

saqarTvel os kanoni
adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi
moqal aqeTa monawil eobis Sesaxeb

Tavi I. zogadi debul ebani

muxl i 1. kanonis mizani

1. es kanoni gansazRvravs adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeTa monawil eobis formebs, monawil eobis procedurebs, monawil eobis procesSi maTi da adgil obrivi TviTmmarTvel obis organoebis ufl eba-moval eobebs da moqal aqeTa samarTvebriv garantiebs.

2. am kanonis mizania uzrunvel yos moqal aqeTa monawil eoba adgil obrivi TviTmmarTvel obis warmomadgenl obiTi da aRmasrul ebel i organoebis mier maTi kompetenciis fargl ebSi gadawyvetil ebaTa iniciirebis, momzadebis, ganxil vis, miRebis da gadawyvetil ebaTa aRsrul ebis kontrol is procesSi.

muxl i 2. kanonis moqmedebis sfero

1. am kanonSi gamoyenebul terminebs aqvT „adgil obrivi TviTmmarTvel obisa da mmarTvel obis Sesaxeb- saqarTvel os organul i kanonis 1-I i da saqarTvel os zogadi administraciul i kodeqsis me-2 muxl ebiT gansazRvrul i mniSvnel oba.

2. am kanonis moqmedeba vrcel deba adgil obrivi TviTmmarTvel obis warmomadgenl obiTi da aRmasrul ebel i organoebis, adgil obrivi samsaxurebis da Sesabamisi Tanamdebobis pirebis saqmianobaSi TviTmmarTvel i erTeul is teritorize registrirebul amomrCeval Ta monawil eobasTan dakavSirebul urTierTobebze.

3. adgil obrivi TviTmmarTvel obis organoebis, adgil obrivi samsaxurebisa da Sesabamisi Tanamdebobis pirebis mier administraciul i saqmiswarmoebisas warmoSobil i sxva urTierTobani, romel ic ar wesrigdeba am kanonis normebiT, regul irdeba saqarTvel os zogadi administraciul i kodeqsiT da saqarTvel os kanonmdebl obiT.

muxl i 3. adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeTa monawil eobis principebi

adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeTa monawil eobis principebia:

1. adgil obrivi TviTmmarTvel obis organoebis angariSval debul oba moqal aqeTa winaSe;

2. moqal aqeTa Tanasworoba kanonis winaSe;

3. adgil obrivi TviTmmarTvel obis organoebis kompetencias mikuTvnebul sakiTxebze administraciul i saqmiswarmoebis TiToeul etpze (gadawyvetil ebis iniciireba, momzadeba, ganxil va, miReba, aRsrul ebis kontrol i) monawil eobis garantirebul oba kanoniT;

4. moqal aqeTa monawil eobis sainformacio, organizaciul i da safinanso-material uri uzrunvel yofa adgil obrivi TviTmmarTvel obis organoebis da saxel mwifos mier;

5. moqal aqeTa monawil eoba kanoniT gansazRvrul i formebiT da kanoniT dadgenil i wesiT.

muxl i 4. moqal aqeTa zogadi ufl eba-moval eobani adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi monawil eobisas

1. adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi monawil eobisas moqal aqeebs ufl eba aqvT kanoniT dadgenil i wesiT:

a) daubrkol ebl ad monawil eobden adgil obrivi TviTmmarTvel obis kompetencias mikuTvnebul i nebismieri sakiTxis Sesaxeb gadawyvetil ebis iniciirebis, momzadebis, ganxil vis, miRebis da aRsrul ebis kontrol is procesebSi;

b) monawil eoba miiRon uSual od, kanonieri warmomadgenl isa an moqal aqeTa gaerTianebebis meSveobiT;

g) moiTxovon da Seuferxebel ad miiRon informacia adgil obrivi TviTmmarTvel obis organoebis, adgil obrivi samsaxurebis, Sesabamisi Tanamdebobis pirebis da maTi saqmianobis Sesaxeb;

d) gaasaCivron adgil obrivi TviTmmarTvel obis organoebis, adgil obrivi samsaxurebis, Sesabamisi Tanamdebobis pirebis gadawyvetil ebani da moqmedebani;

e) SeuzRudavad mimarTon adgil obrivi TviTmmarTvel obis organoebis, adgil obriv samsaxurebs, adgil obrivi TviTmmarTvel obis organoebis saqmianobaze

zedamxedvel saxel mwifo organoebisa da samsaxurebs, agreTve sasamarTI os monawil eobis sainformacio, organizaciul i da safinanso-material uri uzrunvel yofisaTvis.

2. adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeebi unda monawil eobdnen kanoniT gansazRvrul i formebiT da icavdnen am kanoniTa da kanonmdebl obiT dadgenil procedurebs.

muxl i 5. adgil obrivi TviTmmarTvel obis organoebis mier moqal aqeTa monawil eobis uzrunvel yofa

adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeTa monawil eobis uzrunvel sayofad adgil obrivi TviTmmarTvel obis organoebi, adgil obrivi samsaxurebi da Tanamdebobis pirebi moval eni arian kanoniT dadgenil i wesiT:

1. „informatizaciis Sesaxeb- saqarTvel os kanonis Sesabamisad uzrunvel yon moqal aqeTa SeuzRudavi CarTva adgil obrivi TviTmmarTvel obis sainformacio-sakomunikacio sistemebSi;

2. masobrivi sainformacio saSual ebebiT da sainformacio-sakomunikacio sistemebiT saj arod gamoaqveynon:

- a) iniciirebul gadawyvetil ebaTa proeqtebi;
- b) maTi ganxil vis procedurebi da vadebi;
- g) adgil obrivi TviTmmarTvel obis organos sxdomis dRis wesrigi, Catarebis adgil i da TariRi;
- d) miRebul i normatiul i, agreTve sxva administraciul i aqtebi, maTi gasaCivrebis vadebi da procedurebi;
- e) gadawyvetil ebaTa aRsrul ebis kontrol Si moqal aqeTa monawil eobis vadebi da procedurebi.

3. Seqmnan organizaciul i da material ur-teqnikuri pirobebi moqal aqeTa SeuzRudavi miRebis, TviTmmarTvel obis organoebis da adgil obrivi samsaxurebis saj aro sxdomebSi uSual od da sainformacio-sakomunikacio sistemebis meSveobiT Seufferxebel i monawil eobisa da gadawyvetil ebaTa kontrol is gamWvirval eobisaTvis.

Tavi II. adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeTa monawil eobis formebi da wesebi

muxl i 6. moqal aqeTa monawil eobis formebi

adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi moqal aqeTa monawil eobis formebia:

1. peticiis wardgena;
2. sakiTxis dasmis wesiT winadadebis wardgena;
3. warmomadgenl obiTi organos wevrivadmi, aRmasrul ebel i organos an adgil obrivi samsaxuris Tanamdebobis piri sadmi saj aro gancxadebiT mimarTva;
4. gadawyvetil ebis proeqtis winaswari saj aro ganxil vis moTxovna;
5. sakrebul os an aRmasrul ebel i organos (gamgeobis, mTavrobis) sxdomaSi monawil eoba;
6. sakrebul os komisiis wevroba;
7. adgil obrivi TviTmmarTvel obis organos, sakrebul os wevris, aRmasrul ebel i organos da adgil obrivi samsaxuris Tanamdebobis piri saj aro angariSi mosmena.

muxl i 7. peticiis wardgenis ufl eba

1. sakrebul osa da adgil obrivi TviTmmarTvel obis aRmasrul ebel i organos (gamgeobis, mTavrobis) normatiul i aqtis moqal aqeTa mier iniciireba xorciel deba peticiis wardgeniT.

2. peticiis wardgenis ufl eba aqvs TviTmmarTvel i erTeul is amomrCeval s, amomrCeval Ta sainiciativo jgufs, TviTmmarTvel i erTeul is teritoriaze registrirebul samewarmeo da ara samewarmeo iuridiul pirs.

