

**REPUBULIKA Y'U RWANDA
INTARA Y'IBURASIRAZUBA**



AKARERE KA NGOMA

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

♣♣ AGACE K'ICYARO ♣♣

**SERIVISE ZITANGIRWA KU
RWEGO RW'AKARERE**

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Ibirimo

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitgekere 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'imitgekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitungire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitungire 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 gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	Ibaruwa isaba yandikiwe Akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) Inzira binyuramo	Aho icyapa kigomba gushyirwa harasurwa kugirango barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa frw 20,000 kuri meterokare, yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Kuva ku minsi 3 kugeza ku byumweru 2

b) Gusaba uruhushya rwo kubaka

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe gutanga impushya zo kubaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. Mu mujyi wa Kigali bikorwa hakoreshejwe ikoranabuhanga, nta rwandiko rusabwa. - Kopi 3 z'igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities) - Ibishushanyo byerekana inyubako ku buryo burambuye (building plans) - kopi 3 - Ifishiy'ubutaka (deed plan) - Impapuro zishyuriweho amafaranga asabwa

	- Fotokopi y'icyangombwa cy'ubutaka;
4) Inzira binyuramo	<ul style="list-style-type: none"> - Wandikira Akarere ugatanga impapuro zisabwa. - Ibiro by'ubutaka biguha umunsi wo gusura ikibanza - Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere. - Ukajya kuri banki kwishyura amafaranga usabwa - Igihe cyo gusura no gusuzuma aho uzubaka bikorwa n'umukozi ushinzwe gutanga impushya zo kubaka mu karere, mu gihe runaka, iyo asanze byose bitunganye, raporo akayikora ashingiye ku byo yabonye, ashobora kuguha icyemezo cyo gutangira ibikorwa - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - Kuva kuri 0-100 meterokare zubatsweho wishyura Rwf 20,000, - Kuva kuri 100-500 meterokare zubatsweho wishyura Rwf 40,000, - Kuva kuri 500 meterokare zubatsweho kuzamura wishyura Rwf 60,000
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

c) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka wahawe - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu - Fotokopi y'icyangombwa cy'ubutaka;
4) Inzira binyuramo	Wandikira Akarere ugatanga impapuro zisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho buri hagati ya m² 0 na m² 100 - 40.000 Frw: Ubuso bwubakwaho buri hagati ya m² 100 na m² 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

d) Gusaba uruhushya rwo gukorera mu nyubako nshya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba uruhushya rwo gukoresha inyubako - Fotokopi y'urushya rwo kubaka wahawe - Igishushanyo bigaragaza uko inyubako yubatswe - Ingano y'ibyakoresheje mu kubaka - Ubwoko by'ibikoresho byakoreshejwe - Amafoto y'inzu - Fotokopi y'Icyangombwa cy'ubutaka
4) Inzira binyuramo	Aho inzu iri harasurwa nyuma yo kuzuza ibisabwa ngo uhabwe uburenganzira
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

e) Gukemura ibibazo bijyanye n'ibikorwaremezo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	<p>Akarere gasura aho ikibazo kiri kigashakirwa umuti. Aho hantu harasurwa hakorwa ubukangurambaga mbere yo kubaka ibikorwaremezo, abantu bakimurwa Ibaruwa yandikiwe akarere</p> <p>Hakorwa ubukangurambaga bwo kumvisha abaturange ibyiza by'ibikorwaremezo bizahakorerwa</p>
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

f) Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	<p>Wandikira umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyuzwa (inyemezabuguzi).Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari</p>

	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

g) Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafotoane (4) y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka
4) Inzira binyuramo	Iyo umaze gusaba, baza gusura aho inzu yubatswe bagakora raporo ari nayo iherwaho baguha icyangombwa cyo gasana/kuvugurura hashingiwe kubyo babonye mu isura.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	1.200 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 30

