



REPUBLIKA E SHQIPËRISË

REGULATION

"ON THE ORGANIZATION OF WORK AND INTERNAL FUNCTIONING OF THE AGENCY FOR THE ADMINISTRATION OF SEIZED AND CONFISCATED ASSETS"

INTRODUCTION

Pursuant to Article 119 of the Constitution of the Republic of Albania, Law no. 44/2015 "Code of Administrative Procedures of the Republic of Albania," Law no. 90/2012 "On the Organization and Functioning of the State Administration," Article 29, Law no. 10192, dated 03.12.2009, "On the Prevention and Crackdown on Organized Crime, Trafficking, Corruption and Other Crimes Through Preventive Measures Against Property," as amended, Law no. 34/2019 "On the Administration of Seized and Confiscated Assets," as amended, Law no. 152/2013 "On the Civil Servant," Law no. 7961, dated 12.07.1995 "Labour Code of the Republic of Albania," as amended, Law no. 9131, dated 08.09.2003 "On the Rules of Ethics in Public Administration," the Prime Minister's Order no. 67, dated 13.04.2022 "On the Approval of the Structure and Staffing of the Agency for the Administration of Seized and Confiscated Assets," Decision of the Council of Ministers no. 142, dated 12.03.2014 "On the Description and Classification of Job Positions in the State Administration and Independent Institutions," as amended, as well as other legal and sub-legal acts in the area of responsibility of the Ministry of the Interior, the Agency for the Administration of Seized and Confiscated Assets and its activity and operations shall function in accordance with this Regulation.

This Regulation constitutes a mandatory act for implementation by all employees of this institution.

CHAPTER I – GENERAL PROVISIONS

Article 1

The object

The object of this regulation is to define the detailed rules for the organization and internal functioning of the Agency for the Management of Seized and Confiscated Assets, as well as to determine the working methods and rules of conduct for all employees in this public institution.

Article 2 Scope of Application

This Regulation extends its binding effects to all civil servants and employees working at the Agency for the Management of Seized and Confiscated Assets and persons contracted by it.

Article 3 Mission and area of responsibility

The purpose of the Agency's activity is the proper administration and the most efficient, effective, and economical use of seized and confiscated assets by justice authorities or seized assets by administrative bodies, the return to the community of assets acquired illegally, and the financial compensation of crime victims.

Article 4 Organizational structure

1. The Agency for the Management of Seized and Confiscated Assets is a public legal entity, which is represented and directed by the Chief Administrator, and is organized and functions according to the structure approved by the Order of the Prime Minister No. 67, dated 13.04.2022 "For the approval of the structure and the organic structure of the Agency for the Management of Seized and Confiscated Assets (annex No. 1)
2. The Agency for the Management of Seized and Confiscated Assets has an identifying logo which is approved by the Order of the Chief Administrator, the headquarters, the relevant address, and the contact methods, which are published on the official website of the Agency.

Article 5 Principles of Organization and Functioning

1. The Agency is organized and functions according to the principles of legality, hierarchy, accountability, impartiality, effectiveness, transparency, cooperation, economy, and good administration.
2. According to the principle of legality, the Agency implements the Constitution, the ratified international agreements, as well as the applicable legislation.
3. According to the principle of hierarchy, it is organized in such a way that the Agency reports periodically to the Minister of Internal Affairs, the Interinstitutional Committee for Measures Against Corruption and Organized Crime.
4. According to the principle of accountability, it is organized in such a way that employees are subject to direction and supervision by the respective superior, both for their own activity and for the employees they supervise.

5. According to the principle of impartiality, every employee who participates in a decision-making process administrative, acts in accordance with the rules for preventing conflicts of interest according to the applicable legislation in force.
6. According to the principle of effectiveness, it is organized in such a way that every employee achieves professionalism and commitment to the assigned tasks.
7. According to the principle of transparency, it is organized in such a way as to be transparent in every activity that it undertakes, respecting the principle of the right to information, except in cases where the information is classified.
8. According to the principle of cooperation, the Agency collaborates with every other central/vendor institution as well as every employee has the obligation to cooperate with each other in the framework of timely task completion.
9. According to the principle of economy, the Agency acts in such a way as to minimize costs.
10. According to the principle of good administration, it operates by properly managing seized/confiscated assets as well as increasing their value when possible.

Article 6 Definitions

1. In implementation of this regulation, the following terms have the following meanings:

“Agency ” we understand the Agency for the Management of Seized and Confiscated Assets.

“Seized asset ” is understood as any asset owned by individuals, natural or legal persons, to whom by a decision made by the bodies of the justice system or administrative bodies, a measure of asset seizure has been assigned to them.

“Confiscated asset ” is understood as any asset owned by individuals, natural or legal persons, that with a decision made by the bodies of the justice system or administrative bodies, their property has been confiscated and as a result, they have been stripped of ownership of the item.

“Administrator (Sector Responsible) ” is understood as the employee appointed at the Agency who is responsible for coordinating work and supervising the implementation of procedures related to the administration/destination of assets by the administrators of seized and confiscated assets.

“Asset Administrator ”, is the contracted employee, who is appointed by order of the Chief Administrator for the management of seized/confiscated assets.

Taking over the administration of the asset is the act of transferring the seized/confiscated asset under the control of the Agency in one of the forms provided by

law. Asset management” are all actions and procedures carried out by the asset administrator or the Agency for the preservation, maintenance, and when possible, the increase of the asset's value.

“Assistant Administrator ” is the employee contracted by the Chief Administrator, who assists the administrator.

“Electronic asset register ” is the electronic platform approved by the Decision of the Council of Ministers.

CHAPTER II

ORGANIZATIONAL STRUCTURE OF THE AGENCY FOR THE MANAGEMENT OF SEIZED AND CONFISCATED ASSETS

Article 7

The organization and functioning of the structures of the Agency for the Management of Seized and Confiscated Assets
Seized and Confiscated

1. The AAPSK is a budget agency under the authority of the "Minister responsible for public order and security" and functions according to the structure and organigram approved by the Prime Minister's order.
2. The structure and organigram approved by the Prime Minister's order is an integral part of this Regulation.
3. Any structural change approved by the Prime Minister's order will also be considered part of this Regulation.
4. Public administration employees in the AAPSK are categorized as follows:
 - a) Civil service in the Agency, which is organized and functions according to Law No. 152/2013 "On civil servants", as amended. Positions according to the civil service are classified by categories, classes, and the nature of the position.
 - b) Employment relations for asset administrators and assistant administrators contracted by the Agency, which are regulated according to the Labor Code in the Republic of Albania.

Article 8
Organizational structure

- 1 The Agency consists of the following structure:
 - I. Chief Administrator
 - II. Coordinator of the network of anti-corruption coordinators
 - III. Sector of relations with institutions and legal issues
 - ✓ Administrator (Sector Responsible)
 - ✓ Specialist (For legal issues)
 - ✓ Specialist (For relations with institutions and project monitoring)
 - ✓ Specialist (For legal issues, updating and maintaining the system)
 - IV. Sector of economic-financial management of assets
 - ✓ Administrator (Sector Responsible)
 - ✓ Specialist (For the handover of assets)
 - ✓ Specialist (For monitoring the expenses and revenues of assets)
 - ✓ Specialist (For physical control of assets)
 - V. Sector of finance and support services
 - ✓ Sector Responsible
 - ✓ Specialist (Finance/budget/human resources)
 - ✓ Specialist (Protocol/archivist)
 - ✓ Warehouseman

Article 9
Duties and responsibilities of the Chief Administrator

1. The Chief Administrator is appointed to this position in accordance with and according to the procedures established in Law No. 152/2013 "On civil servants", as amended.
2. He has the following duties and responsibilities:
 - a) Directs and organizes the activities of the Agency, reports periodically to the responsible Minister for public order and security;

