

**REPUBLIKA Y'U RWANDA**



**UMUJYI WA KIGALI**

**AKARERE KA GASABO**

**IMBONERAHAMWE YA SERIVISI ZITANGWA N'INZEGO  
Z'IBANZE**

**SERIVISI ZITANGIRWA KU RWEGO RW'AKARERE**

**Gasabo, Nzeri 2018**

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## IBIRIMO

SERIVISI ZITANGIRWA KU RWEGO RW'AKARERE.....	1
ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO .....	1
SERIVISE ZITANGIRWA KU KARERE .....	2
I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC) .....	2
II. NOTERI .....	21
III. KWAKIRA IMISORO N'AMAHORO.....	25
IV. IMARI N'IPIGANWA RY'AMASOKO.....	29
V. KUVURA NO KWITA KU MATUNGO .....	33
VI. UBUHINZI .....	39
VII. AMASHYAMBA .....	44
VIII. KOPERATIVE.....	47
IX. UBUREZI.....	48
X. IMIYOBORERE MYIZA.....	52
XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI .....	53
XII. UBUGENZUZI BW'UMURIMO.....	59
XIII. URUBYIRUKO N'UMUCO .....	61
IVX. ISHAMI RY'ITERAMBERE RY'IMIBEREHO MYIZA Y'ABATURAGE .....	63
IVX. ISHAMI RY'IMIYOBORERE MYIZA.....	68
a) Kwakira no gukemura ibibazo by'abaturage .....	68
b)Kwakira abafatanyabikrwa.....	69



## ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Akarere zigenwa n'Itegeko N° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitunganyirize myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitunganyirize inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akarere, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe, ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe. Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Akarere kagomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umunyabanga Nshingwabikorwa w'Akarere, Abayobozi Bungirije b'Akarere, Umuyobozi w'Akarere cyangwa Inama Njyanama y'Akarere. Hari kandi andi makuru waba ukeneye arenze ibikubiye muri iyi nyandiko, wayasanga ku rubuga rwa interineti rw'Akarere cyangwa ukayabaza mu biro by'Umukozi ubishinzwe ku Karere.





# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISE ZITANGIRWA KU KARERE

### I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

#### A. IBIKORWA REMEZO (OSC)

#### a) Gusaba uruhushya rwo kubaka Inzu ihereye ahagenewe ingo zisanzwe (Single Family Area)

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe imyubakire mu Karere
3) Ibisabwa	<ul style="list-style-type: none"><li>- Mu muji wa Kigali bikorwa hakoreshejwe ikoranabuhanga, nta rwandiko rusabwa.</li><li>- hasabwa kopi imwe y'igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities)</li><li>- Ibishushanyo byerekana inyubako bu buryo burambuye (site plan, architectural plan, structural plan, perspectives) kopi imwe</li><li>- Ifishiy'ubutaka (deed plan)n'icyemezo kigaragaza ko waterewe imbago/ certificate of beaconing</li><li>- Fotokopi y'icyangombwa cy'ubutaka;</li></ul>
4) Inzira binyuramo	<ul style="list-style-type: none"><li>- Igihe cyo gusura no gusuzuma aho uzubaka bikorwa n'umukozi ushinzwe imyubakire mu Karere, iyo asanze byose bitunganye, raporo akayikora ashingiye ku byo yabonye.</li><li>- Iyo raporo ishyikirizwa abayobozi bashinzwe imyubakire muri One Stop Centre bakayisuzuma yakwemezwa umuturage agahabwa urupapuro (invoice) rwo kwishyuriraho</li></ul>





	- Nyuma yo kwishyura umuturage ahabwa uruhushya rwo kubaka online
5) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- Kuva kuri 0-100 metero kare wishyura Rwf 20,000,</li> <li>- Kuva kuri 100-500 metero kare wishyura Rwf 40,000,</li> <li>- Kuva kuri 500 metero kare kuzamura wishyura Rwf 60,000</li> </ul>
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
7) Igihe ntarengwa	Mu minsi 30

**b) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu**

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinzwe imyubakire mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba kongererwa igihe cyo kubaka</li> <li>- Kopi y'icyangombwa cyo kubaka</li> <li>- Fotokopi y'icyangombwa cy'ubutaka</li> <li>- Ibishushanyo by' inyubako byemejwe yari yarahereweho uruhushya</li> <li>- Amafoto agaragaza aho inyubako igeze</li> </ul>
4) Inzira binyuramo	<p>-Usaba yohereza umushinga ku rubuga rutangirwaho umpushya zo kubaka <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></p> <p>One stop centre ishami ry' Imyubakire risuzuma umushinga watanze, rikaguha umunsi wo gusura ikibanza</p> <p>-Gusura no gusuzuma aho inyubako isabirwa kongererwa igihe iherereye bikorwa n'umukozi ushinzwe imyubakire mu karere, iyo asanze byose bitunganye, akora raporo</p>



	ashingiye ku byo yabonye  - Iyo raporo ishyikirizwa abayobozi bashinzwe imyubakire muri One Stop Centre bakayisuzuma yakwemezwa umuturage akongererwa igihe cyo kubaka kitarenze amezi atandatu
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
7) Igihe ntarengwa	Mu minsi 30

**c) Gukemura ibibazo bijyanye n'ibikorwaremezo**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Akarere gasura aho ikibazo kiri kigashakirwa umuti. Aho hantu
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 7

**d) Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere**

1) Uhabwa iyi serivise	Rwiyezamirimo
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyura



	(inyemezabwishyu).Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabwishyu yawe mu biro by'ibaruramari kugirango yishyurwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

**e) Gusaba uburenganzira bwo gusana/kuvugurura inyubako**

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe imyubakire mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rusaba rwandikiwe Umuyobozi w'Akarere</li> <li>- Kopi y'Icyangombwa cy'ubutaka</li> <li>- Amafoto ane (4) y'uko inzu iteye (impande zose)</li> <li>- Kwishyura imisoro y'ubutaka</li> <li>- Ibishushanyo byerekana uko ashaka kuvugurura, site plan , Architectural plans, perspectives</li> </ul>
4) Inzira binyuramo	<p>-Usaba yohereza umushinga ku rubuga rutangirwaho umpushya zo kubaka <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></p> <p>One stop centre ishami ry' Imyubakire risuzuma umushinga watanze, rikaguha umunsi wo gusura ikibanza</p> <p>-Gusura no gusuzuma aho inyubako isabirwa kuvugurura cyangwa gusana bikorwa n'umukozi ushinzwe</p>





	<p>imyubakire mu Karere, iyo asanze byose bitunganye, akora raporo ashingiye ku byo yabonye</p> <p>Iyo raporo ishyikirizwa abayobozi bashinzwe imyubakire muri One Stop Centre bakayisuzuma yakwemezwa umuturage agahabwa uruhushya rwo kuvugurura cyangwa gusana</p>
5) <b>Izindi nzego unyuramo</b>	
6) <b>Amafaranga yishyurwa</b>	<ul style="list-style-type: none"> <li>- Kuva kuri 0-100 metero kare wishyura Rwf 20,000,</li> <li>- Kuva kuri 100-kuzamura wishyura Rwf 40,000</li> </ul>
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Mu minsi30

## B. UBUTAKA (OSC)

### a) Kugabanyamo ibice ikibanza/isambu

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka ku karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukozi w'Akarere ubifitiye ububashakuri buri gice cy'ubutaka busabirwa kugabanyamo ibice</li> <li>- Gutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo</li> </ul> <p>Raporoy'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka abo bahana imbibi n'umukozi wapimye</p>

	ubutaka.
4) Inzira binyuramo	Ujya ku Murenge mu biro by'Ushinzwe Imicungire y'Ubutaka witwaje ibisabwa. Ku butaka bwagenewe ubuhinzi, ubworozi n'amashyamba, iyo ibice bivuyemo bitagejeje nibura kuri 1 ha, ntibucibwamo ibice.
5) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Igihe ntarengwa	Icyangombwa kiboneka Mu minsi30

