REPUBULIKA Y'U RWANDA

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# IGITABO GIKUBIYEMO IMIRONGO NGENDERWAHO MU GUTANGA SERIVISI ZINOGEYE ABATURAGE

*Gatsibo, 2013*

**IRIBURIRO**

U Rwanda, nk'igihugu kigendera ku mategeko kandi cyimakaza politiki y'imiyoborere myiza, rwihaye umurongo mwiza wo gutanga serivisi zinoze haba mu nzego za Leta ndetse n'izigenga. Ni muri urwo rwego Akarere ka Gatsibo kiyemeje gushyira mu bikorwa iryo hame ryiza maze gategura iki gitabo kigamije kumenyesha abagatuye n'abakagana bashaka serivisi, imirongo ngenderwaho mu kuzisaba no kuzihabwa nta mananiza.

Iki gitabo cyerekana neza serivisi zitagirwa ku rwego rw'Akarere, Umurenge n'Akagari; ibisabwa kugira ngo uzibone , abagomba kuzitanga n'inzego ziyambazwa iyo serivisi yatanzwe itanogeye uwayihawe.

Gushyiraho iki gitabo birerekana ubushake bw'Ubuyobozi bwo gukorera ababugana hagamijwe ko basobanukirwa neza serivisi bahabwa ndetse bakanafasha kuvugurura imikorere .

## I. INSHINGANO Z'AKARERE

Akarere gacungwa kandi kagatanga serivisi hashingiwe ku Itegeko no **08/2006** ryo ku wa **24/2/2006** rigena imiterere, imitunganirize n'imikorere y'Akarere . Akarere gafite inshingano zo guteza imbere imibereho myiza y'abagatuye hakoreshejwe ubufatanye bwabo mu igenamigambi no mu gushyira mu bikorwa gahunda zerekeranye no guteza imbere ubuyobozi bwiza, uburezi kuri bose, ubuhinzi, ubworozi, kubungabunga ibidukikije, ubucuruzi, ibikorwa remezo n'ubukerarugendo n'ibindi.

## II. ICYEREKEZO CY'AKARERE

Kwimakaza imiyoborere myiza hagamijwe guteza imbere imibereho n'iterambere by'abagaturage kandi babigizemo uruhare.

## III. INDANGAGACIRO

Inshingano za buri munsi z'Akarere zishingiye ku ndangagaciro zikurikira: kutabogama, gukorera mu mucyo, kunoza ibyo dukora,gukorera ku gihe, kugeza ku batugana amakuru nyayo n'ibyo bakeneye kumenya kuri serivisi dushinzwe kubagezaho, kwakira neza abatugana, kwemera kunengwa no kugirwa inama,.

## IV. IMITERERE Y'AKARERE KA GATSIBO

Akarere ka Gatsibo kagizwe n'imirenge **14**, utugari **69** n'imidugudu **603**. Gafite ubuso bugera kuri 1585.3 Km2 . Ku rwego rw'Akarere ,Umurege n'Akagari hari inama njyanama ari na rwo rwego rukuru ruhagarariye abaturage kandi rugatorwa nabo.kuri buri rwego muri izi zivuzwe haruguru hari kandi ikipi y'abatekinisiye bashinzwe gutanga serivisi umunsi k'uwundi. Urwego rw'Umudugudu rwo rushinzwe gusa ubukangurambaga mu baturage kuri gahunda za Leta.

## V. IBISABWA ABAGANA AKARERE:

Muri rusange abagana Akarere barasabwa kubahiriza amategeko ajyanye na serivisi bakeneye no kwirinda kugusha mu makosa abo bakeneyeho serivisi

Abagana Akarere bafite uburenganzira bwo gusaba kurenganurwa igihe bibaye ngombwa, gutanga ibitekerezo bigamije gukosora ibitagenda neza cyangwa gushima babinyujije kuri aderesi zikurikira:

- agasanduku k''iposita **( B.P.) 36 Nyagatare**
- telefoni itishyurwa**: 3380**
- email**: gatsibo.district@gatsibo.gov.rw**
  **gatsibo.district@gmail.com**
- urubuga: **www.gatsibo.gov.rw**

## VI. IVUGURURWA RY'IKI GITABO

Iki gitabo kizavugururwa igihe cyose bibaye ngombwa hakurikijwe amategeko agena imiterere n'imitunganyirize y'inzego z'imiyoborere y'Igihugu.

## *SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKARERE*

| No. | **Serivisi** | **Ibisabwa kugira ngo itangwe** | **Igihe ntarengwa** | **Ubishinzwe** | **Uburyo amenyesha ko atishimiye serivisi** |
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| 1. | Gusaba gusubizwa amafaranga y'ikirenga ku musoro | • Ibaruwa ibisaba yandikiwe Umunyamabanga Nshingwabikorwa w'Akarere ;<br>• Impapuro za banki zigaragaza ko wishyuye uwo musoro. | Mu gihe cy'iminsi irindwi mu gihe yujuje ibisabwa | Ishami rishinzwe kwinjiza imisoro n'amahoro | Kwandikira Umuyobozi w'Akarere |
| 2. | Gusaba ikibanza cyo gucururizamo mu isoko | • Umuntu wese wifuza kubona ikibanza cyo gucururizamo mu isoko agomba kubiherwa uruhushya n'Abayobozi b'Akarere babifitiye ububasha. Mu masoko mashya, 20% y'ibibanza bihabwa abaturage bafite ubushobozi bucye. 80% bisigaye bitangwa mu buryo bwa tombora. Iyo hari ibibanza bidafite ababikoreramo, bimenyeshwa abaturage ababikeneye bakandika babisaba. Ababisabye babihabwa mu buryo bwa tombora.<br>• Mu gihe mu isoko hari ikibanza kidafite ugikoreramo bimenyeshwa abaturage hakoreshejwe amatangazo mu bitangazamakuru binyuranye. Ayo matangazo amanikwa kandi ahabugenewe ku biro by'Akarere n'Umurenge. • Uwifuza icyo kibanza yiyandikisha ku mukozi | Ukwezi kumwe | Ishami rishinzwe kwinjiza imisoro n'amahoro | Kwandikira Umuyobozi w'Akarere |

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| | | ushinzwe Ibaruramutungo mu Murenge cyangwa akiyandikisha mu Ishami ry'Imari mu Karere. • Uwiyandikishije amenyeshwa umunsi wo gutanga ibibanza. • Itangwa ry'ibibanza rikorwa mu buryo bwa tombola. Urutonde rw'abahawe ibibanza rumanikwa ahagenewe amatangazo ku Karere. | | | |
| 3. | Gusaba igitabo gikubiyemo ibisabwa mu rwego rw'amasoko y' ibikoresho na serivisi ubwoko | • Kuzana gitansi yishyuriyeho amafaranga igitabo kigura agaragara mu itangazo rimenyekanisha isoko | Mu gihe cy'umunsi umwe | Ishami rishinzwe amasoko mu Karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 4. | Gutegura amasezerano y'isoko (kontaro) | Kuzana ingwate yo kurangiza neza imirimo ku ijanisha yamenyeshejwe mu ibaruwa ya burundu imwemerera isoko | Umunsi umwe | Ishami rishinzwe amasoko mu Karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 5. | Gutegura DAO | Serivisi y'Akarere yifuza yuko hatangwa isoko izana technical specifications/terms of references | Iminsi ine | Ishami rishinzwe amasoko mu Karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 6. | Gutegura ibyemezo byokurangiza neza imirimo | Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w'Akarere yometseho inyandiko yerekana yuko imirimo yarangiye | Umunsi umwe | Ishami rishinzwe amasoko mu Karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 7. | Gusaba kwishyurwa serivisi ba rwiyemezamirimo bakoreye Akarere | • Inyandiko y'uwatanze serivisi isaba kwishyurwa yometsweho ibi bikurikira:<br>• Amasezerano yerekeranye n'itangwa rya serivisi<br>• Raporo y'igenzura ry'uko serivisi yatanzwe<br>• Inyandiko isaba itangwa rya serivisi, | Mu gihe cy'iminsi irindwi mu gihe yujuje ibisabwa | Ishami rishinzwe imali ku Karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |

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| | | • Ibaruwa imenyesha uwatsindiye isoko,<br>• Icyemezo kigaragaza ko uwatsinsidiye isoko ryo gutanga serivisi yiyemeje kuzarirangiza | | | |
| 8. | Gusaba gushyira umukono ku masezerano y'ubugure | • Amafaranga yo kwishyura serivisi zitangwa na Noteri, yishyurwa kuri banki bakaguha inyandiko igaragaza ubwishyu<br>• Amasezerano y'umwimerere<br>• Inyandiko isobanura neza icyaguzwe<br>• Ugurisha, ugura n'abagabo babiri, umwe kuri buri ruhande; iyo ari umutungo w'umuryango ugurishwa, bohereza abagabo babiri bahagarariye umuryango. | Bitarenze iminsi ibiri | Notaire w'Akarere / Notaire w'ubutaka ku bugure kubijyanye n'ubutaka | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 9. | Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na banki | • Amafaranga yo kwishyura serivisi zitangwa na Noteri, yishyurwa kuri banki, Umuturage akitwaza inyemezabwishyu;<br>• Amasezerano y'umwimerere yerekana imiterere y'inguzanyo | Bitarenze iminsi ibiri | Notaire w'Akarere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 10. | Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta | • Kugaragaza inyemezabwishyu;<br>• Inyandiko z'umwimerere z'amategeko ngenga (Sitati)<br>• Abanyamuryango shingiro kuba bahari kandi bafite ibibaranga;<br>• Inyandiko-mvugo z'inama zashyizeho ishyirahamwe | Bitarenze iminsi itatu | Notaire w'Akarere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 11. | Gushyira Umukono Wa Noteri Ku Bindi Byangobwa | • Umuntu wese ufite Impapuro z'agaciro: Impapuro zitangwa na Muganga, Icyemezo cy'amavuko, Uruhushya rwo gutwara ibinyabiziga, Icyemezo cy'Ubutumwa | Servisi ishobora gutanwa ako kanya ariko ku nyandiko | Notaire w'Akarere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |

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| | | (procuration), Indangamuntu, Urupapuro rw'abajya mu mahanga, inyandiko z'irage n'izindi bashobora kushyirisha umukono wa Noteri kuri kopi zazo. | z'irage biterwa n'igihe byafashe kugira ngo abo bireba bashyireho umukono. | | |
| 12. | Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri | • Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere binyujijwe ku Munyamabanga Nshingwabikorwa w'Umurenge<br>• Ikarita yerekana imiterere y'ahazacukurwa<br>• Inyandiko isobanura imiterere y'umushinga<br>• Inyigo yakozwe ku ngaruka ibikorwa byagira ku bidukikije (Environmental Impact Assessment Certificate) ku bikorwa by'imishinga bizakorwa ku buso butarengeje hegitari imwe<br>• Icyemezo cy'uko ikigo kizacukura cyemewe n'amategeko ;<br>• Inyemezabwishyu y'uruhushya rwo gucukura | Bitarenze iminsi 7 mu gihe yujuje ibyangombwa | One stop center/Ishami rishinzwe ibidukikije ku Karere | Kwandikira Guverineri |
| 13. | Gusaba uruhushya rwo gushyira ibyapa byamamaza n'ibimenyetso ndangahantu | • Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba yerekana intego yo kwamamaza cyangwa kuranga, ubwoko bw'icyapa cyamamaza cyangwa ikimenyetso ndangahantu kizakoreshwa (igisanzwe cyangwa igikoreshwa n'amashanyarazi), aho kizashyirwa n'uko kizaba kingana;<br>• Kwishyura amafaranga y'ubukode kuri konti y'akarere muri banki yagenewe imisoro;<br>• Kugeza ibaruwa isaba aho bakirira amabaruwa mu karere;<br>• Kumvikana n'umukozi w'akarere | Bitarenze iminsi irindwi mu gihe yujuje ibyangombwa | One stop center/Ishami rishinzwe ibikorwa remezo | Kwandikira Guverineri |

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| | | ubishinzwe kuri gahunda yo kugenzura aho igikorwa kizashyirwa;<br>• Kugaruka gufata aho watanze dosiye yawe igisubizo nyuma y'ibyumweru bibiri kureba niba warahawe uruhushya;<br>• Ingano y'ahazashyirwa ibyapa byamamaza cyangwa ibimenyetso ndangahantu;<br>• Amafaranga y'ubukode yishyurwa kuri konti iri muri banki nyuma yo kwemererwa. | | | |
| 14. 9. | Gusaba uruhushya rwo gukodesha ubutaka by'igihe kirekire | • Kwandikira umuyobobozi w'Akarere ibaruwa ibisaba igaragaza aho ubutaka ushaka gukodesha buri, ingano yabwo yometseho inyigo isesenguye y'igikorwa kizahakorerwa, kopi y'irangamuntu, amafoto abiri magufi, ukayigeza aho bakiririra amabaruwa ku Karere.<br>• Kubarisha ku mukozi ushinzwe ubutaka amafaranga y'ubukode cyangwa y'imisoro igomba kwishyurwa. | Iyi serivisi itangwa bitarenze iminsi mirongo itatu (30) iyo yujuje ibisabwa cyangwa agasabwa kuzuza ibibura muri dosiye ye | One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |
| 15. | Kwandikisha ubutaka no gusaba icyemezo cy'ikibanza (fiche cadastrale) | • Kwandikira Umuyobozi w'Akarere ibaruwa isaba guterwa imbago, yerekana aho ikibanza giherereye n'uko kingana.<br>• Umukozi ushinzwe ubutaka akaguha gahunda y'igihe azazira kugenzura imiterere y'ikibanza.<br>• Kujya kwishyura kuri banki amafaranga ya ngombwa yo gutera imbago<br>• Ku munsi w'igenzura ry'ikibanza, abaturanyi/abafite ubutaka mwegeranye bagomba kuba bahari. Nyuma y'ipimwa ry'ikibanza imbago zihita ziterwa | Iyi serivisi itangwa bitarenze iminsi cumi n'itanu (15) | One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |

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| | | n'imiterere yacyo igashushanywa<br>• Umukozi ushinzwe ubutaka akora raporo izakoreshwa mukwemeza imiterere y'ikibanza<br>• Icyemezo cy'ikibanza ubundi cyemezwa mu minsi irindwi uhereye igihe ibyangombwa byose harimo n'ubwishyu byamaze gutangwa.<br>• Serivisi yishyurwa amafaranga agenwa n'itegeko<br>• N'inyandiko y'ubugure cyangwa icyemezo cy'umurage iyo wabirazwe, cyangwa ikindi cyemezo cyose kerekana ko umutungo ari uwawe gitanzwe n'Umurenge<br>• Kopi y'irangamuntu n'icyemezo cy'uko washatse cyangwa uri ingaragu. | | | |
| 16. | Kwegurira undi muntu umutungo utimukanwa | Iyo ushaka kwegurira undi muntu umutungo ugomba:<br>• Kwandikira ibaruwa ibisaba Umuyobozi w'Akarere;<br>• Kugaragaza Amasezerano y'ubugure yashyizweho umukono n'impande zombie;<br>• Ibyemezo by'umutungo by'umwimerere;<br>• Kugeza mu biro by'umukozi ushinzwe kwacyira amabaruwa mu Karere ibaruwa isaba yometseho amaserano y'ubugure cyangwa inyandiko yerekana ko wahawe umutungo biriho umukono wa noteri,<br>• Raporo y'isuzumwa ry'umutungo yakozwe n'Akarere n'inyemezabwishyu y'amafaranga asabwa. | Mu minsi 15 | One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere | Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo |

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| 17. | Gusaba uburenganzira bwo kubaka inzu | • Kwandikira Umuyobozi w'Akarere ibaruwa isaba yerekana imiterere y'inzu igomba kubakwa, Umurenge, Akagari n'Umudugudu izaba irimo ukayigeza mu biro ushinze ubutaka.<br>• Umukozi ushinzwe ubutaka afatanyije n'ushinzwe ibikorwaremezo akora gahunda yo gusura ahazubakwa.<br>• Kujya ku mucungamari w'Akarere akakubarira amafaranga agomba kwishyurwa (hashingiwe ku buso w'ikibanza cyizubakwaho no ku giciro kuri metero kare nk'uko cyemejwe n'inama njyanama y'akarere).<br>• Kwishyura muri banki amafaranga asabwa abarwa n'umukozi ubishinzwe ku Karere Kugeza izo impapuro zose harimo n'inyemezabwishyu y'amafaranga agomba kwishyurwa aho bakirira amabaruwa mu karere | Iyi serivisi ntirenza iminsi mirongo itatu (30) | One stop Center/Ishami rishinzwe ibikorwa remezo | Kwandikira Umuyobozi w'Akarere usaba igisubizo |
| 18. | Gusaba gushyirirwaho bornes(imbibi) | •Ibaruwa isaba yandikiwe umuyobozi w'Akarere yerekana imiterere y'aho wifuza ko baguterera imbago;<br><br>• •Fiche Cadastrale igaragaza neza imbibe ndetse n'Urwandiko rutangwa n'Urwego rw'Umurenge rugaragaza uburyo niba hari hari ikibazo hagati y'abaturanyi cyakemutse<br>•gusaba gutererwa amabornes bikorwa mu buryo bukurikira: Guhabwa icyemezo n'ubuyobozi bw'ibanze cyerekana ko nta manza ziri ku kibanza cyangwa ubutaka wifuza guteza Bornes.<br>•Kwandikira Umuyobozi w'Akarere ibaruwa | Iyi serivisi ntirenza iminsi mirongo itatu (30) | One stop Center/ Ishami rishinzwe ibiro by'ubutaka ku karere | Kwandikira Umuyobozi w'Akarere usaba igisubizo |

