Republic of Rwanda

Edition 2009

IGITABO GIKUBIYEMO SERIVISI ZIHABWA ABATURAGE

Citizen's Charter

Akarere ka Nyagatare

ILIBURIRO

Nejejwe no kubagezaho Igitabo cyerekana serivisi zitangwa n'akarere ka Nyagatare.

Iki gitabo kigamije kumenyesha abatuye akarere ka Nyagatare inshingano, icyerekezo n'ibikorwa by'akarere, uko bikorwa n'uko duteganya kubikosora mu gihe bigaragaye ko bitagenda neza n'ukuntu tuzitwararika guhora turushaho gukora neza ngo dushimishe abatugana n'abatuye Akarere ka Nyagatare.

Iki gitabo cyerekana akamaro k'akarere, kikagaragaza neza serivisi gatanga, ibisabwa kugira ngo uzibone n'aho izo serivisi zitangirwa n'ibisabwa n'amategeko kugira ngo izo serivisi uzibone.

Gushyiraho iki gitabo birerekana ubushake bw'akarere bwo gukorera abatugana tugamije ko basobanukirwa neza na serivisi tubaha ndetse bakanadufasha no kuvugurura imikorere yacu.

Umunyamabanga Nshingwabikorwa

I. INSHINGANO Z'AKARERE

Akarere gacungwa kandi kagatanga serivisi hashingiwe ku Itegeko no 29/2005 ryo ku wa 23/12/2005 rishyiraho politike y'imiyoborere y'inzego z'ibanze.
Inshingano z'Akarere ni uguteza imbere imibereho myiza y'abagatuye ikoresheje 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.

II. Icyerekezo

Akarere gashishikajwe n'imibereho myiza y'abagatuye, kihatiye guca ubukene karwanya inzara no guteza imbere ubukerarugendo bwa bose bushigikiwe n'ubuyobozi n'uburezi byiza bishamikiye ku bumenyi n'ikoranabuhanga.

III. SERIVISI Z'INGENZI ZITANGWA N'AKARERE

Akarere gatanga serivisi nyinshi zirimo:

1. Guteza imbere uburezi kuri bose, guteza imbere umuco na siporo;
2. Kwita ku buzima bw'abagatuye, ku buringanire bw'abagore n'abagabo n'uburenganzira bw'abana;
3. Kugira uruhare mu kongera umusaruro w'ubuhinzi n'ubworozi no kuwushakira isoko;
4. Kugira uruhare mu guteza imbere ibikorwa remezo mu duce tw'umujyi n'utw'icyaro;
5. Guteza imbere imibereho myiza y'abaturage ishingiye ku buyobozi bwiza, ubufatanye bwashyizweho na politike yo kwegereza abaturage ubuyobozi n'uruhare rw'baturage;
6. Guteza imbere imicungirey'abantu, ibintu n'umutungo;
7. Gugenzura ishyirwa mu biorwa za gahunda za Leta zijyanye n'imiyoborere myiza, iterambere mu by'ubukungu, amategeko n'imibereho myiza y'abaturage.

IV. INDANGAGACIRO

Imirimo yacu ya buri munsi ishingira ku ndangagaciro zikubiye mu muco w'imikorere iboneye yifuzwa. Ni izi zikurikira:
Kutagira aho ubogamira: Twiyemeje gukorera mu mucyo no kunoza ibyo dukora kandi mu gihe
Gukorera mu mucyo: Tuzahora tugaragza imikorere yacu tugamije ko isura y'Akarere igera ku ntego abaturage bayitezeho
Kuba indashyikirwa: Twiyemeje kugamize imikorere myiza kandi turushaho guhora tugeza ku baturage serivisi ziboneye; tujya duhora tugeza ku abatugana amakuru nyayo n'ibyo bakeneye kumenya kuri serivisi dushinzwe kubagezaho;
Kunezeza abo dukorera: Tugamije gushimisha no kwitaho cyane ku badushakaho serivisi mu mikorere yacu yose

V. IMITERERE Y'AKARERE KA NYAGATARE

Akarere ka Nyagatare karebererwa na Minisiteri y'Ubutegetsi bw'Igihugu, n'Intara y'Amajyarguru. Inama Njyanama iyobowe n'umuyobozi wayo ni rwo rwego rwo hejuru rufata ibyemezo. Umuyobozi

w'Akarere, umuyobozi w'akarere wungirije ushinzwe imari n'umuyobozi w'akarere wungirije ushinzwe imibereho myiza y'abaturage ni abayobozi batorwa bagize inama nyobozi y'akarere.
Umunyamabanga nshingwabikorwa w'akarere niwe muyobozi w'imirimo ya buri munsi y'akarere akaba ari nawe ushinzwe ingengo y'imari y'akarere.