**b) Guhuza ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	GIS professional
3) Ibisabwa	- Ibyangombwaby'ubutaka busabirwa guhuzwaKwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa - Kuzuzura urupapuro (form 3) rusaba iyi serivise
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa. .
5) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw cyangombwa cy'ubutaka gishya
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 30



c) Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	GIS professional
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso</li> <li>- icyangombwa cy'umwimerere cy'ubutaka</li> <li>- Ifishi y'ibipimo by'ubutaka (<i>Fiche Cadastrale</i>) busabirwa gukosorerwa imbibe cyangwa ubuso yemejwe n'umukozi w'Akarere ubifitiye ububasha</li> <li>- Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, n'umukozi wapimye ubutaka</li> <li>-</li> <li>- Ibyangombwa by'ubutaka by'abo bahuje imbibi iyo bigaragara ko bikenewe nabyo gukosorwa (</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa
5) Amafaranga yishyurwa	10,000 Frw yo kwemeza Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 30

d) Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	- Kopi y'ibiranga usaba





	<ul style="list-style-type: none"> <li>- icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Ibyangombwa by'ubutaka bisabirwa guhindurwa</li> <li>- icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inwandiko yemeza nimero ubutaka bwabaruweho</li> </ul> <p>Ifishi y'ibipimo by'ubutaka (Fiche Cadastrale) yemejwe n'umukozi w'Akarere ubifitiye ububasha na Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibe n'umukozi wapimye ubutaka</p> <ul style="list-style-type: none"> <li>- Kwishyura ubukode bw'ubutaka bw'imyaka yose ishize</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'u Rwanda 5000 y'icyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 30 mu gihe harimo fiche cadastrale

**e) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'Akarere
3) Ibisabwa	- Ibyangombwa by'ubutaka



	<ul style="list-style-type: none"> <li>- icyemezo cy'uburenganzira bwo kubaka</li> <li>- icyemezo cy'igenzura kigaragaza ko imyubakire yakurikije ibyari biteganyijwe</li> <li>- icyemezo gitanga uburenganzira bwo gukoresha cyangwa gutura mu nyubako (ku basaba inkondabutaka)</li> <li>- Ku basaba inkondabutaka ngenankomyi: icyemezo gihamya ko nibura ½ cy'ibyari byemewe kubakwa byubatswe cyangwa icyemezo gihamya ko usaba ari umushoramari wujuje ibiteganywa n'Itegeko n° 26/2005 ryo ku wa 17/12/2005</li> <li>    Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukozi w'Akarere ubifitiye ububasha</li> <li>- Kwishyura ubukode bw'ubutaka bw'imyaka yose ishize</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku munsu wagenwe n'Akarere
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 30 mu gihe harimo fiche cadastrale

**f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Iyo hasabwa gukosora izina cyangwa nimero y'indangamuntu: Kopi y'ibiranga nyir'ubutaka</li> <li>- Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta</li> </ul>



	<p>igaragaza guhindura izina na kopi y'indangamuntu nshya</p> <ul style="list-style-type: none"> <li>- Iyo hasabwa gukosora/guhindura aho umuntu atuye: icyemezo kigaragaza aho umuntu atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa</li> <li>- Iyo ari ugukosora regisitiri y'ubutaka havanwamo abantu banditswe mu gihe cy'iyandikisha rusange ry'ubutaka: Inyandiko y'ubwumvikane iriho imikono y'abarebwa n'ikibazo bose yakorewe imbere ya noteri mu by'ubutaka n'icyemezo cy'Ubuyobozi bw'Akagari gihamya ayo makuru</li> <li>- Ibyangombwa by'ubutaka</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 30

**g) Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka**

1) Uhabwa iyi serivise	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative, na nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka (registration certificate)</li> <li>- Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka</li> </ul>





	<ul style="list-style-type: none"> <li>- cyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB</li> <li>- Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere myiza.</li> <li>- Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka</li> <li>- Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe Ibyangombwa by'ubutaka</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru bibiri(2)

**h) Kwandikisha isangiramutungo ku nyubako no gucamo ibice byihariwe  
(Registration and split of a Condominium)**

1) Uhabwa iyi serivise	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibiranga ishyirahamwe ry'isangiramutungo ku nyubako</li> <li>- Ibyangombwa by'ubutaka</li> <li>- Icyemezo cyo gukoresha inyubako (<i>Occupation</i>)</li> </ul>



	<p><i>permit</i>)</p> <ul style="list-style-type: none"> <li>- Igishushanyo kigaragaza imiterere y'inyubako (<i>building plan</i>) kigaragaza ubuso bwa buri gice kigize insangiramutungo ku nyubako cyemejwe n'urwego rubifitiye ububasha</li> <li>-</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

i) Kwandikisha igice cy'inyubako (condominium unit) kiri mu isangiramutungo ku nyubako

1) Uhabwa iyi serivise	Abagize ishyirahamwe rya ba nyir'inyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi 'ibiranga abasaba</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners)</li> <li>- Iyipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa</li> <li>- Ibyangombwa by'ubutaka buriho isangiramutungo ku nyubako</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku



	Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

**j) Ihererekanya ry'uburenganzira ry'igice cy'isangiramutungo ku nyubako (condominium unit)**

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga abarebwa n'iherekanya ry'uburenganzira</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwagabanye</li> </ul> <p>Amasezerano y'igabana ry'ibice by'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka</p> <ul style="list-style-type: none"> <li>- Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit)</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya 25,000Frw ajyanye n'iherekanya ry'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	. Icyangombwa kiboneka mu byumweru 2





**k) Iyandikwa ry'amakuru-nyongera (annotation) muri regisitiri y'ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'Akarere
3) Ibisabwa	- Kopi y'ibiranga usaba - icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompamo
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murengi witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga 5000 by'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

**l) Gusimbura ibyangombwa by'ubutaka bisimburaibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw'Akarere
3) Ibisabwa	Iyo ibyangombwa by'ubutaka byatakaye: - Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye Ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: - Umwimerere w'ibyangombwa by'ubutaka

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	<p>byangiritse</p> <ul style="list-style-type: none"> <li>- Iyo ibyangombwa by'ubutaka byangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye</li> <li>- Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro(affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye yashyizweho umukono n'abanditse ku butaka bose igakorwa hashingiwe ku cyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

**m) Guhinduza icyo ubutaka bwagenewe gukoreshwa**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw' Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi bw'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku Murenge witwaje ibisabwa.



5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

n) Gusaba guhabwa ibyangombwa by'ubutaka ku butaka Leta yagurishije cyangwa yatanze

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw' Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka</li> <li>- Inkondabutaka yahawe na Leta</li> <li>- Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukozi w' Akarere ubifitiye ububashana raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi n'umukozi wapimye ubutaka.</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku Murenge witwaje ibisabwa.





5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

**o) Gusaba kongera cyangwa kuvana abafite uburenganzira kubutaka muri rejisitiri y'ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku rwego rw' Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'ibiranga nyir'ubutaka</li> <li>- Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana:</li> <li>- Icyemezo cy'uko uwo bashyingiranywe yitabye Imana;</li> <li>- Icyemezo cy'uko washyingiwe (ku bashyingiwe mbere ya 1999) cg Inyandiko y'ishyingirwa (Extrait d'acte de marriage) ku bashyingiwe nyuma ya 1999,</li> <li>- Icyemezo cy'uko ari umupfakazi cy'usigaye</li> <li>- Icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari</li> </ul>



	barashyingiranywe bagiranye mbere yo gutana.
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku murenge witwaje ibisabwa
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

p) Gusaba gukuraho amakimbirane/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka ku rwego rw' Akarere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho</li> <li>- icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka)</li> <li>- icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane.</li> <li>- Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ushinzwe imicungire y'ubutaka ku murenge witwaje ibisabwa



5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	. icyangombwa kiboneka mu byumweru 2

**q) Kwemeza igishushanyo cy' ikibanza (deed plan)**

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze kwakira abagana OSC (One Stop Center)
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe</li> <li>- Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurengi.</li> <li>- Kwishyura 10000 rwf yo kwemeza fiche cadastrale</li> <li>- Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ujya ku biro bya One Stop Centre (Aho bakirira abantu) mu masaha y'akazi</li> <li>- Ubutaka bwawe burasurwa hagafatwa ibipimo bya GPS.</li> <li>- Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa.</li> <li>- Iyo borune zikenewe, ni wowe uzigurira.</li> <li>- Ku turere tw'umuji, isuzuma ry'ubutaka, rikorwa n'abikorera ku giti cyabo mu byerekeranye no gusuzuma ubutaka( hishyurwa 30000rwf)</li> </ul>
5) Izindi nzego unyuramo	Umurengi
6) Amafaranga yishyurwa	10.000 Frw by'igishushanyo cy'ikibanza, yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00





8) Igihe ntarengwa	Ibyumweru bibiri nyuma yo gusura ubutaka
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**r) Gukemura amakimbirane ashingiye ku butaka**

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) Umukozi ubishinzwe	Ushinzwe kwakira abagana One Stop Center
3) Ibisabwa	Ibaruwa yandikiwe umuyobozi w'akarere( Mayor) Raporo y'uko ikibazo cyakemuwe ku murenge
4) Inzira binyuramo	Umuntu wese bireba ajya ku biro by'ubutaka by'akarere yitwaje impapuro zerekana uko umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugirango kamenye uko gihagaze kagatanga umwazuro.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru.bitewe n'imiterere y'ikibazo, Igisubizo kiboneka umunsi wo gusura