B. UBUTAKA (OSC)

a) Kugabanyamo ibice ikibanza/isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice - Kopi y'Indangamuntu cyangwa paseporo - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Iburo by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanywamo ibice - Gutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo ibice - Raporo y'ipimwa ry'ubutaka yashyizweho umukono nanyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge

	witwaje ibisabwa. Ku butaka bwagenewe ubuhinzi, ubworozi n'amashyamba, nta gabanya rikorwa iyo ibice bivuyemo bitagejeje kuri 1 ha,. Ku butaka bugenewe ibindi nko Gutura, ubucuruzi, inganda, ibikorwa by'ubuzima, Amashuri,...ubutaka buragabanywa n'iyi ari buto.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (fiche cadastrale). 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

b) Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa guhuzwa - Kopi y'Indangamuntu cyangwa paseporo - Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Ubutaka busabirwa guhuzwa bugashyirwa mu izina rimwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	15,000
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

c) Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ka Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso - Kopi y'Indangamuntu cyangwa paseporo - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibirob y'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso - Raporo y'ipimwa ry'ubutaka yashyizweho umukono nanyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye - Icyangombwa cy'ubutaka cy'abo bahuje imbibi(Ubusanzwe imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa n'umukozi ushinzwe ubutaka ku karere.
5) Izindi nzego unyuramo	Umukozi ushinzwe ubutaka ku rwego rw'intara
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan).

	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

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 mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'indangamuntu cyanga paseporo - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Kugaragaza ko wishyuye imisoro yose y'ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5000Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 117h00
8) Igihe ntarengwa	Uwo munsu(Land week) Icyangombwa kiboneka mu byumweru 2

e) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Kopi y'indangamuntu cyangwa paseporo - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruwe - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agomba kuba

	yararishywe nta mwenda usigaye .
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (Fiche cadastrale). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru 2

f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'indangamuntu ya nyir'ubutaka cyangwa paseporo - Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhande rwa nyir'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru 2

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 mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka - cyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB - Iyo ari imiryango nyarwanda itegamiye kuri Leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Urwego cy'Igihugu rw' Imiyoborere(IGB). - Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru

	bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	-5,000 Frw kuri buri cyangombwa cy'ubutaka gishya Ugomba kuba warishyuye imisoro y'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru bibiri(2)

h) Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association)

1) Uhabwa iyi serivise	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangira mutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Abagize ishyirahamwe rya ba nyir'inyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi z'indangamuntu z'abasaba cyangwa paseporo - Icyemezo cyo kuba warashyngiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa

	- Ibyangombwa by'ubutaka buriho isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru 2

j) Ihererekanya ry'uburenganzira ry'igice cy'isangira mutungo ku nyubako (condominium unit)

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'ishererekanya ry'uburenganzira - icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'ishererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit) - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangira mutungo (Proof of ownership from Association of Owners)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30.000 Yiherekanya ry'uburenganzira ku gice cy'umutungo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 2

k) Gukosora amakuru muri regisitiri y'ubutaka (amazina yanditse nabi, inimeru y'irangamuntu, ...)

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka cyangwa paseporo - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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(Land week). Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indi nyandikompano
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	25000Frw
7) Igihe itangirwa	Umunsi utangwa n'Akarere
8) Igihe ntarengwa	Uwo munsi(Land week). Icyangombwa kiboneka mu byumweru 2

m) Gusaba ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<p>Iyo ibyangombwa by'ubutaka byatakaye:</p> <ul style="list-style-type: none"> -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 kuri Radiyo <p>Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa:</p> <ul style="list-style-type: none"> - Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutaka byangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye - Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro(affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye hashingiwe kucyemezo cy'Umunyamabanga Nshingwabikorwa w'Akagari k'aho usaba atuye - Iyo ari ibyangombwa by'agateganyo byatakaye nyir'ubutaka akaba azi numero yabwo ajya muri Police ku garagara ko byatakaye bakamuha icyemezo - Iyo atazi numero y'ikibanza akoresha (fiche cadastrale)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya 10.000Frw kuwa koresheje (fiche cadastrale)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 2
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n) Guhinduza icyo ubutaka bwagenewe gukoreshwa

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Kopi y'ibimuranga cyanga paseporo - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera - Raporo y'ipimwa ry'ubutaka yakozwe n'umukozi ushinzwe ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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(Land week). Icyangombwa kiboneka mu byumweru 2

o) Gusaba guhabwa ibyangombwa by'ubutaka kubutaka Leta yagurishije cyangwa yatanze

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka cyangwa Umwanzuru w'Inama Njyanama y'Akarere - Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akarere k'aho ubutaka buherereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka mu Murenge yitwaje ibisabwa,nyuma ushinzwe ubutaka ku Murenge akabishyikiriza ushinzwe ubutaka ku Karere
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	-25.000Frw by'iherekanya ry'umutungo utimukanwa