Ibiro by'ubunyamabanga nshingwabikorwa bigizwe n'amashami akurikira:
-**Ishami rishinzwe iterambere ry'ubukungu**: Iri shami rishinzwe ubwubatsi, kwita kumihanda, gushyira amatara ku mihanda, gukora igenemigambi, ubushakastatsi no kubisuzuma, kwita ku bidukikije, ubuhinzi, ubworozi n'isuku ku mihanda.
-Ishami rishinzwe imiyoborere n'imibereho myiza y'abaturage: iri shami rishinzwe imiyoborere myiza, imibereho myiza y'abaturage, siporo n'umuco, gufasha abatishoboye, kwita ku mavuriro n'ibigo nderabuzima, kwita ku mashuri abanza n'ayisumbuye, kwigisha kurwanya sida no kuyirinda.
-**Ishami rishinzwe ubuyobozi n'imari**: iri shami rishinzwe umutungo, amafaranga yungutswe n'akarere, kwishyura ibyakoreshejwe n'akarere, amasoko y'akarere, imishahara no kwishyura amafaranga akoreshwa n'akarere, ubuyobozi, kugurira akarere ibikoresho no kongerera abakozi ubushobozi.
-**Umugenzuzi w'imari**: kugenzura niba ibitabo by'imari by'akarere bikozwe hakurikijwe amabwiriza yashyizweho n'itegeko no 17/2002 ryo ku wa 10/05/2002 rishyira aho umutungo w'uturere n'imijyi ukomoka nk'uko rahinduwe kandi ryujujwe kugeza ubu, cyane cyane mu ngingo ya 2, iya 6 n'iya 63.

Ubwoko bwa serivisi zitangwa n'igihe zitangirwa

-Amabaruwa asanzwe asubizwa mu gihe cy'iminsi ine (4) uhereye igihe yakiriweho;
-Amabaruwa asaba ubuhanga bwihariye asubizwa mu minsi irindwi (7) uhereye igihe yakiriweho;
-Abagana akarere bose bakirwa nyuma y'iminota ibiri (2) bahageze;
-Impushya zo kubaka zitwangwa nyuma y'iminsi cumi n'ine (14) uhereye igihe basabiye;
-Uhamagaye kuri telefoni ahita yitabwa, telefoni idasonnye inshro zirena ebyiri (2);
-Kwishyura fagitire bikorwa mu minsi itatu (3)

Ibindi twiyemeje:

-Gukora raporo yerekana umutungo w'akarere nk'uko biteganywa n'amategeko
-Gutanga serivisi biciye mu mucyo;
-Kubarura amashuri yose akorera mu karere no kugenzura imikorere yayo;
-Kugenzura ibikorwa by'ubuzima;
-Gushyiraho uburyo buhamye bwo gutoragura imyanda n'ibindi bintu byose bitagikoreshwa, gufata neza ahantu hatari ibikorwa, gutera ibiti n'indabo;
-Gutanga serivisi z'iterambere rusange;
-Kwemeza ibishushanyo by'ibikorwa remezo by'iterambere;
-Gufata neza imihanda, amatara yo ku mihanda, amazu akarere gakoreramo, imodoka gakoresha n'amamashini;

Abakiriya bacu:

Nk'ikigo gishishikajwe no kwacyira neza abakigana, abakiriya bacu bagizwe: Abatuye akarere, inzego za Leta, imiryango itegamiye kuri Leta, abafatanyabikorwa, abikorera ku giti cyabo, abanyamadini, abayobozi mu nzego za Leta, n'abandi.

Ibisabwa abakiriya bacu:

-Kubahiriza amategeko;
-Kwishyura ibyo babereyeno akarere ku buryo bwihuse;

-Kugira akarere inama zubaka;
-Kwitabira gahunda z'akarere;
-Kutumenyesha ibyo batekereza kuri serivisi bahawe;
-Gusubiriza igihe icyihe basabwe ibisobanuro;

Kurenganurwa:

Abakiriya bacu basabwe kudusaba kubarenganura igihe bibaye ngombwa, kutugezaho ibitekerezo cyangwa gushimira ubuyobozi bw'akarere babinyujije kuri aderesi ikurikira:
Agasanduku k''iposita: ……. Nyagatare
Telefoni +252
+252
Fagisi: +252
Kuri interineti: nyagataredistrict@minaloc.gov.rw
nyagataredistrict@yahoo.com

Urubuga rwa interineti ni:www.nyagatare.gov.rw.

Intego yacu:

Twiyemeje kumenyekanisha ko twakiriye no gusubiza ibibazo bisaba kurenganurwa bitagoranye mu gihe cy'iminsi motonga itatu (30).Twiyemeje kandi ko ibibazo by'abaturage bisaba kurenganurwa bizajya bikemurwa mu ibanga kandi bidashyizwe muri rusange.Icyokora turashishikariza abatugana kgira uruhare mu kugaragaza ibibazo byabo no gutanga inzira zakoreshwa mu kubicyemura, bitewe n'ingorane zigaraga mu kubicyemura.

Ivugururwa ry'iki gitabo:

Iki gitabo kizavugururwa igihe cyose bibaye ngombwa mu rwego rwo gukomeza guteza imbere itangwa rya serivisi nziza. Mu kukivugurura, tuzafatanya n'abafatanyabikorwa bacu.

