

STATUTE ON THE REGIONAL AND CITY STATISTICAL DEPARTMENT (DIVISION) OF THE SSC OF AZERBAIJAN

**Confirmed by the Injunction № 140/t of the SSC of Azerbaijan
dated 7 October 2009**

Additions and amendments:

1. 8 February 2010, Decree № 18/t
2. 19 April 2010, Decree № 53/t

I. General provisions

1. Regional and city statistical department (division) is statistical body running state policy and regulation in the area of statistics in corresponding territory and forming official statistical data on social, economic, demographic and ecological situation in the regions of country on the base of uniform methodology. Regional and city statistical department (division) acts in the system of the SSC of Azerbaijan and is under of it.

2. Regional and city statistical department (division) keeps the guidance of the Constitution of the Republic of Azerbaijan, the Laws “On Official Statistics” and ”On Civil Service” of the Republic of Azerbaijan, other legislative acts, the Statue on the State Statistical Committee of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers, orders and directives of the SSC of Azerbaijan, as well as this Statute in its activity.

3. Regional and city statistical department (division) acts in interrelation with the local executive bodies and other public organizations while carrying out duties and functions considered in this Statute.

4. The state and non-government organisations shall not interfere to the implementation of powers of the regional and city statistical department (division) and not influence the staff of the statistical authorities in the performance of their tasks.

5. Regional and city statistical department (division) is a legal entity, has independent balance, bank accounts, stamp and blank with the description of its name and description of the state seal of the Republic of Azerbaijan.

6. Regional and city statistical department (division) is financed by the state budget of the Republic of Azerbaijan.

II. Activity directions of the regional and city statistical department (division)

6. Activity directions of the regional and city statistical department (division) are following:

6.1 provides to implementation of the state policy in the field of statistics in region (city);

- 6.2 provides on time collection of statistical data and their correspondence to social-economic processes taking in the region;
- 6.3 provides local executive authorities with statistical materials characterizing social-economic, ecological and demographic condition of the territory;
- 6.4 Acts in other directions defined by the legislation.

III. Duties of the regional and city statistical department (division)

7. Regional and city statistical department (division) carries out the following duties according to the activity directions determined by the Statute:

7.1 works out monthly work plan on the base of annual statistical works program (plan) and quarterly economic work plans of regional and city statistical department (division) approved by the SSC of Azerbaijan and approves in defined way, gives report on the implementation of plan to the SSC of Azerbaijan;

7.2 obtains required statistical data on the base of official statistical reports, uses sample observations besides with general statistical observations;

7.3 analyzes social processes, living level and expenditures of population, organizes the conduction of observations, censuses, surveys and interviews on social-economic, demographic, households and price statistics in defined way by the SSC of Azerbaijan;

7.4 organizes preparation of official statistical materials as defined by the Law “On Official Statistics” of the Republic of Azerbaijan and other normative-legal acts;

7.5 organizes processing received statistical data on the base of single methodology and modern information technology;

7.6 analyzes statistical data, carries out calculations on social-economic processes;

7.7 publishes statistical data on the economic and social situation of the region (city);

7.8 compiles summed and aggregated results on the base of data collected from statistical units acting in the territory of the region (city), publishes statistical yearbooks, bulletins, round-up, expresses and other statistical materials in determined volume and title, provides dissemination of statistical publications among users;

7.9 organizes selling of produced statistical materials (publications) and other materials not considered in the annual statistical works program (plan) of local statistical bodies to users, except local executive, legislative and court authorities, mass media, in defined way and by paying the fee to state budget;

7.10 organizes meetings of instructive character with the participation of representatives of enterprises and organizations as well as related organizations concerning with register and report, also with various censuses;

7.11 provides local executive authorities with statistical materials characterizing social-economic and demographic condition of the territory;

7.12 provides report forms and instructions on its compilation free of charge to legal entities (their representative and branch offices) and natural persons submitting official statistical reports, gives information them on the time, periodicity and other necessary requirements for presenting statistical reports;

7.13 holds press conferences with the participation of representative of mass media in cases of necessity;