3. peticiis registraciisaTvis saval debul oa:

a) igi xel moweril i iqnas TviTmmarTvel i erTeul is teritoriaze registrirebul i amomrCeval ebis saerto raodenobis ara nakl eb 1/5-is mier;

b) iusticiis saministros an misi teritoriul i organos samarTI ebrivi daskvna normatiul i aqtis proeqtis moqmed kanonmdebl obasTan Sesabamisobis Sesaxeb.

muxl i 8. peticiis wardgenisa da registraciis wesi

1. peticiis wardgenis ufl ebis mqone piri registraciis gancxadebiT mimarTavs Sesabamis saol qo saarCevno komisiis. registraciis gancxadebas Tan unda erTvodes normatiul i aqtis proeqti da iusticiis saministros an misi teritoriul i organos

samarTi ebrivi daskvna normatiul i aqtis proeqtis moqmed kanonmdebl obasTan Sesabamisobis Sesaxeb. gancxadeba xel moweril i unda iqnas peticiis warmdgeni TiToeul i piris mier. Tu warmdgeni iuridiul i piria, gancxadeba damowmebul i unda iyos beWediT. gancxadebaSi aRiniSneba peticiis adresati adgil obrivi TviTmmarTvel obis organo, normatiul i aqtis dasaxel eba da warmdgeni piris (pirebis) rekvizitebi (fizikuri pirebis SemTxvevaSi - saxel i, gvare da piradobis mowmobis rekvizitebi, iuridiul i pirebis SemTxvevaSi - srul i dasaxel eba da registraciis aqtis rekvizitebi).

2. saol qo saarCevno komisia peticiis registraciis gancxadebas ganxil avs 3 dRis ganmavl obaSi da Tu gancxadeba akmayofil ebs am muxl is 1-l i punqtis moTxovnebs, ara ugvianes 5 dRis vadaSi registraciis warmden pirze gascems saol qo saarCevno komisiis beWdiT damowmebul dadgenil i formis xel moweris furcl ebs.

3. peticiis warmdgeni piri saol qo saarCevno komisiisagan xel moweris furcl ebis miRebidan 20 dRis vadaSi agrovebs xel mowerebs. xel moweris furcl ebSi Seitaneba xel momweri TviTmmarTvel i erTeul is teritoriaze registrirebul i amomrCevl ebis piradobis mowmobis rekvizitebi da maTi piradi xel mowera.

4. peticiis warmdgeni piri xel moweril xel moweris furcl ebs maTi miRebidan ara ugvianes 21 dRisa warudgens saol qo saarCevno komisiis. saol qo saarCevno komisia 5 dRis vadaSi amowmebs xel moweraTa namdvil obas. Tu namdvil xel moweraTa ricxvi ar aris TviTmmarTvel erTeul Si registrirebul amomrCevl Ta saerTo raodenobis 1/5 -ze nakl ebi, saol qo saarCevno komisia registraciaSi atarebs peticias da xel moweris furcl ebis miRebidan ara ugvianes 6 dRis vadaSi gadaugzavnis adresat TviTmmarTvel obis organos.

muxl i 9. peticiis ganxil visa wesi

1. peticiis wesiT iniciirebul i normatiul i aqtis proeqti adgil obrivi TviTmmarTvel obis organos dRis wesrigSi riggareSe Seitaneba da igi ganxil ul i unda iqnas adgil obrivi TviTmmarTvel obis organos saj aro sxdomaze peticiis registraciidan ara ugvianes 15 dRis vadaSi. Tu am vadaSi ar aris gaTval iswinebul i adgil obrivi TviTmmarTvel obis organos morigi sxdoma, TviTmmarTvel obis Sesabamisi organo val debul ia riggareSe sxdoma moiwvios.

2. adgil obrivi TviTmmarTvel obis organos saj aro sxdomaze peticiis warmdgen pirs ufl eba aqvs monawil eoba miiRos peticiis wesiT iniciirebul i normatiul i

aqtis proeqtis ganxil vaSi sakrebul os reglamentiT an adgil obrivi TviTmmarTvel obis aRmasrul ebel i organos debul ebiT dadgenil i wesis Sesabamisad.

