

REGULATION OF THE SSC OF AZERBAIJAN

**Adopted by the Board of the SSC of Azerbaijan, №8/1t,
dated, 14 April 2007**

1. General provisions

1. The Regulation of the State Statistical Committee of the Republic of Azerbaijan (hereinafter referred to as Regulation) defining general rules of the activities of the SSC of Azerbaijan in the implementing of duties entrusted to the SSC of Azerbaijan according to the Constitution of the Republic of Azerbaijan, Law “On Official Statistics”, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan and the Statute of the SSC of Azerbaijan which confirmed by Order of the President of the Republic of Azerbaijan dated 26 June 2009, № 115.

2. The general demands and periods defined by Regulation shall apply to employees of the structural divisions of central office of the SSC of Azerbaijan and organizations of its obedience.

3. Organization and carrying out of the non-confidential clerical works, reception, working out and distribution of the correspondence, including organize of the electronic turnover of the documents implementing according to this Regulation which based remains of the Law “On Normative legal acts” of the Republic of Azerbaijan (26.12.1999, No.761-IQ), Law “On procedures for review of citizen applications” of the Republic of Azerbaijan (10.06.1997, No.314-IQ), Law “On Electronic signature and document” of the Republic of Azerbaijan (10.05.2005, No.908-IIQ) and other normative juridical acts.

Confidential clerical works is implemented on the base of rules according to the Law “On State Secret” of the Republic of Azerbaijan (07.09.2004, No.733-IIQ) and on Exemplary regulation of structural bodies on the protection of state secret of organizations, enterprises and offices.

2. Planning of works

4. SSC of Azerbaijan carries out its activity according to the programme and plans which prepared for quarterly, annual and longer times periods.

Planning of works in the SSC of Azerbaijan based on the following:

- Strategic program and conceptions on all-round development of the Republic of Azerbaijan;
- State Programme on improvement of the Official Statistics in the Republic Azerbaijan;
- Long-term plan on inspection of activity of local statistical bodies;
- Annual report on result of activity of the SSC of Azerbaijan;

- Statute on the SSC of Azerbaijan.

SSC of Azerbaijan carries out its activity during year according to the annual “Programme of statistical works”, Action plans for works intend in the other State programmes which SSC of Azerbaijan took part, “Methodological works plan”, “Work plan on inspection of the activity of local statistical bodies and render assistance to them”, as well as plans on quarterly “Works for analyze” and “Meetings of Board” of the SSC of Azerbaijan. These plans preparing on the base of proposals of structural divisions of the SSC of Azerbaijan and organizations of its obedience. As a rule proposals on including tasks to the plans submit by the structural divisions of the SSC of Azerbaijan and organizations of its obedience to the according divisions at latest 15 day before the beginning of compiling of these plans. In the plans of the SSC of Azerbaijan reflecting subject, coverage, and type, working out programme of the each activity, name, and periodicity of the official statistical reporting forms or documents, data which shall be obtain and name (surname) of the structural divisions organizations (persons) of obedience which responsible for implementation of activities.

Plans of the SSC of Azerbaijan discussed and approved in the meetings of Board. Approved work plans introducing to the Chairman, Deputy Chairmen, and Head of the Central Office, structural divisions of the SSC of Azerbaijan and organizations of its obedience (in case of necessity to the organizations which take part implementation of plans).

5. On the base of plans of the SSC of Azerbaijan preparing plans of the structural divisions of the SSC of Azerbaijan and organizations of its obedience and implementing by the heads of same divisions and organizations.

6. Removing or adding new activities to the plan of the SSC of Azerbaijan, as well changing implementation period of these activities decided by the Board on the base of representations of the relevant Division of the Central Office of the SSC of Azerbaijan, organizations of its obedience and deputy chairmen.