- b) Requires periodic reporting, written explanations, and administrative verifications from the responsible parties of the sector and property administrators, for the issues they cover;
- c) Presents before the justice system bodies, at least once a year, within the first quarter of the year, the list of property administrators employed at the Agency;
- d) Negotiates and concludes the employment contract with the administrator or assistant administrator of the seized and confiscated properties;
- e) Appoints by order, from the list of contracted administrators, the administrator for the seized/confiscated properties that are taken into administration;
- f) Is responsible for the preparation and submission within the month of January, of the annual report on the administration of seized and confiscated properties for the previous year;
- g) Submits for approval to the Minister of Internal Affairs the internal regulation of the functioning of the Agency or amendments to this Regulation;
- h) Represents the Agency in relations with third parties;
- i) Orders the establishment of procurement commissions for the purchase of various goods or services, for the account of the Agency;
- j) Orders the establishment of commissions for assessing the market price for leasing properties seized and confiscated, negotiates and concludes lease, loan, and emphyteusis contracts for properties under the administration of AAPSK;
- k) Concludes contracts as a representative of the Agency, in the capacity of the contracting authority in public procurement procedures; public procurement;
- l) Sets the agenda, which is communicated in advance 2 days prior to the members of the Committee Inter-institutional for Measures against Organized Crime;
- m) Approves the plans and reports (monthly, quarterly, and annual) of the property administrators and the Agency;
- n) Signs all official documents, drafted and confirmed by specialists, the responsible parties of the sectors as well as the administrators;
- o) Establishes a commission for assessing the sale price of confiscated properties, in accordance with the legal framework in force;
- p) In absence and by order, the Chief Administrator delegates his powers to the employee, depending on his direct subordinates, or to another employee if the organic function of the directly subordinate employee is unfulfilled or when the latter is objectively unable to perform the task.

Article 9

Administrator/Head of Sector of the Agency

1. Sector heads are civil servants, primarily responsible for the smooth operation of work in the respective sector.
2. Sector heads coordinate work within the sector together with specialists who report directly to him and are responsible for:
 - a) the realization of functional tasks;
 - b) legally based and technical solutions to the problems within the sector he directs, in accordance with the job description.
3. Competence disputes in handling specific issues, addressing the problem to the direct superior from whom he depends.
4. Cooperation between sectors and subordinates.
5. Approval of documents that are drafted by the employees under direct supervision before being presented to the Chief Administrator.

6. He proposes to the Chief Administrator to take disciplinary measures for the employees under his direct supervision.

Article 10 Agency Specialist

1. The specialist is a civil servant.

2. The specialist is responsible for:

- a) legal and technical solutions to problems within the sector, in accordance with the job description;
- b) collaborates with all sectors;
- c) in case of disagreement between sectors regarding the handling of a specific issue, notifies immediately the Sector Responsible, who then follows up on the resolution of the conflict;
- d) the execution of tasks assigned by the relevant applicable legislation, within the deadline.

Article 11 Duties and responsibilities of the Administrator/Sector Responsible for relations with institutions, legal issues

1. The Administrator/Sector Responsible is appointed, released, and dismissed from duty according to the procedures of those specified in Law 152/2013 "On the civil servant", as amended.

2. He has the following duties and responsibilities:

- a) coordinates the work between property administrators and third parties regarding issues legal to the Agency;
- b) monitors the legality of all contracts entered into by the Agency with third parties for the purpose of managing assets;
- c) together with the specialist for legal issues and the property administrator, drafts contracts for leasing, lending, and any other contract aimed at the proper management of seized/confiscated assets;
- d) coordinates work with the property administrator, for the completion of all necessary documentation, which will be submitted for decision-making to the Interinstitutional Committee for Measures Against Organized Crime;
- e) carries out all necessary configurations for the functioning of the system, such as: configuration of the organizational chart, users, asset statuses, institutions, measurement units, types of accounts according to RPSK;
- f) represents the technical secretariat of the Interinstitutional Committee for Measures Against Crime of Organized;
- g) participates as the chair of the working group, established by order of the Chief Administrator, for the proposal of legal amendments;
- h) represents the Agency in meetings with institutions, as authorized by the Chief Administrator;
- i) drafts periodic, monthly, quarterly, and annual reports as well as various reports for the Chief Administrator, regarding the legal issues of seized/confiscated assets;
- j) collaborates with the economic-financial management sector of assets for the preparation of monthly, quarterly, annual reports, preparation of statistics as well as other reports, when requested by the Chief Administrator;
- k) maintains an inventory of judicial decisions that have been communicated to the Agency, for the assets of seized/confiscated that the Agency has been appointed as administrator;
- l) reports in writing to the Chief Administrator at least once a month or whenever requested by him;

m) performs any other task assigned by the Chief Administrator.

Article 12

The duties and responsibilities of the specialist for relations with institutions and project monitoring projects.

1. The specialist for relations with institutions and project monitoring is appointed, released, and dismissed from duty according to the procedures established in Law 152/2013 "On the Civil Servant", as amended.
2. He has the following duties and responsibilities:
 - a) maintains the official correspondence of AAPSK with international organizations, the written media and visual media;
 - b) ensures cooperation between national and international institutions and diplomatic missions; diplomatic;
 - c) participates in meetings, visits, receptions, press conferences and prepares their documentation.
 - d) is the coordinator for the right to information;
 - e) f) continuously monitors issues that arise in daily public information media, the press of the day and in visual media, processes valuable data and materials for the service of the institution, which he presents in summarized form to the Chief Administrator;
 - f) g) prepares informative announcements about various activities of the Agency and publishes them on official websites with the approval of the Chief Administrator;
 - h) monitors the implementation of contracts concluded between AAPSK and institutions/organizations according to the decisions of KNMKKO and reports to the Sector Manager on the progress of the process;
 - i) keeps the inventory of assets given for social reuse, and the assets that have been processed for destination by the Inter-institutional Committee for Measures Against Organized Crime, as well as the activities and events in which AAPSK participates;
 - j) represents the technical secretariat of the Inter-institutional Committee for Measures Against Organized Crime; Organized;
 - j) performs any other task assigned by the Chief Administrator.

Article 13

The duties and responsibilities of the Specialist of the Legal Sector.

1. The specialist for legal issues is appointed, released, and dismissed from duty according to the procedures established in Law 152/2013 "On the Civil Servant", as amended.
2. He has the following duties and responsibilities:
 - a) in cooperation with the sector manager and the civil servant who is responsible for handling the issue related to the subject of the trial, represents the Agency in judicial processes;
 - b) reports to the sector manager and the Chief Administrator regarding the progress of the processes judicial in which he has participated as an authorized representative of AAPSK;
 - c) participates in the working group established by the order of the Chief Administrator, for the proposal of legal amendments;
 - d) in cooperation with the sector manager drafts lease contracts, loan agreements, and any other contract aimed at the proper administration of seized/confiscated assets.

- e) provides legal assistance for addressing issues that may arise for the Agency within the limits of its responsibility;
- f) reports whenever requested by the sector head and the Chief Administrator;
- g) performs any other task assigned by the Chief Administrator.

Article 14

The duties and responsibilities of the specialist for legal matters, updating and maintaining the system

1. The specialist for legal matters updates and maintains the system _____, is appointed, released and dismissed from duty according to the procedures established in Law 152/2013 "On the civil servant", as amended.

2. He has the following duties and responsibilities:

- a) represents the Agency for the Management of Seized and Confiscated Assets in all levels of the judiciary for matters where the AAPSK is a party, with the aim of protecting the interests of the institution, with all procedural rights recognized by law;
- b) periodically informs the Agency about the progress of judicial processes; as well as provides, when requested, a reasoned opinion on the exercise of the right to appeal or recourse against the decisions of the courts that have ruled against the AAPSK;
- c) carries out the legal treatment of official correspondence related to the work of the AAPSK, prepares responses, as well as organizes the work for processing within the legal and procedural deadlines of requests from interested parties, except in cases where another sector of the AAPSK is competent for them;
- d) registers and records in the relevant statements with a detailed inventory the measures of asset security according to judicial decisions, orders from prosecutors, etc., which have been communicated to the AAPSK;
- e) carries out all necessary configurations for the functioning of the system, such as: configuration of the organigram, users, asset statuses, institutions, measuring units, types of accounts according to RPSK;
- f) reports whenever requested by the sector head and the Chief Administrator;
- g) performs any other task assigned by the Chief Administrator.

Article 15

The duties and responsibilities of the Administrator/Head of the Economic-Financial Management Sector of assets

1. The Administrator (Sector Head) is appointed, released and dismissed from duty according to the procedures established in Law 152/2013 "On the civil servant", as amended.

