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SECURITY INFORMATION

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COUNTRY Albania

SUBJECT Organization of Postal, Telegraph and Telephone Service

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SUPP. TO
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1. "Our information on postal, telegraph and telephone services in Albania
[redacted] 50X1-HUM
2. Post Offices
2. "The following diagram illustrates the organization of the postal, telegraph and telephone services in Albania:

[See next page]

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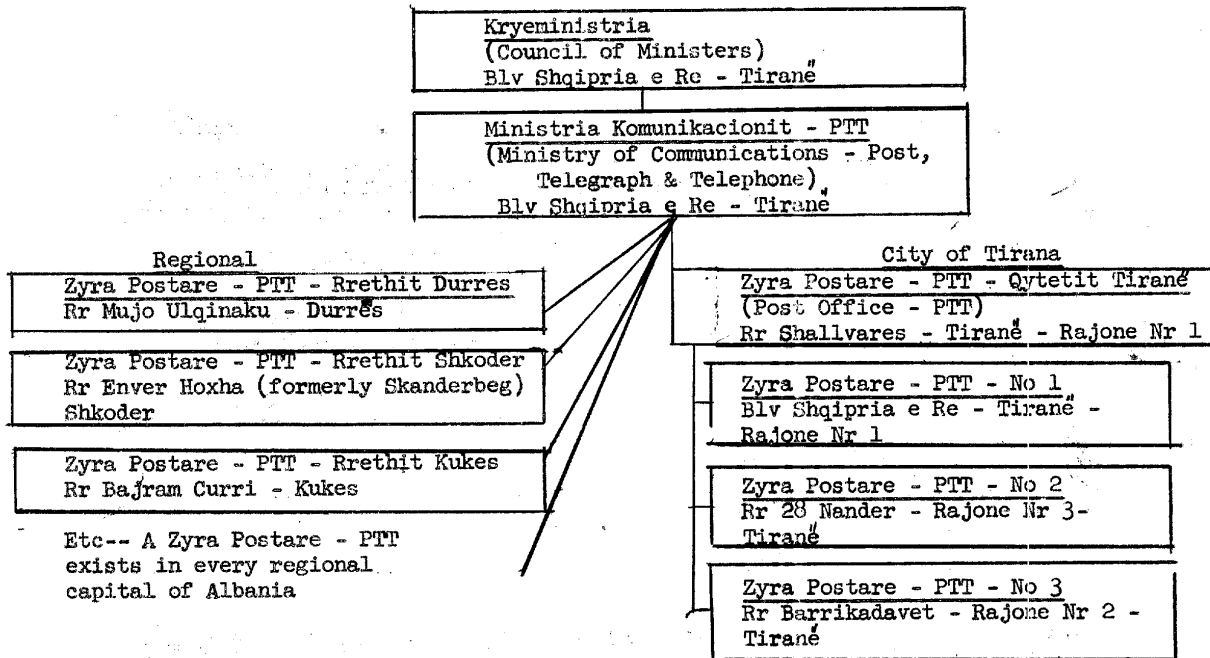
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Legend

PTT - Ministry of Communications - Post, Telegraph and Telephone.
Zyra Postare - Post Office

3. "A Zyra Postare-PTT exists in each regional capital of Albania (21 plus the city of Tirana). Each region also has one sub-post office in some locality (lokaliteti) of that region. This post office depends on the head post office in the regional capital. The localities have a Zyra Postare-PTT:

Bicaj	Leskovik
Gostime	Libohovë
Rrogozhinë	Librazhd
Kelcyre	Magellare
Kuç	Milot
Kurvelesh	Gjorgucat
Konispol	Himare
Koplik	Zerqan
Klos	Polican
Shëpenzë	Roskovec
	Shëngjin

Tirana city proper has three sub-post offices, one for each rajone (city sector).

4. "Every Zyra Postare-PTT, including the sub-offices, has the following booths:

- | | |
|---------------------------------|--|
| (a) <u>Letra Ordinere</u> | - Ordinary Mail, where postage stamps also sold. |
| (b) <u>Letra Rekomande</u> | - Registered Mail |
| (c) <u>Letra Jashte Shtetit</u> | - Foreign Mail |
| (d) <u>Mandat Postar (Koli</u> | - Parcel Post |
| Posta Pako) | |
| (e) <u>Pagesa Dergime Marie</u> | - Money Orders |

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5. "In addition, the Tirana Zyra Postare-PTT on Rr Shalvares (the main post office for the city and region of Tirana) and also the Zyra Postare-PTT in each regional capital have two other booths:

- (a) Telegrama - Telegrams
(b) Telefon - Telephone

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Post Office Hours

7. "Post Office Hours:

- Weekdays - 0800-1200 hrs
1200-2400 hrs
Sundays and holidays - 0800-1200 hrs
Telegram booth - Open 24 hrs a day, including Sundays and holidays
Telephone booth - Open daily, including Sundays and holidays, from 0800 to 2400 hrs.
0800-1200 hrs for reservation of calls
1200-2400 for making the actual calls.