Bikorewe I Nyagatare ku wa 15/03/2010

VI. SERIVISI ZITANGWA N'AKARERE KA NYAGATARE

A. Serivisi zitangwa n'Ishami rishinzwe Iterambere ry'Imibereho Myiza y'Abaturage

1. KWISHYURIRWA AMAFARANGA Y'ISHURI

UBWOKO BWA SERIVISI: **Uburezi**

Serivisi ni iyihe? Nujuje ibisabwa?	Inkunga y'amafaranga y'ishuri ihabwa abakennye kurusha abandi, igatangwa hashingiwe ku mafaranga ahari, yaba aturuka ku nkunga z'imishinga cyangwa amafaranga Leta igenera Uturere yo gufasha abakene.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa bitewe n'amafaranga ahari agenewe uburezi
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ibaruwa ibisaba, icyemezo cy'ubukene gitangwa n'inzego z'ibanze
Binyura mu zihe nzira kugirango uyihabwe?	Inkunga yo kwishyura amafaranga y'ishuri igenerwa abantu bihariye batoranyijwe ku bufatanye bw'abaturage na Komite zihagarariye ibyiciro by'abatishoboye nka: Abacitse ku Icumu rya Jenoside yakorewe Abatutsi, Imfubyi z'abahitanywe n'agakoko ka Sida, abakennye cyane, abarwayi batishoboye, n'abandi. Mu gihe uri muri kimwe muri ibi byiciro kandi warashyizwe ku rutonde rw'abagomba guhabwa inkunga, • ujya ku biro by'Umurenge, ikibazo cyawe ukakigeza ku mukozi ushinzwe Imibereho Myiza y'Abaturage akagufasha kwandika ibaruwa isaba inkunga igihe bibaye ngombwa. • Iyo baruwa yoherezwa ku Karere cyangwa ku baterankunga bitewe n'icyiciro kihariye urimo. • Iyo amafaranga abonetse, ibaruwa ibimumenyesha igomba kugaragaza amazina y'uwemerewe inkunga, ishuri yigamo n'umubare w'amafaranga yemerewe. • Amafaranga yoherezwa ku Murenge abarizwamo nawo ukayashyira kuri konti y'Ikigo, icyemezo cy'uko amafaranga yishyuwe kigashyikirizwa Ikigo umunyeshuri yigamo.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Imishinga y'Abaterankunga, Umurenge .
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Inkunga yo kwishyurirwa amafaranga y'ishuri igenerwa Abanyeshuri batishoboye biga mu mashuri yisumbuye. Abagenerwa inkunga bagomba kuba bafite icyiciro cy'abatishoboye babarizwamo, bitabujije ko mu gihe habonetse abandi batishoboye badafite icyiciro babarizwamo ikibazo cyabo cyigwa mu gihe bagaragaye. Mu gihe inkunga ibonetse, itangwa bahereye ku bakennye cyane kurusha abandi uko bagenda barutanwa.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

2. GUSABA ICYEMEZO CY'UBUTAKA BUKORERWAHO IBIKORWA BY'UBUHINZI

UBWOKO BWA SERIVISI: **Ubuhinzi n'Ubworozi**

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu batunze ubutaka bakoreraho ibikorwa by'ubuhinzi bagomba kuba bafite icyemezo kigaragaza ko ubwo butaka ari ubwabo.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Icyumweru kimwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba icyemezo igaragaza neza uko ubutaka bungana n'aho buherereye, • ibimenyetso bihamya ko ubutaka ari ubwawe (ibaruwa igaragaza ko ubwo butaka ari wowe ubukoresha kandi ubukoresha ku mugaragaro), • icyemezo kigaragaza niba warashatse cyangwa uri ingaragu
Binyura mu zihe nzira kugirango uyihabwe?	• Abantu batunze ubutaka bakoreraho ibikorwa by'ubuhinzi buri hagati ya Hegitari imwe (1) na Hegitari enye (4) bagomba gusaba Akarere icyemezo cy'ubwo butaka kigaragaza ko ari bo ba nyiri ubutaka, uko bungana ndetse n'aho buherereye. • Umukozi ushinzwe Ubutaka mu Karere afatanya na Komite z'Ubutaka mu Kagari kugira ngo bamenye nyiri ubutaka. Komite z'Ubutaka mu Kagari zishyikiriza Akarere raporo igaragaza nyiri ubutaka, hanyuma Akarere nako kagashingira kuri iyo raporo gatanga icyemezo. • Icyo gihe nyiri ubutaka asabwa kubushyiraho imbago. • Icyemezo cy'ubutaka bukorerwaho ibikorwa by'ubuhinzi gitangwa mu gihe cy'icyumweru kimwe uhereye umunsi ugisaba yagejeje ibyangombwa bisabwa ku Karere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ubutaka bw'Akarere butangwa gusa iyo hari ubutaka bwo gukoreraho ibikorwa by'ubuhinzi n'ubworozi budafite ibibukorerwaho.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

