REPUBULIKA Y'U RWANDA

MINISITERI Y'UBUTABERA

IGITABO GIKUBIYEMO SERIVISI ZIHABWA ABATURAGE NA MINISITERI Y'UBUTABERA

Aho tubarizwa:

MINISITERI Y' UBUTABERA

Agasanduku k'Iposita

160 Kigali – Rwanda

Telefone itishyura : 3936 (MTN) ;
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IRIBURIRO

Nejejwe no kubagezaho igitabo gikubiyemo serivisi zitangwa na Minisiteri y'Ubutabera. Iki gitabo cyateguwe hashingiwe kuri gahunda y'Igihugu y'ivugurura rifite icyerekezo cyo kuzamura ubushobozi bw'abakozi n'ibigo, hagamijwe kandi gutanga serivisi zinoze hanagerwa ku ntego nkuru y'Iterambere ry'Igihugu. Na none ibi bigakorwa bigamije gusubiza ibibazo by'abaturage, bigakorwa mu mu mucyo kandi abantu bakabazwa ibyo bakora.

Iki gitabo kigaragaza uruhare rwa Minisiteri y'Ubutabera mu itangwa rya serivisi mu Rwanda kikanerekana serivisi zitangwa n'ibikenerwa kugira ngo uzihabwe. Kigaragaza kandi urutonde rw'aho izo serivisi zitangirwa n'ibyo amategeko yemerera umuntu kugira ngo abone izo serivisi.

Ishyirwaho ry'iki gitabo gikubiyemo serivisi zihabwa Abaturage ryerekana ubushake Minisiteri y'Ubutabera ifite mu itangwa rya serivisi nziza kandi zihuse.

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

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MINIJUST: Minisiteri y'Ubutabera

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1. INTANGIRIRO

Igitabo gikubiyemo serivisi zitangwa na Minisiteri y'Ubutabera kigaragaza serivisi iyi Minisiteri igenera abayigana. Ni muri urwo rwego musanga iki gitabo gikubiyemo serivisi zitandukanye n'aho zitangirwa, uburyo zitangwa, igihe zitangirwa n'uburyo abatanyuzwe na serivisi bahawe banyuramo bagaragaza ibibazo kugira ngo barenganurwe. Iki gitabo kigaragaza izi ngingo zikurikira:

- Icyerekezo n'intego bya Minisiteri y'Ubutabera byerekana ubushake bwo gutanga serivisi nziza kandi zinoze muri ubu buryo bukurikira:
  - Ubunyangamugayo;
  - Hubahirizwa amategeko;
  - Mu bwitonzi n'ubupfura;
  - Mu bwumvikane;
  - Mu kuri no kudatoranya;
  - Mu mucyo;
  - Kugaragaza ibyo ikora;
  - Gukorera ku gihe;
  - Gutanga serivisi nziza kandi ku gihe cyabigenewe.
- Isesengura rya serivisi zitangwa na Minisiteri y'Ubutabera:
  - Kugaragaza neza serivisi zitangwa na Minisiteri;
  - Kwerekana ishami serivisi zitangirwamo. Muri ubu buryo abaturage bazamenya neza Ishami cyangwa ibiro bagana, bityo bahabwe serivisi badatakaje igihe n'ingufu zo gutegereza;
  - Kugaragaza igihe nyacyo bitwara kugira ngo buri serivisi itangwe. Ibi bizaha abaturage amakuru y'ingirakamaro bibarinde guhora mu nzira no gukubita amaguru y'ubusa;
  - Gushyiraho ibipimo bya serivisi nziza hagaragazwa amasaha bitwara kugira ngo umuturage abone serivisi, uburyo serivisi ziboneka, ukuri kuba mu itangwa ry'izo serivisi, icyizere cyo gukomeza kubona izo serivisi, niba umuturage ashobora kuyigeraho, uburyo yumvikanishwa, mu kuri, uburemere bifite n'ubwitonzi mu gutanga serivisi. Hashingiwe kuri ibi, abaturage bashobora kwizera gutera imbere;
  - Amakuru nyayo ku nyandiko zisabwa n'uburyo bwo kubona serivisi muri Minisiteri y'Ubutabera. Urugero: ibyangombwa bikenewe kwerekanwa n'impapuro zigomba kuzuzwa n'umuturage ushaka serivisi.

- Gusobanura neza ibyiciro by'abantu bemerewe kwaka buri serivisi muri MINIJUST;
- Kugaragaza abakozi bashinzwe gutanga buri serivisi n'aho babarizwa ndetse n'uburyo bwo kubahamagara cyangwa kubandikira igihe bibaye ngombwa;
- Uburyo bwo kurenganurwa igihe udahawe serivisi cyangwa se uburyo wayihawemo butakunogeye;
- Uko umuturage ashobora gutanga inama n'ibitekerezo ku buryo buhoraho hagamijwe guteza imbere no kunoza imitangire ya serivisi muri Minisiteri y'Ubutabera.

Iki Gitabo gikubiyemo serivisi zihabwa abaturage ni igikoresho cyo kugeza amakuru ahagije kandi asobanutse ku bagana serivisi za Minisiteri y'Ubutabera no gushyiraho ibipimo hagamijwe kwimakaza umuco wo gukorera mu kuri.

Kubera ko serivisi zigomba kujyana n'ibyifuzo by'abaturage, Minisiteri y'Ubutabera yiyemeje kubamenyesha Serivisi bashobora gusaba, inshingano n'uburenganzira bwabo igihe bashaka izo Serivisi. Kubera kandi ko Minisiteri y'Ubutabera isanga itakora ibi yonyine, niyo mpamvu isaba Abaturarwanda guhoza ijisho ku bakozi bayo kugira ngo babakorere ibibakwiye, bibereye, kandi bifite ireme no gutanga amakuru asobanutse kuri serivisi bifuza no gukuraho inzitizi zose zatuma itangwa rya serivisi ridatera imbere.

Mu byukuri, kugira ngo ishyirwa mu bikorwa ry' iki Gitabo gikubiyemo Serivisi rishoboke, Minisiteri y'Ubutabera yizeye ko hazakomeza kubaho ubufatanye no guhana amakuru n'abaturage bayigana bashaka serivisi. Niyo mpamvu hashyizweho uburyo bunoze bwo kugisha inama abagana serivisi zayo:

- Ifishi cyangwa urupapuro byandikwaho ibitekerezo n'inama zitangwa muri buri shami;
- Agasanduku k'ibitekerezo kaboneka aho binjirira;
- Umurongo wa telefoni utishyurwa;
- Gusesengura imibare n'imiterere y'ibibazo by'abatishimiye serivisi bahawe;
- Uburyo bwo kurenganurwa no gukemura ibibazo bugaragaza inzira abagana MINIJUST banyuramo batanga ibitekerezo kuri serivisi bahabwa.

Kugira ngo dushobore kubaha serivisi neza, abatugana badufasha kuzamura imikorere mu buryo bukurikira:

- Kubaha amategeko n'amabwiriza agenga Imitangire ya serivisi mu Nzego z'ubutabera;
- Gutanga inama ku buryo bunoza serivisi zitangirwa muri MINIJUST;
- Guhanahana amakuru ku buryo serivisi zitangwa muri MINIJUST binyujijwe mu miyoboro inyuranye y'itumanaho rikoresha Ikoranabuhanga rigezweho;
- Kwakira neza inama muhabwa n'abakozi ba Minisiteri y'Ubutabera.

Twakira, twemere kandi tunashakire ibisubizo ibibazo byose twakiriye mu gihe cy' iminsi cumi n'itanu (15) y'akazi. Mu gihe ikibazo kizaba gisaba gukorerwa iperereza rihagije n'igihe cyo kugikemura, tuzakumenyesha igihe nyacyo cyo kuza gufata igisubizo.

Aho wabariza:

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1.1. ICYEREKEZO

Guteza imbere no gushyigikira ishyirwa mu bikorwa ry'amategeko mu Gihugu, hashyirwaho kureshya imbere y'amategeko ku bantu bose no kureba ko inzego zifite amategeko mu nshingano ziyashyira mu bikorwa ziha serivisi rubanda nk'uko bikwiye.

1.2. INTEGO

Kubaka Igihugu kigendera ku mategeko

1.3. INSHINGANO

Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta ifite inshingano rusange yo gushyiraho no kugenzura iyubahirizwa ry'amategeko n'ubutabera kuri bose.