2. He has the following duties and responsibilities:

- a) manages the bank account of revenues and expenses of the AAPSK's Assets;
- b) analyzes and leads the action plan process for the management of seized assets and confiscated, to ensure maximum efficiency;
- c) checks, supervises and approves the written documentation of the asset administrators before they go for final approval to the Chief Administrator;
- d) closes the extra-accounting financial statements at the end of each year and carries out their approval;

- e) closely follows the implementation of the procedures for the management of seized and confiscated assets, confiscated, and requests reports from asset administrators regarding the economic-financial activity of the seized and confiscated assets;
- f) monitors and follows up on the implementation of tasks in the process of completing the electronic register regarding the registration of data according to the Decision of the Council of Ministers no. 835, dated 28.10.2020;
- g) prepares the file for the sale of seized and confiscated assets;
- h) drafts the summary report regarding the total number of assets, the type of assets, the approximate value, of the revenues and expenses of the assets under management and the identified issues. and reports to the Chief Administrator at least once a month or whenever requested;
- i) monitors and oversees the activities of the sector and ensures their fulfillment according to the plan. Also, is responsible for correcting any significant deviation that may exist between objectives and actual results. Control occurs during the development of work and is exercised based on organizational authority, relying on rules, procedures, and policies. Contributes to the decision-making process of middle management, according to the area of expertise, by providing detailed data and analyses that support the proposed course of action. Follows up on the implementation of suggestions/recommendations made during the internal financial audit;
- j) coordinates work between asset administrators and third parties regarding issues of asset management;
- k) reviews and approves the technical-financial aspects of the monthly reports prepared by the administrators and submits them for approval to the Chief Administrator;
- l) approves the requests of asset administrators for making decisions on expenses, preservation of seized assets such as transportation, storage, and maintenance;
- m) reports in writing to the Chief Administrator at least once a month or whenever requested by him;
- n) drafting orders for taking responsibility for management or removing responsibilities of seized/confiscated assets by the administrators;
- o) carries out any other task assigned by the Chief Administrator.

Article 16

Duties and responsibilities of the specialist for the handover of assets

1. The specialist for the handover of assets , is appointed, released, and dismissed from duty according to the procedures established in Law 152/2013 "On Civil Servants", as amended.
2. He has the following duties and responsibilities:
 - a) participates on-site with an order or authorization together with the Asset Administrator in the process of the handover, inventory, and description of the seized/confiscated assets/material evidence;
 - b) supervises on-site with an order or authorization the management of seized and confiscated assets, and reports to the Sector Manager on the progress of the management process;
 - c) coordinates work with the asset administrator, for the assets received and the assets not received in management;
 - d) drafts a comprehensive inventory of seized, confiscated assets received in handover, of which are reported monthly by the asset administrators and reports them to the Sector Manager of Economic-Financial Management of Assets, the Sector Manager of Relations with Institutions, Legal Issues, and the Chief Administrator at least once a month;

- e) coordinates the assets received and not received reported every month by the asset administrators, with the court decisions/orders of the prosecutor recorded at AAPSK and reports every month to the Head of the Economic–Financial Administration Sector of Assets and the Chief Administrator highlighting the issues;
- f) reports on the work whenever requested by the sector head and the Chief Administrator;
- g) performs any other task assigned by the Chief Administrator.

Article 17

The duties and responsibilities of the specialist for monitoring the expenses and revenues of assets

1. The specialist for monitoring the expenses and revenues of assets , is appointed, released, and dismissed by the duties according to the procedures established in Law 152/2013 "On the Civil Servant", as amended.
2. He has the following duties and responsibilities:
 - a) details the expenses and revenues for the seized and confiscated assets under administration of the Agency for the Management of Seized and Confiscated Assets;
 - b) coordinates the data with the asset administrators and second-level banks for expenses and revenues for the seized and confiscated assets;
 - c) monitors expenses and revenues for the seized and confiscated assets;
 - d) preliminarily checks the expense requests of the asset administrators, before they go for preliminary approval to the sector head and final approval to the Chief Administrator;
 - e) coordinates the revenues and expenses with the sector head for revoked assets before the execution of the decision;
 - f) follows in coordination with financial institutions, the inflow of revenues and expenses of assets every calendar month and coordinates with the Sector Head;
 - g) monitors the payments of lease contracts, and reports every month to the sector head and the Chief Administrator regarding tenants who do not make payments on time;
 - h) monitors the lease contracts for seized and confiscated assets, in coordination with the data of financial institutions (bank statements), and for various issues encountered from monitoring contracts with the order/authorization of the Chief Administrator conducts field monitoring;
 - i) reports on the work whenever requested by the sector head and the Chief Administrator;
 - j) performs any other task assigned by the Chief Administrator.

Article 18

The duties and responsibilities of the specialist for physical control

1. The specialist for physical control, is appointed, released, and dismissed from duty according to the procedures of established in Law 152/2013 "On the Civil Servant", as amended.
2. He has the following duties and responsibilities:
 - a) initiates selective controls based on the monthly reports of the asset administrators, by the sector head or directly by the Chief Administrator.
 - b) documents in writing the controls performed.

- c) Reports to the Sector Manager on the issues identified during the control process, according to the case.
- d) reports on the work whenever requested by the sector manager and the Chief Administrator.
- e) performs any other task assigned by the Chief Administrator.

Article 19

Duties and responsibilities of the sector manager of finance and support services

1. The Sector Manager is appointed, relieved, and dismissed from duty according to the procedures established in Law 152/2013 "On the Civil Servant", as amended.

2. He has the following duties and responsibilities:

- a) the approval of documents/orders of a financial nature, regarding legality, regularity and adherence to the principles of economy, efficiency, and effectiveness;
- b) preparation of the final budget document and coordination of work during the process of preparing the budget of the unit where they work;
- c) calculating the costs of specified activities;
- d) supervision and effective management of employees under his functional dependency, as well as maintaining the level of their professionalism;
- e) identifying and creating a risk register, assessing, controlling risks that jeopardize the achievement of objectives and the successful implementation of activities of the structures they lead;
- f) documenting all financial and other transactions and ensuring the audit trail for auditing for all processes occurring in a unit;
- g) maintaining the accounting system, reporting for decision-making, in function of achieving objectives, full, accurate, and timely accounting of all transactions, as well as preparing the financial statements of the unit, in accordance with the rules approved by the Ministry of Finance. The computerized Treasury system may be used for accounting and reporting of financial transactions of the public unit, based on the criteria set by the Ministry of Finance;
- h) safeguarding and protecting the assets and documentation of the unit against losses, thefts, misuse and unauthorized use;
- i) ensuring the collection of all uncollected debts and in cases where it is not possible to collect this debt, there must be complete documentation to prove that all efforts to collect it have been made, except in cases where responsibility is regulated by special laws;
- j) ensuring that all creditors are paid on time and in cases where creditors have not been paid or in case of complaints for non-payment from creditors, the executing employee must explain the circumstances to the authorized employee. Also, the finance sector in every public unit must prepare and send the payroll slip to employees every month, which should include the gross and net salary values, the amount of contributions paid, deductions from the salary, etc.;
- k) prepares financial monitoring reports every four months, in cooperation with the team leaders of program management and sends them to the Ministry of Internal Affairs;
- l) drafting the annual budget plan for current expenditures and investments of the institution, as well as carrying out the drafting of the budget for revenues and their use, in cooperation with other sectors of the Agency;
- m) directing, coordinating, and supervising processes related to human resources, according to the procedures established in the civil servant legislation and the Labor Code, or in laws of

- specific others (job description, recruitment, evaluation, disciplinary measures, structuring, transfer, suspension, release, etc.);
- n) updating of personnel files;
- o) responds for discipline at work and compliance with the Code of Ethics in AAPSK, based on the legislation in force regarding the status of civil servants and the Labor Code as well as within legal competencies, takes measures for any civil servant who breaks the rules;
- p) is responsible for following procurement procedures according to the legislation in force;
- q) follows all legal procedures for filling vacant positions in the institution;
- r) reports in writing to the Chief Administrator at least once a month or as often as requested by him.
- s) performs any other task assigned by the Chief Administrator.