3. Planning, implementation and carrying out rules of the Board meetings

7. Planning, implementation and carrying out rules of the Board meetings and control of fulfillment of their decisions is implemented according to the statute of the State Statistical Committee of the Republic of Azerbaijan and this regulation. Plans of Board meetings of the State Statistical Committee are compiled once in a quarter on the base of suggestions of leaders of structural divisions and subordination bodies. In the plan of Board meetings is showed date of conducting of meetings, issues included to journal and responder structural division responsible for issues prepared and submitted for consideration, name of organizations and persons. If necessary, issues not considered in the plans of board meetings could considered to discussion of board meeting by suggestion of chairman of Committee, heads of departments and agencies subordinate office of the Committee, deputy chairmen of the relevant corresponding field, consent of chairman of

Committee on the base of presentation of chief of administration. Withdraw any issues from the plan of Board meetings of SSC of Azerbaijan and include issues not considered in the plan of Board meetings is implemented according to the 6th item of the 2nd article of this regulation.

Boarding meetings is held at least once a month.

Secretary of Board provides timely and qualitative preparation of presented decision projects and other materials. In the presented decision projects and detailed analysis of the issues discussed in other materials should reflect and should estimate real situation objectively, if necessary should shown period of presentation of report, fulfillment and data. In the decision projects should introduced projects in advance to the heads of relevant departments. Decision project discussed in the Board meeting of SSC proposals and remarks put forward in the discussions taking into account is re-used and presented for signing 3 working days after the latest meeting to the chairman after approval of Board members. The copy of approved decision is sent to the structure and relevant sections of the bodies by the General department.

Meetings is recorded by the Secretary of Board and signs by the chairman and secretary of the Board.

8. In the Board meetings is accepted orders and decrees on non-urgent and not important discussions issues of the SSC.

Orders are accepted on carried out normative character, general importance in the statistical activity and important problems which is fulfillment scopes in a long period.

Decrees are accepted on operational and implementation issues with the single character.

Orders reflecting the short and laconic content of their name but decrees have not got any names.

The text of decision, order and decree is prepared by submission and the relevant sections of the structural associations and they are signed by executors, heads of relevant departments, lawyer, head of administration, responsible deputy chairman on division of work.

Orders and decrees is signed by the chairman of SSC and recorded in the special accounting register in defined form. Orders and decrees come into force from the time it is published.

9. Urgent issues on carrying out different duties could be discussed in the meetings of SSC with the Chairman and its deputy chairmen. Accepted decisions in those meetings are made official with protocols. Preparing of meeting protocols is carried out by the relevant departments of Administration and formalized with the signature of the person who chaired to the meeting.

4. Register and consideration of received and sent correspondence

10. Received and sent correspondence to SSC of Azerbaijan and the registration and review of other official documents is implemented according to the followings:

- Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ),

- “Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935),

- Law “On National Archive Fund” Republic of Azerbaijan (22 June, 1999, № 694-IQ),

- agreed with the National Archive Office of the Republic of Azerbaijan and approved by the SSC of Azerbaijan (7 December, 2007) “List of documents of the SSC of Azerbaijan and organization of its obedience, indicating the period of storage”.

Movement of the documents from receiving moment (or prepared for registered official) till the executed (or sent) moment is organized on turnover of the documents in the SSC of Azerbaijan.

Documentation and management of documents is organized by the General Division (Secretariat) of the Administration of SSC.

11. Received documents to the SSC are accepted in work days from 9.00 till 18.00.

12. In the State Bodies received documents in a paper and e-form should be the same, should describe national emblem as defined in the blank and should reflect the following requisite:

- register number and sent date;

- source of the relevant act and assignments of the President of the Republic of Azerbaijan, President Administration, Milli Mejlis, Cabinet of Ministries, Prime Minister and its deputies, if it will be answer to the inquires of state bodies then number of inquiry and date;

- signature of the Head of State authority, its deputy or the defined responsible person;

- surname and telephone number of executor.

E-documents related to the issues of special importance should be documented in a paper form.

13. Correspondence is returned when it's not compiled in a form according to the requirements of this Regulation and imported by mistaken.

Received correspondence to the SSC of Azerbaijan is accepted with the signature of recipient, time and date of the received document by the employee of the General Division (Secretariat) of the Central Office.