3. GUSABA ICYEMEZO CY'UBUTAKA BUKORERWAHO IBIKORWA BY'UBWOROZI

UBWOKO BWA SERIVISI: **Ubuhinzi n'Ubworozi**

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu batunze ubutaka bakoreraho ibikorwa by'ubworozi bagomba kuba bafite icyemezo kigaragaza ko ubwo butaka ari ubwabo.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Icyumweru kimwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba icyemezo igaragaza neza uko ubutaka bungana n'aho buherereye, • ibimenyetso bihamya ko ubutaka ari ubwawe (ibaruwa igaragaza ko ubwo butaka ari wowe ubukoresha kandi ubukoresha ku mugaragaro), • icyemezo cy'irangamimerere
Binyura mu zihe nzira kugirango uyihabwe?	• Abantu batunze ubutaka bakoreraho ibikorwa by'ubworozi bungana cyangwa buri hejuru ya Hegitari eshanu (5) bagomba gusaba Akarere icyemezo cy'ubwo butaka kigaragaza ko ari bo ba nyiri ubutaka, uko bungana ndetse n'aho buherereye. • Umukozi ushinzwe Ubutaka mu Karere afatanya na Komite z'Ubutaka mu Kagari kugira ngo bamenye nyiri ubutaka. Komite z'Ubutaka mu Kagari zishyikiriza Akarere raporo igaragaza nyiri ubutaka, hanyuma Akarere nako kagashingira kuri iyo raporo gatanga icyemezo. • Icyo gihe nyiri ubutaka asabwa kubushyiraho imbago. • Icyemezo cy'ubutaka bukorerwaho ibikorwa by'ubworozi gitangwa mu gihe cy'icyumweru kimwe uhereye umunsi ugisaba yagejeje ibyangombwa bisabwa ku Karere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ubutaka bw'Akarere butangwa gusa iyo hari ubutaka bwo gukoreraho ibikorwa by'ubuhinzi n'ubworozi budafite ibibukorerwaho.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

4. GUSABA URUHUSHYA RWO KUBAKA INZU

Serivisi ni iyihe? Nujuje ibisabwa?	Kubaka inzu mu kibanza bisabirwa uruhushya mu Biro by’Akarere bishinzwe ubutaka.
Servisi itangwa ryari?	Ku va ku wambere kugera kuwa gatanu, kuva saa moya za mugitondo kugera saa kumi n’imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y’umunsi umwe n’iminsi ibiri uhereye igihe watangiye ibyangombwa bisabwa byuzuye
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga y’uruhushya rwo kubaka abarwa hakurikijwe ubuso bw’ahazubakwa (ibiciro biterwa n’aho ubutaka buhereryе kandi bigashyirwaho n’Inama Njyanama y’Akarere).
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba yandikiwe Umuyobozi w’Akarere igaragaraza imiterere y’ubwoko bw’inzu igomba kubakwa, yometsweho: ➢ kopi eshatu (3) z’igishushanyo mbonera cy’inyubako, icyemezo cy’ubutaka, ➢ amasezerano yo gukodesha ubutaka y’igihe kirekire, ➢ inyemezabwishyu y’amafaranga asabwa, ➢ kopi eshatu (3) z’inyandiko yerekana amafaranga ateganywa gukoreshwa mu kubaka ➢ inyandiko yerekana ibikoresho byose bizakoreshwa mu bwubatsi.
Binyura mu zihe nzira kugira ngo uyihabwe ?	• Kwandikira Umuyobozi w’Akarere ibaruwa isaba yerekana imiterere y’inzu igomba kubakwa, aho izaba iherereye ukayigeza mu biro by’umukozi ushinzwe ubutaka. • Umukozi ushinzwe ubutaka akora gahunda yo gusura ahazubakwa. • Hagati aho ugomba 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). • Kujya ku mucungamari w’akarere kwishyura amafaranga asabwa. • Kugeza izo mpapuro zose harimo n’inyemezabwishyu y’amafaranga agomba kwishyurwa aho bakirira amabaruwa mu Karere cyangwa mu Biro bishinzwe Ubutaka. • Igenzura ry’ahazubakwa rikorwa n’ushinzwe ubutaka mu Karere mu gihe cyagenwe yasanga byose biri ku murongo agakorera raporo Umuyobozi w’Ibiro bishinzwe Ubutaka kugira ngo afate icyemezo cyo kwemera uruhushya rwo kubaka. • Mu munsi umwe cyangwa ibiri ugaruka gufata uruhushya rwo kubaka mu Biro bishinzwe Ubutaka.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w’Akarere ibaruwa usaba kurenganurwa
Hari ibindi by’ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n’amategeko	

5. Gusaba icyemezo cy'uko udafitiye umwenda Isanduku y'Ubwiteganyirize (A qui Droit délivré par l'Inspecteur du Travail)

Ubwoko bwa serivisi: Ubugenzuzi bw'Umurimo

Serivisi ni iyihe? Nujuje ibisabwa?	Ba Rwiyemezamirimo bifuza gupiganira amasoko basaba ku Mugenzuzi w'Umurimo icyemezo cyerekana ko nta mwenda bafiye Isanduku y'Ubwiteganyirize.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mu gitondo kugera saa kumi n'imwe za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Icyemezo cy'uko wemerewe gukora nk'uko biteganyijwe n'amategeko
Binyura mu zihe nzira kugira ngo uyihabwe ?	Kubona icyemezo cy'uko nta mwenda ufitiye Isanduku y'Ubwiteganyirize bikorwa ku buryo bukurikira: • Kubisaba mu Biro bishinzwe Ubugenzuzi bw'Umurimo • Kugaruka ku munsi ukurikira uwo wabisabiyeho gufata icyemezo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ba Rwiyemezamirimo badafite aho bakorera hazwi cyangwa bakorera mu ngo zabo ntibashobora gusurwa n'Umugenzuzi w'Umurimo.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