By'umwihariko, Minisiteri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta ishinzwe ibi bikurikira:

1. Gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda binyuze mu:
    a. gutangiza, gushyiraho no kumenyekanisha politiki y'Igihugu, ingamba na gahunda bijyanye no guteza imbere iyubahirizwa ry'amategeko n'ubutabera kuri bose;
    b. Guteza imbere gahunda zo gufasha abaturage kumenya no gusobanukirwa amategeko n'uburenganzira bwa muntu, no guteza imbere ubutabera kuri bose;
    c. Guteza imbere ubutwererane hagati y'inzego z'ubucamanza zo mu karere n'izo ku rwego Mpuzamahanga hagamijwe kurushaho kunoza imikorere y'inzego z'ubucamanza z'u Rwanda.

2. Gutegura no guhuza ibikorwa bijyanye n'amategeko binyuze mu:
    a. Gushyiraho ingamba zirebana no kugenzura uburyo ubutabera butangwa n'iyubahirizwa ry'Itegeko Nshinga;
    b. Gushyiraho uburyo buteza imbere uruhare rw'urwego rw'ubucamanza mu bijyanye n'Ubumwe n'Ubwiyunge, kurwanya Ingengabitekerezo ya Jenoside, kugeza ubutabera kuri bose, kurwanya ruswa no guteza imbere uburenganzira bwa muntu;
    c. Gushyiraho ingamba zigamije imyandikire myiza y'inyandiko z'amategeko no guhuza amategeko n'amabwiriza by'Igihugu n'amategeko

Mpuzamahanga u Rwanda ruba rwashyizeho umukono cyangwa rwemeje burundu.

3. Gutanga inama ku mategeko no guhagararira Leta n'ibigo byayo binyuze mu:
    a. Kugira inama Guverinoma n'Ibigo byose bya Leta cyangwa ibishamikiye kuri Leta mu bijyanye n'amategeko;
    b. Guhagararira Leta mu manza n'impaka zose ishobora kugaragaramo haba ku rwego rw'Igihugu cyangwa ku rwego mpuzamahanga.

4. Gushyiraho uburyo bwo kongerera ubushobozi Urwego rw'Ubutabera hagamijwe kunoza imikorere n'imitunganyirize y'inzego zirugize.

5. Gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda by'Urwego rw'Ubutabera n'izindi Nzego zirushamikiyeho binyuze mu:

a. Gushyiraho ibipimo bifasha mu ikurikirana n'igenzura ry'ingaruka z'ishyirwa mu bikorwa rya politiki, ingamba na gahunda by'Urwego rw'Ubutabera ku iterambere no guteza imbere ubutabera kuri bose;
b. Guhuza imibare itangwa n'Inzego z'Ubutabera ndetse n'Inzego z'Ibanze ku birebana n'Ubutabera;
c. Gukorera raporo mu gihe runaka na buri mwaka Guverinoma ku ngaruka z'ishyirwa mu bikorwa rya politiki, ingamba na gahunda kubirebana n'iyubahirizwa ry'amategeko mu Rwanda;
d. Gushaka ibikenewe mu iterambere ry'Urwegorw'Ubutabera n'ingamba zigendanye narwo.

1.4. INDANGAGACIRO Z' INGENZI

Kubera ko Minisiteri y'Ubutabera ari urwego rushinzwe kwimakaza umuco w'ubutabera mu gihugu, izi ndangagaciro nizo ziza imbere: kurangwa n'ubunyamwuga, guhanga udushya, kuba inyangamugayo, gukorera hamwe, umucyo, kubazwa ibyo wakoze no kuba umunyakuri.

2. SERIVISI ZITANGWA NA MINISITERI Y'UBUTABERA

2.1. KUBURANIRA LETA

Serivisi ni iyihe?	Kuburanira Leta
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa Inzego za Leta zifuza ko MINIJUST iziburanira
Ishami ryo kubarizamo	Ishami rishinzwe imanza za Leta
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Hagenderwa kuri gahunda yo kuburana Urukiko rwatanze
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Iyi serivisi itangirwa ubuntu
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Inyandiko ibisaba yabigenewe yuzuzwamo amakuru n'urwego rubisaba ; - Inama y'umunyamategeko w'urwo rwego kuri icyo kibazo - Ibimenyetso byose byafasha mu kuburana urwo rubanza - Izi dosiye zigomba kugera kuri MINIJUST byibuze mbere y'iminsi itanu (5) ibarwa kuva babonye imyanzuro. - Ku madosiye yaje muri IECMS (Ku nzego zidafite access kuriyo) MINIJUST ibohereza imyanzuro y'ikirego ibasaba gutanga amakuru n'ibimenyetso byangombwa kuriyo - Ibisabwa bigomba kugera muri MINIJUST byibuze mu minsi (2) ibarwa kuva bashyikirijwe iyo myanzuro y'ikirego

Binyura mu yihe nzira kugira ngo uyihabwe	- Rugishyikirizwa hamagara (Urupapuro ruhamagaza kuza kuburana) Urwego rwa Leta rwifuza kuburanirwa na MINIJUST rugomba guhita rubimenyesha MINIJUST bitarenze umunsi umwe bakimara kuyibona. - Iyi hamagara kandi ishyikirizwa ibiro bya MINIJUST bicunga amadosiye y'imanza mbere y'iminsi 2 mu biro N° 212. Mu gihe ari hamagara yihuta (mu gihe k'imanza zihuta) ushobora kuvugana na **Mr. MANIRARORA J. Bosco;** Telephone: 0788574960 / 0738574960**;** E-mail: jbosco.manirarora@minijust.gov.rw; cyangwa **Mr. KAMUGISHA Robert**; Telephone: 0788581308 / 0738581308; E-mail: robert.kamugisha@minijust.gov.rw
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	- Utabonye iyi servisi wahamagara MBONERA Theophile kuri telephone igendanwa 0788689374 / 0738689376
Hari ibindi ukeneye kumenya kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	- Inyandiko yuzuzwamo amakuru n'urwego rusaba kunganirwa mu Rukiko
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko N° 21/2012 ryo kuwa 14/06/2012** ryerekeye imiburanishirize y'imanza z'imbonezamubano, iz'ubucuruzi, iz'umurimo n'iz'ubutegetsi, ryasohotse mu Igazeti ya Leta N^{0} 29 yo ku wa 16/07/2012; - **Itegeko N^{0} 83/2013 ryo ku wa 11/09/2013** rishyiraho Urugaga rw'Abavoka mu Rwanda rikanagena imitunganyirize n'imikorere yarwo, ryasohotse mu Igazeti ya Leta N^{0} ku wa 04/11/2013.

2.2. GUKEMURA IMPAKA /IBIBAZO MU BWUMVIKANE

Serivisi ni iyihe?	Gukemura impaka / ibibazo mu bwumvikane
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa - inzego za Leta zibona zifite amahirwe make cyane yo gutsindwa urubanza mu gihe zakomeza mu Nkiko - buri wese wumva yararenganyijwe na Leta kandi afite amahirwe menshi yo gutsinda urubanza mu gihe aganye Inkiko
Ishami ryo kubarizamo	Ishami rishinzwe imanza za Leta
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Amezi atatu
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Iyi serivisi itangirwa ubuntu
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	**A. <u>Ku nzego za Leta</u>** - Ibaruwa isaba ko baruwa isaba ko ikibazo ufite cyakemurwa mu bwumvikane; - Kugaragaza ibyo mwumva mwakwishyura uwo mufitanye ikibazo n'impamvu; - Kugaragaza ibyo mwumva mudashobora kwigomwa n'impamvu yabyo. **B. <u>Ku bandi batari inzego za Leta</u>** - Ibaruwa isaba ko ikibazo ufite cyakemurwa mu bwumvikane; - Ibimenyetso ushingiraho werekana ko Leta yakurenganyije, ibyo usaba ko wahabwa ndetse nibyo wumva wa kwigomwa mu gihe ikibazo gikemutse mu bwumvikane ;

	- Icyemezo cyerekana umwirondoro we – kopi y'irangamuntu, Urwandiko rw'abajya mu mahanga (ku banyamahanga)n'ibindi; - Ibaruwa ibisaba igaragaraho numero ya Konti ye amafaranga azashyirwaho.
Binyura mu yihe nzira kugira ngo uyihabwe	Habanza kubaho inama ibanziriza iya Committee y'ubwumvikane yiga dossiye yawe igizwe n'abanyamategeko ba MINIJUST ndetse n'urwego rwa Leta rubifitemo inyungu. Iyo basanze dossiye ikwiye gukomeza mu bwumvikane ishyikirizwa Comiitee y'ubwumvikane. Mu nama ya Committee y'ubwumvikane hatumizwa abafite inyungu bose muriyo dossiye bakagira ibyo bemeranya. Iyo ubwumvikane bugezweho hakorwa amasezerano y'ibyemeranyijwe agashyikirizwa Urwego rwa Leta rurebwa nicyo kibazo kandi agasinywa n'impande zose zirebwa n'icyo kibazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Utabonye iyi servisi wahamagara Mr. MBONERA Theophile kuri telephone ye igendanwa 0788689374 / 0738689376
Hari ibindi ukeneye kumenya kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	**Amabwiriza ya Nyakubahwa Minisitiri w'Intebe n° 005/03 yo ku wa 16/12/2015** yatangajwe mu Igazeti ya Leta n° 04/Bis yo ku wa 25 Mutarama 2016, agena imitunganyirize n'imikorere bya Komite ishinzwe gukemura impaka mu bwumvikane.