Article 20

Duties and responsibilities of the finance/human resources/support services specialist

1. The finance specialist is appointed, released, and dismissed from duty according to the procedures established in Law 152/2013 "On Civil Servants", as amended.
2. He has the following duties and responsibilities:
 - a) follows and implements the approved budget plan of the Agency;
 - b) maintains accounting and financial records of the periodic and annual activities of the Agency and prepares the accounting balance for the Agency's budgetary funds;
 - c) informs the sector manager about expenditures from budgetary funds after coordinating with the Department of the Treasury;
 - d) controls and monitors issues related to the management of material values in the warehouse through the account ledger 312- Warehouse, the account ledger 218- AQT – Economic Inventory and the account ledger 21- fixed tangible assets consisting of:
 - other electronic and electrical equipment
 - office equipment and furniture
 - computer equipment
 - e) at the end of each year, in cooperation with the Agency's warehouse manager, conducts an inventory of the stock of goods;
 - f) prepares payroll for monthly salaries, payroll for social security contributions and health contributions for the Agency's employees and contracted individuals;
 - g) reports on work whenever requested by the sector manager and the Chief Administrator;
 - h) the direction, coordination, and supervision of processes related to human resources, the logistics of the institution according to the procedures established in the legislation in force;
 - i) performs any other task assigned by the Chief Administrator.

Article 21

Duties and responsibilities of the Protocol/Archive Specialist

1. The specialist (protocol/archivist) is appointed, released, and dismissed from duty according to the procedures established in established in Law 152/2013 "On Civil Servants", as amended, and has the following duties and responsibilities:
 - a) manages the documentation of the Agency in maintaining the protocol and archives, implementing the legal basis on archives and classified documentation;
 - b) organizes the relevant documentation and logistics for the Agency's meetings, external meetings, seminars, or other activities of the Agency;

- c) keeps and manages the internal protocol book and is responsible for the distribution of all written materials on time;
- d) is responsible for the preservation of all documentation it manages;
- e) keeps and manages the official seal of the Agency and the Secretariat;
- f) keeps, manages, and transcribes the protocol materials of meetings in a secret book;
- g) reports on work whenever requested by the sector head and the Chief Administrator;
- h) performs any other task assigned by the Chief Administrator.

Article 22

Duties and Responsibilities of the Warehouse Keeper

1. Appointed, released, and dismissed by the Chief Administrator according to the Labor Code.
2. It is directly dependent on the finance officer, executes the orders and tasks assigned by him and the Chief Administrator.
3. Is responsible for the management of the Agency's warehouse as well as the warehouse of seized/confiscated goods.
4. In the Agency's warehouse, performs the following duties:
 - a) registers all goods and equipment into the warehouse;
 - b) is responsible for the storage and maintenance of all goods in the warehouse;
 - c) records the entry and exit of goods and equipment from the warehouse, according to orders and is responsible for their storage; of them;
 - d) at the end of each year, in cooperation with the Agency's finance specialist, conducts an inventory of the status of goods;
 - e) performs any other task assigned by the Chief Administrator.

CHAPTER III

CRITERIA FOR EMPLOYMENT AND DETERMINATION OF MONTHLY SALARY FOR ASSET ADMINISTRATORS, DUTIES, RESPONSIBILITIES AND METHODS OF ASSET MANAGEMENT

Article 24

Criteria for employment for administrators / assistant administrators

1. For "Administrator", to have at least a second-level degree in Legal, Economic Sciences or Engineering, as well as other fields that fit the typology of asset management, completed within or outside the country at one of the public or private universities recognized by the Ministry of Education.
 - a) Must be an Albanian citizen and have a good command of the Albanian language.
 - b) Must have full legal capacity to act.
 - c) Knowledge of a foreign language is an advantage.
 - d) Must not have been convicted of serious criminal offenses.
2. For "Assistant Administrator", employment will be based on the needs of the administrators and not necessarily a higher education is a criterion as it will fit the typology of asset management.
 - a) Must be an Albanian citizen and have a good command of the Albanian language.
 - b) Must have full legal capacity to act.
 - c) Knowledge of a foreign language is an advantage.
 - d) Must not have been convicted of serious criminal offenses.

Article 25

Criteria for determining the monthly salary

1. The criteria for determining the monthly salary of the asset administrator are:
 - a) the volume of work with the assets under management;
 - b) the number of assets;
 - c) the nature/type of the specific asset;
 - d) the level of difficulty in identifying and taking into management;
 - e) the level of difficulty in managing a specific asset;
 - f) the report on the progress of the handover process;
 - g) the total monetary value of the assets taken into management;
 - h) the income generated from the management of the asset, e.g. leasing / or managing seized or confiscated funds according to bank accounts with efficiency and effectiveness during the management period.

Article 26

Duties and responsibilities of Asset Administrators

1. The administrator of seized/confiscated assets and material evidence is contracted by the Chief Administrator in accordance with the criteria set by the legal/sub-legal acts in force. The administrator signs the employment contract for the management of the asset with the Chief Administrator. After

At the end of the probation period, the first employment contract is linked to a time frame of no less than 6 months, while other contracts are according to the provisions of the Labor Code.

2. Upon receiving the court's decision, the administrative order for the seizure/confiscation of the property, drafts all official documents for the institutions with which cooperation is required for the administration of the property.
3. Administers the seized/confiscated property according to Law no.34/2019 as amended and the Law no. 10192/2009 as amended.
4. The administration is carried out by the property administrator in the presence of the Specialist (for the acquisition and Management of Assets) or in special cases due to workload, by a specialist from the Economic-Financial Administration sector, appointed by the Chief Administrator.
5. Drafts the report on the acquisition of property for administration, within 5 days from the execution of the decision and notifies the Chief Administrator, (and through him) the court and the prosecutor of the case. Part of the report also includes the inventory of the property and the handover protocol. (the method of drafting them will be part of the procedures manual).
6. Submits any necessary requests to the prosecutor's office, judicial police, or any other public institution and private for the purpose of administering the property.
7. Within 15 days of his appointment, the administrator must present a report to the court and the prosecutor detailing the essential elements of the existence and condition in which the seized property is located, accompanied if requested, by the relevant documentation.
8. Within 30 days of receiving the property in handover, follows all procedures for the leasing of the property for rent.
9. Makes the relevant notifications for the leasing of properties. The publication refresh must be done at least once a month on the official page of the Agency and on the web pages of the Agency's work profile.
10. During the execution process of the seizure/confiscation measure when the property administrator identifies issues regarding the consequences and effects that the administration would have, informs the prosecutor and the court about the issues, seeking cooperation for the continuation of further procedures.
11. When the property is leased:
 - a) periodically monitors the performance of the lease contract;
 - b) conducts occasional inspections of the property to check the physical condition of the property;
 - c) avoids problems and takes measures to eliminate them, in cases where they have arisen not due to the fault of the tenants;
 - d) checks the monthly rent payments, payments of energy bills, drinking water as well as any expenses that may arise from the use of the property;
 - e) when it is found that the rent is not paid by the tenant on time, proposes the measures provided for in the contract, until its resolution;
 - f) in cases of market mismatch with the set price and if the property is not leased for a certain period due to the rent price, proposes to the Chief Administrator the application of a lower price.
 - g) property administrators in the leasing of property contracts, require a written declaration from the tenants, that they have no connection with the individuals or entities involved in the court's decision, to whom the property has been seized or confiscated.
12. Verifies the list of employees at the companies taken into administration and before the signing of the contract of employment in commercial companies, requests employees who are employed or will be employed in these companies, a written declaration stating that they have no connection with the entities whose property has been seized or confiscated.
13. After the court has expressed itself on the procedural expenses of the administration, in the case of the revocation of the property, notifies the person whose property has been revoked of the return date, as well as prepares

the minutes of the delivery of the property by completing the final report and closing the relevant file;

