



Republika e Kosovës
Republika Kosova - Republic of Kosova
Qeveria - Vlada - Government

**REGULATION (GRK) NO. 08/2024 ON COAT OF ARMS AND SEAL OF THE
OFFICE OF THE INSPECTOR GENERAL AND INSPECTION BODIES AS
WELL AS ON THE IDENTIFICATION DOCUMENT OF THE INSPECTORS
IN THE REPUBLIC OF KOSOVO¹**

¹ Regulation (GRK) No. 08/2024 on Coat of Arms and Seal of the Office of the General Inspector and Inspection Bodies, as well as for the Identification Document of the Inspector of the Republic of Kosovo, was adopted at the 198th session of the Government of the Republic of Kosovo, by decision No. 05/198, dated April 2, 2024.

Government of the Republic of Kosovo,

In accordance with Article 93 (4) of the Constitution of the Republic of Kosovo, Article 15, paragraph 4 of Law No. 08/L-067 on Inspections, Article 8, paragraph 4, sub-paragraph 4.5 of Law No. 08/L-117 on the Government of the Republic of Kosovo, and Article 19, paragraph 6, sub-paragraph 6.2 of Regulation No. 09/2011 on Rules and Procedure of the Government of the Republic of Kosovo,

adopts:

REGULATION (GRK) NO. 08/2024 ON COAT OF ARMS AND SEAL OF THE OFFICE OF THE INSPECTOR GENERAL AND INSPECTION BODIES AS WELL AS ON THE IDENTIFICATION DOCUMENT OF THE INSPECTORS IN THE REPUBLIC OF KOSOVO

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This regulation aims to determine the form, content, equipment and manner of use of the coat of arms and seal by the personnel of the Office of the Inspector General and the inspection bodies, as well as the identification document by the inspectors of the institutions of the Republic of Kosovo.

**Article 2
Scope**

1. This regulation applies to the personnel of the Office of the Inspector General and inspection bodies for the coat of arms and seal. Also, the regulation applies to the inspectors of the Republic of Kosovo as far as their identification document is concerned.

2. Except from paragraph 1 of this article, this regulation does not apply to:

- 2.1. customs and tax inspection;
- 2.2. inspection for the prevention of money laundering and financing of terrorism;
- 2.3. internal inspection of an administrative nature within state and municipal administration;
- 2.4. inspections by the police inspectorate; and

2.5. public safety inspections within the framework of the ministry responsible for internal affairs.

Article 3 Definitions

1. For the purposes of this regulation, the terms used have the following meanings:

1.1. **Office of the Inspector General** refers to the executive agency within the Office of the Prime Minister of the Republic of Kosovo;

1.2. **Inspection bodies** refer to the central inspectorates and the special inspection units that function within the state administration as well as municipal inspectorates that function at the municipal level;

1.3. **Inspector** refers to the public officer who is a civil servant and is responsible for monitoring the implementation of legislation, and is competent to conduct inspections according to current legislation;

1.4. **Coat of arms** refers to the graphic definition of the identification mark of the institution that distinguishes it from another institution;

1.5. **Seal** refers to the colored tool that enables the authentication of a document, namely an official document; and

1.6. **Identification document** refers to the card that legitimizes and authorizes its user.

CHAPTER II

COAT OF ARMS OF THE INSPECTOR GENERAL OFFICE AND INSPECTING BODIES

Article 4

The form of the coat of arms of the Inspector General Office and inspection bodies

1. The form of the coat of arms of the Inspector General Office is defined as in Appendix 1 of this regulation.

2. The form of the coat of arms of the inspection bodies has the same proportions as the design of the coat of arms of the Inspector General Office. The shades and typography of the coat of arms of the inspection bodies are determined by the guide for the design of the coat of arms that is drawn up by the Inspector General Office.

Article 5

The content of the coat of arms of the Inspector General Office and inspection bodies

The coat of arms of the Office of the Inspector General and the coats of arms of the inspection bodies as graphic symbols contain figurative elements that reflect the importance, image and function of the Office of the Inspector General and the inspection bodies separately.