6. GUSABA GUHABWA IKARITA Y'UBWISHINGIZI MU KWIVUZA(mutuelle)

UBWOKO BWA SERIVISI: **Ubuzima**

Serivisi ni iyihe? Nujuje ibisabwa?	Buri muturarwanda agomba kugira Ubwishingizi bw'ubuzima abarizwamo kandi agomba gutunga ikarita y'ubwishingizi mu kwivuza. Buri muntu utunze ubwishingizi bw'ubuzima agomba kwiyandikisha ku Kigo Nderabuzima cyangwa Ibitaro bimwegereye akabamenyesha umwirondoro w'ubwoko bw'ubwishingizi abarizwamo kandi agomba kwerekana ikarita y'ubwishingizi mu kwivuza igihe cyose agiye ku Kigo Nderabuzima cyangwa Ibitaro. Umuturage uri mu bwishingizi mu kwivuza yishyura 10% by'igiciro cyo kwisuzumisha na 10% by'igiciro cy'imiti yandikiwe na Muganga. Iyo miti igomba kuba igaragara ku rutonde rw'imiti yishingirwa yemejwe n'Ikigo Nderabuzima cyangwa Ibitaro. Bifata igihe cy'iminsi 30 kugira ngo umuturage mushya ushaka kwinjira mu bwishingizi mu kwivuza abone ikarita y'ubwishingizi mu kwivuza. Kongerera agaciro amakarita bikorwa buri mwaka nyuma yo kwishyura amafaranga 1000 Frw.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itatu (3)
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga y'Ubwishingizi mu Kwivuza: Ikarita y'Ubwishingizi mu Kwivuza igura 1000 Frw kuri buri muntu buri mwaka. Iyo ikarita y'ubwishingizi mu kwivuza yatakaye, wishyura 500 Frw kugira ngo uyisimbuze indi.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Indangamuntu • Amafoto abiri magufi, imwe ishyirwa ku ikarita indi igashyirwa ku ifishi • Gitansi igaragaza ko wishyuye amafaranga 1000
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo umuntu abone ubwishingizi mu kwivuza agomba: • Kujya ku Kigo Nderabuzima kimwegereye azajya yivurizaho yitwaje indangamuntu ye, amafoto abiri magufi n'amafaranga 1000. • Kugaruka ku Kigo Nderabuzima nyuma y'iminsi itatu gufata Ikarita y'Ubwishingizi mu kwivuza
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ikigo Nderabuzima
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