	-10.000Frw ku wakoresheje fiche cadastrale - Kubatishoboye bagaraza icyemezo cy'uko batishoboye Leta ikabafasha muri byose -50000Frw by'icyangobwa gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya Noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira - Iyo ari ukuvana muri rejisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka - 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 barashyingiranywe bagiranye mbere yo gutana.
4) Inzira binyuramo	Ujya ku biro by'ubutaka mu Murenge witwaje ibisabwa, ushinzwe ubutaka ku Murenge nawe akabishyikiriza ushinzwe ubutaka ku Karere
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya (yishyurwa kuri konti y'Akarere) 25.000 iyo ushaka kongera umuntu ku cyangomwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - icyemezo cyo kuba warashyngiwe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - 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. - Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari we wanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 2

r) Kwemeza igishushanyo cy' ikibanza (deed plan)

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe - Iyo ari ugusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy' umutungo cyashyizwe umukono na Komite z'ubutaka mu Kagari gisinywaho n'ubuyobozi bw'Akagari n'Umurenge cy'uko ubutaka ari ubwe - Kwishyura 10000 rwf y'icyemezo cy'ubutaka (Fiche cadastrale)
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ujya ku biro by'ubutaka (Aho bakirira abantu) mu masaha y'akazi - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS. - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa. - Iyo borune zikenewe, ni wowe uzigurira. - Ku turere tw'umujyi n' icyaro, isuzuma ry'ubutaka, rikorwa n'abikorera ku giti cyabo mu byerekeranye no gususuzuma ubutaka(hishyurwa 30000rwf)
5) Izindi nzego unyuramo	Umurenge

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	Icyumweru kimwe nyuma yo gusura ubutaka

s) Gukemura amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) Umukozi ubishinzwe	Ushinzwe ubutaka mu Karere
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 umwanzuro.
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. Igisubizo kiboneka ikibazo kimaze gusesengurwa

IBIDUKIKIJE

a) Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	K'ubucukuzi bw'amabuye y'agaciro: <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko irambuye y'umushinga - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije <p>Kuri kariyeri itarenga 5 ha:</p> <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge

	<ul style="list-style-type: none"> - Ikarita y’aho ikirombe kiri - Inyandiko y’umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije - Kwishyura 50.000 Rwf mu gihe uzanye dosiye ku Karere, - Kwishyura 200.000 Rwf mugihe wemerewe icyngombwa cy’ubucukuzi. <p>Kwishyura ingwate (hashingiwe kubyabazwe) asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere</p>
<p>4) Inzira binyuramo</p>	<p>Hariho impushya z’amoko atatu mu byerekeye ubucukuzi bw’amabuye y’agaciro:</p> <ol style="list-style-type: none"> 1. Uruhushya rwo kurambagiza (rumara imyaka 2) 2. Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), 3. Uruhushya rwo gukurura amabuye y’agaciro (rumara imyaka 5). <p>Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y’aho amabuye y’agaciro yaba aboneka. Uruhushya rutangwa na minisiteri ishinzwe mine na kariyeri (MINIRENA).</p> <p>Umunyamabanga nshingwabikorwa w’Umurenge asaba impapuro Uruhushya rwo kurambagiza n’ubushakashatsi. Nyuma y’ubushakashatsi, ibisubizo byohereza muri Minisiteri ishinzwe mine na kariyeri</p> <p>Ibyo kujyana ku Murenge: Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w’Umurenge, ikarita y’aho uzakorera yakozwe kandi yemejwe n’inzobere, imbanzirizamushinga, uburyo bwo kurinda aho hantu n’ibidukikije, n’aho uherereye.</p> <p>Iyo ikibanza gihereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w’Umurenge gihereyeremo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.</p>
<p>5) Izindi nzego unyuramo</p>	<p>MINIRENA</p>
<p>6) Amafaranga yishyurwa</p>	<p>Ubucukuzi bw’amabuye y’agaciro Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw yishyurwa kuri konti ya MINIRENA. Ipatanti yishyurwa kuri konti y’Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y’isuku.</p> <p>Kariyeri (1 ha cyangwa munsu):</p> <ol style="list-style-type: none"> 1. Amafaranga y’ ingano y’ahacukurwa 2. Amafaranga y’isuku 3. Amafaranga y’ipatanti

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uhamagara umukozi ubishinzwe cyangwa ukaza ku Karere ugasobanura uko ikibazo giteye
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