7.14 provides scientific and education organizations with necessary statistical data for scientific researches on the base of contracts;

7.15 presents data to legal entities (their representative and branch offices) and natural persons concerning with them on the base of apply;

7.16 provides confidentiality of the primary private data of the legal entities (their representative and branch offices) and natural persons;

7.17 carries out necessary measures in order to prevent illegal acquisition, dissemination and use of confidential statistical data;

7.18 carries out logical and calculation control on reports for the provision of objectivity of statistical data;

7.19 participates in the measures undertaken with the attempt of the SSC of Azerbaijan in defined way;

7.20 increases the level of knowledge and specialty of specialists;

7.21 carries out other duties entrusted to regional and city statistical department (division) by the legislation of the Republic of Azerbaijan.

IV. Rights of the regional and city statistical department (division)

8. Regional and city statistical department (division) has following rights for the implementation of its duties:

8.1 preparation and improvement of normative-legal acts concerning with statistics, present proposals to the SSC of Azerbaijan related with the existing condition and development of statistics;

8.2 to receive substantial and reliable statistical data in a defined way, volume and period by the SSC of Azerbaijan for free of charge from legal entities (their representative and branch offices) and natural persons, from legal entities of Republic of Azerbaijan having legal registration in the territory of the region (city) and located outside of borders of the Republic of Azerbaijan, from the representatives of foreign legal entities, branches acting in the territory of region (city) regardless the obedience, the type of property and organisational-legal form;

8.3 to make corrections in the reports in evidence of distortion of data, to give a commission to legal entities (their representative and branch offices) and natural persons for reflecting of these corrections in primary statistical reports, accounting and other relating documents, and to demand from them necessary data and inquiry with respect to this issue;

8.4 to provide evidence of data on social-economic situation of the corresponding region (territory), to realize own activity based on principles of objective and comprehensive studying of the social-economic processes occurred in the territory;

8.5 to start with administrative execution and apply administrative measures on persons not submitting or delaying necessary information for carrying out state register of statistical units and statistical observations or presenting with distortion;

8.6 to attract the specialists of other enterprises and organizations for carrying out statistical works as defined by the legislation of the Republic of Azerbaijan;

8.7 to use administrative statistical data of data base of corresponding executive authorities on the base of agreed contracts;

8.8 to implement other duties entrusted to the regional and city statistical department (division) by the legislation of the Republic of Azerbaijan.

V. Organization of activity of the regional and city statistical department (division)

9. Chief appointed and lifted by the chairman of the SSC of Azerbaijan holds the leadership over regional and city statistical department (division).

9.1 Chief of the regional and city statistical department (division):

9.1.0 organizes the activity of the regional and city statistical department (division) and carries personal responsibility for the implementation of duties entrusted to him;

9.1.1 makes duty distribution among employees;

9.1.2 appoints and lifts employees, except the deputy and head accountant, with the agreement of the SSC of Azerbaijan in the way defined in the legislation, undertakes stimulation and discipline reproach measures in defined way;

9.1.3 provides obedience to existing legislation in the activity of statistical body;

9.1.4 within the frame of authorities, sets out orders and directives of compulsory execution by employees about the activity of department (division) and holds control in this area;

9.1.5 implements other authorities corresponding to the normative-legal acts of the Republic of Azerbaijan.

10. The base of the activity of the regional and city statistical department (division) is annual statistical works program (plan) of local statistical bodies approved by the SSC of Azerbaijan and the subject of annual statistical observations and researches are determined with the program.

11. Regional and city statistical department (division) gives orders on fixed assets and working capital, as well as other expensive goods of which value is indicated in independent balance and discards them from balance with the permission of the SSC of Azerbaijan.

12. The structure, staff list, expenditures, amounts of financing related with the implementation of statistical works of the regional and city statistical department (division) are determined and approved by the SSC of Azerbaijan.

13. Deputy of the regional and city statistical department (division) and head accountant is appointed and lifted by the Chairman of the SSC of Azerbaijan on the base of reference of the chief of the department (city).