7. URUHUSHYA RWO GUKODESHA UBUTAKA BY'IGIHE KIREKIRE

Ubwoko bwa serivisi: Ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Amafaranga y'ubukode bw'ubutaka n'imisoro yishyurirwa gusa ku butaka bwanditse. Amasezerano yo gukodesha ubutaka yerekana imisoro cyangwa amafaranga y'ubukode agomba kwishyurwa ku butaka runaka (bitewe n'aho buri n'icyiciro burimo), ibyo bigatuma nyir'ubutaka yishyura imisoro n'ubukode bikwiye. Amasezerano yo gukodesha ubutaka by'igihe kirekire akorwa ari uko wabonye icyemezo cy'ubutaka wegukanye. Nyuma y'igihe kigenwe na nyuma yo kubahiriza ibyumvikanyweho amasezerano y'igihe kirerekire ashobora guhindurwamo kwegukana ubutaka (kureba ibirebana n'uko begukana ubutaka ku bisobanuro birambuye). Ubundi ubahanza guhabwa mbere amasezerano yo gukodesha y'igihe gito. Icyakora ukurikije amategeko mashya, gukodesha ubutaka by'igihe kirekire bisigaye bishobora gutangwa. Iteka rya Perezida No 30/01 of 29/06/2007 rigena imyaka ikurikizwa mu gukodesha ubutaka.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mu gitondo kugeza saa kumi n'imwe za ni mugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itatu (3)
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga y'ubukode yashyizweho n'Iteka rya Minisitiri No 01/03 of 17/02/2003. Ibi biciro bishingira aho ubutaka buherereye n'ikiciro ubutaka bukodeshwa burimo, urugero ubutaka bwo guturamo, gucururizamo, gushyiramo inganda cyangwa kororeramo.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba yometseho ifishi y'imiterere y'ubutaka, yaba ntayo ukayishaka mbere yo kugira amasezerano yo gukodesha ubutaka. • Inyemezabwishyu y'amafaranga y'ubukode • kopi y'irangamuntu • amafoto abiri (2) magufi.
Binyura mu zihe nzira kugira ngo uyihabwe?	Kubona uruhushya rwo gukodesha ubutaka igihe kirekire bikorwa ku buryo bukurikira: • Kuba ufite inyigo isesenguye y'igikorwa uteganya kuhakorera, (Kugaragaza ahantu uzakodesha, ukahapima, ukumvikana na banyiraho ku kiguzi cyangwa kumvikanana n'akarere • Kujya ku biro by'akarere gusaba umukozi ushinzwe ubutaka gushyiraho ahantu ho gukodesha 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. • Kubarisha ku mukozi ushinzwe ubutaka amafaranga y'ubukode cyangwa y'imisoro agomba kwishyurwa hanyu ukajya kuyishyura muri banki cyangwa mu mucungamari w'akarere. • Umaza kugeza impapuro zisabwa zose ku karere, amasezerano yo gukodesha akorwa bitarenze iminsi itatu (3). Cyakora yohererezwa mu biro by'igihugu bishinzwe ubutaka kugira ngo uwungirije mwanditsi w'ubutaka ayashyireho umukono. • Gukurikirana aho idosiye igeze (ubusanzwe bifata hagati y'icyumweru kimwe (1) n'ibyumweru bine (4)) kugeza igihe amasezerano asinywe, ariko ukurikije amategeko arimo kuvugururwa, ntabwo bene aya masezerano azongera gusinywa n'uwungirije umwanditsi w'ubutaka. Umukozi ushinzwe ubutaka mu karere niwe uzashingwa iyi mirimo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'igihugu bishinzwe ubutaka
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Muri iki gihe abantu benshi basaba gukodesha ubutaka bakurikije amavugururwa abera mu gihugu ku bijyanye n'ubutaka. Mu gihe cyo gukodesha ubutaka umuntu asabwa gusaba icyemezo cy'ubutaka kimuha uburenganzira bwuzuye kugira ngo atunge ubwo butaka cyangwa kongera agaciro iyo amasezerano yo gukodesha ubutaka mugi kingana n'icyo yari afite. Iyo icyakorerwaga kubutaka gihundtse izo mpinduka zigomba kwandikwa hagurikijwe ibiteganyijwe (urugero nk'ubutaka bwari butuweho bugiye gucururizwaho cyangwa ubwo gucururizwaho bugahinduka ubwo guturwaho)
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

8. Gusaba ikibanza cyo gucururizamo mu isoko

UBWOKO BW'ISOKO: **Imari**

Serivisi ni iyihe? Nujuje ibisabwa?	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.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ntigiteganyijwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Indangamuntu
Binyura mu zihe nzira kugirango uyihabwe?	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 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. Urutonde rw'abahawe ibibanza rumanikwa ahagenewe amatangazo ku Karere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

9. Gusaba uruhushya rwo gutema ibiti cyangwa gusarura ishyamba

UBWOKO BWA SERIVISI: **Ibikorwa Remezo**

Serivisi ni iyihe? Nujuje ibisabwa?	Icyemezo cyo gutema ibiti cyangwa gusarura ishyamba gitangwa n'Ubuyobozi bw'Akarere bubifitiye ububasha iyo ishyamba rifite hejuru ya hegitari imwe. Mu gihe ishyamba riri munsi ya hegitari, uruhushya rutangwa n'Ubuyobozi bw'Umurenge bubifitiye ububasha.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itau
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga y'Ikigega cy'Amashyamba. Ku mashyamba y'abantu ku giti cyabo 1% by'agaciro k'ibiti byatemwe ashyirwa mu Kigega cy'Amashyamba. Gutema ibiti byashoboraga guteza ingaruka mbi ku baturage ntibyishyurirwa.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba isobanura impamvu zo gutema ibiti, umubare w'ibiti bigomba gutemwa, aho ibiti biherereye n'umwirondoro w'uwifuza gutema ibiti. • Raporo y'igenzura yakozwe n'umukozi w'Akarere ushinzwe amashyamba.
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo umuntu abone uruhushya rwo gutema cyangwa gusarura ishyamba agomba: • Kwandika ibaruwa ibisaba isobanura impamvu zo gutema ibiti, umubare w'ibiti bigomba gutemwa, aho ibiti biherereye n'umirondoro w'uwifuza gutema ibiti. • Kuyishyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere. • Guhana gahunda y'igihe umukozi ushinzwe amashyamba mu Karere azazira gukora igenzura ry'ibiti bizatemwa. Igenzura rikorwa ku wa Gatatu w'icyumweru. • Nyuma y'igenzura, umukozi ushinzwe amashyamba ku Karere akora raporo igaragaza imyanzuro ku biti bisabirwa gutemwa igashyikirizwa Umuyobozi w'Akarere. Ashingiye ku bikubiye muri raporo, Umuyobozi ashobora gutanga uruhushya rwo gutema ibiti cyangwa ntarutange. • Nyuma y'iminsi itanu igenzura rikozwe, uwasabye agaruka kureba igisubizo. Umuyobozi w'Akarere afite ububasha bwo gutesha agaciro uruhushya no guhagarika itemwa ry'ibiti igihe bigaragaye ko hari ibitaritaweho mu gutanga uruhushya.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Banki Nkuru y'u Rwanda (BNR)
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