Distribution of Domestic Mail

8. "In every regional capital and locality which has a Zyra Postare-PTT, distribution of mail is made by a postman, the postier. The postier wears a grey uniform and a grey military-type cap which has a red stripe, about four cms wide, all the way around. The cockade on the cap bears a postal insignia. The postier carries his mail in a big leather PTT sack with red stripes. Most of them use a Soviet bicycle. A postier earns a monthly salary of 3,400 Lek [1952]. In the localities which have no Zyra Postare-PTT, mail is also distributed by a postier. The polic lokaliteti in a locality may also deliver the mail on occasion. Distribution of mail in the villages is made by the polaku katundit, the village courier-guard postman. The polaku katundit is a village official who comes under the kryetar (president) of the village council. All postiers and polaku katundits are men.
9. "In the city of Tirana, in the other regional capitals and in the localities having a Zyra Postare-PTT, mail is distributed daily from 1100 through 1300 hrs. In all other localities and in the villages, mail is distributed twice a week, Wednesday and Saturday. Since there is only one railway line in Albania, mail is sent by train from Tirana to Durrës, Kavajë and Elbasan. It is sent from Tirana to all other regional capitals by buses of the Agjenzia Pasagjieravet, the State Bus Agency. The mail is shipped, sealed, in the normal red striped PTT sacks. The postiers often ride horseback. The polaku katundit normally walks from one village to another, because of the terrible roads.
10. "Delays in mail distribution are caused by the location of the addressee and weather conditions. The minimum time for a letter to reach Kukes from Tirana is about six or seven days. A letter from Tirana to the village of Letaj in the Kukes region might take three months in winter, if the polaku katundit cannot reach the nearest locality because of the heavy snow.

Mail Boxes

11. "Inside and directly outside the various post offices there are two kinds of mail boxes: Letra Ordinere (Ordinary Mail) and Letra Rekomande (Registered Mail). After a sender has had his letter registered, he can throw it into the box for registered mail.

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12. "There are no boxes for air mail. There is no domestic air mail service 50X1-HUM within Albania. All air mail for foreign destinations must be handed in person to the employee at the Letra Jashte Shtetit (Foreign Mail) booth of a Zyra Postare-PTT; the sender need not identify himself. This is in accordance with the regulations for mail to a foreign country; it cannot be dropped in an ordinary box.
13. "There is no poste restante. There are no post office boxes for private citizens or for officials or state institutions.
14. "Normally, in the major Albanian regional capitals, especially in Tirana, there are several mail boxes for Letra Ordineres on the main streets, these in addition to the two mail boxes inside and outside the post office building. These additional mail boxes are only for ordinary domestic mail. They are red with the inscription PTT. The mail is collected every 2¹/₂ hours.
15. "Every house or apartment door is supposed to have an inside mail box, for which there is a slot in the door. But most houses don't have such boxes; the mail is thrown under the door or left with some neighbor.

Prices for Envelopes and Postcards

16. "Envelopes and postcards are sold only in the state NTAP Stores (Ndermaria Tregtare Lokale Artikujve Perzicem - Local Commercial Enterprise). The prices are standardized:

Paper and envelope - 1st category	- 10 lek per set (paper and one envelope)
2nd category	- 7 lek per set
3rd category	- 5 lek per set
Picture postcard	- 20 lek per card. These are old Italian cards.
Normal postcard (old Italian)	- 10 lek each
Normal postcard (new Albanian)	- 5 lek each

Prices for Domestic Postal Services

17. "Postage stamps for domestic mail are sold at the Letra Ordineres booth of a Zyra Postare-PTT. The following rates apply:

Postcard	- 2.50 lek, regardless of domestic address
Picture postcard	- 2.50 lek, regardless of domestic address
Ordinary letter	- 2.50 lek, regardless of domestic address
Registered letter	- 10.00 lek, regardless of domestic address
Insured mail	- Does not exist
Money orders	- 5.00 lek per 100 lek, plus 5.00 Lek for the special money order form, which is obtained at booth for Pagesa Bergime Marie (Money orders)
Wire money orders	- 7.00 lek per 100 lek, plus 5.00 lek for the money order form.
Parcels	- 50.00 lek per kilo, up to a maximum of five kilos, plus 5.00 lek for a special parcel post form obtained at the booth for Mandat Postar (Parcel Post). Only one kilo of tobacco may be mailed.
Newspapers)	- 21.00 lek, up to a maximum of 500 gms weight.
Magazines)	Over that weight such printed matter takes the regular parcel rate.
Ordinary telegrams	- 1.50 lek per word
Urgent telegram (urgjent)	- 3.00 lek per word
Very urgent telegram (teper urgjent)	- 5.00 lek per word

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Formalities for Domestic Mail

18. "No formalities are required for postcards or ordinary mail, except that each letter must bear the name, surname and full address of both sender and addressee. After the correct stamps are affixed, the postcard or letter is simply thrown into any PTT box for ordinary mail. No special procedures are required for mail going to or from the border zones.
19. "No identification is required at a Zyra Postare-PTT at any time, except when a person is receiving a money order or package.
20. "Special forms are used for registered mail, parcel post and money orders:

(a) A receipt form is used for sending a registered letter - domestic or foreign - and for sending any type of telegram. It is a white form, about 6 1/8 x 11/8 inches. It has spaces for the name and surname of the addressee, the address, the postal charges, the date when forwarded, and, for telegrams, the number of words and hour when forwarded. The left-hand corner bears the stamp (viza) of the Zyra Postare-PTT concerned. The receipt has a registration number. The receipt is detached from the stamp portion and handed to the sender. A typical receipt for a telegram might appear as follows:

ZYRA POSTARE No 1 P T T Tirane V P L P	
V	Emni mbiemni.....fjale
U	Vend mbritja.....
L	Taksi postar..... ora
A	Data.....195.....
	firma

[firma - signature]

(b) A special white printed form is used when sending a parcel post package. It is about 8 1/4 x 5 1/2 inches. It has three identical portions, from left to right: one for the issuing post office, one to accompany the parcel, the third as a receipt for the sender. The form costs 5.00 lek. It contains spaces for: name, surname and address of the addressee; weight of parcel; locality where forwarded; sender's name, surname and address; date; amount for taxation; signature of the comptroller who weighs it in the booth; full name, stamp and signature of the employee in the Mandat Postar booth. The person sending a parcel takes it open to the booth. An employee checks the contents. The sender seals it in the presence of the employee. The employee weighs the parcel. Then the form is completed. A typical parcel post form has the following appearance (in a set of three):

ZYRA POSTARE P T T
 No 234567

Emni mbiemni.....
 Adresa marsit.....

 Mandat postar Kg.....
 Vend mbritja.....
 Derguesi.....
 adresa.....

 Data.....
 Taks Lek.....
 Kontrolli.....
firma.....

Nepunsi zyres P T T
 vula.....firma.....

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(c) The form for a money order costs 5.00 lek. It is a white printed form, about $5\frac{1}{2} \times 8\frac{1}{4}$ inches. It is made in three identical parts, the same way as the parcel post form. It contains: name, surname and address of addressee; locality where forwarded; total amount in lek forwarded (given in numerals and in words); name, surname and address of person sending the money order; date and hour when forwarded. This is followed by the signature of the employee in the Pagesa Dergime Marie booth and the stamp of the post office. A typical money order form might appear as follows (in a set of three):

ZYRA POSTARE P T T
No 7654

Emni mbiemni.....
Adresa marsit.....
.....
Vend mbritja.....
Shuma teholllavet.....
me fjale.....
Derguesi.....
.....
Data.....
Ora.....

Nepunsi zyres P T T,
vula.....firma.....