14. Received documents according to the demand of the regulation is taken to control and by the General Division (Secretariat) of the Central Office indicating received number and date after putting the stamp at the bottom of right corner of the first page of the document distributed as following:

1) Submitted to the chairman of the SSC of Azerbaijan:

Tasks of the President and Government of the Republic of Azerbaijan, documents, letters, deputy inquiries, directly letters to the name of chairman and to the SSC of

Azerbaijan, documents on important issues of the activities of the SSC of Azerbaijan as well as documents demanded to decide fulfillment, received from President Administration, Milli Mejlis, Supreme Court, Chamber of Account and Procurator-general, ministries, committees and other central executive authority organs;

2) Submitted to the deputy chairmen of the SSC of Azerbaijan:

Correspondence directly addressed to their names, documents on issues of fields under their leadership according to the post division by chairman, projects on the normative-legal acts, contracts, agreements, appeals of legal and natural entities addressed to their name by the instructions of the chairman;

3) Submitted to the Head of Central Office of SSC of Azerbaijan:

Correspondence directly addressed to his (her) name, documents on issues of fields under their leadership according to the post division by chairman, projects on the normative-legal acts, contracts, agreements, appeals of legal and natural entities addressed to their name by the instructions of the chairman;

4) SSC of Azerbaijan sends to the leaders of the structural divisions and organizations under its subordination:

Projects on the normative-legal acts, contracts, agreements, appeals and complaints of legal and natural entities, answers to the given as well as other documents given for consideration, submitting, to execute, answer and for getting acquainted addressed to their name by the corresponding instructions of the administration of the committee.

15. Making official, division and delivering to the addressed person of the documents registered by the general department is implemented every day (as a rule minimum twice in a day). Telegrams and other urgent documents immediately deliver to its address.

16. After determination of the executors by the leadership of the committee text of their instructions is included to the e-document turnover system by the collaborators of the reception room.

Appended instruction document is registered in the registration book after returning to the General department, in necessary cases is taken to control and delivered to the heads of the structural divisions of SSC of Azerbaijan.

Copies of the fulfillment documents commissioned to some structural divisions are delivered to all executors in the same period. An original document is delivered to the main executor (first connective executor shown in the list of the instructions).

17. Appended instruction documents are signing to the registration book and registration card at the time of delivering by the head.

18. Passing of received documents from one structural division to another by the instruction of leadership is implemented by the General Division (Secretariat) and this registered in the registration forms as well as in the corresponding book.

Correspondence among the structural divisions of the SSC of Azerbaijan could carry out in e-form by using of e-document turnover system.

19. Head of structural divisions of the SSC of Azerbaijan are responsible for executing documents in a high grade manner and on time.

20. Preparation, coordination and registration of sent correspondence is implemented according to the followings:

- Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, №761-IQ);
- Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ);
- “Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935) and this Regulation.

21. Before sending a document for sign executor should check it’s properly compiled, the availability of the necessary signatures and applications.

22. Working out of the sent correspondence included: separation of correspondences by types, preparation of envelopes, define writing of cost of notification, compiled list of registered postal notifications and also turn over to the service of communication on that day and this works are carried out by the General Division (Secretariat).

Truthfulness of the address of the documents, existence of the additions shown in the basic document is checked out by the General Division (Secretariat) if any insufficiencies find out documents are returned to the executor for carrying out corresponding corrections.

Documents returned to the General Division (Secretariat) for sending are sent by the courier or by the communication services.

23. Letters (including tasks and instructions) to the local statistical bodies and the organizations under the subordination of SSC of Azerbaijan is sent by the signature of the management.

24. General Division (Secretariat) is responsible for delivering of correspondence to the address on time.

25. Correspondence from the General Division (Secretariat) is sent twice in a day at 11.00 and 15.00.

26. Means the registration of the document is intend put down registration number and date on it, showing of necessary data on the same document in the registration list. Registration of the documents in the SSC of Azerbaijan is carrying out by the General Division (Secretariat) of the Central Office and in the structural divisions and organization under subordination is implemented by the responsible employees for clerical work.

27. Not necessary documents for implementation duties of the SSC of Azerbaijan (books, booklets, bulletins, advertisement notifications and posters, meeting, consultation, conference and other programs of other measures and other data on such measures, reports on different issues and etc.) is not demanded to register. Such documents are registered in the corresponding divisions of the SSC of Azerbaijan.

28. Each document is registered only once in the SSC of Azerbaijan. Received documents are registered in the received days, sent and internal documents are registered in the signing and affirming days.