10. Gusaba uruhushya rwo gufungura ahantu hogerezwa ibinyabiziga (ikinamba)

UBWOKO BWA SERIVISI: Ubukungu, Ubuhinzi, Ubworozi n'Ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Uwifuza uruhushya rwo gufungura ahantu hogerezwa ibinyabiziga abisabira uruhusya ku Buyobozi bw'Akarere.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itandatu
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba isobanura intego z'umushinga n'umwirondoro w'usaba • Inyandiko y'umushinga • Inyandiko igaragaza inyigo yakozwe ku ngaruka umushinga uzagira ku bidukikije (aho amazi yakoreshejwe azayoborwa)
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo hatangwe uruhushya rwo gufungura aho bogereza ibinyabiziga, urusaba agomba: • Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba. • Ibaruwa ibisaba igomba kuba iherekejwe n'inyandiko igaragaza inyigo yakozwe ku ngaruka umushinga uzagira ku bidukikije ishyikirizwa umukozi ushinzwe kwakira amabaruwa ku Karere. • Nyuma y'iminsi itandatu uwasabye agaruka kureba igisubizo ku mukozi ushinzwe kwakira amabaruwa ku Karere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	REMA kugira ngo hakorwe inyigo ku ngaruka umushinga uzagira ku bidukikije
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

11. GUSABA URUHUSHYA RWO GUFUNGURA IGURIRO RY'IMITI, IBITARO, IVURIRO RY'IBANZE CYANGWA RABORATWARI BYIGENGA

UBWOKO BWA SERIVISI: **Ubuzima**

Serivisi ni iyihe? Nujuje ibisabwa?	Uruhushya rwo gufungura Iguriro ry'imiti, Ibitaro, Ivuriro ry'ibanze cyangwa Raboratwari rusabwa Minisitiri ufite Ubuzima mu nshingano ze binyujijwe ku Muyobozi w'Akarere.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itanu (5)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Inyandiko zigaragaza aho usaba yifuza gukorera igikorwa (Akarere, Umurenge n'Akagari) • Ibaruwa ibisaba yandikiwe Minisitiri ufite Ubuzima mu nshingano ze inyujijwe ku Muyobozi w'Akarere • Impamyabushobozi ziriho umukono wa Noteri z'abifuza gufungura Iguriro ry'imiti, Ibitaro, Ivuriro ry'ibanze cyangwa Raboratwari • Umwirondoro wabo.
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo uhabwe uruhushya rwo gufungura Iguriro ry'imiti, Ibitaro, Ivuriro ry'ibanze cyangwa Raboratwari usabwa: • Kwandikira Minisitiri ufite Ubuzima mu nshingano ze ibaruwa ibisaba inyujijwe ku Muyobozi w'Akarere ukomekaho Impamyabushobozi ziriho umukono wa Noteri z'abifuza gufungura Iguriro ry'imiti, Ibitaro, Ivuriro ry'ibanze cyangwa Raboratwari, Umwirondoro wabo n'Inyandiko zigaragaza aho usaba yifuza gukorera igikorwa (Akarere, Umurenge n'Akagari. • Kubigeza aho bakirira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu (Public Relations Officer) mu Karere. • Gushyikirizwa n'Akarere gahunda ijyanye n'igenzura. • Nyuma y'iminsi itanu (5) uwasabye agaruka kureba ko ibaruwa ye yemejwe n'Umuyobozi w'Akarere hanyuma akayijyana muri Minisiteri ifite Ubuzima mu nshingano zayo akayishyira aho bakirira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu (Public Relations Officer).
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Minisiteri ifite Ubuzima mu nshingano zayo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Rimwe na rimwe ubugenzuzi bukorwa uwo munsi cyangwa nyuma y'iminsi ibiri. Iyo igenzura rirangiye, rikorerwa raporo yanditse. Ubusanzwe, Umuyobozi w'Akarere yemera ugusaba nyuma y'iminsi ibiri nyuma y'ishyirwa ahagaragara rya raporo y'igenzura.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

12. Gusaba uruhushya rwo kubumba cyangwa gutwika amatafari

Ubwoko bwa serivisi: **ubukungu, ubuhinzi, ubworozi n'ibidukikije**

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu bifuza kubumba cyangwa gutwika amatafari bagomba kubanza kubiherwa uruhushya n'ubuyobozi bw'akarere bubifitiye ububasha.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mu gitondo kugeza saa kumi n'imwe za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri
Niba serivisi yishyurwa, igiciro ni ikihe ?	Amafaranga y'ingwate: Amafaranga y'ingwate yo gutunganya no kwita ku bidukikije ari hagati ya 200.000 Frw na 500.000 Frw
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• 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 nk'uko biteganywa n'amategeko.
Binyura mu zihe nzira kugira ngo uyihabwe?	• Kugira ngo ubone uruhushya rwo kubumba cyangwa gutwika amatafari ugomba: Kwandikira umuyobozi w'akarere ibaruwa ibisaba • Kugeza ibaruwa isaba hamwe n'ibindi byangombwa bikenewe ku mukozi ushinzwe kwacyira amabaruwa ku karere • Kugaruka gufata uruhushya nyuma y'iminsi itanu uhereye igihe yatangiyeho ibyangombwa byuzuye.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