2.3. KWISHYURA UWATSINZE URWEGO RWA LETA MU RUBANZA

Serivisi ni iyihe?	Kwishyura uwatsinze Urwego rwa Leta mu rubanza rwabaye ndakuka
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa buri wese watsinze Leta mu rubanza rwabaye ndakuka
Ishami ryo kubarizamo	Ishami rishinzwe imanza za Leta
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Iyo amafaranga yatsindiye mu rubanza ahari / yateganyijwe mu ngengo y'imari ayahabwa mu minsi 45 ariko iyo atateganyijwe amenyeshwa ko agomba gutegereza kuzayahabwa mu mezi atatu (3) ya mbere y'umwaka w'ingengo y'imari ikurikiyeho.
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Iyi serivisi itangirwa ubuntu
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	**A) <u>Ibikenewe ku watsinze Urwego rwa Leta rutari MINIJUST kugira ngo yishyurwe</u>** - Ibaruwa imenyesha MINIJUST imikirize y'urubanza; - Icyemezo cy'urukiko kuri urwo rubanza ndetse n'icyemeza ko cyabaye itegeko; **B) <u>Ibikenewe ku watsinze Minijust kugira ngo yishyurwe</u>** - Icyemezo cyerekana ko urubanza rwabaye ntakuka;

	- Icyemezo cyerekana umwirondoro we – kopi y'irangamuntu, urwandiko rw'Abajya mu mahanga(ku banyamahanga) n' ibindi; - Ibaruwa ibisaba igaragaraho nimero ya Konti ye amafaranga azashyirwaho.
Binyura mu yihe nzira kugira ngo uyihabwe	- **Ku watsinze MINIJUST**: ➢ Uwatsinze wishyuza MINIJUST agomba kuzana dossiye yuzuye akayishyikiriza reception ya MINIJUST hamwe n'ibaruwa isaba kwishyura n'ibindi bya ngombwa yasabwe. - **Ku watsinze Urwego rwa Leta rutari MINIJUST:** ➢ Iyo MINIJUST ibonye ibisabwa, mu gihe kitarenze iminsi 15 yandikira urwo rwego rwa Leta irusaba ko rutangira imihango yo kurangiza urubanza nawe akabimenyeshwa bityo akegera urwo rwego kugirango yishyurwe.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Utabonye iyi serivisi wahamagara Umuyobozi ushinzwe serivisi ishinzwe iby'amategeko muri MINIJUST, Bwana MBONERA Theophile kuri telephone ye igendanwa 0788689374 / 0738689376
Hari ibindi ukeneye kumenya kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko N° 21/2012 ryo kuwa 14/06/2012** ryerekeye imiburanishirize y'imanza z'imbonezamubano, iz'ubucuruzi, iz'umurimo

	n'iz'ubutegetsi, ryasohotse mu Igazeti ya Leta N^0 29 yo ku wa 16/07/2012; - **Itegeko N^0 12/2013 ryo ku wa 22/03/2013** rigenga umurimo w'Abahesha b'Inkiko mu Rwanda, ryasohotse mu Igazeti ya Leta N^0 14 yo ku wa 08/04/2013. - **Iteka rya Minisitiri N^0 003/08.11 ryo ku wa 11/02/2014** rigena ibiciro fatizo by'imirimo y'abahesha b'inkiko b'umwuga, ryasohotse mu Igazeti ya Leta N^0 idasanzwe yo ku wa 12/02/2014.

2.4. KWISHYURA UMWENDA UFITIYE LETA

2.4.1. Korohereza ushaka kwishyura ku neza umwenda afitiye Leta

Serivisi ni iyihe?	Korohereza ushaka kwishyura ku neza ibyo yategetswe n'Inkiko
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa buri wese uyisabye ufitiye Leta umwenda
Ishami ryo kubarizamo	Ishami rishinzwe imanza za Leta
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	**A. Kwishyura icyarimwe:** Kwishyura ku neza bikorwa mu minsi 30 Urukiko rutegetse ko habaho kwishyura cyangwa mu kindi gihe MINIJUST yagennye mu nyandiko, cyangwa se mu gihe cyakumvikanwaho mu masezerano yo kwishyura ku bwumvikane. **B. Kwishyura mu byiciro:**

	Mu minsi 30 Urukiko rutegetse ko habaho kwishyura wandikira MINIJUST ukayisaba kwishyura mu byiciro MINIJUST ikimara kubona iyo baruwa igasanga ubusabe bwawe bukwiye, mu gihe cy'iminsi 10 iragumagara mukaganira ku buryo kwishyura mu byiciro bizakorwa. Iyo mwemeranyije hakorwa amasezerano yo kwishyura mu byiciro. **NB**: Kwishyura mu byiciro ntabwo bishobora kurenza amezi 12 kandi hakurikijwe uko umwenda ufitiye Leta ungana ushobora gusabwa ingwate.
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Ntacyo
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	-Kwishyura kuri **konti n° 1000007559** ya OT iri muri Banki Nkuru y'Igihugu; - Kwandikira MINIJUST uyimenyesha ko wishyuye maze ku mugereka akagaragaza ibi bikurira : - Icyemezo cy'Urukiko cyategetse kwishyura ayo mafaranga; - Urupapuro/impapuro za Banki zigaragaza ko wishyuye ayo mafaranga.
Binyura mu yihe nzira kugira ngo uyihabwe	Iyo umaze kwishyura no kugeza kuri MINIJUST ibisabwa, mu gihembwe gikurikiraho ukurwa ku rutonde rw'abishyuzwa umwenda wa Leta kandi ukabimenyeshwa cyangwa ugahabwa icyemezo cyerekana ko wamaze kwishyura iyo ugisabye.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Utabonye iyi serivisi wahamagara Umuyobozi ushinzwe serivisi ishinzwe iby'amategeko muri MINIJUST, Bwana MBONERA Theophile kuri telephone ye igendanwa 0788689374 / 0738689376
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda

	- Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko N° 21/2012 ryo ku wa 14/06/2012** ryerekeye imiburanishirize y'imanza z'imbonezamubano, iz'ubucuruzi, iz'umurimo n'iz'ubutegetsi, ryasohotse mu Igazeti ya Leta N^0 29 yo ku wa 16/07/2012; - **Itegeko Nº 12/2013 ryo ku wa 22/03/2013** rigenga umurimo w'Abahesha b'Inkiko mu Rwanda, ryasohotse mu Igazeti ya Leta N^0 14 yo ku wa 08/04/2013; - **Iteka rya Minisitiri Nº 003/08.11 ryo ku wa 11/02/2014** rigena ibiciro fatizo by'imirimo y'Abahesha b'Inkiko b'Umwuga, ryasohotse mu Igazeti ya Leta N^0 idasanzwe yo ku wa 12/02/2014

2.4.2. Kwishyuzwa umwenda wa Leta ku gahato

Serivisi ni iyihe?	Kwishyuzwa ku gahato ibyo wategetswe n'Inkiko
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa buri wese wanze kwishyura umwenda wa Leta ku neza
Ishami ryo kubarizamo	Ishami rishinzwe imanza za Leta
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Iyi service ikorwa nande?	Abahesha b'Inkiko bafitanye na Leta amasezerano yo kurangiza imanza zirimo amafaranga ya leta Abahesha b'Inkiko ba Leta
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Igihembo cy'Umuhesha w'Inkiko utegetswe ku kishyura hamwe n'umwenda wa Leta

Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko N° 21/2012 ryo ku wa 14/06/2012** ryerekeye imiburanishirize y'imanza z'imbonezamubano, iz'ubucuruzi, iz'umurimo n'iz'ubutegetsi, ryasohotse mu Igazeti ya Leta N^0 29 yo ku wa 16/07/2012; - **Itegeko N^o 12/2013 ryo ku wa 22/03/2013** rigenga umurimo w'Abahesha b'Inkiko mu Rwanda, ryasohotse mu Igazeti ya Leta N^0 14 yo ku wa 08/04/2013; - **Iteka rya Minisitiri N^o 003/08.11 ryo ku wa 11/02/2014** rigena ibiciro fatizo by'imirimo y'Abahesha b'Inkiko b'Umwuga, ryasohotse mu Igazeti ya Leta N^0 idasanzwe yo ku wa 12/02/2014

2.5. GUKURWA KU RUTONDE RW'ABAFITIYE LETA IMYENDA

Serivisi ni iyihe?	Gukurwa ku rutonde rw'abafitiye Leta umwenda
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa buri wese ufitiye Leta umwenda igihe amaze kuwishyura
Ishami ryo kubarizamo	Ishami rishinzwe imanza za Leta
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	- **Mu gihe urukiko rwagukuyeho izo nshingano**: ➢ Iyo MINIJUST isuzumye dosiye yawe igasanga ibyo usaba ubikwiriye, ukurwa ku rutonde rusohoka mu gihembwe gikurikiye icyo wabisabiyemo ndetse ikanabikumenyesha mu nyandiko; ➢ Iyo MINIJUST isanze ibyo usaba utabikwiye nabwo ibikumenyesha mu gihe kitarenze iminsi 15.

	- **Mu gihe warangije kwishyura:** ➢ Iyo MINIJUST isuzumye dosiye yawe igasanga ibyo usaba ubikwiriye, ukurwa ku rutonde rusohoka mu gihembwe gikurikiye icyo wabisabiyemo ndetse ikanabikumenyesha mu nyandiko ➢ Iyo MINIJUST isanze ibyo usaba utabikwiye nabwo ibikumenyesha mu gihe kitarenze iminsi 15.
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Iyi serivisi itangwa umaze kwishyura umwenda wari ufitiye Leta ndetse n'andi mafaranga yose wategetswe n'Urukiko
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	**A. <u>Mu gihe Urukiko rwagukuyeho izo nshingano:</u>** - Ibaruwa ibisaba yandikiwe Minisitiri w'Ubutabera/Intumwa ya Leta; - Icyemezo cy'Urukiko kiriho kashe mpuruza cyerekana ko urubanza rwa mbere rwashingiweho wishyuzwa rwavuyeho; - Icyemezo cyerekana ko iyo mikirize y'urubanza itigeze ijuririrwa. **B. <u>Mu gihe warangije kwishyura:</u>** - Icyemezo cy'Urukiko cyabaye Itegeko cyerekana amafaranga nyayo wagombaga kwishyura; - Urupapuro/impapuro za Banki zerekana ko ayo mafaranga wayishyuye. **C. Mu gihe ari umwenda udashingiye ku rubanza:** - Inyandiko cyangwa amasezerano ufitanye n'urwego rwa Leta yerekana amafaranga nyayo wagombaga kwishyura; - Urupapuro/impapuro za Banki zerekana ko ayo mafaranga wayishyuye.
Binyura mu yihe nzira kugira ngo uyihabwe	Kubisaba Minisiteri y'Ubutabera ukagerekaho inyandiko zisabwa
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Utabonye iyi serivisi wahamagara Umuyobozi ushinzwe serivisi ishinzwe iby'amategeko muri MINIJUST, Bwana MBONERA Theophile kuri telephone ye igendanwa 0788689374 / 0738689376
Hari ibindi ukenewe kumenya kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera <u>www.minijust.gov.rw</u>;

	- Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	**Ntayo**

2.6. KUGIRA INAMA LETA MU BIJYANYE N'AMATEGEKO

Serivisi ni iyihe?	Kugira inama Leta mu bijyanye n'amategeko
Iyi serivisi ihabwa nde?	Serivisi ihabwa za Minisieri n'ibigo bya Leta bibyifuje
Ishami ryo kubarizamo	Ishami rishinzwe kugira inama Leta mu bijyanye n'amategeko
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi 15
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Ntacyo
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	**Gutanga inama ku masezerano:** - Umushinga w'amasezerano (Draft contract); - Inyandiko zose zigaragaza uko isoko ryatanzwe (eg: Tender Document, letter of acceptance; Provisional and Final Notifications; Minutes of contract negotiation; contractor's bid) ; Inama yatanzwe n'Umunyamamategeko w'Ikigo (in-house legal opinion). **Gutanga inama ku masezerano mpuzamahanga** - Amasezerano cyagwa Umushinga w'Amasezerano asabirwa inama;

	- Inama yatanzwe n'Umunyamamategeko w'Ikigo (in-house legal opinion). **Gutanga inama ku bindi bibazo** - Inyandiko y'Ikigo gisaba inama isobanura imiterere y'ikibazo; - Izindi nyandiko za ngombwa zishobora gufasha kumva neza imiterere y'ikibazo; - Inama yatanzwe n'Umunyamamategeko w'Ikigo (in-house legal opinion). -
Binyura mu yihe nzira kugira ngo uyihabwe	Kwandikira Minisiteri y'Ubutabera ukagerekaho inyandiko zisabwa
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Utabonye iyi serivisi wahamagara Umuyobozi ushinzwe serivisi ishinzwe iby'amategeko muri MINIJUST, Bwana MBONERA Theophile kuri telephone ye igendanwa 0788689374 / 0738689376
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Amabwiriza ya Minisitiri No 612/08.11 yo ku wa 16/04/2014** ashyiraho uburyo bwo gutegura amasezerano, kuyumvikanaho, kuyasabaho ibitekerezo no kuyacunga, yasohotse mu Igazeti ya Leta N^{o} 18 yo ku wa 05/05/2014; - **Amabwiriza ya Minisitiri N°006/MOJ/AG 2016 yo ku wa 04/02/2016** ashyiraho imirongo ngenderwaho ku Banyamategeko b'inzego za Leta, yasohotse mu Igazeti ya Leta Idasanzwe yo ku wa 05/02/2016

2.7. GUHAMYA NO GUSHYIRA UMUKONO KU NYANDIKO (SERIVISI ZA NOTARIYA)

Serivisi ni iyihe?	Guhamya no gushyira umukono ku nyandiko
Iyi serivisi ihabwa nde?	Serivisi ikorwa ku nyandiko zijya gukoreshwa hanze y'Igihugu no muri za Ambassade. Izindi nyandiko zikenewe gushyirwaho umukono zitari izi zikorerwa:

	➢ Inyandiko zikoreshwa mu gihugu zisinywa na ba Noteri bo ku rwego rw'Akarere n'urw'Umurenge hashingiwe ku bubasha bahabwa n'Itegeko; ➢ Inyandiko zijya gukoreshwa hanze y'Igihugu no muri za Ambasade zerekeranye n'ishoramari zisinywa na Noteri wo muri RDB; ➢ Inyandiko zijya gukoreshwa hanze y'Igihugu no muri za Ambasade zerekeranye n'ubutaka zisinywa n'Umubitsi w'impapuro mpamo z'ubutaka.
Ishami ryo kubarizamo	Ishami rishinzwe ubutabera bw'abaturage /Serivisi ishinzwe kurangiza imanza n'itangwa ry'ubufasha mu by'amategeko
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Iyo usaba serivisi yujuje ibisabwa ahita ahabwa serivisi hakurikijwe uko abasaba serivisi baje bakurikirana.
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	**I. <u>Kwemeza inyandiko</u>** - 2500 Frws ku nyandiko mpamo; - 800 Frws/page ku gutanga inyandiko. **II. <u>Guhamya imikono</u>** - 1200 Frws/page **III. <u>Kwemeza ko inyandiko ari impamo</u>** - 1200 Frws/page IV. **<u>Kwemeza ko kopi y'inyandiko ihuye n'iy'umwimerere</u>** - 1200 Frws / Kopi ya mbere; - 600 Frws / Kopi ya kabiri. **V. <u>Gutanga kopi z'inyandiko noteri aba yakoze</u>** - 800 Frws/page **VI. <u>Kwemeza no guhamya inyandiko zikomatanije imitungo yimukanwa n'itimukanwa</u>** - 800 Frws/page

Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- **Ibisabwa ku nyandiko mvaho**: ➢ Igomba kuba yakozwe n'umukozi ubifitiye ububasha kandi yujujwe neza; ➢ Igomba kuba yubahirije amategeko ➢ Kwishyura ikiguzi cyagenwe mu Kigo k'Igihugu cy'imisoro n'amahoro (www.rra.gov.rw) - **Ibisabwa mu kwemeza imikono:** ➢ Kuza witwaje inyandiko igomba gusinyirwa imbere ya Noteri; ➢ Icyangombwa ndangamuntu cyangwa ikiyisimbura; ➢ Kwishura ikiguzi cyagenwe mu Kigo k'Igihugu cy'imisoro n'amahoro (www.rra.gov.rw) - **Ibisabwa mu kwemeza ko kopi y'inyandiko ihuye n'umwimerere wayo:** ➢ Kuza witwaje umubare wa kopi wifuza ndetse n'umwimerere wazo ➢ Kwishyura ikiguzi cyagenwe mu Kigo k'Igihugu cy'imisoro n'amahoro (www.rra.gov.rw); N.B: Inyandiko zizanwa kwa Noteri zigomba kuba zikoze neza kandi zubahirije amategeko
Binyura mu yihe nzira kugira ngo uyihabwe	Uwujuje ibisabwa aza kuri Minisiteri agahabwa serivisi nta nzira zindi anyuzemo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Wahamagara Umuyobozi w'ishami rishinzwe kurangiza imanza n'itangwa ry'Ubufasha mu by'amategeko MURERWA Christine ubarizwa kuri telephone: 0788456429/0735500245.
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	**Itegeko N⁰ 13 bis/2014 ryo ku wa 21/05/2014** rigenga umurimo w'ubunoteri ryasohotse mu Igazeti ya Leta N⁰ idasanzwe bis yo ku wa 29/05/2014.

2.8. GUTANGA UBURENGANZIRA BWO KUBA UMUHESHA W'INKIKO W'UMWUGA

Serivisi ni iyihe?	Gutanga uburenganzira bwo kuba Umuhesha w'inkiko w'umwuga
Iyi serivisi ihabwa nde?	Usaba kuba umuhesha w'inkiko w'umwuga agomba kuba yujuje ibi bikurikira: ➢ Kuba afite ubwenegihugu bwa kimwe mu bihugu bigize umuryango w'Afurika y'Iburasirazuba; ➢ Kuba yujuje nibura imyaka makumyabiri n'umwe (21) y'amavuko; ➢ Kuba afite nibura impamyabumenyi ihanitse mu by'amategeko cyangwa indi bingana; ➢ Kuba afite icyemezo cy'uko atakatiwe igifungo kingana cyangwa kirengeje amezi atandatu (6); ➢ Kuba yatsinze ikizamini cyanditse.
Ishami ryo kubarizamo	Ishami rishinzwe ubutabera bw'abaturage /Serivisi ishinzwe kurangiza imanza n'itangwa ry'ubufasha mu by'amategeko
Serivisi itangwa ryari?	Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Amezi 6
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Serivisi itangirwa ubuntu
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Ibaruwa yandikiwe Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta agatanga Kopi yayo kwa Perezida w'Urukiko Rukuru na Perezida w'Urugaga rw'Abahesha b'inkiko; - Icyemezo cy'Ubwenegihugu gitangwa n'Umurenge;

	- Icyemezo cy'amavuko ; - Fotokopi y'indangamuntu;(ID) - Fotocopi y'Impamyabushobozi nibura y'Icyiciro cya kabiri cya Kaminuza mu mategeko iriho Umukono wa Noteri; - Icyemezo cyemeza ko atakatiwe n'Inkiko igihano kingana cyangwa kirengeje amezi atandatu (6) *Extrait du casier judiciaire/Criminal record;* - Nomero ya *Telephone* usaba abarizwaho.
Binyura mu yihe nzira kugira ngo uyihabwe	- Nyuma y'amezi atatu usaba kuba umuhesha w'Inkiko atanze dosiye; ➢ Hashyirwaho Itsinda risuzuma amadosiye y'Abakandida basabye kuba Abahesha b'Inkiko b'Umwuga; ➢ Abakandida bujuje ibyangombwa bisabwa bamenyeshwa Umushinjacyaha Mukuru, Perezida w'Urugaga rw'Abahesha b'Inkiko, kugira ngo bagire icyo bavuga ku bakandida basabye kuba Abahesha b'Inkiko b'Umwuga mu gihe kitarenze ukwezi kumwe (1) ➢ Abakandida batujuje ibyangombwa bisabwa babimenyeshwa mu ibaruwa igaragaza ibisabwa batujuje mu gihe kitarenze amezi abiri (2) uhereye umunsi w'isuzumwa ry'amadosiye; ➢ Abakandida basabye kuba Abahesha b'Inkiko b'Umwuga batanzweho ibitekerezo n'inzego zimaze kuvugwa haruguru bashyikirizwa Perezida w'Urugaga kugira ngo bakoreshwe ikizamini ; ➢ Abakandida basabye kuba Abahesha b'Inkiko b'Umwuga bamaze gutsinda ikizamini bemerwa n'Inama Nyobozi y'Urugaga rw'Abahesha b'Inkiko nyuma y'iminsi mirongo itatu (30) amanota amaze gutangazwa; ➢ Abakandida basabye kuba Abahesha b'Inkiko b'Umwuga batsinze ikizamini kandi bemewe n'Inama Nyobozi y'Urugaga rw'Abahesha b'Inkiko b'Umwuga bakorerwa Iteka ribemerera kuba Abahesha b'Inkiko mu gihe kitarenze ukwezi kumwe (1) uhereye igihe Inama Nyobozi y'Urugaga rw'Abahesha b'Inkiko b'Umwuga yabemereje;

	➢ Abakandida basabye kuba Abahesha b'Inkiko b'Umwuga nyuma y'itangazwa ry'Iteka rya Minisitiri mu Igazeti ya Leta ribemerera kuba Abahesha b'Inkiko b'Umwuga, bategurirwa indahiro bakarahirira imbere ya Minisitiri cyangwa imbere y'umukozi wa Leta yabihereye ububasha. ➢ Abahesha b'Inkiko bamaze kurahira bakirirwa indahiro zabo na Minisitiri cyangwa Umukozi wa Leta yabihereye ububasha bagahabwa n'Icyemezo cy'irahira.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Wahamagara Umuyobozi w'ishami rishinzwe kurangiza imanza n'itangwa ry'Ubufasha mu by'amategeko MURERWA Christine ubarizwa kuri telephone: 0788456429/0735500245.
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko №12/2013 ryo ku wa 22/03/2013** rigenga Umurimo w'Abahesha b'Inkiko ryatangajwe mu Igazeti ya Leta № 14 yo ku wa 08/04/2013; - **Amabwiriza ya Minisitiri N^{0} 004/MOJ/ACT 2015 yo ku wa 02/11/2015** agenga imyitwarire y'Abahesha b'Inkiko b'umwuga yatangajwe mu Igazeti ya Leta № 47 yo ku wa 23/11/2015.

2.9. GUSHYIRA MU BIKORWA UMWANZURO /ICYEMEZO CY'URUKIKO

Serivisi ni iyihe?	- Guhuza ibikorwa byose byerekeranye n'irangizwa ry'imanza inyandiko mpesha n'ibyemezo by'Inkiko, - Gukurikirana ibibazo biri mu irangizwa ryazo, - Kurangiza imanza igihe bibaye ngombwa

Iyi serivisi ihabwa nde?	- Umuntu wese ubisabye mu nyandiko cyangwa mu magambo, akagaragaza ko yagejeje ikibazo cye mu Rugaga rw'Abahesha b'Inkiko ntibakimukemurire; - Umuntu wese usabye mu nyandiko kurangirizwa rubanza kandi akagaragaza impamvu abandi bahesha b'Inkiko batarumurangirije
Ishami ryo kubarizamo	Ishami rishinzwe ubutabera bw'abaturage/Serivisi ishinzwe kurangiza imanza n'itangwa ry'ubufasha mu by'amategeko
Serivisi itangwa ryari?	Igihe cyose Serivisi ishyikirijwe ikibazo igasanga ari ngombwa ko ikibazo gikemurwa n'abahesha b'Inkiko ba Minisiteri
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Mu gihe kitarenze amezi atatu (3) iyo nta nzitizi Abahesha b'Inkiko bahuye nayo
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Serivisi itangirwa ubuntu
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Ibaruwa yandikiwe Nyakubahwa Minisitiri w'Ubutabera /Intumwa Nkuru ya Leta ibisaba igaragaza impamvu n'ibimeneyetso byerekana ko ababiherewe ububasha ku rwego rw'Ibanze ndetse n'Abaheha b'inkiko b'Umwuga batabikoze; - Kopi y'urubanza rusabirwa kurangizwa kandi rwabaye itegeko rutakijuririwe, rwateyeho Kashe mpuruza; - Icyemezo kigaragaza ko urubanza rusabirwa kurangizwa rutajuririwe (Attestation de non appel); - Numero ya telephone igendanwa usaba serivisi yabarizwaho; - Inyandiko igaragaza amakuru yose ashobora korohereza Abahesha b'Inkiko ba Minisiteri y'Ubutabera kugira ngo bamenye imitungo y'uwatsinzwe urubanza ishobora kuvanwamo ubwishyu bw'ibyo yategetswe n'Urukiko.
Binyura mu yihe nzira kugira ngo uyihabwe	Kubisaba Minisiteri y'Ubutabera ugashyiraho inyandiko zibihamya
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Wahamagara Umuyobozi w'ishami rishinzwe kurangiza imanza n'itangwa ry'Ubufasha mu by'amategeko MURERWA Christine ubarizwa kuri telephone: 0788456429/0735500245.

Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko №21/2012 ryo ku wa 14/06/2012** ryerekeye imiburanishyirize y'imanza mbonezamubano, iz'Ubucuruzi, iz'umurimo n'iz'ubutegetsi ryatangajwe mu Igazeti ya Leta ya Repubulika y'u Rwanda № 29 yo ku wa 16/07/2012; - **Itegeko №12/2013 ryo ku wa 22/03/2013** rigenga Umurimo w'Abahesha b'Inkiko ryatangajwe mu Igazeti ya Leta ya Repubulika y'u Rwanda №14 yo ku wa 08/04/2013; - **Amabwiriza ya Minisitiri №004/MOJ/ACT2015 yo ku wa 02/11/2015** agenga imyitwarire y'Abahesha b'Inkiko b'umwuga yatangajwe mu Igazeti ya Leta ya Repubulika y'u Rwanda №47 yo ku wa 23/11/2015.

2.10. GUSUZUMA IBIBAZO BYAJE MU NYANDIKO NO KWAKIRA ABAGANA MINISITERI BAFITE IBIBAZO BY'AKARENGANE

Serivisi ni iyihe?	Kwakira, gusuzuma no gukemura/gutanga inama ku bagana Minisiteri bafite ibibazo by'akarengane mu rwego rw'amategeko
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa umuturage wese wandikitse/wagannye Minisiteri afite ikibazo cy'akarengane
Ishami ryo kubarizamo	Ishami rishinzwe ubutabera bw'abaturage/Serivisi ishinzwe kurangiza imanza n'itangwa ry'ubufasha mu by'amategeko
Serivisi itangwa ryari?	**a) Kwakira, gusuzuma no gukemura/gutanga inama mu magambo**

	- Buri wa kane w'icyumweru ni umunsi wihariye wo kwakira ibibazo by'abaturage: ➢ Kuva saa moya za mu gitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; - Igihe umuturage afite ikibazo cyihutirwa ageze kuri Minisiteri ku wundi munsi utari ku wa kane ahita yakirwa agafashwa. **b) Kwakira, gusuzuma no gukemura/gutanga inama mu nyandiko** **- Ibisabwa kugira ngo uhabwe iyi serivisi:** - Ibaruwa isaba kurenganurwa yandikiwe Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta isobanura neza imiterere y'ikibazo umutu afite, aho giherereye n'icyo yifuza ko Minisiteri imufasha; - Iyo baruwa igomba kugaragaza amazina yombi,Telephone, umudugudu, Akagari, Umurenge n'Akarere by'aho uwanditse atuye cyangwa aho aboneka **- Ibaruwa igomba kuba iherekejwe ku mugereka n'ibi bikurikira:** a) Raporo y'Abakozi ba Minisiteri y'Ubutabera (MAJ) bakorera mu Karere k'aho ikibazo giherereye cyangwa aho ufite ikibazo atuye; b) Inyandiko zose zigaragaza ukuri kw'ibivugwa mu ibaruwa, kugaragaza inzego zindi ashobora kuba yaragejejemo ikibazo n'icyo zagiye zigikoraho (amabaruwa zasubije…); c) Mu gihe hari imanza zaburanywe, Kopi z'imanza zigomba kugaragara muri dosiye; **C) Kwakira, gusuzuma no gukemura/gutanga inama mu nyandiko ku karengane kakozwe n'Umuhesha w'Inkiko w'Umwuga** **Ibisabwa kugira ngo uhabwe iyi serivisi**

	1. Umwanzuro wafashwe n'Urugaga rw'Abahesha b'Inkiko b'Umwuga ku bijyanye n'irangiza ry'urubanza mu gihe umuturage arega Umuhesha w'Inkiko w'Umwuga cyangwa Kopi y'ibaruwa yandikiye Urugaga ntahabwe igisubizo mu gihe kirenze iminsi 15; 2. Mu gihe urubanza rwarangijwe, hagomba kugaragara inyandikomvugo y'uko rwarangijwe cyangwa akagaragaza ko atahawe inyandikomvugo y'irangizarubanza
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Umuturage ugeze kuri Minisiteri yakirwa haherewe ku wahageze mbere
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Nta kiguzi bisaba
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	Inyandiko zose za ngombwa zisobanura imiterere y'ikibazo, izavuye mu zindi nzego zagejejweho ikibazo harimo na raporo ya MAJ niba yaragishyikirijwe
Binyura mu yihe nzira kugira ngo uyihabwe	Ntanzira zihariye binyuramo umuturage ategereza igihe agererwaho
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Wahamagara Umuyobozi w'ishami rishinzwe kurangiza imanza n'itangwa ry'Ubufasha mu by'amategeko MURERWA Christine ubarizwa kuri telephone: 0788456429/0735500245.
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	**Amabwiriza ya Minisitiri w'Ubutabera yo ku wa 02/06/2016** agenewe iyakirwa ry'inyandiko zireba Serivisi ishinzwe kugeza Ubutabera ku Baturage

2.11. KWEGEREZA ABATURAGE UBUTABERA (MAJ)

Serivisi ni iyihe?	Mu Nzu Zitanga Ubufasha mu Mategeko (MAJ) hakorera abakozi batatu aribo: Umuhuzabikorwa wa MAJ, Umwungirije ushinzwe kurangiza imanza n'undi mukozi ushinzwe Abunzi no kurwanya ihohoterwa rishingiye ku gitsina. ➢ Aba bakozi uko ari batatu bahuriye ku nshingano zikurikira: ✓ Kugira inama abaturage zishingiye ku mategeko no kubayobora aho ibibazo byabo bigendanye n'amategeko byakemukira; ✓ Kubakorera umwanzuro ushingiye ku mategeko wo gushyikiriza urukiko; ✓ Guhugura abaturage ku mategeko amwe n'amwe bakunze guhura nayo; ✓ Guhugura Abunzi no kubagira inama mu mategeko ➢ Buri mukozi wa MAJ afite inshingano z'umwihariko zikurikira: ❖ **Umuhuzabikorwa wa MAJ:** ✓ Kunganira abatishoboye mu nkiko; ✓ Guhuza ibikorwa bya MAJ mu Karere; ❖ **Umukozi wa MAJ ushinzwe kurangiza imanza:** ✓ Kurangiriza imanza abatishoboye; ❖ **Umukozi wa MAJ Ushinzwe Abunzi no kurwanya ihohoterwa:** ✓ Guhuza ibikorwa by'Abunzi; ✓ Gukurikirana ibibazo by'ihohoterwa rishingiye ku gitsina.
Iyi serivisi ihabwa nde?	Ihabwa abaturage bose bayifuza kandi ntiyishyurwa.
Ishami ryo kubarizamo	Mu Ishami rishinzwe kwegereza abaturage ubutabera (Access to Justice Coordination Unit), mu Nzu zitanga ubufasha mu by'amategeko (MAJ) ziri mu Turere twose tugize Igihugu.