14. Reports to the prosecutor at least every three months regarding the management expenses.
15. Through the Chief Administrator, collaborates with institutions through official correspondence, for the acquisition in the administration of seized/confiscated assets:
 - a) sends a letter to ASHK, notifying them of the decision, order, for the blocking of the property, if it is real estate, DPSHTRR if it is movable property (motor vehicles);
 - b) sends a letter to second-level banks, for the blocking/unblocking of bank accounts, which are subject to the measure of seizure/confiscation.
 - c) if the property under administration is a commercial activity, sends a letter to the Administration tax administration in the relevant district;
 - d) sends a letter to Q.K.B. to obtain information on whether the seized entity is licensed or not;
 - e) in the presence of the judicial police officer appointed by the prosecutor, carries out the handover of the property, accompanied by the relevant legal documentation, prepares the inventory and filming of the items located in the property designated for administration;
 - f) drafts a detailed planning of expenses for the administration of the property, and makes the request for expenses;
 - g) makes the request for the insurance of the real estate, which has been handed over;
 - h) opens files for the properties received in handover;
 - i) in the case of the revocation of the seizure, notifies the person whose property has been seized of the date of return as well as prepares the minutes of the delivery of the property by completing the final report and closing the relevant file;
16. The administrator is not allowed to participate in trials, take loans, sign agreements of reconciliation, arbitration, promises, surrender, mortgaging or alienation of seized property, or to carry out other non-standard administrative legal actions. The administrator of the seized property is exempt from this rule in cases where authorized in advance by the Inter-Institutional Committee for Measures Against Organized Crime.
17. The administrator drafts proposals which the Agency further presents to the Inter-Institutional Committee for Measures Against Organized Crime through a reasoned request, where it assesses that the legal actions mentioned should be carried out. The Committee authorizes the requested actions when it deems necessary, to preserve the value of the property.
18. The administrator completes the monthly report on the administration of assets, which is submitted by the 8th of the following month and contains:
 - a) Assets taken into administration (seized, confiscated or revoked).
 - b) Properties given for rent and the value obtained from the rent for the reporting month.
 - c) Key indicators of companies under administration (number of employees, monthly turnover, expenses, payment of taxes and duties, fines, as well as management issues).
 - d) Properties not taken into administration and the reasons.
 - e) Specific problems encountered during this period, etc.
19. The administrator is directly responsible for reflecting the data in the electronic register of the assets seized / confiscated, which he has under administration according to the Order of the Chief Administrator or primarily appointed by the court.
20. The property administrator is directly responsible for updating this data in real time.
21. Failure to reflect and update the data constitutes a serious violation and is punished with a disciplinary measure. disciplinary.

CHAPTER IV ADMINISTRATIVE PROCEDURE

Article 26 Delegation and Replacement

The delegation of competencies or duties is done by a justified order of the Chief Administrator in accordance with the rules and procedures established in the Administrative Procedure Code.

Article 27 Legal Representation

1. The legal representation of the agency in court and before any other institution is carried out by the authorized person with the appropriate authorization for representation.
2. The legal representation of the Agency is done by the Sector of relations with institutions, legal issues. In special cases, alongside the employees of this sector, representation is also done by another employee who has a connection to the subject of the judicial matter.
3. The authorization for the representation of the Agency in judicial processes where AAPSK is summoned as a party intervening, is issued to the representative employees by the head of the institution.
4. The authorized representative informs the sector manager about the progress of the case and presents the professional opinion for the protection of rights, legitimate interests, and the exercise of legal procedural means. The relevant opinion is evaluated by the sector manager and is forwarded hierarchically to the head of the institution for decision-making.

Article 28 Handling of Practice

1. After the practice is issued by the Chief Administrator, it is transferred to the responsible structure, which within the deadline of specified in the accompanying card, handles it according to the instructions and orders of the superior.
2. Orders, instructions, and guidelines are given in writing and/or verbally.
3. After preparation, the practice is signed by the responsible employee, the sector manager, and is submitted to the Archive-Protocol. The copy of the practice with signatures remains in the archive-protocol office, while the other copy is sent to the competent structure. The specialists of the archive-protocol are obliged to make the necessary notes in the protocol register in the presence of the employee who submits the practice.
4. Official documents marked as processed or completed are archived with the note "AA" which means the act is archived, with the signature of the responsible sector manager and deposited in the Archive-Protocol.

Article 29 Whistleblowing

1. An employee who believes they are being asked to act unlawfully, unethically, involving mismanagement, corrupt practices, or that contradicts the applicable legislation or this Regulation, must report this case to the responsible unit for whistleblowing in accordance with the applicable whistleblowing legislation.

2. In case of identifying violations by the Agency's employees, the whistleblower designated according to the legislation for reporting must report the case to the responsible authority, in accordance with the applicable legislation.
3. The unit responsible for reporting must ensure the handling of the case without prejudicing the employee who reports on reasonable grounds and in good faith.

Article 30

Use of official information and maintenance of confidentiality

1. Each employee must maintain the confidentiality arising from the law, regarding any information or official document of which they become aware due to their duties, in accordance with the applicable legislation on the right to information and classified information "state secret".
2. In respect of the principle of maintaining the confidentiality of the information in their possession and the use of this information, in accordance with the legislation on the right to information, the public administration employee has the obligation to follow and implement these rules:
 - a) Guarantees the provision of information to the public, in accordance with the provisions of the legislation on the right to information, as long as this information is not prohibited from being given;
 - b) Maintains the confidentiality of the information they possess, but without compromising the implementation of the obligations that arise from the legislation regulating the right to information on official documents;
 - c) Cannot use for private purposes the information they possess due to their duties or gained during it;
 - d) Protects, maintains and does not disseminate official information even after leaving the position, for a period of 2-year. In cases of confidential information, the term is determined according to the applicable legislation;
 - e) The publication and transmission by the public administration employee, through various means of communication, of personal memories related to the duties they have performed or are performing must always be in accordance with the principle of confidentiality;
 - f) The employee of the administration public cannot may to distribute or to publish official documentation, administered in institutions, without prior authorization from superiors, except for materials published on the electronic page, within the framework of the transparency program;
 - g) A former public administration employee must not represent any person or organization in a conflict or business relationship with the Albanian public administration, for a period of 2 years after leaving the position, for the task they have performed or are continuing.
 - h) In case of starting a new position within the 2-year period, the former employee must inform the unit of human resources of the institution where they were employed, at least 2 (two) weeks before starting the position, for their intention to engage in another employment relationship.

CHAPTER V

GENERAL RULES

Article 31

Conflict of Interest

1. Every employee must take measures so that private interests do not affect the performance of their duties. and to avoid any real or potential conflict of interest. Any identified or alleged case of conflict of interest between personal interests and the performance of duties must be reported to the Chief Administrator through a report (prepared by the respective employee). In assessing the report, the Chief Administrator decides on the continuation by approving or rejecting it, based on legal provisions and arguments presented in the report.
2. If a conflict of interest arises between the employee's private interests and their duties and responsibilities, the public interest prevails.
3. No employee should benefit from public duties for private interests.
4. In respect of the principle of non-permission that private interests conflict with their public position, the avoidance of conflicts of interest, the non-exploitation of the position for private interests, the non-commission of arbitrary actions, and the proper respect for the rights and personal interests of third parties, the public administration employee is obliged to follow and implement these rules:
 - a) The public administration employee avoids any situation of conflict of interest during the fulfillment of their duties, declares private interests to the responsible authority of the institution and respects the provisions of legislation for the prevention of conflicts of interest in the exercise of public functions;
 - b) The public administration employee must avoid engaging in activities that constitute, may constitute, or will constitute a conflict of interest of any kind, according to the provisions of the applicable legislation on conflict of interest;
 - c) The public administration employee must avoid situations, actions, and behaviors that harm or may harm the image of the public administration. They constitute a violation of the image of the public administration, but are not limited to:
 - i. associating with private individuals who may have illegal interests related to the activities of the institution/specified subjects, according to letters "a" and "b" of this Article, or associating with private individuals involved in illegal activities;
 - ii. engaging in excessive actions in bars, venues, restaurants, parks, and/or other public spaces; other public spaces;
 - iii. frequenting inappropriate environments, activities, or places that may harm or cast doubt on their moral character;
 - iv. the improper use of media and social networks; the creation and publication of any form of photos/videos of themselves, colleagues, work environments, work processes, for purposes unrelated to work or official activities;
 - v. in relations with the public, during an administrative procedure, the public administration employee ensures the respect and protection of the rights of the persons involved in it, in the most effective manner. They inform the parties about their rights and obligations and warn them about the legal consequences of their actions or inactions.