Article 6

Equipment of the coat of arms of the Office of the Inspector General and inspection bodies

1. The Office of the Inspector General is provided with its coat of arms directly through this Regulation, as defined in Appendix 1 of this Regulation.
2. The inspection bodies send their respective proposals for the coat of arms to the Inspector General Office.
3. In accordance with paragraph 2 of this Article, the Office of the Inspector General offers written consent to the proposal sent by the inspection bodies or sends concrete proposals on the need to improve the proposed coat of arms.

Article 7

The manner of use of the coat of arms by the Office of the Inspector General and inspection bodies

1. The Office of the Inspector General and inspection bodies use the corresponding coat of arms in all official documents, including in communications through official letters.
2. The coat of arms of the Office of the Inspector General is used exclusively by the Inspector General Office and the respective coats of arms of the inspection bodies are used exclusively by the respective inspection bodies.
3. The coat of arms of the Office of the Inspector General and the inspection bodies is placed on the right side of the document, respectively of the letter, next to the coat of arms of the Republic of Kosovo, which is placed on the left side of the document, respectively of the letter.
4. In derogation from paragraph 3 of this Article, the coat of arms of the inspection bodies at the local level is placed on the right side of the document, namely the letter, next to the coat of arms of the respective municipality, which is placed on the left side of the document, namely the letter.
5. The Office of the Inspector General and the inspection bodies may use the coat of arms in a different size than that defined by Appendix 1 of this Regulation and depending on the documents, namely the letters, but without violating the proportions between the different elements of the coat of arms.

6. The coat of arms defined by Appendix 1 of this Regulation can also be used in the black and white version.

7. Other technical details for the use of coat of arms by the inspection bodies are determined by the guide defined in paragraph 2 of Article 4 of this Regulation.

CHAPTER III

SEAL OF THE OFFICE OF THE INSPECTOR GENERAL AND INSPECTING BODIES

Article 8

The form of the seal of the Office of the Inspector General and inspection bodies

1. The seals of the Office of the Inspector General and inspection bodies are circular in shape.
2. In derogation from paragraph 1 of this Article and for the protocol of documents, the Office of the Inspector General and the inspection bodies can also be equipped with square seals.

Article 9

The content of the seal of the Office of the Inspector General and inspection bodies

1. The circular seal of the Office of the Inspector General, which consists of several concentric circles, contains the following information:
 - 1.1. in the first outer circle the inscription "Republic of Kosovo" is placed;
 - 1.2. in the other circles, the inscription "Office of the Inspector General" is placed;
 - 1.3. the coat of arms of the Republic of Kosovo is placed in the middle of the circular seal; and
 - 1.4. the headquarters of the Office of the Inspector General can be written in continuation of the inscription "Office of the Inspector General" or at the end of the symbol of the coat of arms of the Republic of Kosovo.
2. The respective circular seals of the inspection bodies, which consist of several concentric circles, contain the following data:
 - 2.1. in the first outer circle, the inscription "Republic of Kosovo" is placed;
 - 2.2. the inscription of the name of the inspection body is placed in the other circles;
 - 2.3. the coat of arms of the Republic of Kosovo is placed in the middle of the circular seal;
 - 2.4. the headquarters of the inspection body can be written following the superscript of the name of the inspection body or at the end of the symbol of the coat of arms of the Republic of Kosovo.

3. In derogation from paragraphs 1 and 2 of this Article, the Office of the Inspector General and inspection bodies may possess more than one circular seal. In cases where these institutions possess more than one circular seal, then they are marked with Roman numerals which are placed between the coat of arms of the Republic of Kosovo and the seat of the Office of the Inspector General, respectively of the inspection bodies.

4. In derogation from paragraph 2 of this Article, inspection bodies at the municipal level have the right to use the circular seal with the coat of arms of their respective municipality when they are not performing special tasks, namely tasks from the state powers, in accordance with the Law on use of state symbols of Kosovo and the Law on Local Self-Government.