5. Preparation, compilation, co-ordination and publication of normative-legal acts, preparation, compilation and co-ordination rules of the orders of the chairman of the Committee

29. Preparation, coordination and registration of drafts on normative-legal acts of the SSC of Azerbaijan and publication and state registration of these acts are implemented according to the followings:

- Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, № 761-IQ);

- Statute “On the rules of review, approve and confirmation of the normative-legal acts of the executive authority bodies” confirmed by the Decree of the President of the Republic of Azerbaijan (24 August 2002, № 772) and this Regulation.

30. Preparation of the draft of normative-legal acts absolute is implemented by the participation of the lawyer of the SSC of Azerbaijan. Lawyer of the SSC of Azerbaijan is included to the working group created for the preparation of projects on normative-legal acts.

31. Drafts of the normative-legal acts are presented to the chairman of the SSC of Azerbaijan to sign after given visa by the head of structural division, lawyer of the committee, deputy chairman leading to the concerned field.

32. The heads of structural division executing the same work personally carries responsibility for the preparation of normative-legal acts in a high grade manner, maintenance to the demands of the writing style of the text of draft and submitting to the Cabinet of Ministers of the Republic of Azerbaijan in the period determined by the legislation.

33. Statement prepared by the structural divisions of SSC of Azerbaijan or monitoring of used statements accordance to the normative-legal acts is implemented by the lawyer of the SSC of Azerbaijan.

Connection of activities of the structural divisions on the monitoring of normative-legal acts is implemented by the Lawyer of the SSC of Azerbaijan.

34. While preparing projects on economy, some fields of the state governance they should co-ordinate with organs of concerned state responsible for these fields.

35. Agreement is affirmed by the visa of the head (or deputy head) of the corresponding state body.

Suggestions to the projects prepared by the tasks of the President of the Republic of Azerbaijan and the Cabinet of Ministries of the Republic of Azerbaijan should give within 10 days.

Within 15 days if there are not any comments to the project then it is considered as coordinated.

36. Normative-legal acts and legal acts consisting of 3 copies with the documents affirming the same acts (order, the decision of Board Meeting and etc.) prepared by the SSC of Azerbaijan is presented to the Ministry of Justice for getting state registration. After passing rules of all procedure in the Ministry of Justice normative-legal acts

including state report is registered within 10 days or act is refused getting to state registration.

37. Preparation, compilation of the organizational-ordering acts of the SSC of Azerbaijan and content of the requisites of these acts should meet demands of Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935).

38. Agreement of drafts (orders) organizational-ordering acts are implemented in a determined form.

39. Agreement list of drafts of the organizational-ordering acts are submitted to the Chairman of the SSC of Azerbaijan after giving visa by the Head of General and Personnel Divisions, lawyer of the SSC of Azerbaijan, Deputies of Chairman within 2 work days.

40. Organizational-ordering acts, as well as orders on main activity and working staff of SSC of Azerbaijan is agreed with the Lawyer of the SSC of Azerbaijan in accordance with legislation.

Persons are familiarizing with orders about them by their signatures. In the case of refuse with the familiarize of the documents is officially registered by the protocol of Personnel and General Divisions.

41. The following cases are approved by the Chairman of the SSC of Azerbaijan in the defined rules:

- confirmation of the organizational structure, staff tables and statutes of the statistical bodies;

- decisions on appointing and lifting of the heads of statistical bodies, business trips, holidays, pecuniary aids, on professional training, increase of specialty, encouraging of employees, additions to the salaries and rewarding.

6. Agreement of the rules on the drafts of normative-legal acts in SSC of Azerbaijan

42. Agreement of rules on the drafts of normative-legal acts in SSC of Azerbaijan carrying out according to the law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, №761-IQ) and to this Regulation.

43. Received drafts of the normative-legal acts to the SSC of Azerbaijan submitting to the Chairman of the SSC of Azerbaijan by the General Division (Secretariat) for review and to define executing structural division (divisions). Original draft is sent to the main executing division, copy of the draft to other executors and lawyer of the SSC of Azerbaijan (reference by the lawyer should be given for the all drafts of the normative-legal acts in the absolute order).

Review period of the draft of the normative-legal acts should not pass the period determined by the existence normative-legal acts. For the review of the draft of normative-legal acts could determined for a short period by the central state bodies and their officials.