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| | | ibisaba iherekejwe n'ibyangombwa byavuzwe haruguru, byose bikagezwa mu biro by'ushinzwe kwakira amabaruwa mu karere. •Byoherezwa mu Biro by'ubutaka kugira ngo hakorwe igenzura n'umukozi ubishinzwe.<br>• • Nyuma y'iminsi irindwi (7) uhereye igihe igenzura ryakorewe hakabaho igikorwa nyir'izina cyangwa uwanditse agasubiza ahakanirwa bitewe n'ibyavuye muri ya Raport de visite iba yakozwe mbere. | | | |
| 19. | Gusaba uburenganzira bwo gufatira hamwe umuriro w'amashanyarazi | • Ibaruwa ibisaba • urutonde rw'abifuza umuriro mu gace • Ikarita yerekana imiterere y'agace kazashyirwamo umuriro<br>Itsinda ry'abantu bifuza gubona umuriro w'amashanyarazi, bitoramo ubahagarariye ufite inshingano zikurikira: • Gukora urutonde rw'abifuzaguhabwa umuriro w'amashanyarazi • Gukora igishushanyo cy'agace kazashyirwamo umuriro herekanwa ahaharereye amazu y'abifuza guhabwa umuriro w'amashanyarazi • Kwandikira ibaruwa isaba umuyobozi w'Akarere iherekejwe n'urutonde rw'abifuza umuriro w'amashanyarazi hamwe n'igishushanyo kerekana imiterere y'agace kazashyiramo muriro ikagezwa mu biro bishinzwe kwacyira amabaruwa cyangwa umukozi ushinzwe guhuza inzego n'abantu ku karere • Kugaruka gufata igisubizo aho washize idosiye ku karere nyuma y'iminsi ibiri (2) • Gushyikiriza ibaruwa ikwemerera wahawe n'Akarere ikigo cy'igihugu gishinzwe amashanyarazi mu gace mutuyemo. Muri iki gihe usabwa kubahiriza ibisabwa n'ikigo gishinzwe amashanyarazi kugira ngo uhabwe umuriro w'amashanyarazi. | Iyi serivisi ntirenza iminsi cumi n'itanu (15) | One stop Center/Ishami rishinzwe ibikorwa remezo | Kwandikira Umuyobozi w'Akarere usaba igisubizo |

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| 20. | Gusaba uruhushya rwo kubaka umunara w'itumanaho | • Urwandiko rwandikiwe Umuyobozi w'Akarere rusaba kumanika umunara rugaragaza aho yifuza kuwumanika (Umurenge, Akagari, Umudugudu);<br>• Amasezerano y'ubugure cyangwa ay'ubukode bw'ahazubakwa<br>• Icyemezo cy'ubutaka<br>• Igishushanyo cyerekana imiterere y'ahazubakwa ;<br>• Kubarisha amafaranga asabwa ku mwakirizi w'imisoro n'amahoro no ku garagaza inyemezabwishyu | Iyi serivisi ntirenza iminsi irindwi (7) | One stop center/Ishami rishinzwe ibikorwa remezo ku karere | Kwandikira Guverineri |
| 21. | Uruhushya rwo gukorera mu nyubako nshya | • Ibaruwa isaba uruhushya yandikirwa Umuyobozi w'Akarere agaragaza ko inyubako yujuje ibisabwa;<br>• Kubarisha amafaranga asabwa ku mwakirizi w'imisoro n'amahoro no ku garagaza inyemezabwishyu | Iyi serivisi ntirenza iminsi 15 | One stop center/Ishami rishinzwe ubutaka | Kwandikira Guverineri usaba guhabwa igisubizo |
| 22. | Icyemezo cyo kwimura amatungo | • Kwandikira Umuyobozi w'Akarere usaba icyemezo cyo kwimura amatungo;<br>• Kugaragaza inyemezabwishyu;<br>• Kugaragaza icyangombwa cy'uko ayo amatungo ari mazima; | Bitarenze iminsi cumi n'itanu (15) | Umukozi ushinzwe ubworozi ku Karere | Kwandikira Guverineri usaba guhabwa igisubizo |
| 23. | Gusaba uruhushya rwo gufungura ikigo cy'amashuri | • Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere<br>• Igishushanyombonera cy'inyubako y'ishuri;<br>• Inyandiko y'umushinga;<br>• Ibigo by'amashuri bishingwa hashingiwe ku biteganywa n'Iteka rya Perezida WA | Iyi serivisi itangwa mu gihe kitarenze iminsi mirongo itatu (30) iyo yujuje ibisabwa | Ishami rishinzwe uburezi ku Karere | Kwandikira Guverineri w'Intara |

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| | | Repubulika n° 48/01 ryo kuwa 10/08/2009. | cyangwa akamenyeshwa ibyo agomba kuzuza. | | |
| 24. | Gusaba guhindurirwa ikigo cy'ishuri | • Ibaruwa isaba guhindurirwa ikigo iriho umukono w'umuyobozi w'ikigo usaba kwimurirwaho ugaragaza ko muri icyo kigo hari umwanya;<br>• Kopi y'indangamanota wavanye ku kigo usanzwe wigamo;<br>• Icyemezo cy'imyitwarire myiza uvana ku kigo wigagaho | Iyi serivisi itangwa mu gihe kitarenze iminsi cumi n'itanu (15) | Ishami rishinzwe uburezi ku Karere | Kwandikira Guverineri w'Intara usaba guhabwa igisubizo |
| 25. | Gusaba ubutaka bwo kubakaho ikigo cy'amashuri yigenga | • Ibaruwa ibisaba yandikiwe umuyobozi w'Akarere<br>• Inyandiko y'umushinga<br>• Igishushanyo mbonera cy'ikigo cy'ishuri<br>• Gusura no kugena ikibanza mugihe ari ngombwa kubufatanye bw'Umukozi ushinzwe Imiturire mu karere. | Gutanga igisubizo mu minsi itarenze mirongo icyenda (90) ku va dosiye yakiriwe. | Ishami rishinzwe uburezi ku Karere rifatanyije na one stop Center /ishami rishinzwe ubuta,ka | Kwandikira Guverineri w'Intara usaba guhabwa igisubizo |
| 26. | Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'Akarere | • Kwandika ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere<br>• Gushyira ku mugereka w'iyi baruwa gahunda irambuye y'amarushanwa | Iyi serivisi itangwa mu gihe kitarenze iminsi irindwi | Ishami rishinzwe urubyiruko, umuco na siporo | Kwandikira Guverineri w'Intara usaba guhabwa igisubizo |
| 27. | Gusaba kwemererwa gukora ubuvuzi bwa gakondo | Kugirango umuntu yemererwe gukora Ubuvuzi Gakondo agomba:<br>• Ibaruwa ibisaba yandikiwe Minisitiri ufite ubuzima mu nshingano ze binyujijwe ku Muyobozi w'Akarere by'aho yifuza gukorera; | Nyuma y'iminsi cumi n'itanu (15) uwasabye agaruka kureba ko ibaruwa ye yemejwe | Ishami rishinzwe Ubuzima mu Karere | Kwandikira Guverineri w'Intara usaba guhabwa igisubizo |