5. The square seal of the Office of the Inspector General contains the following information, in order:

5.1. in the upper part on the left side of the square seal, the coat of arms of the Republic of Kosovo is placed;

5.2. in the upper part on the right side of the square seal, the coat of arms of the Office of the Inspector General is placed;

5.3. under the coat of arms of the Republic of Kosovo, the inscription "Republic of Kosovo" is placed;

5.4. the inscription "Office of the Prime Minister" is placed in capital letters;

5.5. the inscription "Office of the Inspector General" is placed;

5.6. the protocol number of the Office of the Inspector General is set and subsequently, space is left for noting down the protocol of the letter;

5.7. space is placed for noting the number of attached pages;

5.8. space is placed for noting the day, month, and year; and

5.9. the name of the location of the headquarters of the institution under which the Office of the Inspector General is located is placed.

6. The square seals of the inspection bodies contain the following data, in order:

6.1. in the upper part on the left side of the square seal, the coat of arms of the Republic of Kosovo is placed;

6.2. in the upper part on the right side of the square seal, the coat of arms of the inspection body is placed;

6.3. under the coat of arms of the Republic of Kosovo, the inscription "Republic of Kosovo" is placed;

6.4. the name of the institution under whose supervision the inspection body operates is placed, in capital printed letters;

6.5. the inscription of the name of the inspection body is placed;

6.6. the number of the protocol of the inspection body is placed and subsequently, space is left for noting down the protocol of the letter;

6.7. space is placed for noting the number of attached pages;

6.8. space is placed for noting the day, month, and year; and

6.9. the name of the place of the headquarters of the institution under which the inspection body is located is placed.

7. The institution's seal text is written in capital letters of the same size and shape in accordance with the legislation on the use of the official languages of the Republic of Kosovo.

8. In accordance with the Law on Local Self-Government, inspection bodies at the municipal level use the seal that includes the symbol and name of the municipality.

Article 10

Equipment of the seal of the Office of the Inspector General and inspection bodies

1. The Office of the General Inspector and the inspection bodies can be equipped with a seal after submitting the request to the responsible ministry for public administration.

2. The request to the responsible ministry for public administration for equipment with a seal is submitted through the relevant form defined by a sub-legal act issued in accordance with the Law on Seals in the Institutions of the Republic of Kosovo.

3. In the event that the Office of the Inspector General or the inspection bodies exercise their activities in more than one building and if it is reasonable in accordance with the requirements of the work, then they have the right to have multiple copies of the seals.

Article 11

The manner of use of the seal by the Office of the Inspector General and inspection bodies

1. The Inspector General of the Office of the Inspector General or the leader of the inspection body, after receiving the seal from the responsible ministry for public administration, issues a decision on the date of commencement of use of the seal.

2. The Inspector General of the Office of the Inspector General or the head of the inspection body authorizes in writing the responsible officer for the use of the seal. If the authorized responsible officer is temporarily absent, then the Inspector General of the Office of the Inspector General or the head of the inspection body authorizes another officer temporarily responsible for the seal.

3. In accordance with paragraph 2 of this Article, the person responsible for the seal is responsible for its use and protects the seal from unauthorized use.
4. The responsible officer for the use of the seal at the Office of the Inspector General or at the inspection body, keeps complete and accurate record as well as a copy of the sealed document.
5. The seal of the Office of the Inspector General or the inspection body is used only inside the headquarters of the institution.
6. In derogation from paragraph 5 of this Article, the seal can be used outside the headquarters of the institution with special authorization from the Inspector General of the Office of the Inspector General or the head of the inspection body, respectively.
7. The seal is stored in the vault when not in use or outside of business hours.
8. In case the seal is lost or cannot be used further, then the Inspector General of the Office of the Inspector General or the head of the inspection body, respectively, as well as the responsible ministry for public administration, are immediately notified. The notice period cannot be longer than twenty-four (24) hours.
9. In accordance with paragraph 8 of this Article, the Inspector General of the Office of the Inspector General or the head of the inspection body after ascertaining the loss of the seal or the impossibility for further use, with an immediate decision declares the seal in question invalid.
10. In case of improper use of the seal, punitive sanctions are applied to the institution and/or the holder of the institution as foreseen by the Law on Seals in the Institutions of the Republic of Kosovo.

CHAPTER IV

IDENTIFICATION DOCUMENT FOR INSPECTORS

Article 12

Form of identification document for inspectors

The form of identification document for inspectors is of the card type and is similar to the form of identification documents for all public officers, in accordance with the legislation in force.

