



**Republika e Kosovës**  
**Republika Kosova-Republic of Kosovo**

*Qeveria - Vlada - Government*

**Ministria e Drejtësisë -Ministarstvo Pravde -Ministry of Justice**

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**ADMINISTRATIVE INSTRUCTION MoJ - NO. 04/2024**  
**FOR THE FOOD OF CONVICTED PERSONS<sup>1</sup>**

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<sup>1</sup> Administrative Instruction MD – No. 04/2024 on Food for Convicted Persons, approved by the Minister of the Ministry of Justice dated: 12.07.2024, with decision No. 170/2024.

**Minister of the Ministry of Justice,**

In support of article 38, (paragraph 4) of Law no. 08/L-132 on the Execution of Criminal Sanctions), based on article 11 (paragraph 1, under paragraph 1.5) of Law No. 08/L-117 for the Government of the Republic of Kosovo as well as in accordance with Article 9 (paragraph 2) of the Regulation (GRK) - No.17/2024 on Rules of Procedure of The Government of The Republic of Kosovo:

Issued:

**ADMINISTRATIVE INSTRUCTION MoJ - NO. 04//2024  
FOR THE FOOD OF CONVICTED PERSONS**

**Article 1  
Purpose**

The purpose of this Administrative Instruction is to regulate the way of realizing the right to food for persons convicted in the Correctional Institution.

**Article 2  
Scope**

The provisions of this Administrative Instruction are implemented by the Correctional Institutions as well as other entities whose activity is related to the purpose of this Administrative Instruction.

**Article 3  
The right to food**

1. The convicted person has the right to food suitable for the good preservation of his health and strength in three meals per day during his stay in the Correctional Institution in accordance with the relevant law on the Execution of Criminal Sanctions.
2. The daily food served to convicts is prepared according to the quantity, quality and value of calories defined in Appendix 1 of this Administrative Instruction.
3. Convicts must be continuously provided with hygienic drinking water.

**Article 4  
Food for convicts during transfer**

Convicts during the time of transfer from one institution to another institution, court or

workplace in the correctional institution, are provided with hygienic food and water from the correctional institution in which they are detained.

## **Article 5 Food menu**

1. The food menu is prepared for a duration of one month. The General Director of the Correctional Service (hereinafter: the General Director) by decision appoints the commission for the preparation of the food menu.
2. The monthly food menu is approved by the General Director.
3. In the food menu, an additional food for minors can be provided after the dinner ration, such as: fruit juice, fruit, yogurt, muffins or any similar food suitable for minors.
4. The Correctional Institution provides additional food according to the special menu for convicts who perform heavy and specific work with the recommendation of the responsible official of the relevant Correctional Institution.
5. A person who performs heavy work, a sick person, a pregnant woman or a woman who has given birth to a child has the right to certain food according to the doctor's recommendation.
6. The same food cannot be served more than two (2) times within a week.
7. The way and schedule of serving food is regulated by the Correctional Institution itself.
8. The Correctional Institution takes care that the food given to the convicts should be adapted to the age, the nature of the work, the season and the climatic conditions and as much as possible to their religious and cultural requirements.
9. The amount of food that remains after each served portion is disposed of in compliance with environmental protection standards.

## **Article 6 Checkbook**

1. The Correctional Institution keeps the food control book in which the findings on food control by the chef are recorded.
2. If the chef, doctor or other authorized person in the case of food control determines that the food is not for consumption, immediately informs the Director of the Correctional Institution and decides to stop the distribution of food, records this in the relevant book control and provides the convicts with enough dry food for that day.

**Article 7**  
**Storage of food samples**

1. To ensure that the food is safe, it is necessary to preserve samples of each food product before distribution for consumption.
2. Food samples must be stored in sterile glasses in the refrigerator in visible places and kept within seventy-two (72) hours from the moment of taking the sample. After this period, the samples can be discarded.