Article 32

Gifts, Favors, Preferential Treatments, and Other Benefits

1. Employees are prohibited from requesting or accepting gifts, favors, preferential treatment, and any other benefits or promises of benefits in decision-making during the exercise of their functional duties for themselves or for family, relatives, or persons with whom the employee has relationships.
2. Exceptions to the above provision are gifts/preferential treatments when their value is less than 10,000 (ten thousand) lek, as well as when two or more gifts given by the same person do not exceed this value.

3. The Agency employee must not directly or indirectly request to give gifts
or to mediate in giving gifts to a higher-level employee or their relative, nor to request or accept gifts from a lower-level employee or their relative, due to the qualities and official relations.
4. A gift is considered to be received indirectly when it is given to the employee's family, relatives, up to the second degree, individuals or organizations with which the employee has had or has business or political relations, based on the request, recommendation, or instruction of the employee.

Article 33 External Activities

1. The employee must not engage in an external activity that hinders the performance of their official duties or that requires a mental/physical commitment that makes it difficult to perform the task.
2. Activities within the framework of union activities, or employee representation activities, or teaching activities, are allowed when they do not hinder the performance of the task.
3. The performance of external activities must be reported in advance to the employee's direct supervisor and the human resources unit, according to the applicable legislation in force.

Article 34 Working hours and presence during working time

1. The official working hours for Agency employees are from 08:00 to 16:30 from Monday to Thursday and on Friday from 08:00 to 14:00.
2. During official hours, the employee is required to use the time only for work purposes and their functional duties.
3. Employees who leave for work or personal reasons during official hours must notify via email and obtain approval from the supervisor, stating the reason and cause for leaving. The Human Resources Management sector is informed of every request and approval.
4. When the employee does not report to work for health reasons, they must promptly inform the authorities of the authorities mentioned above. In case of illness, the employee must be equipped with a medical report.
5. In cases of absence, only the data presented to the supervisor will be considered.
6. The granting of leave will not be approved if the request does not specify the substitute for the employee who is leaving. The substitute employees must be provided with the practices and correspondence via email, so that the continuity of work is not disrupted.
7. This rule also applies in cases of employee training.
8. For objective personal reasons, employees are granted the right not to appear in the workplace. This absence from the workplace will be counted against the employee's leave days.

Article 35 Services outside the city

1. Services outside the district by Agency employees may be planned or unplanned, according to work needs.

2. The documentation for domestic service is prepared by the participating sector in the service, with a memo addressed to the Head of the Agency or the person authorized by him, where the reasons for the service, the duration of the stay, the coverage of expenses, and the participating employees are justified.
3. The authorization for per diems during these services is issued by the head, or the person authorized by him.
4. A service trip outside the district, except in urgent cases, cannot be made without prior approval approval from the direct supervisor, at least one week in advance.
5. After the completion of the service outside the district, the participant(s) must send to the supervisor directly, the relevant information within 2-3 days.
6. If a service trip, for justified reasons, is not carried out or is postponed for a later period, written approval from the person who authorized this service trip is required.
7. If during a service trip it becomes necessary to extend the service period, it must be approved by the person who authorized it, but always before the planned time ends.
8. Domestic service trips, when possible, are carried out using the Agency's transport means, but generally public transport is used.
9. After the completion of the service, the necessary documentation and justification of the expenses incurred are prepared, accompanied by the supporting documents for these expenses, which are submitted to the Finance sector.

Article 36

Information and communication with the media

1. The right to communicate with the media is held by the Head of the Agency.
2. By order or authorization of the Head of the Agency, the right to communicate with the media is held by employees designated in advance by the head of the Agency.
3. The specialist for relations with institutions and project monitoring is the supporting structure for the communication of the aforementioned officials with the media.

Article 37

Internal communication via electronic network

1. Internal communication within the Agency can also be realized through the electronic network. Through it information related to the relevant areas covered by the structures is exchanged and obtained, facilitating their activity.
2. Communication and exchange of official documents, within the Agency or outside it by the employees of AAPSK, when possible, is done using electronic mail.
3. The email system should be used only for work purposes.
4. The IT structure monitors email and internet usage.
5. There is no right to privacy in creating, sending, or receiving an email.
6. In accordance with system limitations and space restrictions, no photographs, graphics, films, or any attachment file in an email should be used in the system without valid work reasons.

Article 38

Personnel File

1. The personnel file is administered by the Human Resources Management structure, in accordance with law no. 152/2013 "On Civil Servants", amended and the sub-legal acts implementing it as well as the Labor Code of Labor in the Republic of Albania. All employees are required to submit the personal documents requested according to the applicable legislation.

2. The documentation and procedures for creating the personnel file are followed by the Management structure of Human Resources.
3. The civil servant must have his basic data recorded, according to the requirements set by the sub-legal act.
4. The personnel file is enriched every year with new data, such as performance evaluations, qualifications and various certificates, in accordance with Decision No. 833 dated 28.10.2020 "On the detailed rules for the content, procedure, and administration of personnel files and the Central Personnel Register."
5. The personnel file can be freely accessed by the civil servant himself, and at his request by the head of the institution, and other persons provided for in the applicable legal and sub-legal acts. The file has its own inventory and any additions are noted in it.
6. The file with the basic data of the personnel must also be registered electronically, in the personnel information system of personnel.

Article 39

Job descriptions and evaluations

1. All employees of the Agency perform functional duties based on the job descriptions, which are deposited with the Human Resources Management structure and approved by the Department of Public Administration / Labor Code (according to the affiliation and level of the civil servant).
2. The Human Resources Management structure coordinates the annual evaluation process, as well as the staff training plan according to needs.

Article 40

Task Submission

1. Upon termination of the employment relationship, the employee is obliged to return all equipment and documentation (with the relevant inventory) to the responsible persons and/or the direct supervisor, within 5 working days, correctly and in accordance with the ethics of the civil servant.
2. In certain cases, the task submission period may be extended up to 10 days, at the request of the direct supervisor and with the approval of the Chief Administrator.
3. Failure to return the task, documentation, equipment, and work tools in inventory within the specified deadlines is considered a serious violation of duty and a serious disciplinary offense.
4. The employee after leaving the job must not use confidential information with which he is familiar during the performance of his duties, for personal gain.
5. The employee for a period of 2 years after leaving the position, must not represent any person, or organization in a conflict or business relations with the public administration, for the task he has performed or in its continuation.

CHAPTER VI

ETHICS RULES

Article 41

Performance of duties by public administration employees.

1. In respect of the principle of performing duties, in accordance with the applicable legislation in a way that is independent from a political standpoint, and not hindering the implementation of policies, decisions, or actions.

legal rules of public administration institutions, the public administration employee is obliged to follow and implement these rules:

- a) During the exercise of functional duties, the public administration employee implements with correctness and conviction the law and the general state policies, respects the division of competencies, and acts in defense of the public interest;
- b) The public administration employee performs functional duties, ensuring the rights and freedoms fundamental human rights and equal treatment before the law, in accordance with the applicable legislation;
- c) The public administration employee takes necessary measures to prevent illegal actions and illegal actions and is obliged to inform superiors, as well as to report to the competent authorities any case of abuse, theft, fraud, and corruption or other acts that may be identified during the performance of duty;
- d) If the public administration employee suspects that the superior has given an illegal order, he/she informs without delay the superior of the person who gave this order and requests his confirmation in writing. He is obliged to implement the written order, except in cases where its implementation constitutes a criminal act;
- e) Depending on the job position, the public administration employee may be a member of political parties or political groupings, as long as permitted by law;
- f) The public administration employee is allowed to participate in gatherings, meetings, assemblies, rallies of a political nature or to publicly express political beliefs or preferences, as long as it does not conflict with the applicable legislation;
- g) The public administration employee clearly distances himself from any influence or political pressure that may lead to bias during the fulfillment of duties.