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| | | • Kuba afite icyemezo gitangwa n'Ikigo cy'Igihugu gishinzwe Ubushakashatsi mu by'Ubumenyi n'Ikoranabuhanga (IRST) cyemera ubwoko bw'ibyatsi buzakoreshwa.<br>• Kwerekana urutonde rw'ibimera n'ibihingwa bivamo imiti ya Gakondo bizakoreshwa.<br>• Icyemezo gitangwa n'Umudugudu, Akagari n'Umurenge by'aho yifuza gukorera.<br>• Kubigeza aho bakirira amabaruwa mu Karere | n'Umuyobozi w'Akarere hanyuma akayijyana muri Minisiteri ifite Ubuzima mu nshingano zayo akayishyira aho bakirira amabaruwa | | |
| 28. 20 | Gusaba uruhushya rwo gufungura iguriro ry'imiti, ibitaro, ivuriro ry'ibanze cyangwa laboratwari byigenga | • Ibaruwa ibisaba yandikiwe Minisitiri ufite Ubuzima mu nshingano ze inyujijwe ku Muyobozi w'Akarere igaragaza aho usaba yifuza gukorera igikorwa (Akarere, Umurenge n'Akagari)<br>• Impamyabushobozi ziriho umukono wa Noteri z'abifuza gufungura Iguriro ry'imiti, Ibitaro, Ivuriro ry'ibanze cyangwa Raboratwari<br>• Umwirondoro (CV).<br>• Kugaragaza icyemezo cy'uko wiyandikishije murugaga rw'abaganga cyangwa rw'abaforomo<br>• Icyemezo cy'ubucuri<br>• Gukorerwa igenzura n'ikipe technique y'Akarere. | Nyuma y'iminsi itarenze mirongo itandatu (60) uwasabye agaruka kureba ko ibaruwa ye yemejwe n'Umuyobozi w'Akarere hanyuma akayijyana muri Minisiteri ifite Ubuzima mu nshingano zayo akayishyira aho bakirira amabaruwa. | Ishami rishinzwe Ubuzima mu Karere | Kwandikira Guverineri w'Intara usaba guhabwa igisubizo |
| 29. | Guhabwa inkunga y'ingoboka itangwa na FARG | Iyi servisi ntisabwa, ahubwo abagenerwa bikorwa baba bazwi, iyo igihembwe gitangiye, amafaranga yoherezwa kuri Banki, umugenerwa bikorwa akazajya kuyafata bitewe n'igihe abishakiye | Iyo umuntu atibonye ku ilisiti abimenyesha ubuyobozi | Ishami ry'Akarere rishinzwe imibereho myiza y'abaturage | Kwandikira Umuyobozi w'Akarere usaba igisubizo |

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| | | (agendera kuri gahunda ya Banki abitsamo)<br><br>• Kuba uri kurutonde rw'abahabwa Ingoboka, ni ukuvuga ko wemejwe n'inteko y'abacitse kw'icumu bafatanyijwe n'inzego z'Akarere n'iza FARG ku rwego rw'Igihugu.<br>Urutonde rwemejwe kuva ku tugari rwoherezwa kuri FARG, bigashyirwa muri mudasobwa, hagasohoka urutonde ngenderwaho rwoherezwa ku Karere, urwo nirwo Akarere gakoresha kohereza amafaranga ku mirenge, imirenge ikayashyira kuri compte z'abagenerwa bikorwa aho bajya kuyafata igihe babishakiye. | hanyuma agategereza ibarura ritaha. | | |
| 30. | Guhabwa icyemezo cy'umunyeshuri wemerewe gufashwa na FARG | Iyi servisi ntisabwa, ahubwo abagenerwa bikorwa baba bazwi, iyo umwaka utangiye, FARG yohereza ibyemezo bigahabwa benebyo | Iyo umuntu atibonye ku ilisiti abimenyesha ubuyobozi hanyuma agategereza ibarura ritaha. | Ishami ry'Akarere rishinzwe imibereho myiza y'abaturage | Kwandikira Umuyobozi w'Akarere usaba igisubizo |
| 31. | | Kugira ngo umuturage utishoboye abone inkunga y'Akarere agomba kuba ari mucyiciro cya mbere cyangwa icya kabiri cy'ubudehe<br>• Kuba yugarujwe n'ibibazo nko kurwaza bwaki n'ibindi…<br>• Abasheshe akanguhe, abapfakazi, ababana n'ubumuga, abasigajwe inyuma n'amateka batishoboye bari ku rutonde rw'abagomba gufashwa,<br>• Mu mpera za buri mwaka abagize Komite | Iyo umuntu atibonye ku ilisiti abimenyesha ubuyobozi hanyuma agategereza | Ishami ry'Akarere rishinzwe imibereho myiza y'abaturage | Kwandikira Umuyobozi w'Akarere usaba igisubizo |

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| | | z'Imidugudu bakorana inama n'abaturage kugira ngo hakorwe urutonde rw'abakeneye gufashwa n'inkunga ikenewe kuri wese. Muri iyo nama niho hakorwa ijonjora ry'abasabye inkunga.<br>Hashingiwe ku nkunga ikenewe, uwasabye ashobora guhabwa, Urutonde ruhurizwa ku Kagari no ku Murenge hanyuma rukoherezwa ku Karere kugira ngo ibikenewe bishyirwe mu Ngengo y'Imari na gahunda y'ibikorwa by'umwaka ukurikiyeho. Mu ntangiriro y'umwaka ukurikiyeho, uwemerewe inkunga ajya kureba umukozi ushinzwe Ubuzima n'Imibereho Myiza y'Abaturage kugira ngo ahabwe inkunga yemerewe. | ibarura ritaha. | | |
| 32. | Inkunga itangwa n'akarere ku bahuye n'ihohoterwa rishingiye ku gitsina n'irikorerwa abana | Ufite ikibazo cyitabashije gucyemurwa n'Inzego z'Ibanze ashobora: Kugeza ikibazo cye ku buyobozi bw'Akarere cyangwa akandikira Umuyobozi w'Akarere ibaruwa isobanura imiterere y'ikibazo cye • Kuyishyikiriza Umukozi ushinzwe kwakira amabaruwa ku Karere. • Nyuma y'icyumweru uwatanze ikibazo agejeje ibaruwa ye ku Karere, ashobora kujyayo ku munsi wagenwe wo kumva ibibazo by'abaturage yitwaje n'ibimenyetso bigaragaza ko yarenganye • Bitewe n'imiterere y'ikibazo, Ubuyobozi bw'Akarere bushobora gusaba ko hakorwa iperereza kuri icyo kibazo. Hari igihe biba ngombwa ko Ubuyobozi bw'Akarere bwandikira Inzego z'Ibanze (Akagari n'Umurenge) butanga amabwiriza yafasha mu gucyemura ikibazo. | Icyumweru kimwe igihe ibirego byatanzwe mu buryo bw'inyandiko. | Ishami ry'Akarere rishinzwe imibereho myiza y'abaturage | Gushyikiriza ikibazo Umuyobozi w'Akarere Wungirije w'Imibereho Myiza. |
| 33. | Kwishyurirwa | • Kuba uri ku rutonde rw'abatishoboye rwemejwe | Nyuma | Ishami ry'Akarere | Kwandikira |

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| | amafaranga y'ishuri | n'umurenge hashingiwe ku mabwiriza ya MIGEPROF.<br><br>Inkunga yo kwishyura amafaranga y'ishuri igenerwa abana batishoboye (OVC) bihariye batoranijwe ku bufatanye bw'abaturage na komite zihagarariye ibyiciro by'abatishoboye nka Forum z'abana, Urugaga rw'Ababana n'Ubwandu bwa VIH/SIDA, Abafite ubumuga, etc. Mu gihe uri muri kimwe mu byiciro by'abatishoboye nk'abasizwe iheruheru na jenoside yakorewe abatutsi muw'1994, abafite ubumuga, ababana n'ubwandu cyangwa basizwe iheruheru na VIH/SIDA, imfubyi zirera, umucyene utishoboye, kandi warashyizwe ku rutonde rw'abagomba guhabwa inkunga: • Ujya ku biro by'umurenge, ikibazo cyawe ukacyigeza ku mukozi ushinzwe abana batishoboye (OVC) • Akagufasha kwandika ibaruwa isaba inkunga mu gihe bibaye ngombwa. • Iyo baruwa yoherezwa ku Karere cyangwa ku baterankunga bitewe n'icyiciro kihariye urimo. • Iyo amafaranga abonetse, ibaruwa ibimenyesha igomba kugaragaza amazina y'uwemerewe inkunga, ishuri yigamo, umubare w'amafaranga yemerewe kandi agahabwa icyemezo cyerekana ko azishyurirwa koko. • Amafaranga yoherezwa ku Kigo cy'Ishuri umwana yigamo; Icyemezo cyerekana ko amafaranga yishyuwe kikohererezwa ikigo umunyeshuri yigaho.Abana batishoboye bashobora guhabwa ibikoresho n'imyenda y'ishuri. | y'ibyumweru bibiri iyo bisaba gutoranya bushya, nyuma y'iminsi itatu iyo usanzwe ku rutonde. | rishinzwe imibereho myiza y'abaturage | Umuyobozi w'Akarere usaba igisubizo |
| 34. | Inkunga itangwa n'akarere ku mashyirahamwe | • Ibaruwa ibisaba<br>• Inyandiko y'umushinga w'ibikenewe | Igihembwe kimwe (amezi atatu) | Ishami ry'Akarere rishinzwe Uburinganire | Kwandikira Umuyobozi w'Akarere usaba |