**Article 8**  
**Acceptance of food products**

1. The Correctional Institution, through the goods acceptance commission, accepts the food products from the supplier according to the supply contract.
2. The Commission verified and checked the food products to see if they are in accordance with the requirements for supply and the specified specifications.
3. Food products produced by the Economic Unit of the Kosovo Correctional Service are accepted by the commission as in paragraph one (1) of this article.
4. The products are stored with special care and sorted in order in the warehouse of the Correctional Institution.
5. Food products that require special storage conditions are placed in the appropriate refrigerator.

**Article 9**  
**Cleaning of kitchen areas**

1. The main official responsible for the areas where food is prepared, stored and served ensures that those areas are maintained at all times in hygienic and sanitary conditions.
2. Every day before the end of the working hours, the responsible official completes the checklists provided in Appendix 2 and Appendix 3 of this Instruction.
3. Competent personnel for the kitchen or in certain cases the medical staff supervise the internal hygiene of the relevant spaces.
4. In cases of doubt about the safety of food, the Food and Veterinary Agency is informed about the verification and analysis of the suspect food.

**Article 10**  
**Rules for kitchen staff**

1. All persons who work in the preparation of food and its distribution must have a health report, wear adequate uniforms, undergo a sanitary check every six (6) months and be provided with relevant sanitary booklets.
  
2. Personnel and convicts working in the kitchen must adhere to the general rules of hand hygiene, uniform and the use of food items.

**Article 11**  
**Emergency food reserves**

1. The Correctional Institution provides reserve food products for at least fifteen (15) days. Food products are stored in suitable conditions for food storage, while the withdrawal of food reserves in emergency cases can only be done by the kitchen staff with the authorization of the Director of the Correctional Institution.
  
2. For emergency cases, the Correctional Institution must provide the amount of sanitary water reserve for a duration of fifteen (15) days. Water for these cases is stored in safe places.
  
3. The Correctional Institution ensures that the emergency food stocks are checked and ensure that they are of sufficient duration for use and storage. In case of approaching the expiry of the term, the responsible official made the replacement of the products.
  
4. If necessary, the Correctional Institution must provide an alternative kitchen with accompanying equipment and necessary inventory as well as service elements for use.

**Article 12**  
**Exclusion**

In emergency situations, the implementation of the rules of this Administrative Instruction is excluded and it is acted upon according to the plans and documents drawn up by the Director of the Correctional Institution in accordance with the provisions of the relevant Law on the Execution of Criminal Sanctions.

**Article 13**  
**Annexes**

1. Part of this Administrative Instruction are the appendices as follows:
  - 1.1. Appendix No. 1 Calorie value of each product;

1.2. Appendix No. 2 Checklist for temperature control in refrigerators and freezers;

1.3. Appendix No. 3 Checklist for daily cleaning

**Article 14**  
**Withdrawal**

The entry into force of this Administrative Instruction, the Administrative Instruction MoJ-NR.13/2014 on the food of prisoners in Correctional Institutions is repealed.

**Article 15**  
**Entry into force**

This Administrative Instruction shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

**Albulena Haxhiu**

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**Minister o Justice**

12.07.2024

## APPENDIX No. 1

### CALORIE VALUE OF EACH PRODUCT

### CHEMICAL AND CALORIC COMPOSITION TABLE OF FOOD ITEMS

Food article in 100 gr . the edible part in gram	Calories	Albumin in grams	Fat hydrates	Carbon
1	2	3	4	5
White wheat bread	236	8.0	1.1	47.1
Half White wheat bread	235	7.5	0.4	49.0
Black wheat bread	246	8.1	0.3	51.2
Corn Bread	227	5.8	1.7	45.7
Biscuits	405	8.6	10.4	66.7
Macaroni foil etc.	373	112.9	0.7	76.5
Pasta with eggs	362	14.2	2.4	68.7
rice	357	7.5	1.6	75.9
wheat/ Flour yeast	351	9.4	0.2	75.9
Corn /flour yeast	366	8.8	1.1	78.0
wheat flour T-400	361	10.0	0.9	76.0
Corn flour	368	7.8	2.6	76.0
pudding powder	333	8.8	4.0	71.6
Cow milk	67	3.4	3.6	4.8
Mutton Milk	99	5.8	6.5	3.6
Milk (not creamy)	36	3.5	0.1	5.1
Powdered Milk (with fat)	510	25.8	26.7	38.0
Chocolate milk	108	3.4	4.7	12.03
yogurt	61	3.3	3.3	4.3
yogurt	53	3.3	3.1	2.7
cream	339	2.7	34.0	3.0