**II. NOTERI**

**a) Gusaba gushyira umukono ku masezerano y'ubugure ku mitungo yimukanwa**

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu kuri buri ruhande</li> <li>- Ibyangombwa by'umutungo wimukanwa</li> <li>- Amasezerano y'Ubugure asinyirwa imbere ya noteri</li> <li>- Kwishyura amafaranga asabwa</li> </ul>



4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure.</li> <li>- Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe)</li> <li>- Iyi serivise ntitangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro)
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu/ Hashingirwa ku ngengabihe ya Noteri yashyize

**b) Gusaba gushyira umukono ku masezerano y'inguzanyo ya banki**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese
2) <b>Umukozi ubishinzwe</b>	Noteri w'Akarere
3) <b>Ibisabwa</b>	<p>Amasezerano y'inguzanyo ya banki</p> <p>Indangamuntu/ icyemezo cy'irangamimerere</p> <p>Kwishyura amahoro asabwa</p> <p>Impande zombi zigomba kuba zihari (Banki &amp; umukiliya)</p>
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bo basinye koko.</li> <li>- Banki imenyeshya umukiliya amafaranga agomba kwishyura ajyanye n'igiciro cyo kwemeza umukono</li> <li>- Gutanga volume number“;</li> <li>- Gukora amasezerano y'inguzanyo hagati y'impande</li> </ul>



	<p>zombi;</p> <ul style="list-style-type: none"> <li>- Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere.</li> <li>- Buri nyandiko noteri wa leta yemeje imikono agenerwa kopi</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2000Frw ku rupapuro rumwe rw'amasezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri rupapuro Kwishyura noteri ni 2500frw (acte notariale), aya mafaranga yishyurirwa hamwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

**c) Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itari iya Leta**

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Sitati z'imiryango</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amafaranga asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri agezura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri,</li> <li>- Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma</li> </ul>

*P.*





	<ul style="list-style-type: none"> <li>- Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange.</li> <li>- Sitati zisinyirwa imbere ya noteri w'Akarere.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5000frw kuri buri gitabo/ Baza amafaranga yishyurwa ku murenge ku byerekeye kusinyisha impapuro kwa noteri
7) Igihe itangirwa	Ku wa gatatu (Ku cyicaro cy'akarere)
8) Igihe ntarengwa	Uwo muni

**d) Kugira inama abaturage mu by'amategeko**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Ntabyo/ Imiterere y'ikibazo hamwe n'ibimenyetso yitwaje
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere ugasobanura uko ikibazo giteye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku muni wagenwe n'akarere
8) Igihe ntarengwa	Uwo muni kereka iyo hakenewe ubusesenguzi

**e) Kwemeza inyandiko mpamo**

1) Uhabwa iyi serivise	Umuntu wese ukeneye noteri
2) Umukozi ubishinzwe	Noteri w'akarere cyangwa w'umurenge
3) Ibisabwa	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi



	(Diplome, kwemeza umukono n'ibindi...)
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw kuri kopi imwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

f) Gukurikirana imanza z'Akarere

1) Uhabwa iyi serivise	Umuntu wese wareze cyangwa warezwe n'Akarere
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) Inzira binyuramo	Akarere gatanga impapuro n'ibimenyetso byose ufite ubushobozi bwo guhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'uko ikibazo giteye

III. KWAKIRA IMISORO N'AMAHORO

a) Gusaba gusubizwa amafaranga y'ikirenga ku musoro cyangwa ayishyuye aho adakwiye (IBI BIKORWA NA RRA)

1) Uhabwa iyi serivise	Umuntu wese ufite icyo kibazo
2) Umukozi ubishinzwe	Umuyobozi Ushinzwe Imari
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro z'umwimerere za banki wishyuriyeho Indangamuntu( Numero y'indangamuntu)
4) Inzira binyuramo	<b>Iyo hishyuwe amafaranga arenga asabwa:</b> - Wandikira akarere ukomeka kw'ibaruwa impapuro za





	<p>banki wishyuriyeho (orijinari).</p> <ul style="list-style-type: none"> <li>- Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode).</li> </ul> <p><b>Iyo wishyuye kuri konti itari yo:</b></p> <ul style="list-style-type: none"> <li>- Wandikira akarere ibaruwa isaba gusubizwa amafaranga ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari).</li> <li>- Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3 uherye igihe utangiye ikibazo

**b) Guhabwa amakuru ku misoro n'uko ibarwa (IBI BIKORWA NA RRA)**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere cyangwa ku murenge
3) Ibisabwa	<p><b>Ipatanti:</b></p> <ul style="list-style-type: none"> <li>- Kumenyekanisha aho ukorera n'imirimo ukora</li> </ul> <p><b>Umusoro ku mitungo:</b></p> <ul style="list-style-type: none"> <li>- Ibyangombwa by'umutungo</li> </ul> <p><b>Umusoro ku bukode:</b></p> <ul style="list-style-type: none"> <li>- Umasezerano y'ubukode</li> <li>- Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro</li> </ul>
4) Inzira binyuramo	Uza ku Karere cyangwa ku Murenge ukareba umukozi ushinzwe kwakira imisoro n'amahoro, witwaje impapuro wifuza ko bakugiraho inama mu kubara imisoro cyangwa





	amahoro
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

c) Guhabwa impapuro zakatiweho imisoro ya RRA

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umucungamari w'akarere
3) Ibisabwa	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'akarere bakaguha kopi z'impapuro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

d) Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuwe n'Akarere
2) Umukozi ubishinzwe	Umucungamari w'akarere
3) Ibisabwa	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'akarere bakaguha kopi w'impapuro wishyuriweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni



e) Gusaba kwishyura imisoro mu bice (IBI BIKORWA NA RRA)

1) Uhabwa iyi serivise	Umuntu wese ubyifuza
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	Kuzuzwa impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere
4) Inzira binyuramo	Iburo by'imisoro mu karere bigenzura ko ibisabwa byuzuye bigategura amasezerano asinywa n'Umunyamabanga Nshingwabikorwa w'Akarere hamwe n'usaba. Ibice byo kwishyuramo ntibirenga 4 kandi urangiza kwishyura muri uwo mwaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

f) Kwishyura ubukode ku mitungo y'Akarere

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00





8) Igihe ntarengwa	Uwo muni
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**g) Kwishyuzwa amahoro ya parikingi rusange (IBI BIKORWA NA MISIC)**

9) Uhabwa iyi serivise	Imodoka zose zihagaze muri parikingi rusange
10) Umukozi ubishinzwe	Umukozi ushinze kwakira imisiro n'amahoro
11) Ibisabwa	Ntacyo
12) Inzira binyuramo	Akarere kagirana amasezerano na rwiyezimirimo. Ibiciro bishyirwaho hakurikijwe ubwoko bw'imodoka
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) Igihe ntarengwa	Uwo muni

**IV. IMARI N'IPIGANWA RY'AMASOKO**

**a) Guhabwa ibitabo by'ipiganwa**

1) Uhabwa iyi serivise	Rwiyezimirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	- Isoko rigomba kuba ryatangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.
4) Inzira binyuramo	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki uhabwa igitabo cy'iryo soko. Impapuro z'amasoko zisuzumwa n'abashinzwe amasoko gusa. Igihe DAO yishyurwe, ishobora koherezwa kuri imeri(E-mail)





5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaraanga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**b) Guhabwa ubufasha n'inama ku mitangire y'amasoko**

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinzwe amasoko ugahabwa inama n'ubufasha wifuza. Ushobora kandi guhamagara cyangwa ukohera SMS.
5) Izindi nzego unyuramo	Ntayo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**c) Kwakira inyandiko z'ipiganwa**

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uzana inyandiko z'ipiganwa mu ibashya ifunze neza mbere y'igihe ntarengwa kiri mu gitabo cy'isoko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uherye ku



	munsi isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Uwo munsi

**d) Kumenyesha abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko**

1) Uhabwa iyi serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe ( Ku karere)
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikacyirwa n'Akarere
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyesha by'agateganyo). Inzandiko zimenyesha ibyavuye mu ipigangwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo. Iyo bidashobotse, akarere kandikira ba rwiyemezamirimo kabamenyesha ko gahunda itakibaye n'impamvu yabyo
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi kuva ku munsi byatangarijwe kugeza ku munsi wanyuma
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

**e) Gusinyisha amasezerano ku batsindiye amasoko**

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.



