



REPUBLIKA E SHQIPËRISË
INSTITUTI I STATISTIKAVE

No. 106 Prot.

Tirana, 15.01.2025

ORDER

No. 8, dated 15 January 2025
“On the Unification of Administrative Documentation”

Pursuant to and in implementation of Article 11, point b, of Law No. 9154, dated 06.11.2003, “*On Archives*”, the technical-professional and methodological standards of the archival service in the Republic of Albania, Articles 11, 12, 13, 14, and 15 thereof, as well as Decision No. 4, dated 19.06.2017, of the High Council of Archives, approving the “*Unified Regulation on the Work with Documents in Public Authorities of the Republic of Albania*,” as amended,

I HEREBY ORDER:

1. Administrative documents prepared according to the technical-professional and methodological standards of the archival service in the Republic of Albania shall comply with the models attached to this order (Annexes 1–5).
2. The authentication of the second copy of the documents shall be carried out as follows (font Times New Roman, size 10):
 - Drafted by: Specialist (initial of first name, full surname, signature)
 - Received by: Head of Sector (initial of first name, full surname, signature)
 - Approved by: Director of Directorate (initial of first name, full surname, signature)
 - Confirmed by: Director of General Directorate (initial of first name, full surname, signature)
 - Confirmed by: Secretary General (initial of first name, full surname, signature)

Date of drafting:

Number of copies:

Number of pages:

3. Documents shall be prepared in **Times New Roman**, font size **12**, with **line spacing 1.15**. Margins shall be **3 cm** on the sides, and **2 cm** at the top and bottom of the page.
4. Documents shall be prepared in accordance with **Albanian orthographic rules**, including the correct use of the letters “ë” and “ç”, as well as proper capitalization.
5. The organizational structure shall be indicated in administrative documents **only at the highest structural level** (Directorate or Sector, as applicable) that has drafted the document. The Head of Institution constitutes a structure on his/her own, and in such cases, the title of the head shall be indicated as the structure, according to the organizational chart.
6. Exceptionally, when documents are the product of **special work positions** provided by law that do not constitute a separate structure, such positions shall be indicated beneath the relevant structure, as applicable — e.g., Responsible Structure for Whistleblowers,

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Rr. “Vllazën Huta” Nr. 35, H. 1, Njësia Administrative Nr. 2, 1017 Tiranë, Shqipëri

Tel: +355 (4) 2233356 / 2222411 / 2233358 / 2233357 / Fax: + 355 (4) 2 228300

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Authority Responsible for the Prevention of Conflict of Interest, Security Officer, Coordinator for the Right to Information, Human Resources Unit, etc.

7. The Procurement Unit, Auction Unit, Strategic Management Group, ad-hoc working groups, Disciplinary Commission, Expertise Commission, and all other units established under specific laws at a higher managerial level shall be indicated as **sub-structures**, beneath the title of the head, according to the institution's organizational chart.
8. The **Protocol Office** shall notify the Head of the Institution in all cases where official correspondence is not drafted in accordance with this Order.
9. All structures of the institution are charged with the implementation of this Order.
10. The **Protocol Office** is charged with the distribution of this Order to all INSTAT structures.
11. **Order No. 676/1 Prot., dated 12.07.2017**, "*On the Unification of the Administrative Document*", as amended, is hereby repealed.
12. This Order shall enter into force **immediately**.

DIRECTOR GENERAL
INSTITUTE OF STATISTICS

INSTITUTI I STATISTIKAVE

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Annex 1

No. Prot.

Tirana, on ____ / ____ / 2025

Subject: (Indicate a brief summary of the content of the document)

TO:

THE MINISTRY OF FINANCE

Address: Blvd. “Dëshmorët e Kombit”, No. 3, Tirana

For information: (In cases where other institutions are to be informed, indicate the name and address of the institution, in the same manner as above.)

In continuation / In reply to your letter No. ____ dated ____ / to our letter No. ____ dated ____

Thank you for your cooperation.

DIRECTOR GENERAL

(Name Surname)

Drafted by: Specialist (initial of first name, full surname, signature)

Received by: Head of Sector (initial of first name, full surname, signature)

Approved by: Director of Directorate (initial of first name, full surname, signature)

Confirmed by: Director of General Directorate (initial of first name, full surname, signature)

Confirmed by: Secretary General (initial of first name, full surname, signature)

Date of drafting:

Number of copies:

Number of pages:

INSTITUTE OF STATISTICS

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REPUBLIKA E SHQIPËRISË
INSTITUTI I STATISTIKAVE

Tel: +355 (4) 2233356 / 2222411 / 2233358 / 2233357

Fax: +355 (4) 2228300

Website: www.instat.gov.al

Email: info@instat.gov.al

GB REPUBLIC OF ALBANIA
INSTITUTE OF STATISTICS

Annex 2

No. Prot.