3. peticiis wesiT wardgenil i normatiul i aqtis proeqtze tardeba Ria saxel obiTi kenWisyras. saxel obiTi kenWisyras Sedegebi, agreTve peticiis wesiT wardgenil i normatiul i aqtis proeqtis miRebasTan dakavSirebul i TviTmmarTvel obis organos saj aro sxdomis sxva saqmo Canawerebi saj arod qveyndeba.

muxl i 10. sakiTxis dasmis wesiT winadadebis wardgena

1. TviTmmarTvel i erTeul is teritoriaze registrirebul amomrCeval s, agreTve amomrCeval Ta gaerTianebas ufl eba aqvs sakiTxis dasmis wesiT weril obiT warudginos winadadeba adgil obrivi TviTmmarTvel obis organos, adgil obriv samsaxurs, Sesabamis Tanamdebobis pirs.

2. sakiTxis dasmis wesiT wardgenil i winadadeba SeiZl eba Seexebodes adgil obrivi TviTmmarTvel obis kompetenciaSi Semaval i sakiTxis Seswavl as, gadawyvetil ebis momzadebas, miRebas, miRebul i gadawyvetil ebis gadasinj vasa an gauqmebas.

3. sakiTxis dasmis wesiT weril obiT wardgenil i winadadeba unda Seicavdes:

a) ganmartebas sakiTxis arsis Taobaze;

b) moTxovnas sakiTxis Seswavl is, gadawyvetil ebis momzadebis, gadawyvetil ebis miRebis, miRebul i gadawyvetil ebis gadasinj visa an gauqmebis Sesaxeb.

4. adgil obrivi TviTmmarTvel obis organo, adgil obrivi samsaxuri, Sesabamisi Tanamdebobis piri val debul ia weril obiTi winadadebis miRebidan 5 dRis vadaSi miiROS gadawyvetil eba dasmul i sakiTxis Taobaze administraciul i saqmiswarmoebis Sesaxeb da Sedegi weril obiT acnobos winadadebis avtors. administraciul saqmiswarmoebaze uari motivirebul i unda iyos aRniSnul i sakiTxis Taobaze Sesabamisi organos mier ukve miRebul i gadawyvetil ebiT, an dayenebul i winadadebis aramizanSewonil obis ganmartebiT.

muxl i 11. saj aro gancxadebiT mimarTva

1. TviTmmarTvel i erTeul is teritoriaze registrirebul amomrCeval s, agreTve amomrCeval Ta gaerTianebas ufl eba aqvs saj aro gancxadebiT SeuzRudavad mimarTos adgil obrivi TviTmmarTvel obis organos, adgil obriv samsaxurs, Sesabamis Tanamdebobis pirs.

2. saj aro gancxadebad miicneva adgil obrivi TviTmmarTvel obis organos, adgil obrivi samsaxuris an Tanamdebobis piris gadawyvetil ebisa an moqmedebis Sefasebis an maTi axsna-ganmartebis moTxovnis Semcvel i xel moweril i gancxadebis gamoqveyneba masobriv sainformacio saSual ebebsa an misi gavrcel eba saj arod xel misawvdomi sainformacio-sakomunikacio sistemis meSveobiT.

3. saj aro gancxadebis gamoqveynebidan 15 dRis vadaSi adgil obrivi TviTmmarTvel obis organo, adgil obrivi samsaxuri an Tanamdebobis piri val debul ia Sesabamisi pasuxi an axsna-ganmarteba gamoaqveynos masobriv sainformacio saSual ebebSi an gaavrcel os saj arod xel misawvdomi sainformacio-sakomunikacio sistemis meSveobiT.

4. masobriv sainformacio saSual eba, romel mac saj aro gancxadeba gamoaqveyneba, val debul ia uzrunvel yos Sesabamisi pasuxis an axsna-ganmartebis gamoqveyneba.

muxl i 12. gadawyvetil ebis proeqtis saj aro ganxil va

1. TviTmmarTvel i erTeul is teritoriaze registrirebul ara nakl eb 20 amomrCevl is sainiciativo j gufs ufl eba aqvs sxdomis gamarTvamde araugvianes 5 dRisa weril obiT moiTxovos adgil obrivi TviTmmarTvel obis organos sxdomis dRis wesrigSi Setanil i gadawyvetil ebis proeqtis saj aro ganxil va.