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"> - Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya Noteri - Kwishyura amafaranga asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe) - Iyi serivise ntatangwa 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)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro) binyuze ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese uyikeneye
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa (Irembo)
4) Inzira binyuramo	<ul style="list-style-type: none"> - Amasezerano y'inguzanyo ya banki. - Ubisaba azana n'umwishingira (iyo ari ngombwa mu masezerano) bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bo basinye koko.
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)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

c) Gusaba gushyira umukono kuri stati y'amashyirahamwe,amakoperative n'imiryango itari iyaLeta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> - Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura amafaranga asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri agenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, - Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma - Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zisinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Baza amafaranga yishyurwa ku murenge ku byerekeye gusinyisha impapuro kwa noteri
7) Igihe itangirwa	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe
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
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 munsu wagenwe n'Akarere (kuwa kane wa buri cyumweru)
8) Igihe ntarengwa	Uwo munsu 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 munsu

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) Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubugenzuzi bw'imisoro mu Karere n'umukozi ushinzwe ibaruramari ry'imisoro mu Karere
3) Ibisabwa	<p>Ipatanti:</p> <ul style="list-style-type: none"> - Kumenyekanisha aho ukorera n'imirimo ukora <p>Umusoro ku mitungo:</p> <ul style="list-style-type: none"> - Ibyangombwa by'umutungo <p>Umusoro ku bukode:</p> <ul style="list-style-type: none"> - Umasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro
4) Inzira binyuramo	Uza ku Karere cyangwa ku murenge ukareba abakozi bashinzwe imisoro kukarere, 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

b) 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

c) Gusaba kwishyura imisoro mu bice

1) Uhabwa iyi serivise	Umuntu wese ubyifuza
2) Umukozi ubishinzwe	Umukozi ushinzwe imisoro mu Karere
3) Ibisabwa	Kuzusa 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

d) Kwishyura ubukode ku mitungo y'Akarere

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinze imisoro ku Karere
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho n'Inama 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

IV. ITANGWA RY'AMASOKO

a) Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	- Gutangaza isoko binyuze muburyo bw'Ikoranabuhanga mu itangwa ry'amasoko biboneka kurubuga rwa www.umucyo.gov.rw - Kuba wariyandikishije mu ikoranabuhanga ryo gupiganira amasoko ya Leta mu Rwanda ubifashijwemo n'Ikigo cy'Igihugu gishinzwe iterambere (RDB).
4) Inzira binyuramo	Iyo wiyandikishije mu ikoranabuhanga ry'Itangwa ry'Amasoko (e-Procurement system) binyuze kuri www.umucyo.gov.rw , uba ufite ubushobozi bwo kubona amasoko yose yatangajwe n'ibigo byose bya Leta mu Rwanda, ubasha kubona ibitabo bikubiyemo amabwiriza agenga ipiganwa ukabasha gupiganwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa - amafaranga y'ingwate y'ipiganwa iyo isabwa ariko hari igihe aba atasabwe bitewe n'uko isoko ringana
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	Ntabyo
4) Inzira binyuramo	Ujywa muri system y'Itangwa ry'amasoko (E-procurement system) ukajya ahanditse communication ukabaza cg ugasobanuzwa icyo wifuzwa cyose, ushobora kujya ku biro by'umukozi ushinzwe amasoko ugahabwa inama n'ubufasha wifuzwa. Ushobora kandi guhamagara cyangwa ukohereza 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, binyuze mu ikoranabuhanga mu itangwa ry'amasoko (E-Procurement system)
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Inyandiko z'ipiganwa zoherezwa mu Karere binyuze mu ikoranabuhanga mu itangwa ry'amasoko (E-Procurement system).
5) Izindi nzego unyuramo	Iyo bibaye ngombwa ko ukenera ubufasha, ubifashwamo n'ikigo cy'igihugu gishinzwe itangwa ry'Amasoko (RPPA) abakozi b'umushinga wa E-procurement
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uherye ku muni isoko ryatangarijwe kugeza ku isaha ntarengwa yo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Uwo muni

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 mugihe kitarenze iminsi 21 isoko rimaze gufungurwa, binyuze muri gahunda y'ikoranabuhanga mu itangwa ry'amasoko (E-procurement system).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi kuva ku muni 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 uhabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Uhabwa imbanzirizamushinga y'amasezerano (Draft contract) muri system ya E-procurement, ukayisoma ukayemeza cg ugasaba ibihindurwa mugihe birimo, mwarangiza kwemeranywa kuri iyo mbanziriza mushinga ku masezerano impande zombi zirasinya muri system y'ikoranabuhanga ku itangwa ry'amasoko Amasezerano asinywa mu minsi 15 nyuma y'imenyeshya ry'uwasinze
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi ku itariki yemejwe

f) Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo wasinyiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.
4) Inzira binyuramo	Wandikira Umugenga w'Ingengo y'Imali y'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) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

