**INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACT OF OBSERVATION**

Regarding the civil service administration situation, as well as the presence of civil servants in the institution, on \_\_\_\_\_ / \_\_\_\_\_ / 2019, in the framework of overseeing new appointments, dismissal or release from duty, as well as their conduct during the electoral campaign period for local elections, according to the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(1)**  **No.** | **(2)**  **Civil servant** *(Name/Surname)* | **(3)**  **Job position** | **(4)**  **Presence at work at 8:00**  *(Present civil servants sign individually / For missing civil servants indicate the reason)* | **(5)**  **Monitoring Group verification**  **Time \_\_\_\_\_\_**  *(Present civil servants sign individually / For missing civil servants indicate the reason)* | **(6)**  **Monitoring Group verification**  **Time \_\_\_\_\_\_**  *(Present civil servants sign individually / For missing civil servants indicate the reason)* | **(7)**  **Termination of official working hours by institution,**  **Time 16: 00/16: 30**  *(Present civil servants sign individually / For missing civil servants indicate the reason)* |
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***Note regarding the completion of this administrative act:***

* The Monitoring Group will reflect the presence of civil servants as well as their movements during official hours, according to this table.
* The responsible unit will also reflect, in narrative mode, the cases of new appointments in this act, specifying the procedure for their realization, as well as cases of dismissal or release from duty, together with copies of administrative acts and related practices.
* The frequency of verifications to be carried out daily during the official working hours will be decided by the Monitoring Group.
* In cases when violations of the law are found, the Monitoring Group shall keep a record.
* In cases of reasonable absence, the justifying document shall be attached to the daily attendance checklist.
* The documentation compiled by the Monitoring Group *(attendance checklist, minutes as well as any other documents)* should be signed by the Monitoring Group.

Thank you for the cooperation!