4) <b>Inzira binyuramo</b>	Ujya ku biro by'umukozi ushinzwe amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko. Amasezerano asinywa mu minsi 15 nyuma y'imenyesha ry'uwatsinze
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsiku itariki yemejwe

**f) Gutanga icyangombwa cyo kurangiza imirimo neza**

1) <b>Uhabwa iyi serivise</b>	Rwiyemezamirimo wasinyiye isoko
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amasoko
3) <b>Ibisabwa</b>	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.
4) <b>Inzira binyuramo</b>	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakaguha icyemezo cy'uko washoje neza imirimo.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu





**V. KUVURA NO KWITA KU MATUNGO**

**a) Guhabwa icyemezo cyo kwimura amatungo**

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi Karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Icyemezo cy'Umurenge kiriho ibiranga itungo (ubwoko, imyaka/ikigero cy'ubukure, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyiraryo</li> </ul>
4) Inzira binyuramo	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi Karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi Murenge w'ako Karere. Ubisaba yerekana icyemezo yahawe n'Umurenge w'aho amatungo ari. Icyemezo gitangwa hakurikijwe ibitabo byatanzwe na RAB.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Kugira ngo Umurenge uguhe icyemezo wishyura amafaranga 2.000 Frw.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**b) Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu gihugu**

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi Karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	- Icyemezo cy'Umurenge kiriho ibiranga ibikomoka ku



	<p>matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo)</p> <ul style="list-style-type: none"> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyirabyo</li> </ul>
4) <b>Inzira binyuramo</b>	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi Karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako Karere. Ubisaba yerekana icyemezo yahawe n'Umurenge w'aho bituruka.</p> <p>Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo gihervaho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa ( hashobora gusabwa imodoka ifite firigo). Icyangombwa gitangirwa igihe gito kugira ngo ibitwawe bitangirika.</p>
5) <b>Izindi nzego unyuramo</b>	Ibagiro ku nyama
6) <b>Amafaranga yishyurwa</b>	Kugira ngo Umurenge uguhe icyemezo wishyura amafaranga 5.000 Frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu




c) Guhabwa inama ku mushinga w'ubworozi

1) Uhabwa iyi serivise	Umuntu wese uyisaba
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ntazo
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

d) Kugura intanga zitari izisanzwe/ordinary semen.

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye
4) Inzira binyuramo	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza Umukozi ushinzwe ubworozi mu Karere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akarere kagura ni izisanzwe/ordinary semen zigatererwa umworozi uwo ariwe wese ku buntu. Umuveterineri utari uhembwa na Leta ufite uruhushya rwa RAB rwo gutera intanga ashobora kugurisha no guterera intanga umworozi.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hishyurwa hakurikijwe agiciro cy'intanga
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00





8) Igihe ntarengwa	Intanga azizanjirwa bitarenze icyumweru.
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e) Kugenzura inyama n'ibikomoka ku matungo

1) Uhabwa iyi serivise	Umuntu wese ufite ibikomoka ku matungo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	Umuntu wese ufite ibikomoka ku matungo agomba kubahiriza amabwiriza y'Inama Njyanama y'Umujyi wa Kigali n'andi mategeko yashyizweho na Leta hagamijwe ku rwanya indwara zikomoka ku matungo.
4) Inzira binyuramo	Inyama zigenzurirwa ku ibagiro, aho zicururizwa kandi hakagenzurwa n'uburyo zitwawemo. Ku mata, buri kusanyirizo rigira veterineri waryo kandi kimwe n'abandi bose bari mu ruhererekane rw'amata bagomba kubahiriza amategeko n'amabwiriza yashyizweho na Leta Igenzura rikorwa n'Umukozi ushinzwe ubworozi mu Karere ushobora gufatanya n'Umukozi ushinzwe ubworozi, isuku mu Murenge, DASSO, Police, Ingabo cyangwa abakozi bo ku rwego rwa Minisiteri.
5) Izindi nzego unyuramo	Hashobora kwifashishwa MINAGRI/RAB, RSB, Police, DASSO.
6) Amafaranga yishyurwa	Hacibwa amande agenwa n'amabwiriza na MINAGRI iyo hari ibitubahirijwe kandi ibyo bikomoka ku matungo bishobora gutwikwa, kumenwa cg bigatabwa amafaranga abikoreshejweho agatangwa n'uwari ubifite.
7) Igihe itangirwa	Ku gihe Umukozi ushinzwe ubworozi mu Karere yahisemo.
8) Igihe ntarengwa	Ako kanya



f) Gukingira amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	Amatungo akenewe gukingirwa
4) Inzira binyuramo	Bikorwa mu gihe cyo gukingira indwara hashingiwe kuri gahunda yateguwe n'Akarere n'igihe cyose bigaragaye ko indwara yadutse/yabaye icyorezo.  Amatangazo amenyesha aborozi aho gukingirira bizabera n'amatungo azakingirwa aratangwa.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku gihe Umukozi ushinzwe ubworozi mu Karere yahisemo.
8) Igihe ntarengwa	Uwo muni

g) Icyangombwa cyo kuroba

1) Uhabwa iyi serivise	Koperative y'uburobyi
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba ufite cyangombwa cya koperative/itsinda ry'uburobyi</li> <li>- Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi</li> <li>- Kwerekana aho uburobyi kukorerwa</li> <li>- Kuba ufite ubwishingizi (assurance)</li> <li>- Kuba abakozi bari muri mitiweri</li> <li>- Kugira amakoti yo kogana (gillet de sauvetage)</li> </ul>
4) Inzira binyuramo	Icyangombwa gitangwa na RAB. Akarere gakora igenzura



	kakaba ari ko gasabira abarobyi muri RAB. Kuroba bikorwa muri koperative/itsinda. Igenzura rikorwa n' Umukozi ushinzwe ubworozi mu Karere ushobora gufatanya na polisi cyangwa umukozi wa RAB.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hacibwa amande iyo uroba atubahirije amategeko n'amabwiriza.
7) Igihe itangirwa	Gahunda ya buri mwaka
8) Igihe ntarengwa	Iminsi 30

**h) Gupima ubuzima bw'amatungo no kuyavura**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi mu Karere.
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Umworozi yegera Umukozi ushinzwe ubworozi mu Karere cg mu Murenge. Nyuma yo gusuzuma iryo tungo agasanga rirwaye, uwo mukozi yandikira umworozi imiti/prescription agomba kujya kwigurira agasubira kujya kuyimuterera. Nta mukozi ushinzwe ubworozi ugomba kwaka amafaranga umworozi kuri serivisi iyo ariyo yose. Umworozi ashobora guhuzwa na laboratwari ya RAB igihe bibaye ngombwa.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ibizamini byafashwe na RAB byishyuzwa na RAB
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibisubizo bitangwa na RAB mu gihe cy'Icyumweru 1





## VI. UBUHINZI

### a) Guhabwa inyongeramusaruro

1) Uhabwa iyi serivise	Umuhinzi uwari we wese ufite ubutaka mu Karere
2) Umukozi ubishinzwe	Umukozi w'akarere ushinzwe ubuhinzi
3) Ibisabwa	Kuba azahinga igihingwa cyatoranijwe no kuba yarasabye inyongeramusaruro muri Smart –nkunganire .Kuba afite No y'indangauntu
4) Inzira binyuramo	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babihereye uruhushya n'Akarere.  Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Umujyanama w'Ubuhinzi n'ushinzwe iterambere n'imibereho myiza y'abaturage mu kagali(SEDU). Agronome w'Umurenge yegeeranya abahinzi basabye inyongeramusaruro kuri telephone akanze *774#, Agronome urutonde rwabasabye inyongeramusaruro akarushyikiriza „Agrodealer“ noneho abahinzi bakajya kugura inyongeramusaruro hagendewe ku biciro byatanzwe na MINAGRI n'urutinde rwatanzwe na Agronome arukuye muri system ya Smart-Nkunganire.Hakoreshwa „nkunganire“ mu gufata inyongeramusaruro
5) Izindi nzego unyuramo	RAB ku bahinzi bafite ubutaka burengeje Ha 10
6) Amafaranga yishyurwa	Igiciro cy'Inyongeramusaruro cyishyurwa n'umuhinzi bitewe n'igiciro cyashyizwe mu mabwiriza yasinywe na Minisitiri w'Ubuhinzi n'ubworozi.
7) Igihe itangirwa	Mu minsi yose kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya akimara kwisyura kwa Agrodealer



b) Guhabwa ubufasha ku mushinga w'ubuhinzi

1) Uhabwa iyi serivise	Umuhizi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere, n'Umushinga umuhinzi ashaka gukora, raporo ya Agronome w'Umurenge umushinga uzakorerwamo
4) Inzira binyuramo	Ku muhinzi ushaka imashini yo kuhira yandikira Umuyobozi w'Akarere amusaba kunganirwa 50% y'agaciro kibikoresho yishyuye, raporo yakozwe na Agronome w'Umurenge yemeza ko ubutaka buhereye mu Karere, Bordereaux yishyuye ifite agaciro ka 50% kimashini yishyuwe kuri BNR kuri konti y'Akarere ya SSIT. Kushaka gukora umushinga wo guhinga imboga n'imbuta mu gishaka cya Leta, yandikira Umuyobozi w'Akarere amusaba gutizwa igishanga, raporo ya Agronome w'Umurenge yemeza ko igishanga ntamuntu usanzwe ukibyaza umusaruro cg cyaramunaniye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'umusoro wa buri mwaka yemejwe n'inama njyama y'Akarere
7) Igihe itangirwa	Iminsi 3 nyuma yo kuzuza ibisabwa
8) Igihe ntarengwa	Iminsi 3 nyuma yo kuzuza ibisabwa

c) Gusaba inama ku bijyanye n'ubuhinzi n'ubworozi (ibishanga, imusozi, n'ikoreshwa ry'ubutaka)