2. saj aro ganxil vis moTxovna unda Seicavdes sakiTxis dasaxel ebas, ganxil vaSi monawil eTa savaraudo sias, saj aro ganxil vis savaraudo TariRs da amomrCevl Ta sainiciativo j gufis wevrebis rekvizitebs. moTxovna xel moweril i unda iqnes ara nakl eb 20 amomrCevl is mier.

3. adgil obrivi TviTmmarTvel obis organo, Tu moTxovna akmayofil ebs am muxl is me-2 puntis pirobebs, val debul ia TviTmmarTvel obis sxdomis gamarTvamde araugvianes 2 dRisa uzrunvel yos dRis wesrigSi Setanil i sakiTxis saj aro ganxil vis organizeba da saj aro ganxil vaSi sakuTari warmomadgenl ebis monawil eoba.

muxl i 13. sakrebul os, sakrebul os komisiis an TviTmmarTvel obis

aRmasrul ebel i organos (gamgeobis, mTavrobis) sxdomaSi monawil eoba

1. TviTmmarTvel i erTeul is teritoriaze registrirebul amomrCevl s ufl eba aqvs dadgenil i wesis Sesabamisad SeuzRudavad miRos monawil eoba sakrebul os, sakrebul os komisiis an TviTmmarTvel obis aRmasrul ebel i organos sxdomaSi.

2. sakrebul os, sakrebul os komisiisa an TviTmmarTvel obis aRmasrul ebel i organos sxdomaSi moqal aqeTa monawil eobis wesi Sesabamisad ganisazRvreba sakrebul os regl amentiTa an aRmasrul ebel i organos debul ebiT.

muxl i 14. sakrebul os komisiis wevroba

TviTmmarTvel i erTeul is teritoriaze registrirebul amomrCeval s ufl eba aqvs dadgenil i wesis Sesabamisad iyos sakrebul os komisiis wevri da sakrebul os regl amentis Sesabamisad monawil eoba miiRos mis saqmianobaSi.

muxl i 15. adgil obrivi TviTmmarTvel obis organos, sakrebul os wevris, aRmasrul ebel i organos da adgil obrivi samsaxuris Tanamdebobis piris saj aro angariSis mosmena

1. TviTmmarTvel i erTeul is teritoriaze registrirebul amomrCeval s ufl eba aqvs SeuzRudavad daeswros adgil obrivi TviTmmarTvel obis organos, sakrebul os wevris, aRmasrul ebel i organos da adgil obrivi samsaxuris, agreTve Tanamdebobis piris saj aro angariSis mosmenas.

2. sakrebul os wevri, aRmasrul ebel i organos xel mZRvanel i da adgil obrivi samsaxuris ufrosi val debul ia wel iwadSi orjer mainc moawyos saj aro Sexvedra amomrCevl ebTan da wardes maT winaSe saqmianobis angariSiT, upasuxos angariSis mosmenisas amomrCeval Ta mier dasmul SekiTxebs.

muxl i 16. adgil obrivi TviTmmarTvel obis organoebis mier moqal aqeTa weril ebis ganxil va da miRebis organizacia

1. adgil obrivi TviTmmarTvel obis organoebis saxel ze Semosul i moqal aqeTa weril ebi registraciis Semdgom fiqsirdeba sainformacio centris mier.

2. aparati uzrunvel yofs moqal aqeTa weril ebis gadacemas Sesabamisi samsaxurebisaTvis (qvedanayofebisaTvis) rezol uciis proeqtTa mosamzadebl ad. moqal aqeTa weril ebis asl ebi winadadebebTan erTad, ganxil vis Semdeg ki weril ebi maTi ganxil vis damadasturebel dokumentebTan erTad, ubrundeba aparats.