Article 42

Principles of duty performance

1. In respect of the principle of performing duties with integrity, impartiality, efficiency, taking into account only the public interest and with the aim that his behavior serves to maintain and increase public trust in the integrity, impartiality, and effectiveness of public service, the public administration employee is obliged to follow and implement these rules:
 - a) The personal behavior of the public administration employee should be such as to reflect integrity, promote the highest ethical-moral values and principles, and encourage other employees to act in accordance with these values;
 - b) The public administration employee must be impartial, trustworthy, transparent, effective, performing functional duties with discipline and on time, in respect of the public interest;
 - c) The public administration employee effectively uses work time to achieve responsibility and correctness of functional duties, contributing to the improvement of administrative performance;
3. During the exercise of duty, the public administration employee:

- a) follows and implements the principle of debureaucratization and efficiency, ensuring that the administrative procedure develops as quickly as possible, within legal deadlines and with as little cost as possible;
 - b) Provides objective opinions and views, based on knowledge and professional experience, ensuring the inviolability of public and institutional interest over personal interest; iii. The public administration employee performs tasks on time and responsibly, without relinquishing authority during decision-making. Any delay in fulfilling tasks must be justified. The assignment of tasks must be in accordance with the applicable legislation;
 - c) In fulfilling functional duties, the public administration employee follows and prepares the issues that have been assigned to them according to importance, priorities, and/or chronological order.
4. The public administration employee examines all requests with due attention from individuals/companies (natural/legal persons) and provides the respective responses to them. Issues that the public administration employee, in cooperation with the superior, assesses as outside their competence, are forwarded without delay to the competent structures, informing, in every case, the requester as well.

CHAPTER VII DISCIPLINARY MEASURES

Article 43

Disciplinary violations for employees according to the Labor Code

1. The following are considered disciplinary violations:
- a) Repeated failure to respect time and work schedule;
 - b) Failure to perform duties, or partial performance of them without reasonable cause;
 - c) Failure to meet specified deadlines for performing duties;
 - d) inappropriate behavior during working hours, with superiors, colleagues, subordinates, and with the public;
 - e) Performing, within or outside working hours, actions that diminish or harm the reputation of the employee of the public administration.
 - f) Performing tasks and activities that undermine the interests of official duty or hinder its fulfillment;
 - g) Violation of the rules of employee ethics
 - h) Failure to comply with legal provisions in fulfilling functional duties;

Article 44

Types of disciplinary measures for employees according to the Labor Code

1. The types of disciplinary measures and their implementation periods are:
- a) Warning up to 3 (three) months;
 - b) Written warning up to 6 (six) months;
 - c) Warning with a notice of dismissal, up to 1 (one) year;
2. In the case of imposing a more severe disciplinary measure before the expiration of the implementation period of a previous measure, the calculation of the period of the first measure will start from the date of the imposition of the subsequent measure.
3. The above disciplinary measures are considered 'cleared' if within the specified period in this article, no other disciplinary measure has been imposed on the employee.

4. Disciplinary measures that have been lifted are removed from the employee's file upon the completion of the given measure. For the determination of a disciplinary measure it is not mandatory to follow the order starting from the lightest measure.

Article 45

Responsibility for the regulation and disciplinary responsibility

1. All personnel of the institution must comply with the provisions of this regulation.
2. Non-compliance with this regulation constitutes grounds for the initiation of disciplinary proceedings, according to the legislation of specifically regulating the employment relationship.
3. The disciplinary process for civil servants is carried out according to the criteria and procedures established in the legislation for the civil service.
4. For employees who are treated according to the provisions of the Labor Code, the criteria and procedures for disciplinary proceedings provided in the civil service legislation are applied as far as possible and the criteria and procedures for the disciplinary process provided in the legislation for the civil service are adapted.
5. Disciplinary responsibilities:
 - a) Violation of the provisions of the Labor Code, the Code of Ethics or this regulation constitutes grounds for disciplinary responsibility.
 - b) Disciplinary violations are classified into minor violations, serious violations, and very serious violations.
 - c) Violation of the rules of Ethics during official hours constitutes a minor disciplinary violation.
 - d) Violation of other provisions of this regulation constitutes a serious disciplinary violation.
 - e) Violation of the mandatory provisions of this regulation and the deadlines specified therein constitutes a very serious disciplinary violation.
 - f) Repetition of violations constitutes a very serious disciplinary violation.

Article 46

Types of disciplinary measures for civil servants

1. The disciplinary measures taken against employees are as follows:
warning;
 - a) written warning;
 - b) warning with a notice of dismissal;
 - c) temporary reduction in duty for 1 to 2 years to a lower level position;
 - d) dismissal from duty;
 - e) These disciplinary measures are given in a graduated manner and in relation to the consequence that the violation has caused;
 - f) For very serious violations, the disciplinary measure provided in point 1 letter "d" is applied;
 - g) For serious violations, the disciplinary measure provided in point 1, letters "c" and "d" is applied;
 - h) For minor violations, the disciplinary measure provided in point 1, letters "a", "b" and "c" is applied.

Article 47

Procedure for imposing disciplinary measures

1. Employees of AAPSK must comply with the provisions of this Regulation.

2. Non-compliance with this regulation constitutes grounds for the initiation of disciplinary proceedings, according to the legislation of specifically regulating labor relations.
3. Disciplinary measures are given by the Chief Administrator upon the proposal of the superior according to a procedure that guarantees the right to be informed, to be heard, to defend oneself, and to complain.
4. The disciplinary process for civil servants is carried out according to the criteria and procedures established in the legislation on civil service.
5. Disciplinary measures are part of the personnel file.

CHAPTER VIII

OFFICIAL DOCUMENTS, THEIR DRAFTING AND CORRESPONDENCE

Article 48 Administrative acts

1. As provided in Law No. 9154 dated 06.11.2003 "On archives" and the Technical and Professional Standards and Technological of the Archival Service in Albania, in the absence of the holder, the official acts of the Agency may be sealed by persons authorized in writing by the holder. In this case, the official act shall bear the note: In absence and order."
2. Competences should not be delegated and signed in the absence of the holder for constitutional attributes or legal ones that are recognized only to the holder.
3. Administrative acts and other official documents in the administrative activity of the Agency, are drafted according to the models attached to this regulation.
4. Directives, orders, instructions, and requests are given in writing or verbally, as appropriate.
5. For the form and content of the act or any other official document, all persons who have signed it are responsible.
6. In case of non-compliance with the orders of the delegate, the latter returns the material for reworking.
7. Written communication between structures of the same level within the Agency is done through Memos. Written communication between the Agency and other institutions contains all the elements of an official letter and bears the seal over the signature of the Chief Administrator. In his absence and by his order, written communication between the Agency and other Institutions is done with the seal placed over the signature of the person authorized by the Chief Administrator.
8. When the practice is completed by the responsible person/people, the appropriate note "AA" is made and this practice is forwarded to the archive-protocol sector.

Article 49 Correspondence, administrative documents that arrive at the Agency's address

1. Incoming documents in Albanian or foreign languages are registered in the correspondence register by The Archive-Protocol Sector, which notes the protocol number and date of receipt on them, as well as ensures the scanning of documents in the electronic document management system when this system becomes functional. Documents are forwarded to the Chief Administrator or to the employee authorized by him immediately, and according to relevance are distributed within 24 hours to the relevant structures, through the Delivery Books for the relevant structures, against a signature. When the Archive-Protocol Sector finds deficiencies in the incoming documents, the document is returned via mail, documenting the return in the mail delivery book. Envelopes addressed to the Chief Administrator, "with personal notes" or a specific category of documents of a special name approved in writing, are delivered to him unopened against a signature.

2. For administrative documents recorded in a foreign language in cases of administrative procedures the structure responsible for handling the case notifies the party of the obligation to submit the request in the Albanian language and writing. If for technical reasons the party is unable to provide the translation by the deadline for the regular submission of the request, the Agency sets an appropriate additional deadline, within which a translation of the request and necessary documents must be provided.
3. The deadline provided in point 2 of this Article is considered to be respected only if the structure the institution receives the translation within the additional deadline set and notified by the latter.
4. If the requests, which determine the start of the deadline within which the responsible structure must act, are made in a foreign language, the deadline starts on the date a translation of them is made available.
5. If the responsible structure does not set and does not notify the party of an additional deadline for the translation and the legal consequences of point 2 of this Article, the request in a foreign language is considered submitted.
6. The movement of incoming documentation from one structure to another with different functions is done with a Memo.
7. Outgoing documents within the deadline specified on the card, after being sealed by the drafter, the responsible person of the sector and the Chief Administrator, are delivered to the Agency's Secretariat,
8. It makes exceptions to the provisions of point 1 of this Article, secret mail and letters addressed privately to the Chief Administrator. For secret mail, the rules provided in legal acts for classified information "state secret" are followed. In the absence of the Chief Administrator, the powers of the latter are covered by the employee authorized by the head of the institution in the highest succeeding position, according to the Administrative Procedure Code and law no. 90/2012.

