

**LITHUANIAN HYDROMETEOROLOGICAL SERVICE  
UNDER THE MINISTRY OF ENVIRONMENT**

I HEREBY APPROVE  
Director of the Lithuanian  
Hydrometeorological Service

  
Saulius Balys  
/04/2018

**DESCRIPTION OF THE ADMINISTRATIVE SERVICE OF "THE ISSUE OF A  
CERTIFICATE  
REGARDING THE SALARY AND (OR) WORK EXPERIENCE"**

23/04/2018 No. 02  
Vilnius

No.	Title	Description
1.	Code of the administrative service	02
2.	Version of the administrative service	01/23/04/2018
3.	Title of the administrative service	Issue of the letter on the salary and (or) work experience.
4.	Description of the administrative service	The letter on the salary and (or) work experience may be issued only to former or current employees of the Lithuanian Hydrometeorological Service under the Ministry of Environment (hereinafter – LHMS). Applications may be submitted directly upon the person's arrival at the LHMS, by mail, by courier or electronically, upon using a safe electronic signature. The applicant is to be provided with a response upon arrival at the LHMS or by registered mail.
5.	Legislation, regulating the provision of the administrative service	<ul style="list-style-type: none"> <li>• Law on Public Administration of the Republic of Lithuania;</li> <li>• Rules for Processing Applications of Individuals and Their Service at Public Administration Institutions, Offices and Other Public Administration Entities, approved by the Resolution No. 875 of 22 August 2007 of the Government of the Republic of Lithuania.</li> </ul>
6.	Information and documents to be provided by a person making an inquiry	Application for a certificate on the salary and (or) work experience.
7.	Information and documents to be received by the institution (officer,	Application for a certificate on the salary and (or)

No.	Title	Description
	examining the inquiry)	work experience
8.	Provider of the administrative service	<p>Applications regarding salary – Tatjana Apatova, Chief Expert of the Division of Finances and Economy of the Department of Administration, mobile phone: (+370 648) 06 546, e-mail: tatjana.apatova@meteo.lt</p> <p>Applications regarding work experience – Aldona Cibulskienė, Senior Expert of the Division of Finances and Economy of the Administration Department mobile phone: +370 648 06497, e-mail: aldona.cibulskienė@meteo.lt</p>
9.	Head of the administrative service	Applications regarding salary – Vytautas Korsakas, Head of the Division of Finances and Economy of the Administration Department, mobile phone: +370 648 065404, e-mail: vytautas.korsakas@meteo.lt
10.	Duration of the provision of the administrative service	In 20 working days since the receipt of the application at the LHMS.
11.	Price of the provision of the administrative service (in case of a fee for the service)	No fee
12.	Application form, filling example and content	Free. Must indicate the person's name, surname, place of residence, information requested and the designated receiver.
13.	Information and communication technology, used in the provision of the administrative service	Information level
14.	Peculiarities of the provision of the administrative service	The administrative service is final.
15.	Inclusion of the applications for administrative services into the document accounting	The description of the provision of services is included into the accounting and is stored in an appropriate file in accordance with the documentation plan.

Head of the Finances and Economy Subdivision

Vytautas Korsakas

**DRAWING OF THE NECESSARY ACTIONS TAKEN IN THE PROVISION OF  
CERTIFICATES REGARDING SALARY AND (OR) WORK EXPERIENCE**