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 ubuvuzi bw'amatungo ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, , ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa 1500 kuwimura amatungo tutitaye ku mubare w'amagtungo, 2200 frw kuri buri nka ku bacuruzi, amafanga 500 ku itungo rigufi ku bacuruzi - Indangamuntu ya nyiraryo
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 cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugirango Umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 500 Frw na 2200 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 ubuvuzi bw'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> - Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijanywe, uburyo bwo kubitwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo
4) Inzira binyuramo	<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. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y'amata ahabwa icyangombwa</p>

	<p>kimara nibura umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherrwaho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa(Kuba ifite ibirinda inyama iyo bibaye ngombwa). Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amafarangaari hagati ya 1.500 Frw.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

c) Guhabwa inama ku mushinga w'ubworozi

1) Uhabwa iyi serivise	Umuntu wese ubushaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) Inzira binyuramo	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneye inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'akarere ari kumwe n'uwo umurenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

d) Kugura intanga

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
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 muganga w'amatungo w'Akarere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanzwe na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.

5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hishyurwa hakurikijwe agiciro cy'intanga
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo muni

e) Kugenzura inyama n'ibikomoka ku matungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Umukozi ubikora agomba kuba abifitiye ubumenyi
4) Inzira binyuramo	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigira veterineri waryo. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Abakozi b'Akarere bayitangiye ubuntu
7) Igihe itangirwa	Ku minsi yo gusura yagenwe n'Akarere
8) Igihe ntarengwa	Ako kanya

f) Gukingira amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Amatungo akenewe gukingirwa
4) Inzira binyuramo	Bikorwa mu gihe cyo gukingira indwara: ubutaka inshuro 1 mu mwaka, Uburenge n'Igifuruto bikingirwa buri mwaka Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa buri mwaka bitewe n'igihe baheruka gukingiraho.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri mwaka ushingiyeye igihe baheruka gukingiraro
8) Igihe ntarengwa	Mu minsi yatangajwe yo gukingiraho

g) Icyangombwa cyo kuroba

1) Uhabwa iyi serivise	Koperative y'uburobyi
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba ufite cyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburobyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - Kuba ufite ubwishingizi (assurance)

	- Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) Inzira binyuramo	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobyi muri RAB. Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, polisi bari hamwe na umukozi wa RAB mu karere ufite uburobyi mu nshingano ze
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Gahunda ya buri mwaka
8) Igihe ntarengwa	Icyumweru 1

h) Gupima ubuzima bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laburawari ya RAB, bagafata ibipimo.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

i) Kuvugura amatungo haterwa intanga

9) Uhabwa iyi serivise	Umuntu wese ubikeneye
10) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
11) Ibisabwa	Ntabyo
12) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge.
13) Izindi nzego unyuramo	RAB
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) Igihe ntarengwa	Umunsi umwe

VI. UBUHINZI

c) Guhabwa ubufasha ku mushinga w'ubuhinzi

1) Uhabwa iyi serivise	Umuhizi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi

3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
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

VII. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba => Hegitari 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba mu Akarere
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, huzuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuzwa ifishi yabigenewe ku Kagari igasinywaho n'Umunyamabanga Nshingwabikorwa w'Akagari n'abahsmya babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe n'ubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Umunsi umwe nyuma yo gusurwa

b) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Ubisaba agomba kuba afite icyangombwa cyo gusarura.