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Abakozi bashinzwe ubuhinzi n'ubworozi mu Karere



3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Uhamagara abakozi babishinzwe cyangwa ukaza ku karere ugasaba inama
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

**d) Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Abakozi bashinzwe Mine na Kariyeri mu Karere
3) <b>Ibisabwa</b>	<p>K'ubucukuzi bw'amabuye y'agaciro:</p> <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Umuyobozi mukuru wa Rwanda Mines Board (RMB)</li> <li>- Ikarita y'aho ikirombe kiri</li> <li>- Inyandiko irambuye y'umushinga</li> <li>- Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi</li> <li>- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije</li> </ul> <p>Kuri kariyeri iri muni ya 1 ha, itagamije ubucuruzi: (Uruhushya rusabwa ku Murenge)</p> <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Umurenge, bikamenyeshwa Akarere</li> <li>- Ikarita y'aho ikirombe kiri</li> <li>- Inyandiko y'umushinga irambuye</li> <li>- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije</li> </ul>





	<p>Kariyeri nto igamije ubuuruzi, uruhushya rutangirwa ku Karere.</p> <p><b>Ibisabwa:</b></p> <ul style="list-style-type: none"> <li>-Ibaruwa isaba yandikiwe Umuyobozi w'Akarere</li> <li>-Ikarita igaragaza ahasabwa</li> <li>-Ibyangombwa by'usaba</li> <li>-Umushinga usobanura uko imirimo y'ubucukuzi izakorwa,</li> <li>-Icyangombwa kigaragaza ko nta mwenda w'imisoro usaba afite(Gitangwa na RRA)</li> </ul> <p>Ibaruwa yemeza ko ahasabwa nta wundi wahahawe(itangwa n'Ikigo cya Rwanda Mnes Board)</p>
<p>4) <b>Inzira binyuramo</b></p>	<p>Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro:</p> <ol style="list-style-type: none"> <li>1. Uruhushya rwo gukora ubushakashatsi (400ha)</li> <li>2. Uruhushya rwo gukurura amabuye y'agaciro <ul style="list-style-type: none"> <li>-muri mune nto(50ha)</li> <li>-muri mine iciriritse(100ha)</li> </ul> </li> <li>3. Uruhushya rwo gucuruza amabuye y'agaciro.</li> </ol> <p>Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa n'Ikigo gifite Gaze,Mine na Peteroli mu nshingano.</p> <p>Usaba, nyuma yo kumenya amakuru ajyanye n'aho ashaka gucukura amabuye y'Agaciro aherereye no gukora umushinga we w'ubucukuzi bwa Mine, yandikira Umuyobozi mukuru wa RWANDA MINES BOARD,</p>



	ASABA,AKAGENERA AKARERE KOPI.
5) Izindi nzego unyuramo	RWANDA MINES BOARD(RMB)
6) Amafaranga yishyurwa	<p><b>Ubucukuzi bw'amabuye y'agaciro</b>  Gukora ubushakashatsi, 200.000 Frw;  Ubucukuzi muri mine iciriritse 3000.000 Frw  Ipatanti yishyurwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku. 500.000FRW Kuri mine nto  1000.000frw kuri mine nini.</p> <p><b>Kariyeri nto hacuruzwa ibiyivamo (1-5 ha):</b>  50,000frw yo kwiga dosiye  200.000frw mu gihe ubusabe bw'usaba bwemewe, kuri kariyeri nto.  500.000 ya caution.Yose yishyurwa kuri konti y'Akarere</p>
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 60

e) Gusaba inama ku bijyanye n'ibidukikije (ibishanga, ukoreshwa ry'ubutaka, mine, kariyeri, etc.)

9) Uhabwa iyi serivise	Umuntu wese ubikeneye
10) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije, abakozi bashinzwe mine na Kariyeri
11) Ibisabwa	Ntabyo
12) Inzira binyuramo	Uhamagara abakozi babishinzwe cyangwa ukaza ku karere ugasaba inama
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Ntayo



15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) Igihe ntarengwa	Uwo munsu

## VII. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba = cyangwa > Hegitari 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba mu karere
3) Ibisabwa	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari hagati ya 1-2 ha Akarere gatanga inama gusa ku buryo bwo gusarura.
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'akarere ushinzwe amashyamba aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, hazuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuzwa ifishi yabigenewe ku Kagari igasinywaho n'umuhuzabikorwa w'akagari n'abagabo babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe, nubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	1% y'agaciro k'ibizasarurwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 7





**b) Gutanga uburenganzira bwo gusarura ishyamba muni ya Ha 2**

1) Uhabwa iyi servise	Umuntu wese ubukeneye
2) Umukozi ubushinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Ibaruwa yandikiwe Umuyobozi w'Akarere igaragaza aho ishyamba asabira gusarurwa riherereye (umudugudu, Akagali n'Umurenge), ingano y'ishyamba, imbibi z'ishyamba n'ibikoresho bizifashishwa mu gusarura ishyamba - icyemezo kigaragaza ko ishyamba ari irye
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'Akarere ushinzwe amashyamba aramusura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
9) Igihe ntarengwa	Uwo muni nyuma y'uko asurwa

**c) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba**

1) Uhabwa iyi servise	Umuntu wese ubukeneye
2) Umukozi ubushinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.



4) <b>Inzira binyuramo</b>	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwagurishije niwe usaba icyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze.
5) <b>Izindi nzego unyuramo</b>	Akagari
6) <b>Amafaranga yishyurwa</b>	1.000 Frw kuri toni no kuva kuri 500 kugeza kuri 2000 y'uruhushya yishyurwa kuri konti y'Akarere
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni nyuma yo gusura ikibanza

d) Gusaba ingemwe z'ibiti

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze amashyamba kuri buri Murenge
3) <b>Ibisabwa</b>	- Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) <b>Inzira binyuramo</b>	Urutonde rwakorewe ku Mudugudu rukemezwa n'Akagari n'Umurenge. zitangirwa ubuntu
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Bisabwa mu kwezi 4 bigatangwa mu kwezi kwa 10

*P.*



## VIII. KOPERATIVE

### a) Guhabwa icyemezo cya koperative

1) Uhabwa iyi serivise	Abashaka gushinga koperative
2) Umukozi ubishinzwe	Umukozi ushinzwe amakoperative ku murenge
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	<p>Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandikomvugo y'inama itangiza koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bose basinyeho. Bishyura 1.200 Frw kuri Banki bakazana impapuro bishyuriyeho. Umurenge ukora raporo y' isura rya koperative, ukanabandika muri mudasobwa mu ikoranabuhanga rya RCA (SOFTWARE) ryandikwamo koperative nshya. Umurenge ubasinyira ku baruwa yandikiwe Umuyobozi w' Akarere isaba icyangombwa cy' agateganyo.</p> <p>Bakomereza ku karere, kakongera kugenzura idosiye (kopi eshatu,harimo orijinari imwe), cyane cyane statut (amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'intego zayo.</p> <p>Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, Akarere kemeza Koperative mu ikoranabuhanga rya RCA, bagahabwa icyangombwa cy'agateganyo hagati y'icyumweru kimwe(1) n'ibyumweru bibiri(2). Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa cya burundu(Ubuzima gatozi)mu gihe</p>





	cy'ukwezi. icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.
5) <b>Izindi nzego unyuramo</b>	Umurenge, Akarere, RCA
6) <b>Amafaranga yishyurwa</b>	Amafaranga asabwa yishyurwa kuri Banki
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

## IX. UBUREZI

### a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe uburezi mu karere
3) <b>Ibisabwa</b>	Ibaruwa isaba gutangiza ishuri yandikiwe Umunyamabanga wa Leta ushinzwe Amashuri Abanza n'Ayisumbuye, isaba umukono w'Umuyobozi w'Akarere (Sous couvert) iherekejwe n'inyandiko y'umushinga irambuye Ibikorwaremezo( Inyubako yujuje ingero z'ishuri yawe cyangwa wakodesheje nibura imyaka 5), Ibikoresho, ibitabo, abarimu n'ibindi...
4) <b>Inzira binyuramo</b>	Tugendeye ku byavuzwe hejuru, Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere ari kumwe n'umukozi ushinzwe uburezi ku Murenge. Raporo y'isura iherekejwe ishyikirizwa Umuyobozi w'Akarere wungirije ufite uburezi mu nshingano kugirango ayisuzume, nyuma yo kuyisuzuma yemeza uwo Umuyobozi ashiraho umukono (sous couvert) ikoherezwa muri Minisiteri y'Uburezi, umwanzuro wa nyuma ugatangwa na Minisiteri y'uburezi.