Foreign Mail

20. "No foreign mail may be dropped in a PTT box. It must be handed directly to an employee of the Letra Jashte Shtetit booth, even though it is just an ordinary letter. The letter must contain the sender's name, surname and full address. Foreign air mail is also handed to this employee. The sender need not identify himself.
21. "Rates for foreign mail:
- | | |
|----------------------|---|
| Ordinary postcard | - 15.00 lek |
| Picture postcard | - 15.00 lek |
| Ordinary letter | - 15.00 lek |
| Registered letter | - 21.00 lek |
| Insured mail | - Does not exist |
| Money orders | - (Do not know rates, or if indeed it is possible to send a money order out of the country) |
| Air mail letter | - 21.00 lek |
| Packages | - (Charges unknown to us) |
| Ordinary telegrams | - 3.00 lek per word |
| (only type possible) | |
22. "Newspapers, magazines, books -- all printed matter -- may only be mailed abroad by the State Publishing House, never by a private individual or by an enterprise. It is forbidden to send newspaper clippings abroad in a letter.
23. "Foreign mail is not delivered to a post office. All foreign mail, except parcels, is delivered directly to the home of the addressee. Mail from a Satellite country reaches addressees within a period of 10-20 days. Mail from other countries takes a minimum of two to six months. Heavy duty is exacted on incoming parcels from abroad, even from a satellite country. Such parcels are handled directly by the Customs Office. The Customs Office is located in Tirana on Blv Shqipria e Re. Many people renounce their parcels because they cannot afford the duty. An addressee can renounce his parcel in favor of the Red Cross; that is what most people do.

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Censorship

24. "Although we believe that there is no domestic censorship, people refrain from writing anything in a domestic letter that might get them in trouble with local authorities. Certain persons, even for domestic mail, may be subjects of correspondence checks by the Seksioni Punvet Mbrendeshme (Section of Internal Affairs, which is really the Sigurimi Shtetit - S SH - Security Police). While there is no official censorship of foreign mail, the S SH conducts such censorship by simply not delivering a letter to an addressee.

Telegrams

25. "Ordinary domestic telegrams to an address inside Albania are distributed within 24 hours, if the location makes that possible. Urgent telegrams are also distributed within 24 hours. Very urgent telegrams are brought directly to the addressee's home, whatever the time of day or night.
26. "The sender writes the telegram on a yellow printed form, sized about $5\frac{1}{2}$ x $7\frac{7}{8}$ inches. The sender writes his name and address across the lower left-hand corner. The form has spaces for:
- (1) Locality and name of addressee
 - (2) Street address of addressee
 - (3) Date when wire is forwarded
 - (4) Text

The same form is used for any type of telegram. The form costs nothing. It is obtained at the Telegrama booth of a Zyra Postare-PTT. The printed form appears as follows:

REPUBLIKA POPULLORE SHQIPERISE
MINISTRIJA KOMUNIKACIONIT
ZYRA POSTARE TELEFON TELEGRAF

V F L P

TELEGRAM

1. VENDOR MBREJTJA.....
2. ADRESA.....
3. DATA.....
4. TEKSTI.....

Telephones

27. "No public telephone booths exist in Albania, except in the Zyra Postare in Tirana and in the Zyra Postare of the capital of each region. The main Tirana post office has two booths for calls within the city of Tirana and six for telephone calls to other regional capitals. There are no telephones in any of the localities which have a Zyra Postare-PTT. An automatic telephone exchange exists only in Tirana.
28. "Only political personages and doctors can get a private telephone installed. Other citizens are forbidden telephones. The formalities are unknown to us.
29. "A Libri Telefonik (Telephone Directory) is issued to a person who has a telephone. The same directory can be consulted at any Zyra Postare which has a telephone booth.
30. "Telephone calls can be made from Tirana to or from any regional capital, except Kukes, Peshkop, Puke and Tropoje; calls to those four capitals are limited to local Communist officials or other authorities. Telephone calls abroad may only be made by government officials.

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31. "A person must make a reservation to make a domestic telephone call. He does this between 0800 and 1200 hours, and makes the call in the afternoon. No personal identification is necessary. The charge is 20 lek per minute, plus 10 lek for the reservation form. The form is also used to invite a person to a telephone conversation, but only the caller is charged. The Flet-Thirje (Telephone Call Reservation Form) is a blue printed form, about 8 by 5½ inches. The person sending the call writes his name and address in the lower left-hand corner; he must also sign the form. The form asks for:

- (1) Name and surname of person to be called
- (2) His address
- (3) Hours for which reservation is requested
- (4) Date

The form has the following appearance:

REPUBLIKA POPULLORE SHQIPERISE
 MINISTRIJA KOMUNIKACIONIT
 ZYRA POSTARE TELEFON TELEGRAF

V F L P

FLET - THIRJE

1. EMNI MBIEMN.....
2. ADRESA VENDI.....
3. ORA THIRJES.....
4. DATA.....

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