Tirana, on ____ / ____ / 2025

Subject: Regarding the distribution of survey questionnaires

TO:

REGIONAL STATISTICAL OFFICE VLORA

For information: (In cases where other structures are to be informed, indicate the name and location of the structure, in the same manner as above.)

In implementation of letter No. ____ dated ____

Thank you for your cooperation.

DIRECTOR GENERAL

(Name Surname)

Drafted by: Specialist (initial of first name, full surname, signature)

Received by: Head of Sector (initial of first name, full surname, signature)

Approved by: Director of Directorate (initial of first name, full surname, signature)

Confirmed by: Director of General Directorate (initial of first name, full surname, signature)

Confirmed by: Secretary General (initial of first name, full surname, signature)

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Date of drafting:
Number of copies:
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INSTITUTE OF STATISTICS

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**REPUBLIC OF ALBANIA
INSTITUTE OF STATISTICS**

Annex 3

No. Prot. Tirana, on ____ / ____ / 2025

Subject: (Indicate a brief summary of the content of the document.)

TO:

(FULL NAME IN DATIVE CASE, IN CAPITAL LETTERS, OF THE INSTITUTION TO WHICH THE DOCUMENT IS ADDRESSED)

(Name of the location where the institution is based)

For information: (In cases where other institutions are to be informed, indicate the name and address of the institution, in the same manner as above.)

In continuation / In reply to your letter No. ____ dated ____ / to our letter No. ____ dated ____

DIRECTOR GENERAL

(Name Surname)

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REPUBLIKA E SHQIPËRIË
INSTITUTI I STATISTIKAVE

IN THE ABSENCE AND BY ORDER OF
(TITLE IN CAPITAL LETTERS OF THE AUTHORIZED FUNCTION)
(Name Surname)

Drafted by: Specialist (initial of first name, full surname, signature)

Received by: Head of Sector (initial of first name, full surname, signature)

Approved by: Director of Directorate (initial of first name, full surname, signature)

Confirmed by: Director of General Directorate (initial of first name, full surname, signature)

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REPUBLIC OF ALBANIA
INSTITUTE OF STATISTICS

Annex 4

No. Prot.

Tirana, on ____ / ____ / 2025

**(TITLE IN CAPITAL LETTERS OF THE TYPE OF DOCUMENT: ORDER /
DECISION / INSTRUCTION, etc.)**

No. ____ dated ____ / ____ / 2025

ON

**(TITLE OF THE ORDER / DECISION / INSTRUCTION, etc., IN CAPITAL LETTERS,
CENTERED AND BOLDED)**

(Legal basis)

(I HEREBY ORDER: / I DECIDE: / I INSTRUCT: depending on the case)

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1. (Text of the decision or order, in accordance with the elements defined in the Code of Administrative Procedures.)

DIRECTOR GENERAL

(Name Surname)

Note:

In cases where the Code of Administrative Procedures requires that the act must be reasoned, the reasoning part shall be added, beginning with the centered heading “**I FOUND THAT:**”, followed by the reasoning text, preceding the normative section.

Drafted by: Specialist (initial of first name, full surname, signature)

Received by: Head of Sector (initial of first name, full surname, signature)

Approved by: Director of Directorate (initial of first name, full surname, signature)

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**REPUBLIC OF ALBANIA
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Annex 5

(NAME IN CAPITAL LETTERS OF THE COUNTERPART INSTITUTION)
(NAME OF THE INSTITUTION, ACCORDING TO ITS DEPENDENCY OR
STRUCTURE)

No. Prot.

Tirana, ____ / ____ / 2025

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REPUBLIKA E SHQIPËRISË
INSTITUTI I STATISTIKAVE

(City where the institution is located), dated ____ / ____ / 2025

AGREEMENT

ON

(TITLE OF THE AGREEMENT, IN CAPITAL LETTERS, CENTERED AND BOLDED)

BETWEEN

INSTITUTE OF STATISTICS

AND

(NAME OF THE COUNTERPART INSTITUTION, IN ACCUSATIVE CASE, IN CAPITAL LETTERS)

FOR

(TITLE IN CAPITAL LETTERS OF THE SIGNATORY FUNCTION)

(Name Surname)

DIRECTOR GENERAL

(Name Surname)

FOR

(TITLE IN CAPITAL LETTERS OF THE SIGNATORY FUNCTION OF THE COUNTERPART)

(Name Surname)

INSTITUTE OF STATISTICS

Rr. "Vllazën Huta" No. 35, Building 1, Administrative Unit No. 2, 1017 Tirana, Albania

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