Serivisi itangwa ryari?	• Muri MAJ no mu Ishami rishinzwe kwegereza abaturage ubutabera: Guhera kuwa mbere kugeza kuwa gatanu buri cyumweru: ➢ Kuva saa moya za mu gitondo (7:00am) kugera saa sita z'amanywa (12:00am); ➢ Kuva saa saba (1:00pm) kugeza saa kumi n'imwe z'umugoroba (5:00pm)
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugirango uyihabwe?	• Muri MAJ: Ubusanzwe nta gihe bifata, igihe uyisabiye ni cyo gihe uyibonera, uretse abakenera kunganirwa mu nkiko no kurangirizwa imanza kuko hari ibindi bibanza gukorwa (legal procedures).
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Izi serivisi zitangirwa ubuntu; haba mu Ishami rishinzwe kwegereza abaturage ubutabera, mu Nzu Zitanga Ubufasha mu by'Amategeko (MAJ).
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Witwaza impapuro zose cyangwa se ibindi bimenyetso birebana n'ikibazo ufite. Abifuza kurangirizwa imanza n'abasaba kunganirwa mu nkiko bashyikiriza MAJ icyemezo cy'uko batishoboye nacyo gitangwa n'inzego z'ibanze ku buntu.
Binyura mu yihe nzira kugira ngo uyihabwe?	Kugira ngo ubone iyi Serivisi nta yindi nzira unyura, uretse kwegera Inzu zitanga ubufasha mu by'amategeko (MAJ) no kwitwaza icyemezo cy'uko utishoboye igihe wifuza kurangirizwa urubanza cyangwa kunganirwa mu nkiko n'umukozi wa MAJ.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Iyo abakozi b'Inzu zitanga ubufasha mu by'amategeko (MAJ) mu Turere bataguhaye iyi serivisi, witabaza urwego rushinzwe guhuza ibikorwa byo kwegereza abaturage ubutabera; ugahamagara Umuyobozi w'Ishami rishinzwe kwegereza abaturage ubutabera MUGABO Frank kuri telefoni: 0788579394 (Mtn) na 0735130242 (Airtel)
Hari ibindi ukeneye kumenya kugira ngo ubone iyo serivisi?	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Amabwiriza ya Minisitiri w'Ubutabera** agenewe Abahuzabikorwa ba MAJ bashinzwe kunganira abatishoboye mu Nkiko.

2.12. GUSOMA IBITABO MU ISOMERO RYA MINISITERI

Servisi ni iyihe?	Gusoma ibitabo mu isomero rya Minisiteri
Iyi serivisi ihabwa nde?	Buri muntu wese wifuza gukoresha isomer rya Minisiteri
Ishami ryo kubarizamo	Ishami rishinzwe imicungire y'abakozi n'ubutegetsi
Serivisi itangwa ryari?	- Buri munsi w'akazi: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Ubyifuza ahita abyemererwa
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Nta kiguzi cyakwa kuri iyi servisi
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Indangamuntu cyangwa ikindi cyangombwa kiranga uwifuza gukoresha isomero rya Minisiteri
Binyura mu yihe nzira kugira ngo uyihabwe	Uwifuza iyi servisi werekanye icyangombwa kimuranga ahita ayihabwa ako kanya.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Iyo utishimiye serivisi hamagara bwa mbere kuri 0788768161/0738768161 (umuyobozi ushinzwe abakozi), iyo utanyuzwe uhamagara 0788303383 (Umuyobozi Mukuru ushinzwe Imirimo Rusange. Ku rwego rwa nyuma utanyuzwe yahamagara kuri 0788307919 cg 0733307919 (Umunyamabanga Uhoraho / Intumwa Nkuru ya Leta Yungirije)
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Igitabo kigaragaza abantu bakoresheje isomero rya Minisiteri.
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	Ntabyo

2.13. KWISHYURA INYEMEZABUGUZI ZIREBANA NA SERIVISI, IBIGEMURWA CYANGWA IMIRIMO BYAHAWE CYANGWA BYAKOREWE MINISITERI

Iyi serivisi ni iyihe?	Kwishyura inyemezabuguzi zirebana na servisi, ibigemurwa cyangwa imirimo byahawe cyangwa byakorewe Minisiteri
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa uwatsindiye isoko muri Minisiteri
Serivisi itangwa ryari?	- Guhera ku wa mbere kugeza ku wa kane: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Bitarenze iminsi umunani (8) y'akazi ibarwa uhereye umunsi watanzeho ibyangombwa byose usabwa ngo wishyurwe.
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Ntacyo
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Aho ibintu byasabiwe (Purchase Order); - Inyemezabuguzi 4; - Kopi y'amasezerano asinye; - Ikigaragaza ko watsindiye isoko; - Kopi y'ingwate yatanzwe muri banki; - Aho bagusinyiye ko bakiriye ibintu cyangwa serivisi; - Raporo isinye y'imirimo yarangiye gukorwa; - Ikigaragaza ko ibyasabwe byemejwe; - Izindi nyandiko za ngombwa zijyanye n'ibyishyuzwa.
Binyura mu yihe nzira kugira ngo uyihabwe?	Utanga inyemezabuguzi mu Biro by'Umunamabanga Uhoraho/Intumwa Nkuru ya Leta Yungirije ugategereza
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Iyo utishimiye serivisi hamagara bwa mbere kuri 0788441873 (Umuyobozi w'Ishami ry'Imari), utanyuzwe wahamagara kuri 0788303383 (Umuyobozi Mukuru Ushinzwe Imirimo Rusange. Ku rwego rwa nyuma iyo utanyuzwe wahamagara kuri 0788307919 cg 0733307919 (Umunyamabanga Uhoraho / Intumwa Nkuru ya Leta Yungirije)

Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Iyo ari ubwa mbere wishyurwa na Leta hari Urupapuro usinyisha kuri Banki yawe mbere y'uko umukozi ubishinzwe wa Minisiteri ajyanya iyo nyandiko ituma ushyirwa muri Smart IFMIS ikoreshwa mu gucunga umutungo wa Leta
Amategeko cyangwa izindi nyandiko	- "Manual of Government Policies and Procedures: Financial Management & Accounting". **Umutumba III. Ibaruramari n'icungamutungo** **1st Edition, November 2006 by MINECOFIN;** - **Ibaruwa N° 010/20013-496/RPPA yo ku wa 31 Gicurasi 2013** y'Ikigo cy'Igihugu Gishinzwe Gukurikirana Amasoko ya Leta - **Igitabo cya RPPA** gikubiyemo ibijyanye no kwishyura

2.14. GUTANGA IBYEMEZO BY'ABAHOZE ARI ABAKOZI BA MINISITERI Y'UBUTABERA

Iyi serivisi ni iyihe?	Gutanga ibyemezo by'abakozi bahoze bakorera Minisiteri
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa uwahoze ari umukozi wa Minisiteri
Ishami ryo kubarizamo	Ishami rishinzwe imicungire y'abakozi n'ubutegetsi
Serivisi itangwa ryari?	- Buri munsi w'akazi: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa ➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Bitarenze iminsi itatu uhereye umunsi byasabiweho

Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Ntacyo
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Ibaruwa yamushyize mu kazi n'ibaruwa imusezerera cyangwa isezera, icyemezo cy'Inama y'Abaminisitiri kimushyira mu mwanya, kimusimbura, kimukuraho cyangwa kimuha indi mirimo. - Amasezerano y'akazi kubakoreye ku masezerano
Binyura mu yihe nzira kugira ngo uyihabwe	Ubishaka abisaba Umunyamabanga Uhoraho/Intumwa Nkuru ya Leta Yungirije arabisaba kandi agatanga inyandiko zavuzwe ahabanza ziherwaho ategurirwa ibyo asaba agategereza
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Iyo utishimiye serivisi hamagara bwa mbere kuri 0788768161/078768161 (Umuyobozi ushinzwe Ubutegetsi n'Abakozi), utanyuzwe wahamagara kuri 0788303383 (Umuyobozi Mukuru Ushinzwe Imirimo Rusange). Ku rwego rwa nyuma iyo usaba servisi atanyuzwe ahamagara kuri 0788307919 cg 0733307919 (Umunyamabanga Uhoraho/ Intumwa Nkuru ya Leta Yungirije)
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ubusabe bw'ushaka icyangombwa bushyikirizwa Umunyamabanga Uhoraho/Intumwa Nkuru ya Leta Yungirije
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	Ingingo ya 38 y'Itegeko No 13/2009 ryo ku wa 27/05/2009 rigenga umurimo mu Rwanda

2.15. GUTANGA IBYANGOMBWA BYO KURANGIZA AMASOKO

Iyi serivisi ni iyihe?	Gutanga ibyangombwa byo kurangiza amasoko
Iyi serivisi ihabwa nde?	Iyi serivisi ihabwa Rwiyemezamirimo wigeze gutsindira isoko akagirana amasezerano na Minisiteri
Ishami ryo kubarizamo	Umukozi ushinzwe amasoko
Serivisi itangwa ryari?	- Buri munsi w'akazi: ➢ Kuva saa moya z'igitondo kugeza saa sita z'amanywa