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| | n'amakoperative y'abagore | Kugirango Amashyirahamwe n'amakoperative y'abagore anyuranye ashobore kubona inkunga y'Akarere agomba: • Kwandikira Umuyobozi w'Akarere ibaruwa isaba inkunga. Iyo baruwa igomba kugaragaza inkunga ikenewe ndetse n'uruhare rwabo • Komeka ku ibaruwa inyandiko y'umushinga w'ibikenewe. • Kunyuza ibaruwa isaba inkunga ku Munyamabanga Nshingwabikorwa w'Umurenge Ishyirahamwe rikoreramo kugira ngo abyemeze. • Nyuma y'icyumweru ujya ku Murenge gufata ya baruwa hamwe n'imigereka ukabishyikiriza ushinzwe kwakira amabaruwa ku Karere. • Nyuma y'igihembwe kimwe uba wahawe igisubizo n'Akarere. | | n'Iterambere ry'Umuryango | igisubizo |
| 35. | Gusaba akarere gufasha mu gutumira umushyitsi (umuyobozi/impuguke) wihariye mu nama z'abaturage ku Mashyirahame cyangwa imiryango itegamiye kuri Leta | • Ibaruwa ibisaba • Gahunda y'igikorwa Amashyirahamwe cyangwa imiryango itegamiye kuri Leta inyuranye ishaka gutumira abayobozi/impuguke mu nama cyangwa ibindi bikorwa byabo bagomba kubahiriza ibi bikurikira: • Kwandikira ibaruwa umuyobozi w'Akarere imumeneyesha intego y'igikorwa n'abantu yifuza gutumira; • Gushyikiriza ishami rishinzwe uburinganire ,iterambere ry'umuryango no kurengera abana kopi y'ibaruwa na gahunda iteganyijwe y'inama byibura ibyumweru bibiri (1) mbere y'inama; • Gushyikirizwa kopi y'ibaruwa itumira iyo Akarere kamaze kwandikira abo Ishyirahamwe ryasabwe ko batumirwa. | Ibyumweru bibiri (2) | Ishami ry'Akarere rishinzwe Uburinganire n'Iterambere ry'Umuryango | Iyo habonetse akarengane wiyambaza Umuyobozi w'Akarere Wungirije w'Imibereho myiza. |
| 36. | Gukemura impaka hagati y'abanyamuryango ba koperative | • Kwandikira Umuyobozi w'Akarere ibaruwa imenyesha ikibazo, impaka, amakimbirane cyangwa ubwumvikane bucye kandi isaba ko Akarere gafasha kubikemura • Umukozi ushinzwe | Ibyumweru bibiri (2) | Ishami ry'Akarere rishinzwe Amakoperative | Kwandikira Umuyobozi w'Akarere usaba igisubizo |

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| | | amakoperative mu Karere akurikirana ikibazo agendeye ku mategeko agenga Koperative, agatumiza impande zirebwa n'ibibazo kugira ngo babisesengurire hamwe anabagire inama y'uburyo byacyemuka. • Mu gihe habayeho kutumvikana ku micyemurire y'ikibazo, uruhande rutishimiye imyanzuro rushyikiriza Polisi ikirego cyangwa inkiko zibifitiye ububasha, urugero nko mu gihe habayeho ruswa | | | |
| 37. | Gusaba uruhushya rwo gutangiza uruganda ruto rutunganya ikawa | Icyemezo cya RDB<br>Ibaruwa yandikiwe Umuyobozi w'Akarere isaba uruhushya rwo gutangiza uruganda ruto cyangwa ruciriritse rutunganya kawa, igaragaza aho uruganda ruherereye, umubare w'abaturage ruzaha serivisi na nomero za terefoni • Uruhushya rwo gucuruza (Ipatanti). | Mu minsi 30 uhereye igihe usaba yagereje ibaruwa ye ku Karere. Igenzura rikorwa muri icyo gihe. | Ishami ry'Akarere rishinzwe ubuhinzi | Kwandikira Umuyobozi w'Akarere usaba igisubizo |
| 38. | **Icyemezo cy'imikoranire** | • Ibaruwa ibisaba yemewe n'umurenge • Gahunda y'ibikorwa • icyemezo cy'uko bemewe n'amategeko cyatanzwe na MINALOC, MINIJUST cyangwa ikigo gishinzwe amakoperative (RCA) • raporo y'ibikorwa byabo, • icyemezo cy'uko banditswe muri District Joint Action Forum (DJAF)<br><br>Ishyirahamwe, koperative cyangwa umuryango utegamiye kuri Leta usaba icyemezo cy'imikoranire bigomba: • Kwandikira ibaruwa ibisaba umuyobozi w'Akarere • Kujyana iyo baruwa mu murenge bifuza gukoreramo kugira ngo umunyamabanga nshingwabikorwa abyemeze • Kugeza mu biro by'Akarere gashinzwe kwakira amabaruwa, ibaruwa isaba iriho umukono w'umunyamabanga nshingwabikorwa w'umurenge hamwe na gahunda y'ibikorwa, icyemezo cyerekana ko bemewe | Ibyumweru bibiri (2) | Ishami ry'Akarere rishinzwe Amakoperative \ JADF | Kwandikira Umuyobozi w'Akarere usaba igisubizo |

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| | | n'amategeko cyatanzwe na MINALOC, MINIJUST cyangwa RCA, raporo y'ibikorwa by'umwaka ushize, n'icyemezo kibaha ubuzima gatozi. • Kuza gufata nyuma y'iminsi ibiri (2) uhereye igihe watangiye dosiye yuzuye icyemezo cy'imikoranire. | | | |

*SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'UMURENGE*

| NO. | SERIVISI | IBISABWA KUGIRA NGO ITANGWE | IGIHE NTARENGWA | UBISHINZWE | UBURYO AMENYESHA KO ATISHIMIYE SERIVISI |
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| 1. | Inama ku bijyanye n'imishinga y'ubuhinzi n'ubworozi | Inyandiko igaragaza umushinga n'aho yifuza kuwukorera | Iyi serivisi itangwa bitarenze iminsi irindwi (7) iyo yujuje ibisabwa | Ushinzwe ubuhinzi mu Murenge<br>Ushinzwe ubworozi mu Murenge | Gusaba kubonana n'umunyamabanga Nshinwabikorwa w'umurenge |
| 2. | Gusaba serivisi zo gukona ikimasa | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge usaba serivisi;<br>• Kugaragaza umubare w'ibimasa n'aho biherereye;<br>• Kugaragaza inyemezabwishyu ijyanye n'iyo serivisi | Iyi serivisi itangwa bitarenze iminsi itatu (3) iyo yujuje ibisabwa | Ushinzwe ubworozi mu Murenge | Gusaba kubonana n'umunyamabanga Nshinwabikorwa w'umurenge |
| 3. | *Gupima no kugurisha inyama* | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;<br>• -Kugaragaza ko itungo ryabazwe ari iryawe;<br>• Kugaragaza inyemezabwishyu<br>• Ababikeneye bose bakoresha amabagiro yabigenewe mu Tugari. | Buri munsi | Ushinzwe ubworozi mu Murenge | Gusaba kubonana n'umunyamabanga Nshinwabikorwa w'umurenge |
| 4. | Gusaba guterwa | • Kubisaba ubuyobozi | Umunsi umwe | Ushinzwe ubworozi mu | Gusaba kubonana |

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| | intanga amatungo | bw'umurenge ugaragaza aho amatungo aherereye;<br>• Kugaragaza inyemezabwishyu | | Murenge | n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 5. | Kwambika amatungo ku matwi ibimenyetso biyaranga (Amaherena | • Kwandikira ubuyobozi bw'Umurenge usaba iyi serivisi ugaragaza umubare w'amatungo naho aherereye;<br>• Kugaragaza inyemezabwishyu y'iyi serivisi; | Bitarenze iminsi 7 | Ushinzwe ubworozi mu Murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 6. | Gutanga ubuvuzi bw'amatungo | • Gusaba ubuyobozi bw'umurenge kuvurirwa itungo/amatungo;<br>• Kugura umuti ukenewe;<br>• Kugaragaza inyemezabwishyu y'iyi serivisi | Buri munsi | Ushinzwe ubworozi mu Murenge | Gusaba kubona n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 7. | Gusaba icyemezo cyo kwimura amatungo | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;<br>• Kugaragaza inyemezabwishyu;<br>• Kugaragaza ibyangombwa by'amatungo;<br>• Kugaragaza ko amatungo ugiye kwimura ari mazima. | Iyi serivisi itangwa bitarenze iminsi itatu (3) | Ushinzwe ubworozi mu Murenge | Gusaba kubona n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 8. | Gukingiza amatungo | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge ubisaba gukingirwa amatungo;<br>• Kugaragaza inyemezabwishyu yaguzwe urukingo; | Iyi serivisi itangwa bitarenze iminsi itatu (3) | Ushinzwe ubworozi mu Murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 9. | Gusaba ingemwe | • Urwandiko rwandikiwe | Igihe cyo gutera | Ushinzwe ubuhinzi mu | Gusaba kubonana |