Sour cream	214	3.7	20.0	3.1
Fresh cow cheese	97	17.0	1.2	4.0
Creamy cheese	347	34.0	21.0	3.0
Not creamy cheese	389	9.0	37.0	2.0
Cheese " Zdenkë " etc	365	26.4	26.9	1.6
Cheddar cheese	391	25.0	31.0	/
butter	757	0.6	81.0	0.4
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Beef not fat	119	20.5	3.5	0.6
beef half fat	155	19.6	7.8	0.4
beef fat	307	18.9	24.5	0.3
cattle meat not fat	120	21.7	3.1	0.5
cattle meat half fat	190	19.1	12.0	/
Cattle meat fat	225	18.5	16.0	/
Chicken cubes	94	2.5	9.0	/
Lump meat	161	21.0	8.0	/
Chicken meat	150	20.2	7.2	/
Chicken pieces	191	18.6	11.6	1.8
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Food articles in 100 gr. the edible part in gram	Calories	Albumins in gram	Fat Hydrates	Carbon
<hr/>				
1	2	3	4	5
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Sausage	232	21.7	15.4	/
salami	170	12.0	13.0	/
Thin Sausage	170	12.0	13.0	/
Tins meat for breakfast	298	15.0	24.9	1.3
Meat cutlet	298	15.0	24.0	1.3
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The salted fish	116	16.4	5.0	0.6
Fish pieces in oil	185	18.8	11.2	1.6
Sardines in oil	237	23.9	14.4	1.3



Sardines in oil (fish only)	202	24.0	11.1	47.1
eggs (piece – 100 gr.)	161	12.8	11.4	0.7
egg albumen	50	11.0	0.2	0.7
egg yolk	265	16.0	32.0	0.5
Klyn	903	0.1	97.0	0.1
margarine	789	0.5	84.5	0.4
oil	925	/	99.5	/
Fresh potatoes	87	2.0	0.1	19.1
Dried potatoes	304	9.3	1.5	61.4
carrot	45	1.2	0.3	9.1
turnip	43	1.9	0.1	8.4
Spices, parsnip	85	1.5	0.5	18.2
garlic	137	6.8	0.1	26.3
onion	45	1.3	0.1	9.4
Asparagous	19	2.0	0.1	2.4
spinach	20	2.3	0.3	1.8
green Salad as head form	16	1.4	0.3	1.9
Salad	18	2.0	/	2.5
Magdanos	49	3.7	0.7	6.7
cauliflower	25	2.4	0.2	3.2
Cabbage with leaves	24	1.4	0.2	4.0
Cabbage	28	1.7	0.2	4.8
pickled Cabbage	16	1.1	0.2	2.3
cucumber	12	0.7	0.1	2.0
cucumber pickles	11	0.7	0.2	1.5
water pumpkin	31	1.2	0.3	5.6
Peppers	25	1.2	0.2	4.4
pickled peppers	25	1.2	0.2	4.4
Fresh tomatoes	20	1.0	0.3	3.1
cooked Tomatoes	36	1.8	0.5	5.8
Fresh mushrooms	33	4.9	0.2	2.6
1	2	3	4	5

Dried Mushrooms	313	41.7	1.7	30.8
chutney	73	2.2	4.6	5.1
Green peas	98	6.7	0.4	55.7
Dried peas	339	23.8	1.4	55.7
Beans	307	23.7	1.7	47.3
Apples	58	0.3	0.4	12.9
pears	57	0.4	/	13.5
Quince	46	0.5	0.2	10.2
Cherries	61	1.1	0.5	12.6
apricot	51	1.0	0.1	11.2
Peaches	52	0.5	0.1	12.0
Fresh Plums	72	0.8	/	16.8
Dry prunes	268	2.3	0.6	61.7
Grapes	62	0.7	0.4	13.6