	NB: Inyandiko zoherezwa MINEDUC ntizirenga itariki ya 31/08 za mbere y'umwaka ushaka gutangiramo ishuri.
5) Izindi nzego unyuramo	Umurenge,
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu kwezi kumwe

**b) Gusaba guhindurirwa ikigo cy'ishuri**

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Ibaruwa isaba umumwanya yandikiwe Umuyobozi w'Akarere ishuri rihereyemo isobanura impamvu ushaka kujya kwiga yo Inyemezamanota y'ikigo wigamo
4) Inzira binyuramo	-Mbere y'uko umwaka w'amashuri utangira ibigo by'amashuri bitanga imyanya ikeneye abanyeshuri mu mwaka utaha ku Karere -Haherewe ku basabye no ku mpamvu zatanzwe mu mabarurwa asaba umwanya, imyanya itangwa hashingiwe ku wagize amanota menshi ndetse no kumpamvu zifatika zifite ibimenyetso( uburwayi, -Akarere kandikira ikigo ibaruwa yohereza abanyeshuri bemerewe kwiga kuri icyo kigo  Ku mashuri abanza, ay'imyaka 9 n'imyaka 12 ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	
6) Amafaranga yishyurwa	Ntayo



7) Igihe itangirwa	Mu kiruhuko gisoza umwaka w'amashuri mbere y'uko undi utangira.(mu kwa 11-12- 1) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) Igihe ntarengwa	Ukwezi kumwe

**c) Gusaba akazi k'ubwarimu**

1) Uhabwa iyi serivise	Ubikeneye wese kandi ufite impamyabumenyi isabwa
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rusaba akazi</li> <li>- Impamyabumenyi itariho umukono wa noteri</li> <li>- Ifishi yujuje ya Komisiyo y'abakozi ba Leta</li> <li>- Indangamuntu cg ikiyisimbura</li> </ul>
4) Inzira binyuramo	Ibi byavuzwe hejuru bijyanwa ku Karere hakurikijwe igihe cyatanzwe mu itangazo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Igihe hari imyanya y'akazi hakurikijwe itangazo n'igihe cyatanzwe mu itangazo kandi mu minsi n'amasaha y'akazi
8) Igihe ntarengwa	Igihe kiba kiri mu itangazo rimenyesha imyanya

**d) Gusaba inkunga y'uburezi**

1) Uhabwa iyi serivise	Ubikeneye wese uri mu cyiciro cya 1 ni cya 2 cy'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe imibereho myiza y'abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Raporo y'inzego z'ibanze (umudugudu, Akagari n'Umurenge) igaragaza ko usaba atishoboye</li> <li>- Kuba ari mu mwaka wa gatanu cg uwa gatandatu (S5cg S6) mu kigo cya Leta ( atari 9 cg 12YBE)</li> <li>- Indangamanota iriho nibura amanota 70%</li> </ul>





4) Inzira binyuramo	Umurenge ni wo uzana iyi dosiye si usaba inkunga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibyumweru bibiri

**e) icyemezo cyo kuba warize gusoma no kwandika**

1) Uhabwa iyi serivise	Utanga amahugurwa (ONG, Koperative, Insengero, utugari etc.)
2) Umukozi ubishinzwe	Umukozi ushinze uburezi
3) Ibisabwa	Urwandiko rusaba kuzakora icyo gikorwa iyo ari ONG
4) Inzira binyuramo	-Akarere gasaba imirengye kuburira abatazi gusoma no gutegura aho igikorwa cyo kubigisha kizakorerwa. -Akarere kamenyeshwa n'umurenge cyangwa akagari igihe amahugurwa yo gusoma no kwandika atangiye. -Iyo arangiye, utanga amahugurwa yo gusoma no kwandika yandikira Akarere agatanga urutonde rw'abarangiye amahugurwa. Buri Murenge ubandikira ibyemezo hagatangwa raporo ku Karere
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15 nyuma yo gushyikirizwa uurutonde

**f) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi**

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu Karere



3) <b>Ibisabwa</b>	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) <b>Inzira binyuramo</b>	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafanga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Ako kanya cg iminsi 3 bitewe n'imibare akeneye.

## X. IMIYOBORERE MYIZA

### a) Gutege amatwi ufite ikibazo

1) <b>Uhabwa iyi serivise</b>	Umuturage wese
2) <b>Umukozi ubishinzwe</b>	Ushinzwe Imiyoborere Myiza
3) <b>Ibisabwa</b>	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) <b>Inzira binyuramo</b>	Umuturage aba afite ikayi y'ibibazo n'uko byakemuwe. Iyo kayi agomba kuyitwaza. Azana kandi umwanzuro w'urukiko iyo uhari. Umuturage agirwa inama ku nzira zo gukemuramo ikibazo cye. Iyo ari ngombwa aho ikibazo cyabereye harasurwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo,
6) <b>Amafanga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Kuwa mbere no kuwa gatatu, ariko no mu yindi minsi ushobora kwakirwa
8) <b>Igihe ntarengwa</b>	Uwo muni ( bitewe n'imitere y'ikibazo)



## XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

### a) Kwakira no kuyobora abagana akarere

1) Uhabwa iyi serivise	Abagana Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ukigera ku biro by'Akarere, ureba umukozi ushinzwe kwakira abakagana ukamubwira ikikugenza. Agufasha kubona ababishinzwe cyangwa kubishakira umuti.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

### b) Kohereza inyandiko zisubiza abandikiye Akarere

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Mu bunyamabanga rusange (secretariat central)
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ubunyamabanga rusange busikana inzandiko bukazigeza kubo bireba kuri imeri (incamake yazo). Kohereza ibisubizo bikorwa n'ubunyamabanga rusange
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya





**c) Kubara no gutanga ibirarane by'amashimwe**

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ibaruwa ikohereza Raporero igaragaza imikorere Inyandiko zigaragaza amanota y'isuzumabushobozi Aho wishyuriwe umushahara wa nyuma
4) Inzira binyuramo	Wandikira Akarere ibaruwa usaba ku wabarirwa ibirarane/amashimwe. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN. Ku bakozi b'Akarere, nabo bandika ibaruwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi irindwi (7) ku bakozi b'Akarere Ku barimu biterwa n'igihe bifata kuri MINECOFIN, ariko ubusanzwe bifata ukwezi kumwe.

**d) Kubara no gutanga imperekeza ku bakozi bagiyeye mu kiruhuko cy'izabukuru**

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyi (imyaka 60-65)
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rubisaba,</li> <li>- icyemezo cy'amavuko,</li> <li>- icyemezo by'aho wakoze n'igihe wahamaze,</li> <li>- Abakozi bashobora kuzana amakuru yo muri RSSB iyo abakoresha babo ba mbere batabonetse.</li> <li>- Numero ya konti</li> </ul>



	- Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho
4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanga inyandiko zose zisabwa.
5) Izindi nzego unyuramo	RSSB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 7

e) Kubara no gutanga impozamarira

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<p><b><u>Ibisabwa bya rusange:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ibaruwa isaba impozamarira</li> <li>▪ Icyemezo cy'uko umukozi yapfuye cyatanzwe n'Umwanditsi w'Irangamimerere mu Murenge umukozi yaguyemo .</li> </ul> <p><b><u>Ibisabwa byihariye:</u></b></p> <ul style="list-style-type: none"> <li>▪ Icyemezo cyo gushyingirwa na kopi y'indangamuntu (iyo impozamarira zisabwa n'uwaru warashakanye na nyakwigendera)</li> <li>▪ Icyemezo cyo gushyingirwa cy'ababyeyi n'ibyangombwa by'amavuko by'abana, inyandiko y'umuryango yemejwe n'umwanditsi w'irangamimerere igaragaza uhabwa impozamarira ahagarariye abandi (iyo impozamarira zisabwa n'abana, ababyeyi bombi batakiraho).</li> <li>▪ Icyemezo kigaragaza ko ari umubyeyi wa nyakwigendera cyatanzwe n'umwanditsi</li> </ul>



