Article 69 Secondary Legislation**



Other instruments of secondary legislation provided for in this Law shall be adopted within six (6) months after the legislation mentioned in Article 67 of this law has come into effect

**Article 70**  
**Civil Servants**

Changes of civil servants titles resulting from this Law shall be decided in accordance to the respective provisions of the Kosovo civil service legislation.

**Article 71**  
**Legal persons**

1. Private law natural and legal persons carrying out administrative tasks on the basis of delegation shall continue to perform these administrative tasks for twelve (12) months after entry into force of this Law.
2. After this period it shall be decided whether the conferral of public powers shall be renewed.

**Article 72**  
**Entry into force**

The present law enters into force fifteen (15) days after its publication in the Official Gazette of the Republic of Kosovo.

**Law No. 03/L-189**  
**16 September 2010**

**President of the Assembly of the Republic of Kosovo**

\_\_\_\_\_  
**Jakup KRASNIQI**