	<ul style="list-style-type: none"> - 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) Inzira binyuramo	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwagurishije niwe usaba icyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze.
5) Izindi nzego unyuramo	Akagari n'Umurenge
6) Amafaranga yishyurwa	1.000 Frw kuri toni no kuva kuri 500 kugeza kuri 2000 y'uruhushya yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni nyuma yo gusura ikibanza

c) Gusaba ingemwe z'ibiti

1) Uhabwa iyi serivise	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	<ul style="list-style-type: none"> - Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) Inzira binyuramo	Urutonde rwakorewe ku Mudugudu rukemezwa n'Akagari n'Umurenge.
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

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	Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandiko mvugo y'inama itangiza koperative ifite umukono w'abanyamuryango ba koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bose

	<p>basinyeho. Bishyura 1.200 Frw kuri SACCO cyangwa Banki y'abaturage bakazana impapuro barihiyeho. Umurenge ubaha icyemezo.</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, bahabwa icyangombwa cy'agateganyo mucyumweru kimwe(1) . Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangombwa cya burundu mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.</p>
5) Izindi nzego unyuramo	Umurenge, RCA
6) Amafaranga yishyurwa	Amafaranga asabwa atangirwa ku murenge
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumeru 1 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

IX. UBUREZI

a) Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu karere
3) Ibisabwa	Ibaruwa isaba ishuri ifite umukono w'umuyobozi w'ikigo asaba ,Inyemezamanota y'ikigo wigamo, Inyemezamanota yo mu kizamini cya Leta
4) Inzira binyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Indangamanota y'ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) Igihe ntarengwa	Ukwezi kumwe

b) Kwakira abakeneye amakuru ku ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) Inzira binyuramo	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ako kanya

X. IMIYOBORERE MYIZA

a) Gutega amatwi ufite ikibazo

1) Uhabwa iyi serivise	Umuturage wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imiyoborere myiza
3) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) Inzira binyuramo	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) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa kane wa buri cyumweru kuva 7h00 kugwza 17h00, ariko no mu yindi minsi ushobora kwakirwa iyo yahawe gahunda
8) Igihe ntarengwa	Uwo muni

XI. UBUTEGETSI N'IMICUNGIRE Y'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) Guhuza akarere n'izindi nzego zikagana

1) Uhabwa iyi serivise	Ibigo bya Leta, Abikorera n'imiryango itegamiyekuri 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

c) Gusaba akazi mu Karere

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe imicungire y'abakozi mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba ufite Konti muri e-recruitment system ya MIFOTRA - Kuzuzwa form yabugenewe muri system ukomekaho ibyo system igusaba byose - Ku basaba akazi k'ubwarimu: Kuzuzwa ifishi isabirwaho akazi iboneka ku rubuga rwa MIFOTRA ukomekaho indangamuntu n'impamyabumenyi bitari notifiye.
4) Inzira binyuramo	Ujya ku rubuga www Akarere, ugatanga kopi y'impamyabumenyi iriho umukono wa noteri, ukuzuzwa ifishi ya komisiyo y'abakozi ba Leta.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Igihe cyose Akarere gakeneye umukozi
8) Igihe ntarengwa	Hakurikizwa ibiteganywa n'iteka rya Perezida No 144/01 ryo kuwa 13/04/2017 -Ku barimu hakurikizwa amabwiriza ya REB

c) Kohereza inyandiko zisubiza abandikiye Akarere

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi bireba
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umukozi bireba yandika mw'izina rya Mayor asubiza uwandikiye Akarere. Nyuma yo gusinywa. Urwandiko rushyirwa mubunyamabanga rusange, zikajyanwa n'Iposita, ufite email nawe akoherezwa kopi isikannye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako 4

d) Kubara no gutanga imperekeza

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65)
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rubisaba, - icyemezo cy'amavuko, - Ibyemezo by'aho wakoze n'igihe wahamaze, - Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse. - Nomeru ya konti - Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho
4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanda 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 3

e) Kubara no gutanga impozamarira

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
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2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	-Icyemezo cy'urupfu -Ibaruwa isaba - ibaruwa iha akazi nyakwigendera -Icyemezo cyo gushyingirwa niba ari impozamarira isabwa nuwo bashakanye. -Icyemezo cy'urukiko cyerekana umuzungura niba atarashatse Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi.
4) Inzira binyuramo	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, umuyobozi w'Ibitaro cyangwa Ikigo nderabuzima, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari) akora raporo. Icyemezo cy'urupfu gitangwa n'Umurenge. Umuryango wa nyakwigendera wandikira Akarere usaba impozamarira urwandiko rugaherekezwa n'icyemezo cy'urupfu, icyemezo cy'umurimo kerekana igihe yatangiye akazi, cyangwa icyemezo cy'urukiko iyo kitabonetse. Umuryango ushobora kwitoramo uwuhagararira (icyo gihe bose barabisinyira imbere y'Umunyamabanga Nshingwabikorwa w'Umurenge). Ku bakozi bo mu buvuzi, bikorwa n'ibitaro.
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