	<p>w'irangamimerere (mu gihe impozamarira zisabwa n'umubyeyi).</p> <ul style="list-style-type: none"> <li>▪ icyemezo cy'urukiko cyemeza ubuzungure mu gihe impazamarira isabwa n'undi muntu utari mu bavuzwe haruguru.</li> <li>▪ Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi</li> </ul>
4) <b>Inzira binyuramo</b>	<p>Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari, Umuyobozi w'Ibitaro, w'Ikigo Nderabuzima) akora raporo. icyemezo cy'urupfu gitangwa n'Umwanditsi w'irangamimerere. Umuryango wa nyakwigendera wandikira Akarere usaba impozamarira urwandiko rugaherekezwa n'icyemezo cy'urupfu, icyemezo cy'umurimo cyerekana igihe yatangiriye akazi, cyangwa icyemezo cy'urukiko iyo kitabonetse. Umuryango ushobora kwitoramo hagakorwa inyandiko isinywaho n'abagize umuryango bagaragaza amasano bafitanye na nyakwigendera igashyirwaho umukono n'Ubuyobozi bw'Umurenge Nyakwigendera yaguyemo.</p>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Kumenyekanisha urupfu rw'umukozi bitarenze iminsi 3. Impozamarira zitangwa bitarenze ukwezi kumwe.





f) Guhabwa ibyangombwa binyuranye

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ku barimu n'abaganga bisabwa mu nyandiko iriho umukono y'umuyobozi w'ishuri, ikigo nderabuzima cyangwa ibitaro by'Akarere. Ku bakozi b'Akarere bari ku murenge n'akagari basinyirwa n'Umunyabanga Nshingwabikorwa w'Umurenge. Kwerekana impapuro za banki iyo ari inguzanyo usaba.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Umunsi ukurikiyeho

g) Guhuza akarere n'izindi nzego zikagana

1) Uhabwa iyi serivise	Ibigo bya Leta, Abikorera n'imiryango itegamiye kuri Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ibi bikorwa iyo hari igikorwa Akarere katumiwemo cyangwa kifuzwa ko izi nzego zafatanywe nako, cyane cyane ibisaba ko abaturage babigiramo uruhare. Ku miryango itegamiye kuri Leta n'Imishinga, JADF niyo ibishinzwe. Umukozi ushinzwe kwakira abagana Akarere ahoza izo nzego n'abakozi babishinzwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00



8) Igihe ntarengwa	Uwo muni
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**h) Guhabwa kopi y'inyandiko zabitswe mu gihe zisabwe**

1) Uhabwa iyi serivise	Umuntu wese ubiherewe uburenganzira
2) Umukozi ubishinzwe	Umukozi ushinzwe gushyingura inyandiko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira akarere uzaba kopi y'izo nyandiko. Umuyobozi w'Akarere cyangwa Umunyabanga Nshingwabikorwa atanga uruhushya rwo gutanga kopi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

**i) Guhabwa ibendera ry'igihugu**

1) Uhabwa iyi serivise	Umuntu wese urikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe logistic
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wishyura amafaranga asabwa ugahabwa ibendera kuri banki y'abaturage ukerekana inyemezabwishyu kuri lojistike. Ugomba kurikoresha bitanyuranyijen'amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	3.000 Frw yishyurwa kuri konti y'Akarere muri banki y'Abaturage ku ibendera rimwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni



## XII. UBUGENZUZI BW'UMURIMO

### a) Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukoze cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'imirimo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	<p>Ushaka ndetse ugasobanurira umugenzuzi w'imirimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa.</p> <p>Ategura umunsi wo kubahuza n'urundi ruhande kugirango abumvikanishe. Iyo bidakunze ku mpande zombi, buri ruhande rwubahiriza icyo amasezerano avubivugaho. Umugenzuzi w'imirimo akora ubushakashati akamenya uko bihagaze. Iyo hatabayeho kumvikana bya gicuti, umugenzuzi w'imirimo abohereza mu nkiko.</p> <p>Iyo impande zombi zinaniwe kumvikana hakorwa inyandikomvugo.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga 1000 FWS y'inyandiko mvugo mu gihe impande zombi zitabashije kumvikana. Iyi nyandiko urega ayijyana mu rukiko.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe iyo impande zombi zabashije kumvikana





**b) Gusaba icyangombwa cyo kutagira umukozi (sosiye idafite abakozi)**

1) Uhabwa iyi serivise	sosiye idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo mu karere
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiandikisha ubucuruzi muri RDB Icyemezo cyo kwiandikisha muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiye isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyu
5) Izindi nzego unyuramo	RDB, RRA, RSSB
6) Amafaranga yishyurwa	2500 Fws
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**c) Inama ku bijyanye n'umurimo**

1) Uhabwa iyi serivise	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira cyangwa ugahamagara umugenzuzi w'imirimo cyangwa ukaza kumureba ku karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni



### XIII. URUBYIRUKO N'UMUCO

#### a) Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'Akarere

1) Uhabwa iyi serivise	Umuntu wese wifuza gukoresha amarushanwa
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Ibaruwa ibisaba (na concept cg uburyo amarushanwa ateguye)
4) Inzira binyuramo	Wandikira akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho b'izindi nyandiko za ngombwa zijyanye n'ayo amarushanwa. Iyo usaba ubufasha nk'icyumba cyo gukoreramo, n'ibindi amenyeshwa uwo muni ko bishobora kuboneka. Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2. Iyo nta kunga ihari, usubizwa mu cyumweru kimwe. Bikurikiranwa na polisi ( <b>n'abafite siporo mu nshingano mwareba ntabwo namenye uko polisi izamo kereka wenda ari nka siporo izakorerwa mu muhanda</b> ) igaha igisubizo akarere niba ubusabe bwawe bwemewe, ibi bishobora gufata ibyumweru bibiri
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

#### b) Gutanga ubufasha ku rubyiruko

1) Uhabwa iyi serivise	Amashyirahamwe y'urubyiruko (cg umuntu ku giti cye)
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo



3) Ibisabwa	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe (cyangwa bagahabwa ibisobanuru kubindi urubyiruko rukeneyeho amakuru)
4) Inzira binyuramo	<p>*Kwandikisha koperative:  (Ba nyir'umushinga iyo bagize igitekerezo cyo gushinga koperative, bakorana inama bakumvikana umugabane shingiro, bakemeza n'urutonde rw'abagize koperative, Umushinga ushyikirizwa umurenge ukawusuzuma, bafashwa gukora statut yarangira ikemezwa na notaire w'umurenge, iyo ibi birangiye basinyirwa sous-couvert ibohereza ku Karere. Umushinga ugeze ku Karere, urasuzumwa waba wujuje ibisabwa ugahabwa icyangombwa cy'agateganyo, ubundi ukoherezwa kuri RCA kugira ngo uhabwe ubuzima gatozi.) Buri mwaka akarere gasaba imishinga y'urubyiruko (yo gutera inkunga) hakurikijwe ingengo y'imari ihari.</p> <p>Ibisabwa:</p> <ul style="list-style-type: none"> <li>- Kuba mu ishyirahamwe rizwi</li> <li>- Kugira ibikorwa bigaragara, aho ubarizwa</li> <li>- Gahunda y'umushinga</li> <li>- Amasezerano y'uburyo inkunga izakoreshwa</li> </ul> <p>*Amahugurwa  (urwego rushaka guhugurwa rumenyeshya Akarere uko ayo mahugurwa ateye ndetse n'uruhare rw'Akarere hanyuma kagakora ibisabwa ku bufatanye n'imirenge.)</p> <p>Ku mishinga yitabira amarushanwa ya YouthConnect Convention award NYC ku bufatanye na Minisiteri y'Urubyiruko bandikira Akarere basaba ko hatoranywa iyi mishiga kuva ku rwego rw'umurenge kugeza hemejwe imishinga ihiga iyindi izamuka ku rwego rw'Akarere</p>






	igakomeza ku kindi cyiciro cy'irushanwa.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo ( kuri koperative, kugira ngo notaire asinye statut bisaba kwishyura 20.000Frws, ndetse 1200Frws kugira ngo basinyirwe sous couvert ku rwego rw'umurenge.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'igihe ibasabwa byamariye kuzuzwa ndetse n'ubushobozi buhari ku bijyanye no gutera inkunga.

#### IVX. ISHAMI RY'ITERAMBERE RY'IMIBEREHO MYIZA Y'ABATURAGE

##### a) Kwishyurira amafaranga y'ishuri imfubyi n'abana batishoboye

1) Uhabwa iyi serivise	Imfubyi n'abana bagaragara ko bari mu batishoboye bagaragara mu cyiciro cya 1 n'icya 2
2) Umukozi ubishinzwe	Umukozi ushinzwe kurenger abatishoboye
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cy'uko uri imfubyi</li> <li>- icyemezo cy'uko utishoboye kiva ku Murenge kiriho na raporo igaragaza imibereho ye</li> <li>- icyemezo cy'uko uri umunyeshuli/Babyeyi</li> <li>- Indangamanota iriho amanota ari hejuru ya 70%, bitewe n'uuterankunga aya manota ashobora guhinduka.</li> <li>- Kuba umunyeshuli yiga mu mwaka wa 5 cg uwa 6 akaza kugira ibibazo bituma atabasha gukomeza</li> <li>- Indangamuntu z'babyeyi ku batari imfubyi</li> </ul>
4) Inzira binyuramo	Urwego rw'Umurenge rwandikira Umuyobozi w'Akarere rukorera ubuvugizi ugomba gufashwa, rugashyiraho raporo igaragaza imibereho



	y'ugomba gufasha, Indangamanota ye na Babyeyi.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 5 y'akazi.