#### DAILY CALORIES REQUIRED FOR CERTAIN CATEGORIES OF PRISONERS

Nr.	Prisoner Category	Breakfast / kcal	Lunch / kcal	Diner / kcal	Total / kcal
1	Male -Prisoner –	600 – 700	1400 – 1600	900 – 1100	3900 – 3400
2	Female - Prisoner	500 – 600	1200 – 1400	800 – 900	2500 – 2900
3	Juvenile - Prisoner	500 – 600	1300 – 1500	900 – 1000	2700 – 3100
4	Inmate working physical work	600 – 800	1500 – 1800	1100 – 1300	3200 – 3900
5	Persons with special needs	X	X	X	X

- Persons with special needs the diet is done specifically to each one. These include special categories of patients (diabetes, hypertension, various metabolic diseases, etc.) .This diet was compiled by the doctor of institution, depending on the needs or in cooperation with relevant experts.

**Appendix No. 2**

Checklist for temperature control in refrigerators and freezers

Year:            Month:            Week:

A refrigerator should keep between +3 and +5 degrees for the best effect and longevity of food. A refrigerator must never exceed a maximum temperature of +8 degrees. A freezer should hold -18 degrees for storage, and down to -25 degrees for freezing.

Date:	Time:	Temp:	Fridge:	Deviation:	Action:	Signature:
1		°C				
2		°C				
3		°C				
4		°C				
5		°C				
6		°C				
7		°C				
8		°C				
9		°C				
10		°C				
11		°C				
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27		°C				
28		°C				
29		°C				
30		°C				
31		°C				

### Appendix No. 3

Checklist for daily cleaning

Year:

Month:

Week:

Clean according to instructions. After cleaning, write your initials in the box for each day of the week

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<p><i>Workbench (also wall behind)</i>  <i>Scrub off with a clean sponge and dish soap. Rinse the bench with hot water. Scrape with a clean rubber scraper and wipe dry with paper.</i></p>							
<p><i>Carts and rolling tables</i>  <i>Scrub with a clean cloth and detergent. Rinse with hot water. Scrape with rubber scraper and dry with paper</i></p>							
<p><i>Hand wash basin</i>  <i>Clean faucets/handles with paper and disinfectant</i></p>							
<p><i>Vegetable cutters and other machines</i>  <i>To be cleaned after use. Make sure that the machines used are cleaned according to the manufacturer's instructions, if any.</i></p>							
<p><i>Oven</i>  <i>Remove crumbs and spills. Clean according to the oven manufacturer's instructions.</i></p>							
<p><i>Dishwasher</i>  <i>Clean according to the oven manufacturer's instructions.</i></p>							
<p><i>Floors and floor drains</i>  <i>Clean with the tools and products intended for the floor.</i></p>							
<p><i>Stove and grill-table</i>  <b>ATTENTION! NOT ON THE FRYING SURFACE!</b> <i>Only around, on the outside. Scrub with a sponge, detergent, and warm water. Scrape/wipe dry with paper</i></p>							
<p><i>Workbench (also wall behind)</i>  <i>Scrub off with a clean sponge and dish soap. Rinse the bench with hot water. Scrape with a clean rubber scraper and wipe dry with paper.</i></p>							
<p><i>Workbench (also wall behind)</i>  <i>Scrub off with a clean sponge and dish soap. Rinse the bench with hot water. Scrape with a clean rubber scraper and wipe dry with paper.</i></p>							
<p><i>Workbench (also wall behind)</i></p>							

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<p><i>Workbench (also wall behind)</i> <i>Scrub off with a clean sponge and dish soap. Rinse the bench with hot water. Scrape with a clean rubber scraper and wipe dry with paper.</i></p>							