3. moqal aqeTa weril ebis gadacema aparatis erTi qvedanayofidan meoreSi daiSveba mxol od aparatis ufrosis nebarTviT, xol o erTi samsaxuridan meoreSi - gangebl is nebarTviT.

4. is weril ebi, romel Ta moxseneba gamgeobis wevrTaTvis ar aris saWiro, aparatis ufrosis gadawyvetil ebiT gadaigzavneba gamgeobis daqvemdebarebul organizaciaSi. amasTan, weril i ar SeiZl eba gadaegzavnos im organizacias an Tanamdebobis pirs, romel Ta mimarTac am weril iT aRZrul ia saCivari.

5. moqal aqeTa weril ebi gadagzavna xdeba special ur bl ankze gaformebul i Tanmxl ebi weril iT, romel sac xel s awers aparatis ufrosi an el eqtronul i sainformacio-sakomunikacio sistemis meSveobiT.

6. romel ime organizaciidan Tanmxl ebi weril iT gadmogzavnil i moqal aqis weril i ganxil eba igive wesiT.

7. weril i, romel ic ar moiTxovs damatebiT Seswavl as, ganxil eba 15 dRis, xol o sxva SemTxveebSi erTi Tvis vadaSi.

8. weril i Sesrul ebul ad iTvl eba, Tu ganxil ul ia masSi dasmul i yvel a sakiTxi da moqal aqes pasuxi gaeca zepirad an weril obiT.

9. moqal aqeTa miRebis organizeba xdeba aparatis Sesabamisi ganyofil ebi mier, yovel dRe, uqme dReebis garda. moqal aqeTa miReba eqvemdebareba aRricxvas. miRebisas moqal aqis mier datovebul i weril obiTi Txovna, winadadeba an saCivari ganxil eba Cveul ebrivi wesiT.

10. sainformacio centri kvartal Si erTxel aanalizebs Semosul weril ebs raodenobrivad da Tematurad, amzadebs Sesabamis moxsenebas da warudgens aparatis ufross.

muxl i 17. moqal aqeTa monawil eobis samarTI ebrivi garantiebi

1. adgil obrivi TviTmmarTvel obis organoebis saqmianobaSi am kanoniT gansazRvrul i formebiTa da dagenil i wesebis Sesabamisad monawil eoba kanoniT garantirebul ia saqarTvel oSi registrirebul i TiToeul i amomrCevl isaTvis.

2. saj aro Tanamdebobis pirebis mier am kanoniT garantirebul i monawil eobis ufl ebi SezRudva, monawil eobaSi xel is SeSl a, kanoniT dadgenil i procedurebis darRveva gamoiwvevs kanoniT gansazRvrul administraciul da sisxl is samarTI is pasuxismgebl obas.

3. adgil obrivi TviTmmarTvel obis organoebi val debul ni arian uzrunvel yon Sesabamisi pirobebis Seqmna moqal aqeTa monawil eobis ufl ebebis garantirebisaTvis.

4. adgil obrivi TviTmmarTvel obis organos, adgil obrivi samsaxuris an Sesabamisi Tanamdebobis pirs gadawyvetil eba, romel ic zRudavs moqal aqis

monawil eobis ufl ebas dadgenil i wesiT SeiZl eba gasaCivrebul i iqnas adgil obrivi TviTmmarTvel obis organoebis zedamxedvel saxel mwifo organoSi an sasamarTI oSi.

Tavi III gardamaval i da daskvniTi debul ebani

muxl i 18. adgil obrivi TviTmmarTvel obis organoebis mier am kanonis amoqmedebasTan dakavSirebul i normatiul i aqtebis miReba

am kanonis amoqmedebasTan dakavSirebiT adgil obrivi TviTmmarTvel obis warmomadgenl obiTma da aRmasrul ebel ma organoebma kanonis mirebidan erTi Tvis vadaSi uzrunvel yon sakrebul os reglamentisa da aRmasrul ebel i organos (gamgeobis, mTavrobis) debul ebis axal i redaqciebis miReba.

muxl i 19. kanonis amoqmedeba
es kanoni amoqmeddes xel mowerisTanave.

saqarTvel os prezidenti
mixeil saakaSvil i