**b) Gutanga ubufasha ku batishoboye**

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe kurenger abatishoboye, Umukozi ushinzwe abafite ubumuga, Umukozi ushinzwe Ibiza.
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe</li> <li>- Raporo y'Umurenge igaragaza imibereho ye</li> <li>- Indangamuntu z'ababyeyi ku bana b'abatishoboye</li> <li>- Kuba uri umuturage w'Akarere ka Gasabo</li> </ul>
4) Inzira binyuramo	<p>Iyo habonetse inkunga, yaba iva ku bafatanyabikorwa cyangwa guhunda zo kwita ku batashoboye, abazihabwa batoranywa mu rutonde rw'abatishoboye bari mu cyiciro cya mbere n'icya kabiri by'Ubudehe, ku bufatanye na gahunda zihariye nka VUP, FARG, Amashyirahamwe y'Ababana n'Ubumuga, etc.)</p> <p>Umurenge usabwa gutanda urutonde rw'abatishoboye. Lisiti batanze igenzurwa hashingiye k'Urutonde rw'abatishoboye ruba ku Karere. Lisiti yemejze ishyikirizwa umuterankunga.</p>
5) Izindi nzego unyuramo	Umuterankunga, Umurenge, Akagari, Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00



8) Igihe ntarengwa	Biterwa n'imiterere y'inkunga n'aho ituruka
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c) Gutanga ubujyanama butandukanye

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	Serivise zikorera mu ishami
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	- Kuza ku biro by'Akarere - Mu nama n'Abaturage - Guhamagara cyangwa ukohereza ubutumbwa bugufi (SMS)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Gutera inkunga imishinga ivana abatishoboye mu bukene

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	- Umukozi ushinzwe Imibereho Myiza y'Abaturage - Umukozi ushinzwe abafite ubumuga
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Imishinga itegurwa hashingiye ku bushobozi buhari. Abagenerwabikorwa (FARG, Abatishoboye, Ababana n'Ubumuga, etc.) baraterana bagakora umushinga, ugasuzumwa n'umukozi ushinzwe imibereho myiza ku Mirenge hanyuma ukoherezwa ku Karere. Iyo nta bushobozi bafite bwo gutegura umushinga, uyu mukozi ushinzwe imibereho myiza n'umukozi ushinzwe abafite ubumuga babibafashamo. Ku karere itsinda rishinzwe kunononsora imishinga niryo





	ryemeza.
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafanga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 3

**e) Gutanga ubufasha k'uwahuye n'ibiza**

1) <b>Uhabwa iyi serivise</b>	Ubikeneye wese
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Imicungire y'ibiza
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Raporo y'ibiza ikorwa hakurikijwe imbonerahamwe ya MIDIMAR. Ahabereye ikiza harasurwa, cyangwa umuturage wahuye n'ikiza akagana ibiro by'Umurenge. Umukozi ushinzwe imibereho myiza akora raporo asaba ubufasha ku karere.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafanga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

**f) Gutuzanya imiryango itishoboye n'iyacitse ku icumu**

1) <b>Uhabwa iyi serivise</b>	Utishoboye/Uwarokotse Jenoside
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe kurengera abatishoboye
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- icyemezo cya komite y'abarokotse Jenoside. Gisinywe ho n'Umurenge</li> <li>- icyangombwa kerekana ko atishoboye cg atuye mu Manegeka kandi akaba atishonoye.</li> </ul>
4) <b>Inzira binyuramo</b>	Ubuyobozi bw'Umurenge rutanga urutonde rukomora mu Tugari, bikazana n'ibaruwa yandikiwe Umuyobozi



	w'Akarere na raport yerekana uburyo burambuye ku mibereho y'usabirwa ndetse n'impamvu
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Igihe habonetse uburyo bwo kubaka

**g) Kurihira abana b'abanyarwanda bagaragara nk'abasigajwe inyuma n'amateka batishoboye**

1) Uhabwa iyi serivise	Abana b'abanyarwanda bagaragaragara nk'abahejwe inyuma n'amateka
2) Umukozi ubishinzwe	Umukozi ushinzwe kurengera abatishoboye
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Rapport y'umurenge yerekana ko ari uwo mubaragaraga ko basa n'abahejwe inyuma n'amateka</li> <li>- Babyeyi y'aho umwan askaka kwiga</li> <li>- Indangamanota y'Umwaka arangije</li> </ul>
4) Inzira binyuramo	Raporo iva ku Murenge n'urwandiko rwandikiwe Umuyobozi w'Akarere
5) Izindi nzego unyuramo	Umurenge
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Iminsi 5

**h) Kwita kubafite ubumuga batishoboye**

1) Uhabwa iyi serivise	Abantu cyangwa imiryango y'abafite ubumuga
2) Umukozi ubishinzwe	Umukozi ushinzwe kwita ku bafite ubumuga
3) Ibisabwa	Ntabwo



4) <b>Inzira binyuramo</b>	Kugaragaza ikibazo icyo ashaka gufashwa, Umurenge ukamukorera ubuvugizi
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Buri gihe
8) <b>Igihe ntarengwa</b>	Iminsi itanu bitewe n'icyo ashaka gufashwa

#### IVX. ISHAMI RY'IMIYOBORERE MYIZA

##### a) Kwakira no gukemura ibibazo by'abaturage

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ufite ikibazo
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe imitegekere y'inzego z'ibanze zegerejwe abaturage
3) <b>Ibisabwa</b>	Kugaragaza indangamuntu, gutanga numero ya telefoni, icyo izindi nzego (Akagari, Umurenge cyangwa izindi) zakoze kuri icyo kibazo
4) <b>Inzira binyuramo</b>	Aza ku Karere yitwaje ibyangombwa ikibazo kikandikwa kigakurikiranwa
5) <b>Izindi nzego unyuramo</b>	Akagari n'Umurenge cyakoze ushobora kukizana utahanyuze bitewe n'imiterere yacyo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Ku wa kabiri no ku wa gatatu n'ikindi gihe byaba ngombwa
8) <b>Igihe ntarengwa</b>	Bitewe n'imiterere yacyo gishobora guhita gikemurirwa aho ngaho gusa ntikirenza iminsi 30 kitarabona igisubizo





**1. b) Kwakira abafatanyabikorwa**

1) Uhabwa iyi serivise	Abafatanyabikorwa
2) Umukozi ubishinzwe	Umukozi ushinzwe abafatanyabikorwa ( DJAF Officer)
3) Ibisabwa	<p><b>I. Ku Miryango itari iya Leta (NGOs)</b></p> <p>1. Usaba icyangombwa cy'imikoranyire asanzwe akora: ibaruwa isaba, gahunda y'ibikorwa na raporo y'ibikorwa by'umwaka</p> <p>2. Utangira bwa mbere: ibaruwa yandikirwa Umuyobozi w'Akarere inyujijwe ku Murenge, sitati ebyiri ziriho umukono wa noteri, gahunda y'ibikorwa, icyangombwa cy'uko atakatiwe n'inkiko, umwirondoro w'umuvugizi n'umuvugizi wungirije w'umuryango, inyandiko mvugo y'ishingwa ry'umuryango, raporo y'isura y'Umurenge ashaka gukoreramo.</p> <p>3. Imiryango ishingiyeye ku myemerere</p> <p><b>II. Ku Miryango ishingiyeye ku myemerere (FBOs)</b></p> <p>Ku byavuzwe haruguru ku miryango itari iya leta, hiyongeraho:</p> <p>Inyandiko igaragaza ko inyubako ikorerwamo yujuje ibisabwa n'amabwiriza agenga imyubakire, kopi y'amasezerano ya nyiri nzu y'ubukode bw'inzu yemewe ku badafite inzu zo gukoreramo, kopi z'impamyabushobozi zemewe mu by'iyobokamana z'abayobozi b'umuryango ushingiyeye ku idini,</p>
4) Inzira binyuramo	Binyura ku rwego rw'Akarere
5) Izindi nzego unyuramo	RGB, Minisiteri, Akarere, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku wa gatatu no ku wa gatanu
8) Igihe ntarengwa	Iminsi 30