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| | z'ibiti zo gutera | Ubuyobozi bw'Umurenge;<br>• Kuba ufite ubutaka bwemejwe guterwaho ibiti n'ushinzwe ubuhinzi mu murenge;<br>• Ku biti bitateganyijwe guhabwa Abaturage ku buntu, kugaragaza inyemezabwishyu | ibiti kigeze | murenge | n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 10. | Gusaba imbuto z'indobanure | • Kwandikira Ubuyobozi bw'Umurenge;<br>• Kuba afite ubutaka bwemejwe guhingwaho iyo mbuto kandi ari mu gihe cy'ihinga kijyanye n'iyo mbuto;<br>• Kuba akoresha inyongeramusaruro;<br>• Kugaragaza inyemezabwishyu | Bitarenze Iminsi irindwi | Ushinzwe ubuhinzi mu murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 11. | Gusaba imiti y'ibihingwa n'inyongeramusaruro | • Kwandikira Ubuyobozi bw'Umurenge;<br>• Kuba ushaka iyi serivisi yarateguye ubutaka;<br>• Kugaragaza inyemezabwishyu agahabwa serivisi; | Bitarenze iminsi itatu | Ushinzwe ubuhinzi mu murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 12. | *Inama yo guhinga kijyambere no gukurikirana ishyirwa mubikorwa ryabyo* | • Kuba afite ubutaka buhingwaho;<br>• Kuba afite imbuto y'indobanure;<br>• Kuba afite inyongeramusaruro; | Bitarenze iminsi itatu | Ushinzwe ubuhinzi mu murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 13. | Gutema ibiti cyangwa gusarura ishyamba | • • Ibaruwa ibisaba isobanura impamvu zo gutema ibiti, umubare w'ibiti bigomba | Bitarenze iminsi itanu | Ushinzwe Amashyamba/ Ushinzwe ubuhinzi mu | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa |

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| | | gutemwa, aho ibiti biherereye n'umwirondoro w'uwifuza gutema ibiti. • Raporo y'igenzura yakozwe n'umukozi w'Akarere ushinzwe amashyamba.<br>• Amafaranga y'Ikigega cy'Amashyamba. Amashyamba y'abantu ku giti cyabo yishyura 1% by'agaciro k'ibiti byatemwe agashyirwa mu Kigega cy'Amashyamba. Gutema ibiti byashoboraga guteza ingaruka mbi ku baturage ntibyishyurirwa | | murenge | w'Umurenge |
| 14. | Gusaba uruhushya rwo kubumba no gutwika amatafari | • Inyandiko y'umushinga • ibipimo by'imiterere y'ubutaka byakozwe hakoreshejwe GPS • ikarita yerekana imiterere y'ubutaka buzakorerwaho • uburyo bw'ingufu buzakoreshwa mu gutwika amatafari • amasezerano yakozwe hagati y'usaba n'uzatanga uburyo bw'ingufu bzakoreshwa • Amasezerano y'ubwishingizi, iyo ari banki izakwishingira. • Mu gihe usaba ari Koperative, herekanwa kopi ya sitati yemejwe n'amategeko.<br>Kugira icyemezo cya RDB,cyangwa cya RCA | Bitarenze iminsi cumi n'itanu | Ushinzwe Amashyamba/ Ushinzwe ubuhinzi mu murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 15. | *Uruhushya rwo gutwarc* | • Kwandikira Ubuyobozi bw'Umurenge; | Bitarenze iminsi itatu | Ushinzwe Amashyamba/ | Gusaba kubonana n'Umunyamabanga |

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| | *ibikomoka ku biti.* | • Kugaragaza aho abivana n'aho abijyana n'impamvu;<br>• Kugaragaza inyemezabwishyu;<br>• Kugaragaza icyemezo cy'ubugure/cyangwa ko ibiti ari ibye | | Ushinzwe ubuhinzi mu murenge | Nshingwabikorwa w'Umurenge |
| 16. | Kwishyurira amafaranga y'ishuri impfubyi n'abandi bana bafite ibibazo byihariye | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;<br>• Kugaragaza icyemezo cy'Ubuyobozi bw'Akagari kigaragaza ko ari imfubyi cyangwa ko afite ibibazo byihariye bisaba ubufasha bw'Umurenge | Bitarenze iminsi itatu | Ushinzwe ubuzima n'Imibereho myiza | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 17. | *Ubufasha ku batishoboye* | • Kwa ndikira Umunyamabanga Nshingwabikorwa w'Umurenge;<br>• Rapo ro y'Akagari igaragaza icyiciro cy'ubukene arimo n'ubufasha akeneye | Bitarenze iminsi itatu | Ushinzwe ubuzima n'imibereho myiza | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 18. | *Gusaba uburenganzira bwo gufungura ubucuruzi* | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge agaragaza ubucuruzi yifuza gukora naho azabukorera;<br>• Kwishyura ipatante ;<br>• Kubahiriza ibisabwa bitewe n'ubwoko bw'ubucuruzi ugiye gukora. | Bitarenze iminsi itatu | Ufite ubucuruzi mu nshingano ze/Umwakirizi w'imisoro | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 19. | Icyemezo cyo kunganirwa mu nkiko | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;<br>• Kugaragaza raporo ivuye mu kagari | Bitarenze iminsi itatu | Ushinzwe irangamimerere na notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa |

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| | | igaragaza icyiciro arimo ;<br>• Kopi y'indangamuntu. | | | w'Umurenge |
| 20. | Kwishyura umusoro ku butaka | • Icyemezo cy'ubutaka cyatanzwe n'ikigo cy'igihugu gishinzwe ubutaka;<br>• Kugaragaza inyemezabwishyu yatangiweho amafaranga y'ubukode bw'ubutaka agaragara ku cyemezo.<br>• Kopi y'indangamuntu | Bitarenze umunsi umwe | Umwakirizi w'Imisoro | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 21. | Kwishyura umusoro ku bukode bw'inzu | • Kopi y'amasezerano y'ubukode agaragaza agaciro kishyurwaho umusoro;<br>• Kuzuza Declaration;<br>• Inyemezabwishyu; | Bitarenze umunsi umwe | Umwakirizi w'imisoro | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 22. | Kwishyura umusoro k'umutungo utimukanwa | • Icyemezo cy'umutungo;<br>• Kopi ya raporo y'uwakoze isuzuma ry'imiterere y'umutungo;<br>• Inyemezabwishyu;<br>• Kopi y'Indangamuntu. | Bitarenze umunsi umwe | Umwakirizi w'imisoro n'amahoro | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 23. | Gusaba uruhushya rwo gucuruza | • Kugaragaza icyemezo cy'uko ubucuruzi bwandikishijwe mu mategeko;<br>• Kugaragaza inyemezabwishyu | Bitarenze umunsi umwe | Umwakirizi w'imisoro n'amahoro | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 24. | Kwandika umwana wavutse | • Kugaragaza Icyemezo cya muganga cyerekana ko umwana yavutse | Bitarenze Iminsi itatu | Ushinzwe irangamimerere na | Gusaba kubonana n'Umunyamabanga |

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| | | cyangwa ikarita y'ikingira y'umwana ;<br>• Kuzana abahamya 3 ;<br>• Kwitwaza indangamauntu ;<br>• Kugaragaza inyemezabwishyu ; | | Notariya | Nshingwabikorwa w'Umurenge |
| 25. | *Gusaba icyemezo cy'uko umuntu ari ingaragu* | • Kopi y'irangamuntu y'usaba (irangamuntu cyangwa urupapuro rw'abajya mu mahanga),<br>• Icyemezo cy'aho atuye gitangwa n'ubuyobozi bw'akagari,<br>• Kugaragaza inyemezabwishyu. | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 26. | Gusaba icyemezo cy'umwirondoro | • Kugaragaza inyemezabwishyu ;<br>• Kwitwaza indangamuntu cyangwa Uruhushya rwo kujya mu mahanga ;<br>• Amafoto abiri y'ubisaba(2); | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 27. | Gusaba icyemezo cyerekana ko umuntu akiriho | • Kuba uri imbere y'ushinzwe irangamimerere;<br>• Kwitwaza Indangamuntu ;<br>• Nta nyemezabwishyu kuko gitangirwa ubuntu hakurikijwe amabwiriza y'isanduku y'ubwiteganyirize bw'abakozi | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 28. | Gusaba icyemezo cy'uko uwo | • Icyemezo cy'uko bari barashakanye mu buryo bwemewe n'amategeko; | Bitarenze iminsi itatu | Ushinzwe irangamimerere na | Gusaba kubonana n'Umunyamabanga |