Draft of the normative-legal acts is reviewed by the co-executors during 5 working days (if short period not determined by the Chairman of the SSC of Azerbaijan) and comments, suggestions is submitted to the main executor whose surname showed the first in the executor list.

Comments and suggestions of responsible structural divisions is generalized by the executor and prepared reply to the body who is executor of normative-legal acts in accordance with legislation. In this case not agreed issues showed in the prepared letter, existing comments and suggestions are based on arguments. Reply is submitted to the Chairman of the SSC of Azerbaijan (or person who is execute authority of the Chairman) for signing after giving visa by the main executor, lawyer of the SSC of Azerbaijan and responsible Deputy Chairman.

44. If there is not any additions and changes in the draft of normative-legal acts original draft is accepted for agreement (visa) and carried out corresponding notes in the prepared letter for sending the copy of the draft (Indicating surname, signature and receive date).

45. Agreement of the normative-legal acts inside of the SSC of Azerbaijan carrying out in the defined procedure.

46. Agreement sheet of the of the normative-legal acts together with draft are submitted to the Chairman of the SSC of Azerbaijan for the signing after giving visa by the co-executors, Lawyer of the SSC of Azerbaijan, relevant Deputy Chairman and Head of the Central Office by compiling corresponding letter.

If there is not any comments and suggestions on normative acts by the executors in this case executor signs and in front of their name indicates that “There is not any comments and suggestions”. Corresponding letters of structural divisions which has not got any comments and suggestions on draft of normative-legal acts are added to the agreement sheet.

47. If the body which is prepared the draft of normative-legal acts fully agree with the comments and suggestions of the SSC of Azerbaijan is returned the draft for completing to the relevant state body and carried out register in the enclosed letter of the state body which is prepared the draft on it (The name, surname of the received person, received date of the document and signature).

If the drafts of normative-legal acts prepared according to the Law “On Normative-legal Acts” of the Republic of Azerbaijan (26 November 1999, № 761-IQ) and Statute “On the rules of review, approve and confirmation of the normative-legal acts of the executive authority bodies” confirmed by the Decree of the President of the Republic of Azerbaijan (24 August 2020, № 772) agreed with the SSC of Azerbaijan then its applied in determined periods with indicated documents.

48. In the case of refuse of agreement or not agreed with the comments and suggestions of the SSC of Azerbaijan could be organized the meeting by the participation of officials of the SSC of Azerbaijan by the purpose of approving of the mutual approvable Decree by the management of body which is prepared the draft on the normative-legal acts.

The decree on rules, period and participants of the meeting is determined by the initiator of the meeting, the officials of the body which is prepared the draft of normative-legal acts by the mutual agreement with the management of the SSC of Azerbaijan.

49. If approved acceptable Decree the draft is carrying out again and agreed with the SSC of Azerbaijan during 3 working days.

50. If prepared drafts regarding to the implementation of the urgent tasks of the President, Prime-minister, Deputies of the Prime-minister and the Head of President Administration of the Republic of Azerbaijan entered to the SSC of Azerbaijan, the comments of the SSC of Azerbaijan is sent to the execute body till at least 3 working days (if not determined other period in the task) to executive period of the document.

In necessary cases review period of the draft on normative-legal act prepared on the base of task of the upper state body could be prolonged by the state body which gave the same task on the base of internal document of the draft prepared body.

7. Rules on review of appeals of the citizens and arrangement of reception of the citizens

51. Review of appeals (received letter and telegrams) of the citizens and reception of the citizens, review of their applications and complaints is implementing on the base of the Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ).

52. Management and officials of the SSC of Azerbaijan at the time of review to applications and complaints should implement the followings:

- should attentively examine essence of their, in necessity cases should require necessary documents and should carried out other measures for the solution of issue;
- should give information on the result of the review on the suggestions, applications and complaints to the citizens in written form;
- should approve substantiated decrees on suggestions, applications and complaints and provide timely and correctly implementation of these decrees.

53. Reception of the citizens by the management and other officials of the SSC of Azerbaijan are implemented in the times and dates informed in advance. In necessity cases management and officials receipt at once. Appeal considered as reviewed when given substantiated reply to the citizens.