Article 50

The elements of the accompanying card of documents that arrive at the Agency's address

1. The card contains:
 - a) The Sender, where the full name of the institution from which the material comes is specified by indicating the protocol number and the date of departure from this institution.
 - b) The Recipient, where the name Agency for the Management of Seized and Confiscated, indicating the protocol number and the date of entry into this institution.
 - c) The section "content", in which the subject of the material is concisely described.
 - d) The section "note ", in which various notes are made according to the institutional hierarchy regarding the handling of the case.
 - e) The following section, in which the name and surname of the person assigned to handle the material as well as the date of the material's departure.
 - f) The section deadline, in which the deadlines within which the materials must be handled are addressed.
2. The deadlines according to the priority of the documents are:
 - a) The normal deadline, implies a deadline of 7 working days, calculated from the date of distribution by the Head;
 - b) The deadline of 3 working days, is a priority deadline and implies 3 working days calculated from the date of distribution by the Head.
 - c) The "urgent" deadline, implies handling the material within the day, or in special cases accompanied by the appropriate note within another time frame.
3. The section "received" in which the name, surname of the superior of the structure is recorded, and for cases of special cases of the person directly responsible for handling the material, specifying also the date when the material was received, against the signature of the latter.

4. The three sections below, marked "submitted for processing", in which the name is respectively recorded, the surname of the person who is charged with the processing of the material, according to the level of hierarchy towards the company and specifying the date from the submitter. In the note "submitted to the ordering superior", the name is recorded the surname of the ordering superior, against the company of the person charged with preparing the material, specifying also the date of delivery.
5. The following section, marked "submitted to the ordering superior", in which the date when the material is recorded, is delivered to the Titleholder and the name, surname of the person who delivers the material against the company.

Article 51 Elements of the documents

1. Documents in the form of orders, work programs, reports, relations, must be formulated with writing.
2. Documents issued by the Agency, addressed to other institutions, must have at the top the emblem of the Republic of Albania, below it the writing "Republic of Albania", under this "Ministry of Internal" and below it the name of the Agency/name of the relevant structure.
3. Likewise, documents prepared for internal correspondence or subordinate structures must have the emblem of the Republic of Albania, the writing "Republic of Albania" the designation "Ministry of Internal" and below it the name of the Agency/name of the relevant structure, the number of the protocol and the date, the subject abbreviation, the text of the document, the function, the name and surname of the person who signs the document and their signature.
4. The protocol number, date, and seal are placed after signing by the titleholder. The copy of the document that is kept in the Office of the Secretary and Archive, is signed also by the compiler, and their superiors according to hierarchy. It also indicates the number of printed copies.
5. Internal documents have all the elements of the documents issued except for the address of the correspondent and the formula "in response" or "following the document".
6. All documents drafted by the structures of the Agency must have these parameters:
 - a) Writing in Times New Roman, Font Size 12:
 - b) The margins of the document on both sides are 2.5 cm or 1 inch;
 - c) The header of the document is written in capital letters and bold;
 - d) The date and protocol number are placed with a distance of two spaces from the header of the document. The date is placed on the right side, while the protocol number is on the same line as the date, on the left side.
7. When the document concerns classified information "state secret", on the first page at the top of it, on the right side is written: the level of classification of the document, the retention period, and the number of copies. In the next line, on the left side, the protocol number is noted, and on the right side, the location and date. Through the computer option: View: Header and Footer, at the top (header) and at the bottom (footer) of each page except the first page (header), the level of classification of the document is placed. In the copy of the document, which is administered in the institution's secretariat, at the end of the document, the generalities of the person who drafts, prints, and seals the classified document "state secret" are placed. When the document concerns classified information "state secret", it is not accompanied by a Memo.
8. In the absence of the Chief Administrator, official acts are signed by persons authorized in writing by him. In this case, the official act notes: "In absence and by order". Powers cannot be delegated and signed in the absence of the Chief Administrator, constitutional or legal attributes that are recognized only to him.

Elements of the Memo for internal circulation

1. The materials handled by the Agency's structures within the framework of internal relations of cooperation between them are highlighted in the Agency's internal protocol.
2. Internal practices are accompanied by internal Memos according to the model of the annex of this regulation, which contains at least the following elements:
 - a) The structure from which it comes.
 - b) The structure to which it is sent.
 - c) The subject matter of the material.

CHAPTER IX

ENTRY INTO THE AGENCY AND SECURITY MEASURES

Article 52

Rules for entry into the Agency for the Management of Seized and Confiscated Assets

1. Entry and exit to the Agency is done by respecting the requirements set forth in this chapter.
2. Entry into the Agency is under the surveillance of cameras and the institution's service staff.
3. Agency personnel must be equipped with a magnetic card for recording entries and exits.
4. The magnetic card is issued by the Support Services Sector. The entry and exit of the Agency's employees (even outside working hours) is done using the magnetic card.
5. For any movement outside the institution for work or personal reasons, the employee must act according to Article 34, 35 of this regulation. In case the person loses the magnetic card, they must immediately notify the Human Resources and Support Services Management structure.
6. Upon termination of the employment relationship, the employee is obliged to return all equipment, tools, and documentation to the structure responsible for services and the direct supervisor, within 5 working days, according to the provisions of Article 40 (Handing over duties) of this regulation.

Article 53

Security measures

1. For the security of the Agency's institution, private guards who provide this service are responsible.
2. Services and maintenance of offices in the Agency are done only in the presence of the person working in that office or another person assigned by them.
3. At the end of work, Agency employees take the necessary measures to secure the environment of work, by turning off lights, computers, and locking doors and windows.
4. When the service officer notices that there is an unsecured office left, they immediately notify the person responsible, assigned in the support services sector. The latter takes the necessary measures to secure the office until the responsible person arrives.

CHAPTER X

FINAL PROVISIONS

Article 54

Transitional provision

With the issuance of the V.K.M which determines the salary limits for administrators and assistant administrators, external personnel, salaries will be negotiated between employers and employees within the limits approved by the sub-legal act.

Article 55 Sanctions

1. Non-compliance with the Internal Regulation in the Agency for the Management of Seized Assets and Confiscated and its annexes, incurs liability and constitutes grounds for disciplinary proceedings according to the legal provisions in force.
2. Periodically, according to the volume and work processes, the Agency takes measures for the drafting and publication of work process manuals (procedure manual), and the catalog of assets it manages according to their diversity.

Article 56 Entry into force

This regulation enters into force immediately after approval and a copy of it is published on the official website of AAPSK.

The Chief Administrator of the Agency takes measures for its publication in the Institution's premises.

ANNEXES:

Annex No. 1

The structure and organization of the Agency for the Management of Seized and Confiscated Assets, according to Order No. 67, dated 13.04.2022 of the Prime Minister, "For the approval of the structure and organization of the Agency for the Management of Seized and Confiscated Assets."

Annex No. 2

The procedure for the protocol of documents and the scheme:

1. Initially, in the Protocol office, the opening of envelopes that arrive at the address of the Agency for the Management of Seized and Confiscated Assets.
2. Registration is made in the protocol register and the number and date of the protocol are set.

All documents recorded according to point 2 are addressed to the head of the Agency or to the person authorized by him, who, depending on the field, directs them for follow-up to the relevant structures.

3. All documents processed by different structures must have the signature of the official. the drafter, the confirmation of his direct superior, and the approval of the Chief Administrator.

4. After signing by the head, the document goes through the respective secretaries to the protocol, where after registration, it is recorded, the date is set, and it is sent to the appropriate address.