	➢ Kuva saa saba kugeza saa kumi n'imwe za nimugoroba; -Ku wa gatanu: ➢ Kuva saa moya kugeza saa sita z'amanywa Kuva saa saba z'amanywa kugeza saa cyenda z'amanywa.
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Bitarenze iminsi itatu y'akazi uhereye igihe byasabiweho
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	Nta kiguzi cyakwa kuri iyi servisi
Ni ibihe bya ngombwa bisabwa kugira ngo uyihabwe?	- Amasezerano y'isoko yarangiye - Ifishi yujujwe na servisi yacunze amasezerano igaragaza uko abahawe servisi bayibonye
Binyura mu yihe nzira kugira ngo uyihabwe	Ubusabe bw'ushaka icyangombwa bushyikirizwa Umunyamabanga Uhoraho/Intumwa Nkuru ya Leta Yungirije
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Iyo utishimiye serivisi hamagara bwa mbere kuri 0788303383 (Umuyobozi Mukuru ushinzwe Imirimo Rusange), naho utanyuzwe wahamagara kuri 0788307919 cg 0733307919 (umunyamabanga Uhoraho / Intumwa Nkuru ya Leta Yungirije)
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Ntazo
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	**Ingingo ya 5 y'Itegeko No 05/2013 ryo ku wa 13/02/2013** rihindura kandi ryuzuza Itegeko No 12/2007 rigenga amasoko ya Leta ryasohotse mu Igazeti ya Leta N^{0} 16 yo ku wa 22/04/2013

2.16. GUTANGA URUHUSHYA RWO GUTUMIZA INTWARO, INTAMBI NA FIREWORKS MU MAHANGA

Serivisi ni iyihe?	Gusura, gusuzuma no gutanga icyemezo cyo gutumiza intwaro, intambi na fireworks.

Iyi serivisi ihabwa nde?	- Intwaro:Iyi serivisi ihabwa Ibigo byigenga bikora akazi k'umutekano w'abantu n'ibintu, - Intambi: Ibigo bya leta n'ibyikorera bikora ubucukuzi mine, kariyeri n'ibikorwa remezo bikenera gukoresha intambi, - Fireworks: Ibigo, amahoteli, ibirori bikenera gutumiza no gukoresha fireworks.
Ishami ryo kubarizamo	Ishami rishinzwe intwaro nto n'iziciriritse
Serivisi itangwa ryari?	-Guhera kuwa mbere kugera kuwa kane: ➢ Kuva saa moya z'igitondo kugera saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugera saa kumi n'imwe za nimugoroba; -Kuwa gatanu: ➢ Kuva saa moya z'igitondo kugera saa sita z'amanywa ➢ Kuva saa saba z'amanywa kugera saa cyenda z'amanywa
Uhereye igihe wasabiye serivisi bifata igihe kingana iki kugira ngo uyihabwe?	Iyo usaba yujuje ibiteganywa n'amategeko, bitwara iminsi itarenze itanu gusa guhabwa uburenganzira.
Ni ikihe kiguzi gisabwa kugira ngo ubone serivisi?	- Iyi serivisi itangirwa ubuntu.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	-**<u>Utumiza intwaro agomba</u>**: ➢ kwerekana icyemezo gitangwa na Insipegiteri wa polisi kibemerera gutunga no gukoresha intwaro, ➢ Kwerekana ububiko bw'intwaro bwujuje ibiteganywa n'itegeko rirebana n'imicungire y'intwaro; ➢ Intwaro iyo imaze gusaza cyangwa ikagira ubundi busembwa ikurwa mu zindi, igashyikirizwa polisi y'igihugu ikajyanwa ahabugenewe igasenywa (destruction). -**<u>Utumiza intambi</u>**: ➢ Agomba kugira uruhushya rwa MINIRENA rwo gucukura mine, kariyeri cyangwa ibikorwa remezo, ➢ Agomba kugira uburenganzira butangwa na RDB bwo gukora icyo gikorwa; ➢ Utumije mu mahanga intambi n'ibijyanye nazo abibitsa I Rutongo mu bubiko bwa Leta, hagacungwa n'inzego z'umutekano;

	➢ Asurwa na Komite ishinzwe kugenzura intambi n'ibijyanye nazo kureba ko ububiko bwujuje ubuzira nenge, ububiko bwujuje ibisabwa kugira umutekano w'abantu n'ibintu ubungabungwe; ➢ Ububiko bw'intambi ubunini n'ubuto busurwa nibura inshuro enye ku mwaka; ➢ Mbere yo gukoresha intambi hamenyeshwa inzego z'akarere n'inzego z'umutekano, bagateguza abahaturiye kugirango badahungabana; ➢ Nyuma yo kuzikoresha hakorwa raporo; yohererezwa Minisiteri ifite umutekano mu nshingano zayo, MINIRENA, inzego zúmutekano n'ubuyobozi bw'ibanze. ➢ Intambi zishaje cyangwa zikagira ubundi busembwa zikurwa mu zindi, zigashyikirizwa Komite igenzura intambi n'ibijyanye nazo zikagezwa ahabugenewe zigasenywa. -**<u>Fireworks</u>**: ➢ Agomba kugira icyangombwa gitangwa na RDB, kimwerera gukorera icyo gikorwa mu gihugu, kinasaba uburenganzira muri MINIJUST uburenganzira bwo gutumiza mu mahanga no gukoresha fireworks; ➢ Utumiza fireworks agomba kuba afite ububiko bwabugenewe cyangwa akazibitsa mu nzego zishinzwe umutekano; ➢ Ukoresha fireworks yiyambaza inzego zishinzwe umutekano zifite ubunararibonye murizo mu rwego rwo kwirinda impanuka; ➢ Nyuma yo gukoresha fireworks hasuzumwa ko ntazasigaye zidaturitse.
Binyura mu yihe nzira kugira ngo uyihabwe	-**<u>Intwaro</u>**: ➢ Wandikira Minisiteri y'Ubutabera ukamenyesha Polisi y'Igihugu. -**<u>Intambi n'ibijyanye nazo</u>**:

	➢ Ubusabe bunyuzwa muri MINIRENA igasuzuma dosiye. Iyo MINIRENA imaze gusuzuma dosiye iyohereza muri Minisiteri y'Ubutabera ikagenera kopi uwasabye. -**<u>Fireworks</u>**: ➢ Ubusabe bunyuzwa mu kigo cy'Igihugu cy'Iterambere (RDB).
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyi serivisi?	Udahawe service inoze kandi ku gihe amanyesha umunyambanga uhoraho muri MINIJUST/Minisitiri w''ubutabera/Intumwa nkuru ya Leta.
Hari ibindi bikenewe kumenywa kugira ngo ubone iyo serivisi	- Wasura urubuga rwa Minisiteri y'Ubutabera www.minijust.gov.rw; - Ushobora gusura imbuga nkoranyambaga za MINIJUST kuri Twitter na Facebook: Twitter: @Rwanda_Justice Facebook: Minijust Rwanda - Wanatelefona imirongo itishyurwa 3736 (Airtel) cyangwa 3936 (MTN)
Impapuro zuzuzwa	Hari urupapuro rwuzuzwa rugaragaza umwirondoro n'ibisabwa
Amategeko cyangwa izindi nyandiko zivuga kuri iyi serivisi	- **Itegeko ryerekeye intwaro N^{0} 33/2009 ryo ku wa 18/11/2009** ryerekeye intwaro, ryasohotse mu Igazeti ya Leta N^{0} 52 bis yo ku wa 28/12/2009; - **Iteka rya Perezida N^{0} 26/01 ryo ku wa 30/05/2011** rishyira mu bikorwa Itegeko N^{0} 33/2009 ryo ku wa 18/11/2009 ryerekeye intwaro, ryasohotse mu Igazeti ya Leta N^{0} 25 yo ku wa 20/06/2011; - **Itegeko N^{0} 37/2008 ryo ku wa 11/08/2008** rigenga ubucukuzi bw'amabuye y'agaciro na kariyeri, ryasohotse mu Igazeti ya Leta N^{0} 14 bis yo ku wa 06/04/2009; - **Iteka N^{0} 001/16/01 ryo ku wa 03/01/2012** rigenga intambi mu mirimo y'ubucukuzi bwa mine na kariyeri no mu bikorwa remezo, ryasohotse mu Igazeti ya Leta N^{0} 03 bis yo ku wa 16/01/2012.