Article 13

Content of the inspectors' identification document

1. The inspectors' identification document contains the following data:

- 1.1. Coat of arms of the Republic of Kosovo;

1.2. The coat of arms of the Office of the Inspector General or the inspection body, as appropriate;

1.3. the inscription «Republic of Kosovo», «Office of the Prime Minister» and «Office of the Inspector General» or «Republic of Kosovo» and the name of the inspection body, as appropriate;

1.4. inspector's photograph;

1.5. name and surname of the inspector;

1.6. title of the inspector;

1.7. identification document number;

1.8. term of the identification document;

1.9. on the back of the card the inscription "The inspector is authorized to have access to all legal and physical persons who are subject to inspection and who fall under the scope of the inspection body to which the inspector serves".

2. In accordance with paragraph 1 of this Article, the coat of arms of the Republic of Kosovo is placed on the left side of the identification document, while the coat of arms of the inspection body is placed on the right side, facing forward.

3. The identification document is written in the official languages, in accordance with the Law on the Use of Languages.

Article 14 **Equipment with identification document of inspectors**

1. The equipment with the identification document of the inspectors is made by the responsible ministry for public administration.

2. The request for equipment with an identification document is submitted to the responsible ministry for public administration through the form defined by the relevant legislation.

3. In accordance with paragraph 2 of this Article, the request is submitted by the responsible unit for human resources of the relevant institution.

4. In case of change of position, damage to the identification document or expiration of the identification document, the responsible unit for human resources submits the new request in accordance with paragraphs 2 and 3 of this Article, attaching the previous identification document.

5. In case of loss of the identification document, the Inspector presents the case to the Kosovo Police and then notifies the responsible unit for human resources of their own institution in writing, specifying

the place, the day of the loss of the identification document, and attaching the police record from the Kosovo Police.

6. In accordance with paragraph 2 and 5 of this Article, the responsible unit for human resources submits the new request for equipment with an identification document.

Article 15
Method of use of identification document by inspectors

1. Inspectors of the Republic of Kosovo must carry the identification document with them and in a visible place during working hours in the buildings of the institutions of the Republic of Kosovo, as well as when entering and staying at the subjects of the inspection.

2. Giving the identification document to another person represents a serious violation of work duties and is punished in accordance with the legislation in force on misuse of official duties and falsification of documents.

3. In case of interruption or termination of the employment relationship, the Inspector submits the identification document to the responsible unit for human resources, which then submits the same to the responsible ministry for public administration.

4. Failure to submit the identification document and unauthorized possession of the official identification document is sanctioned in accordance with the legislation in force.

CHAPTER V
FINAL PROVISIONS

Article 16
Implementation responsibility

The supervision of the implementation of this regulation is carried out by the Office of the Inspector General and all inspection bodies.

Article 17
Repeal

With the entry into force of this regulation, all the provisions of the sub-legal acts that regulate coat of arms, seals and identification documents for inspection bodies are repealed.

Article 18
Entry into force

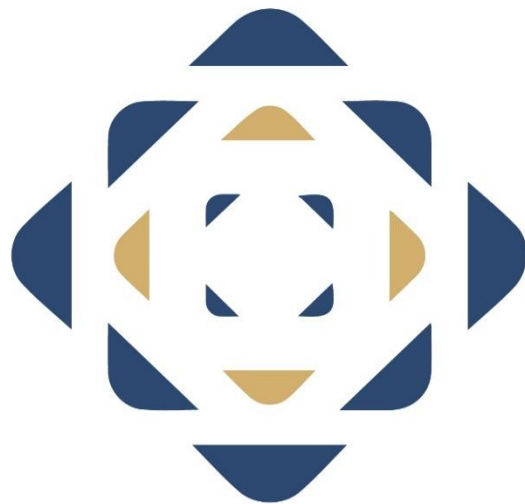
This regulation enters into force on the day of signing and is published in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

03 April 2024

Annex 1.



ZIP

ZYRA E INSPEKTORIT TË PËRGJITHSHËM
KANCELARIJA GENERALNOG INSPEKTORA
OFFICE OF THE GENERAL INSPECTOR