54. If solutions of the presented issues in the appeals is not in responsibilities of the Management and other officials of the SSC of Azerbaijan sends that appeals to the relevant address not late more than 5 days and informs the appeal person about it, at the time of private receipt explains where could be appeal. Its impossible refuse the receipt.

Writing appeals could be signed by the citizens, the name, surname, address or working place should indicate. If these information could not indicated this appeal shall be considered anonymous. According to the existing legislative anonymous is not reviewed.

55. The Chairman of the SSC of Azerbaijan carries responsibility for the timely and qualitative review to the appeals of the citizens.

Applications, suggestions and complaints of the citizens are registered by the General Division (Secretariat).

56. Appeals should be reviewed within 1 month (expecting cases considered in the legislative), appeals which not require additional examine and revision should be reviewed at latest within 15 days. In the cases which required additional revisions, collecting of materials and carrying out other actions the Chairman of the SSC of Azerbaijan should prolong reviewing period maximum 1 month. SSC of Azerbaijan informs in written form about it to the citizen and state authority body that is responsible for control of appeal.

8. Control to the execution of documents

57. Control to the implementation of tasks on time and in a high-grade manner is carrying out on the base of followings:

- Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ);

- Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, №761-IQ);

- Statute “On rule of review, approve and confirmation to the normative-legal acts of executive authority bodies” (24 August 2002, №772) confirmed by the Decree of President of the Republic of Azerbaijan;

- other legislative acts and to this Regulation.

58. Control to the execution of documents in the SSC of Azerbaijan is carried out according to the Guidelines on clerical works.

The following documents are taken to the control:

1) Acts reflected the tasks of the President of the Republic of Azerbaijan to the SSC of Azerbaijan;

2) Orders and decrees of the Cabinet of ministers of the Republic of Azerbaijan, protocols of its meetings, orders reflecting tasks of the Prime-minister of the Republic of Azerbaijan.

3) Given tasks by the President of the Republic of Azerbaijan, Prime-minister and Deputies of the Prime-minister and management of the President Administration with notes “urgent”, “make a report” and “to proposal” (including tasks of meeting protocol and action plans), as well as controlled tasks;

4) Inquires of deputies of the Milli Mejlis and law drafts prepared by their initiative and demanded opinion;

5) Letters of the State bodies that should reply, explanation, preparation of the suggestions to them;

6) Appeals of the legal and natural persons;

7) Entered drafts on normative-legal acts to the SSC of Azerbaijan for consent;

8) Offers, protocols, decisions of the Board meetings and tasks of the management of the SSC of Azerbaijan;

Execution period of the documents is considered from the date of entering to the SSC of Azerbaijan.

Execution period of the document could be prolonged by the Chairman of the SSC of Azerbaijan (not violate the requirements of the legislation) by the written request of the executor.

59. Control system in the SSC of Azerbaijan is the followings:

Chairman of the SSC of Azerbaijan - realizes general management and control of the activity of the SSC of Azerbaijan as well as execution of timely and in a high-grade manner of the documents;

Heads of the structural divisions of the SSC of Azerbaijan – is responsible for organize of works of the structural division on implementation of the tasks by the management, controls the execute discipline, implements daily control to the execution of the documents in the structural division, gives suggestions on making discipline responsibility to the employees who violate execution period and executed in a low-quality

of the documents in control, personally responsible on labour and execute discipline and every week checks the execution of the controlled documents.

Head of the General Division (Secretariat):

- provide the registration and control of the documents on time;
- appoints the execution period according to the instructions of the Chairman and the Deputies of the SSC of Azerbaijan;
- implements control of the situation of the execute discipline of the SSC of Azerbaijan;
- gives information to the management on tasks taken to the control and their execution period;
- coordinates activities of the employers responsible for the period of execution of the documents and clerical work of structural division;
- personally responsible for the arrangement of clerical works in the SSC of Azerbaijan and the works of the General Division (Secretariat);
- submits written information to the management on structural divisions responsible for execution of controlled tasks timely or violate of execution period of the documents by the employees and in low quality execution of the document once in a month and also twice in a year prepares information to the discussion of Board meeting.