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| | bashakanye yitabye imana | • Icyemezo kigaragaza ko uwo bashakanye yitabye Imana;<br>• Inyemezabwishyu | | Notariya | Nshingwabikorwa w'Umurenge |
| 29. | Gusaba icyemezo cyerekana ko wasezeranye | • Kugaragaza Inyemezabwishyu<br>• Icyemezo cyerekana ko washatse (Extrait d'acte de marriage/Livret de marriage) ;<br>• Kopi y'indangamuntu ;<br>• Mu gihe nta cyangombwa na kimwe gihari kigaragaza igihe ubushyingirwe bwabereye, usaba icyi cyangombwa yitwaza jugement suppletif | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 30. | Gusaba icyemezo cy'uko uri impfubyi | • Kugaragaza inyemezabwishyu<br>• Kugaragaza icyemezo cy'uko ababyeyi be batakiriho<br>• Icyemezo kigaragaza ko umuntu ari imfubyi gitangwa n'Akagari ;<br>• Ifoto ebyiri ngufi;<br>• Kopi y'indangamuntu cyangwa urupapuro ruhabwa abajya mu mahanga | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 31. | Gusaba icyemezo cy'ingwate | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge ibaruwa ibisaba;<br>• Kugaragaza inyemezabwishyu;<br>• Komeka ku ibaruwa isaba icyemezo cy'uko umutungo ari uwawe (Icyemezo cya burundu cy'ubutaka, icyemezo cy'ubugure, inyandiko | Bitarenze iminsi irindwi | Ushinzwe imiturire/Ushinzwe ubuhinzi | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |

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| | | y'irage, inyandiko zerekana ko umutungo wawuhawe n'ibindi);<br>• Icyemezo cy'ihererekanya mutungo iyo utari nyiri umutungo wa mbere ;<br>• Raporo y'Akagari yerekana imiterere y'umutungo usabirwa icyemezo; | | | |
| 32. | *Kwandukuza umuntu wapfuye* | • Kwandukuza uwapfuye ni Ubuntu.<br>• Icyemezo cyo kwa muganga ko umuntu yapfuye;<br>• Iyo yaguye mu rugo kwandukuza yitwaza Abantu batatu bemeza ko umuntu yapfuye<br>• Iyo iminsi cumi n'itanu yarenze, uwaje kwandukuza yitwaza inyandiko y'urukiko isimbura itarakorewe igihe ;<br>Ushaka icyemezo cy'uko umuntu atakiriho yitwaza inyemezabwishyu | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 33. | Kwandika abana bavutse mu murenge | • Iyi serivisi ntiyishyuzwa;<br>• Icyemezo cy'amavuko gitangwa na muganga, cyangwa ifishi y'ikingira;<br>• Kwitwaza indangamuntu | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 34. | *Abashaka gushyingirwa byemewe n'amategeko* | • Icyemezo cy'amavuko,<br>• Icyemezo cy'uko uri ingaragu/ umupfakazi/watandukanye n'uwo mwari mwarashakanye;<br>• Kurangwa kw'abazashyingirwa bikorwa hagati y'iminsi 21 n'amezi | Bitarenze umunsi umwe | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |

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| | | atatu;<br>• Kopi y'indangamuntu;<br>• Kugaragaza inyemezabwishyu;<br>• Kumvukina umunsi wo gushyingirwa n'umwanditsi w'irangamimerere;<br>• Abahamya 3 bazabihamya kuri buri ruhande; | | | |
| 35. | Icyemezo cyo gutura | Kugana ubuyobozi bw'Umurenge witwaje ibi bikurikira:<br>• Kuzana kopi y'indangamuntu;<br>• Icyemezo cy'akagari cyigaragaza aho atuye( Rue, Umudugudu);<br>• Kugaragaza inyemezabwishyu | Bitarenze iminsi ibiri | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 36. | *Gukemurirwa ikibazo* | • Gukemurirwa ikibazo ni ubuntu;<br>• Kwandikira ubuyobozi bw'Umurenge hagaragazwa imiterere y'Ikibazo;<br>• Ikayi y'ibibazo yerekana uko Akagari cyangwa umudugudu wagikemuye. | | Ushinzwe imiyoborere myiza/irangamimerere na notariya mu Murenge | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge/kwandikira Umuyobozi w'Akarere |
| 37. | Kwemeza impapuro mpamo | • Inyandiko y' umwimerere;<br>• Umubare wa kopi ashaka;<br>• Inyemezabwishyu ingana n'umubare wa kopi ashaka. | Bitarenze iminsi ibiri | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 38. | Kurangirizwa urubanza | • Kurangirizwa urubanza ni Ubuntu;<br>• Kwandikira Umuhesha w'inkiko utari uw'umwuga ku Murenge umusaba kukurangiriza urubanza;<br>• Gushyikiriza Umuhesha w'inkiko utari uw'umwuga ku Murenge | Bitarenze amezi atatu | Umuhesha w'inkiko utari uw'umwuga ku Murenge (Umunyamabanga Nshingwabikorwa w'Umurenge) | Kwandikira Umuyobozi w'Akarere umusaba kurangirizwa urubanza |

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| | | icyemezo cy'urukiko cy'umwimerere cyangwa n'izindi nyandiko ziriho kashi mpuruza | | | |
| 39. | Gusaba uburenganzira bwo kubaka mu mudugudu | • Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge usaba uruhushya rwo kubaka;<br>• Kubahiriza amabwiriza ajyanye no kubaka mu mudugudu;<br>• Kugaragaza inyemezabwishyu ;<br>• Ifishi igaragaza Bornes z'ikibanza; | Bitarenze iminsi cumi n'itanu | Ushinzwe Ubutaka, Ibikorwa remezo n'imiturire | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge/kwandikira Umuyobozi w'Akarere |
| 40. | Gusaba uburenganzira bwo gusana, kuvugurura inyubako | • Kwandikira gitifu umusaba uruhushya rwo gusana cyangwa kuvugurura;<br>• Kugaragaza inyemezabwishyu<br>• Icyemezo cy'umutungo;<br>• Amasezerano y'ubugure iyo waguze;<br>• Amafoto agaragaza inyubako ikeneye gusanwa mu mpande zose;<br>• Inyandiko isaba gusana inyubako | Bitarenze iminsi cumi n'itanu | Ushinzwe Ubutaka, Ibikorwa remezo n'imiturire | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge/kwandikira Umuyobozi w'Akarere |
| 41. | *Icyemezo cyo kuba umubyeyi w'umwana utabyaye* | • Kuzana ibyemezo by'amavuko by'ushaka kuba umubyeyi w'umwana atabyaye<br>• Kuzana icyemezo cy'amavuko y'umwana ;<br>• Kugaraza inyandiko y'uwo mwashakanye ko abyemera ;<br>• Kuba ushaka kurera umwana atabyaye afite imyaka itari munsi ya 35 ;<br>• Kuba ushaka kuba umubyeyi w'uwo | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |

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| | | atabyaye amurusha imyaka 15 ;<br>• Kubashakanye, kuba mumaranye imyaka 5 kandi mukiri kumwe ;<br>• Mu gihe utujuje ibisabwa byavuzwe haruguru, uzana icyemezo cya Minisitiri w'Ubutabera ;<br>• Kopi y'indangamuntu ;<br>Inyemezabwishyu | | | |
| 42. | *Icyemezo cyo kwemera umwana ( Reconnaissance)* | • Kopi y'indangamuntu ;<br>• Kuba umubyeyi w'umwana ugiye kwemerwa ahari ;<br>• Mu gihe cyo kwandika mu bitabo byabugenewe, Umugabo n'umugore bagomba kuba bose bahari ;<br>• Kugaragaza Icyemezo cy'amavuko y'umwana ugiye kwemerwa ;<br>• Inyemezabwishyu ;<br>Mu gihe umwana atigeze yandikwa mu bitabo by'irangamimerere, kuzana icyemezo cy'urukiko | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 43. | *Icyemezo cy'ubwenegihugu/Nationalite* | Kugana ubuyobozi bw'umurenge ugaragaza ibi bikurikira :<br>• Kwitwaza indangamuntu ;<br>• Inyemezabwishyu | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 44. | *Inyandiko y'Urupfu* | Kugana ubuyobozi bw'umurenge ugaragaza ibi bikurikira :<br>• Icyemezo cy'amavuko ;<br>• Icyemezo cy'urupfu cyo kwa muganga/certificat de deces<br>• Kuba yaramwandukuje mu gitabo | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |

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| | | cy'abaturage ;<br>• Kwitwaza indangamuntu y'uwapfuye ;<br>• Kugaragaza inyemezabwishyu | | | |
| 45. | *Icyemezo cyo kuzungura/succession* | Kugana ubuyobozi bw'umurenge ugaragaza ibi bikurikira :<br>• Icyemezo cy'amavuko ;<br>• Icyemezo cy'urupfu rw'Ababyeyi ;<br>• Icyemezo cy'Urukiko cyigaragaza ko ari mu bazungura ba nyakwigendera ;<br>• Kugaragaza inyemezabwishyu ;<br>• Kuzana indangamuntu | Bitarenze iminsi itat | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 46. | *Gusaba inyandiko y'Ubushyingirwe* | • Icyemezo cyerekana ko wasezeranye imbere y'amategeko (Extrait d'acte de marriage/Livret de marriage cyangwa Attestation de mariage) cyangwa se Icyemezo cy'Urukiko gihamya ko yashyingiwe<br>• Inyemezabwishyu. | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |
| 47. | *Gusaba icyemezo cyo kuba umubyeyi w'umwana utabyaye* | • Kugana Ubuyobozi bw'Umurenge ;<br>• Kwitwaza icyemezo by'uwifuza kuba umubyeyi w'umwana atabyaye n'icy'emezo cy'amavuko y'umwana ;<br>• Kugaragaza inyandiko y'uwo mwashakanye yemeza ko abyemera ;<br>• Kuba ushaka kuba umubyeyi w'umwana atabyaye amurusha imyaka cumi n'itanu (15); | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |

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| | | • Kuba ushaka kuba umubyeyi w'umwana atabyaye afite imyaka itari munsi ya 35;<br>• Kubashakanye, kuba bamaranye imyaka 5 kandi batarigeze batandukana;<br>• Utujuje ibisabwa haruguru, kuzana icyemezo cya Minisitiri w'Ubutabera ;<br>• Inyemezabwishyu;<br>• Indangamuntu ;<br>• Icyemezo cyerekana ko wasezeranye imbere y'amategeko (Extrait d'acte de marriage/Livret de marriage cyangwa Attestation de mariage) cyangwa se Icyemezo cy'Urukiko gihamya ko yashyingiwe | | | |
| 48. | *Gusaba icyemezo cyo kwandukuza* | • Kwandukuza uwapfuye ni ubuntu;<br>• Icyemezo cyo kwa muganga ko umuntu yapfuye;<br>• Iyo umuntu yapfiriye mu rugo, uwifuza iyi serivisi yitwaza abahamya batatu bemeza ko umuntu yapfuye;<br>• Iyo iminsi cumi n'itanu yarenze, yitwaza inyandiko y'Urukiko isimbura itarakorewe igihe.<br>• Ushaka icyemezo cy'uko umuntu atakiriho, yitwaza inyemezabwishyu | Bitarenze iminsi itatu | Ushinzwe irangamimerere na Notariya | Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge |

**_SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKAGARI_**

| No. | Serivisi | Ibisabwa kugira ngo itangwe | Igihe ntarengwa | Ubishinzwe | Uburyo amenyesha ko atishimiye serivisi |
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| 1 | *Gusaba Icyemezo cyabasaba uruhushya rw'abajya mu mahanga* | • *Kopi y'indangamuntu*<br>• *Kugaragaza inyemezabwishyu*<br>• *Amafoto 2 magufi;*<br>• *Ku mwana ufite munsi y'imyaka 16, azana icyemezo cy'amavuko gitangirwa ku Murenge* | *Iyi serivisi ntirenza iminsi ibiri* | *Umunyamabanga nshingwabikorwa w'Akagari* | *Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge* |
| 2 | *Gusaba icyemezo cy'ubuguzi* | *Kugana ubuyobozi bw'akagari hagaragazwa ibi bikurikira:*<br>• *Ibyangombwa byerekana ko umutungo ugurishije ko ari uwawe (Icyemezo cy'Ubutaka/umutungo);*<br>• *Amasezerano y'ubugure asinyweho n'impande zombi kandi yasinweho n'ababifitiye ububasha (Uwo bashakanye, abana n'abandi bafite uburenganzira kuri uwo mutungo cyangwa ariho umukono wa notaire ;*<br>• *Kopi y'indangamuntu y'impande zombi (Ugura n'ugurisha)* | *Iyi serivisi ntirenza iminsi ibiri* | *Umunyamabanga nshingwabikorwa w'Akagari* | *Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge* |

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| 3 | *Gukemurirwa ikibazo* | • *Gukemurirwa ikibazo ni ubuntu;*<br>• *Kugana ubuyobozi bw'Akagari hagaragazwa imiterere y'Ikibazo;*<br>• *Kugaragaza ikayi y'ibibazo yerekana uko Umudugudu wagikemuye* | *Iyi serivisi ntirenza iminsi ibiri(2)* | *Umunyamabanga nshingwabikorwa w'Akagari* | *Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge* |
| 5 | *Kurangirizwa urubanza n'izindi nyandiko ziriho kasha mpuruza* | • *Kurangirizwa urubanza ni Ubuntu.*<br>• *Kwandikira Umuhesha w'inkiko utari uw'umwuga ku kagari umusaba kukurangiriza urubanza;*<br>• *Gushyikiriza Umuhesha w'inkiko utari uw'umwuga ku kagari icyemezo cy'urukiko cy'umwimerere kiriho kashi mpuruza cyangwa izindi nyandiko ziriho kashi mpuruza* | *Bitarenze amezi atatu* | *Umuhesha w'Inkiko utari uw'Umwuga ku Kagari* | • *Iyo atishimiye uburyo yacyiriwe n'Umuhesha w'Inkiko utari uw'Umwuga ku kagari, agana Umunyamabanga Nshingwabikorwa w'Umurenge.*<br>• *Iyo atishimiye imirangirize y'urubanza ashobora kugana Inzu z'Ubufasha mu by'amategeko cyangwa urukiko rwaruciye ku rwego rwa nyuma* |
| 6 | *Gusaba icyemezo gisimbura indangamuntu by'agateganyo* | • *Kugaragaza icyemezo cy'uko yataye indangamuntu gitangwa na Polisi y'Igihugu;*<br>• *Kugaragaza inyemezabwishyu;*<br>• *Kwitwaza amafoto 2 magufi;*<br>• *Ku bana bagejeje igihe cyo gufata indangamuntu, bitwaza icyemezo cy'amavuko n'inyemezabwishyu* | *Bitarenze iminsi itatu* | *Umunyamabanga Nshingwabikorwa w'Akagari* | *Kugana Umunyamabanga Nshingwabikorwa w'Umurenge* |
| 7 | *Gusaba icyemezo gihesha umuntu* | • *Kopi y'indangamuntu y'usaba;*<br>• *Kuzana abaturanyi batatu bamuzi* | *Biraenze iminsi 2* | *Umunyamabanga Nshingwabikorwa w'Akagari* | *Kugana Umunyamabanga Nshingwabikorwa w'Umurenge* |

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| | *kubona icyemezo cy'uko ari ingaragu* | *ko atigeze ashyingirwa cg yaratandukanye n'uwo bashakanye, umupfakazi* | | | |
| 8 | *Gusaba icyemezo gihesha umuntu icyemezo cy'ingwate* | • *Kugaragaza inyandiko ya Banki cyangwa n'ibindi bigo by'imari;*<br>• *Kugaragaza inyemezabwishyu* | *Bitarenze iminsi 2* | *Umunyamabanga Nshingwabikorwa w'Akagari* | *Kugana Umunyamabanga Nshingwabikorwa w'Umurenge* |

**IBINDI BIGOMBA KWITABWAHO**

1. Inama Njyanama n'Ubunyamabanga Nshingwabikorwa by'Akagari bafite inshigano zo gushishikariza abaturage ko guhabwa serivisi ari uburenganzira bwabo, bikaba n'inshingano z'Ubuyobozi kuyitanga neza
2. Nta muyobozi wemerewe gusaba ibindi bitateganijwe bisabwa uhabwa serivisi muri iyi nyandiko;
3. Buri Munyamabanga Nshingwabikorwa w'Akagari asabwe kandi kumanika iyi nyandiko ahagenewe gushyirwa amatangazo ;
4. Ubunyamabanga Nshingwabikorwa bw'Akagari busabwe gusobanurira abaturage ko Umudugudu ari urwego rw'Ubukangurambaga atari urutanga serivisi.