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 basaba umukono wa Mayor kuri dossiers zabo, basabwa (reccomendation letter) iriho umukono y'umuyobozi w'ishuri, ikigo nderabuzima cyangwa ibitaro by'Akarere. Ku bakozi b'Akarere bari ku murenge n'akagari. Ntacyo basabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	I,500 yishyurwa kw'Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

g) Guhabwa kopi y'inyandiko zabitswe mu gihe zisabwe

1) Uhabwa iyi serivise	Umuntu wese ubiherewe uburenganzira
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2) Umukozi ubishinzwe	Umukozi ushinzwe gushyingura inyandiko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira Akarere usaba 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	Iminsi 2.

h) Guhabwa ibendera ry'igihugu n'irya EAC

1) Uhabwa iyi serivise	Umuntu wese urikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe logistics
3) Ibisabwa	Buka uri ikigo cya Leta cyangwa kigenga cyemewe.
4) Inzira binyuramo	-Ibigo byose bya Leta n'ibiyigenga bishyura amafaranga ibihumbi 30,000 kuri konti ya Minaloc bakazana inyemezabwishyu. Ku mukozi ubishinzwe ku Karere. N.B Akarere Umurenge nibyo bigo byemerewe kugira Ibendera rya EAC. Imurenge n'Utugari bagurirwa amabendera n'Akarere.
5) Izindi nzego unyuramo	Minaloc
6) Amafaranga yishyurwa	30.000 Frw kuri buri Bendera yishyurwa kuri konti ya Minaloc
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	ukwezi

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'Umurimo
3) Ibisabwa	Urwandiko rwandikiwe Umugenzuzi w'Umurimo rumusaba kumuhuza n'uwo bafitanye ikibazo, amasezerano y'akazi, fotokopi y'indandamuntu, kopi y'ibaruwa ihagarika umukozi (igihe yayihawe)
4) Inzira binyuramo	Ushaka ndetse ugasobanurira Umugenzuzi w'Umurimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa.

	Ategura umunsi wo kubahuza n'urundi ruhande kugira ngo abumvikanishye. Iyo bibaye ngombwa, Umugenzuzi w'Umirimo akora iperereza kugirango abone amakuru yamufasha mu kumvikanisha impande zombi. Iyo impande zombi zidashoboye kumvikana, Umugenzuzi w'Umirimo abohereza mu nkiko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa mbere no kuwa gatanu, kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe iyo impande zombi zabashije kumvikana

b) Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)

1) Uhabwa iyi serivise	sosiyete idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Umirimo mu Karere
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiyandikisha ubucuruzi muri RDB Icyemezo cyo kwiyandikisha muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyo
5) Izindi nzego unyuramo	RDB, RRA, RSSB
6) Amafaranga yishyurwa	Ubaza ku Karere amafaranga asabwa
7) Igihe itangirwa	Kuwa mbere no kuwa Gatanu, kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

c) Inama ku bijyanye n'umurimo

1) Uhabwa iyi serivise	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) Umukozi ubishinzwe	Umugenzuzi w'Umirimo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira cyangwa ugahamagara Umugenzuzi w'Umirimo 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 munsi

XIII. URUBYIRUKO N'UMUCO

d) 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
4) Inzira binyuramo	Wandikira Akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho n'izindi nyandiko wasabwa zijyanye n'ayo amarushanwa
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

e) Gutanga ubufasha ku rubyiruko

1) Uhabwa iyi serivise	Amahuriro y'urubyiruko cg umuntu ku giti cye
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Kugaragaza ibikorwa wifuza guhabwamo serivise
4) Inzira binyuramo	Abafite ibikorwa barasurwa bakagirwa inama, ibisabwa bakabitegura bigashyikirizwa inzego zibishinzwe
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ateganywa nitegeko aho bibaye ngombwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Bitarwa n'ubushobozi buhari

Iyi mbonerahamwe igaragaza serivise zitangwa n'inzego z'ibanze ku rwego rw'Akarere yemejwe n'umwiherezo w'Inama Njyanama y'Akarere ka Ngoma kuwa 20-23/09/2018.


UMWANDITSI W'INAMA

MUKANKURANGA Beatrice

Umuryamabanga w'Inama Njyanama

y'Akarere ka Ngoma


UMUYOBOZI W'INAMA

BANAMWANA Bernard

Perezida w'Inama Njyanama

y'Akarere ka Ngoma