General Division (Secretariat) is responsible for: execution period and reviewing levels of the controlled tasks, control to the situation of execution discipline, registration, control of documents and to take out documents from control, preparation of the list of controlled tasks and providing employees of structural bodies who is responsible for the clerical works with the information on executive period of tasks, correct implementation of the controlled documents and documents which taken out from control, definition and determination of the executive period of the controlled documents.

Personnel Department is responsible for labor discipline.

“Internal audit” is implemented on the frame of authorities determined by the statue.

“E-internet – document turnover” software gives opportunity to carrying out all clerical data in a automatic condition, registration of given tasks, implementation all kind of controls on execution and executive situation, received, sent, internal, organizational order, agreements, normative-methodological documents, tasks, plan and data on reports. “E-internet – document turnover” is implemented by the Main Computing Centre (MCC) of the SSC of Azerbaijan.

60. Execution periods and review rules of the controlled documents is defined according to the Guideline on clerical works.

Submission of the controlled documents to the Chairman of the SSC of Azerbaijan for signing and visa is carrying out on the base of following rules:

- the letters addressed to the Milli Mejlis of the Republic of Azerbaijan, President Administration and Cabinet of Ministers is submitted to the Chairman of the SSC of Azerbaijan for signing after giving visa by the executor, head of the relevant sector, deputy and head of the structural division and deputy chairman (who manages corresponding field);

- the letters addressed to other state bodies is submitted to the Deputy Chairman for the signing (who manages corresponding field) after visa by the executor, head of the relevant sector, deputy and head of the structural division.

Document is considered executed after solution of noted issues and replying to the relevant person (who sent documents) and taken out from control. Information of execution of document and taken out from control is indicated on the control sheet.

Only the Chairman of the SSC of Azerbaijan and official person (who take document into the control) could take out from control.

61. Following information are posted in the official web site of the SSC of Azerbaijan by the purpose of ensure transparence of the review procedures of the correspondence:

- the surnames, names and patronymics, positions and telephone numbers of the employees of the General Division (Secretariat) who is responsible for control execution period and review levels of documents in the SSC of Azerbaijan;

- the surname, name and patronymic, position and telephone number of the Head of the General Division (Secretariat);

- telephone number of the Statistical Information Division;

- reception table of the citizens by the management of the SSC of Azerbaijan;

- other information according to the current legislation.

9. Activity in the field of international collaboration

62. Activity in the field of international collaboration is implemented according to the followings:

- decree approved by the President of the Republic of Azerbaijan “On Presentation of information and reports on visits of high-level delegations” (5 November 2004, № 144);

- law of the Republic of Azerbaijan “On Official Statistics” (18 February 1994, № 789); and other legislative acts.

63. The SSC of Azerbaijan shall, by the established procedure and in accordance with international legal standards, establish relations with the statistical authorities of foreign countries and with international organizations on matters within its competence, conclude cooperation agreements with them, acting as a representative of the Republic of Azerbaijan, organize conferences, meetings and seminars at international level and take part in the meetings organized by intergovernmental and non-governmental international organizations, according to international agreements, receive statistical information from foreign countries with a view to comparing the economic, demographic, social and environmental situation of the Republic of Azerbaijan with that of other countries.

64. Official reports submits to the President of the Republic of Azerbaijan on purpose, program, composition of delegations before the missions of the Chairman the SSC of Azerbaijan and Deputies of Chairman or delegation managing by them to the foreign countries and missions of the Heads or Deputy Heads of the Statistical Institutions of foreign countries also, the delegations managed by the Heads or Deputy Heads of the

international organizations to Azerbaijan. After the missions report on the results of missions submits to the President of the Republic of Azerbaijan. Report on mission to foreign country is submitted by the Head of Delegation. Information on delegation of foreign countries, as well as delegation managing by the Heads or Deputy Heads of the international organization is submitted by the person who is responsible for the organizing of the mission. If the President of the Republic of Azerbaijan will receive delegation of foreign countries, delegations managing by the Heads or deputy Heads of the international organization, in this case information on the purpose of the mission and relevant documents on the meeting is submitted in advance to the President Administration of the Republic of Azerbaijan by the person who is responsible for the organizing of the mission.

65. As a rule, information on program of mission and members of delegations is submitted at least 15 days before mission. Report on the results of mission should be submitted at least during 5 days after the mission.

66. After the mission employees of the SSC of Azerbaijan who participated in the conferences, meeting and seminars organized by international organization and statistical institutions of foreign countries submits report to the Chairman of the SSC of Azerbaijan and Ministry of Foreign Affairs of the Republic of Azerbaijan at least during 10 days.

10. Elucidation of activities of the SSC of Azerbaijan in Mass Media

67. Organizing works on posting of current data in the official web site of the SSC of Azerbaijan is carrying out by the Statistical Information Division. These data are submitted to the Statistical Information Division by the Division of the Central Office.

68. All normative-legal acts (excluded internal orders and normative-legal acts constituting state secret) prepared by the structural divisions of the SSC of Azerbaijan and approved by the President of Republic of Azerbaijan, Milli Mejlis, Prime-minister, President Administration and Deputies of the Prime-minister is posted in the official web-site of the SSC of Azerbaijan during 5 days after the adoption.

69. Information should submitted to the Assistant of the Chairman of the SSC of Azerbaijan by the structural divisions at least 2 days till the conducted time of planned activities (meetings, round tables, briefings) for the purpose of elucidation of activities of the SSC of Azerbaijan in Mass Media.

70. The Heads of the corresponding structural divisions are responsible for the timely posting of the normative-legal acts in the official web site of the SSC of Azerbaijan and submitting information on planned activities to the Assistant of the Chairman of the SSC of Azerbaijan on time.

71. Monthly control on posting of normative-legal acts in the official web site of the SSC of Azerbaijan is carrying out by the Assistant of the Chairman of the SSC of Azerbaijan.

72. Organizing and implementing of activities with the Mass Media on elucidation of press-conferences, briefings, round tables and seminars is implementing by the

Statistical Information Division on the base of submitted documents of corresponding structural divisions of the SSC of Azerbaijan.

11. Making of nomenclature of the activities, forming of folders, preparation on turn over to archive and current usage rules

73. Making of nomenclature of the activities, forming of folders, preparation on turn over to archive and current usage rules in the SSC of Azerbaijan are organizing according to the “Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935).

74. Every year general nomenclature list of the activities of the SSC of Azerbaijan is compiling on the base of correctly forming of folders, ensure quickly finding of documents, systemizing and registration of matters, defining their retention period and timely turn over to archive.

Nomenclature compiles by the General Division (Secretariat) by the considering suggestions of the structural division and submitted to the Chairman of the SSC of Azerbaijan for approving.

75. Existing of all documents is checked out before turn over of folders to the archive by the General Division (Secretariat).

Turn over of folders to archive is determined according to the nomenclature.

All documents (excluding activities passed to the next year) of a year is forming in the corresponding folders. Number of lists in these folders should be maximum 200-250 pages. Documents files to the folder in one copy.

76. While preparing of documents to turn over to National Archive is making an examination, compiling acts on the list of permanently retention of documents and activities, separating documents and activates for abolishment.

12. Rules on working condition and to come to work in the SSC of Azerbaijan

77. Rules on working condition and to come to work in the SSC of Azerbaijan defined according to the law “On Civil Service” of the Republic of Azerbaijan (21 July 2000, № 926-IQ) and to the Labor Code of the Republic of Azerbaijan (1 February, № 618-IQ): working day starting at 09:00, finished at 18:00, lunch time from 13:00 to 14:00, period of working week is 5 days (40 hours).

78. Some employees could be involved to the work during Day off or Holidays for the implementation of urgent and unexpected works (if urgency of these works influence to the non-stop activities of the structural divisions) as defined by legislation.

If needs official necessity prepares internal document to the Deputy Chairman (who manages corresponding field) by the Heads of the structural divisions on involving employees to the work in Day off and holidays. If the Deputy Chairman agreed with the

internal document employees whose names indicated in the list prepared by the head of structural division should work in those days.

If working hours are about 5 hours in a month, these hours are not paying. If working hours are more than 5 hours for each working hours are paying extra salary.

79. The Heads of the structural divisions of the SSC of Azerbaijan is obliged for keeping order to the working condition by the way of regular organizing of activities of employees.