13. Gusaba uruhushya rwo kwikorera ibiti n'ibibikomokaho

Ubwoko bwa serivisi: ubukungu, ubuhinzi, ubworozi n'amashyamba

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu bifuza gukora ubwikorezi bw'ibiti n'ibibikomokaho bagomba kubanza kubiherwa uruhushya n'ubuyobozi bw'akarere bubifiye ububasha. Uruhushya rutangwa rumara amezi atatu (3).
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, kuva saa moya kugera saa kumi n'imwe.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe ?	Amafaranga y'uruhushya: 1200 Frw
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Uruhushya rwo gutema ibiti • inyemezabwishyu yo mu Kigega cy'Amashamba • Inyemezabwishyu ku bwikorezi bw'ibiti n'ibibikomokaho
Binyura mu zihe nzira kugira ngo uyihabwe?	• Kugira ngo ubashe kubona uruhushya rwo kwikorera ibiti n'ibibikomokaho ugomba: Kwishyura muri Banki Nkuru y'u Rwanda (BNR) cyangwa urwego ruyihagarariye mu gihugu amafanga angana na 1% by'agaciro k'ibiti n'ibibikomokaho bigomba kwikorerwa ugahabwa inyemezabwishyu. • Kwishyura mu biro by'umubitsi w'Akarere amafaranga y'uruhushya rwo kwikorera ibiti n'ibibikomokaho ugahabwa inyemezabwishyu • Gushyikiriza umukozi ushinzwe Ibikorwa Remezo mu karere uruhushya rwo gutema ibiti rwometseho inyemezabwishyu ebyiri zavuzwe haruguru. • Guhabwa uruhushya rwo kwikorera ibiti n'ibibikomokaho umunsi wabitanzeho.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Iyi ni serivisi ihabwa abikorezi b'ibibiti babikura ahantu biri babijyana ahandi. Abayifuza babisaba mu magambo mu Ishami rishinzwe Ibikorwa Remezo bitwaje kopi y'uruhushya rwo gutema ibiti, kopi y'inyemezabwishyu yatanzwe na BNR hamwe na kopi y'inyemezabwishyu y'uruhushya rwo kwikorera ibiti n'ibibikomokaho yatanzwe n'umubitsi w'akarere.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

14. Gusaba uruhushya rwo kwimura amatungo

UBWOKO BWA SERIVISI: **Ubukungu, Ubuhinzi, Ubworozi n'Ibidukikije**

Serivisi ni iyihe? Nujuje ibisabwa?	Kwimura amatungo uyavana mu gace kamwe k'igihugu uyajyana mu kandi, bisabirwa uruhushya.
Servisi itangwa ryari?	Kuva ku wa mbere kugera ku wagatanu, ku va saa moya za mu gitondo, kugera saa kumi n'imwe z'umugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• ibaruwa ibisaba • Raporo ya muganga w'amatungo mu karere avamo
Binyura mu zihe nzira kugira ngo uyihabwe?	Ushaka kuvana itungo mu gace kamwe k'igihugu arijyana mu kandi agomba: • Kwandikira Ubuyobozi bw'Akarere ibaruwa ibisaba igaragaza imiterere y'amatungo agomba kwimurwa. • Kugeza iyo baruwa ku mukozi ushinzwe kwakira amabaruwa mu Karere, ugahita uhabwa uruhushya owo mwanya.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Ibibazo bijyanye n'ubuzima bw'amaungo bishyikirizwa RARDA (Rwanda Animal Resources Development Agency)
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

15. Gusaba akarere gufasha mu gutumira impuguke zihariye mu nama z'abaturage

UBWOKO BWA SERIVISI: **Imibereho Myiza y'Abaturage**

Serivisi ni iyihe? Nujuje ibisabwa?	Mu gihe Amashyirahamwe anyuranye akeneye gutumira Abayobozi/Impuguke mu nama no mu bikorwa binyuranye byayo ashobora gusaba Ubuyobozi bw'Akarere kubibafashamo.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri (2)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ibaruwa ibisaba na gahunda y'igikorwa
Binyura mu zihe nzira kugirango uyihabwe?	Amashyirahamwe anyuranye ashaka gutumira Abayobozi/Impuguke mu nama cyangwa ibikorwa binyuranye byayo agomba kubahiriza ibi bikurikira: • Kwandikira Umuyobozi w'Akarere ibaruwa imumenyesha intego y'igikorwa n'Abantu yifuza gutumira; • Gushyikiriza Ishami rishinzwe Uburezi kopi y'ibaruwa na gahunda iteganyijwe y'inama byibura icyumweru kimwe mbere y'inama; • Gushyikirizwa kopi y'ibaruwa itumira iyo Akarere kamaze kwandikira abo Ishyirahamwe ryasabye ko batumirwa.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

16. Gusaba uruhushya rwo kubaka ahagenewe inganda

Ubwoko bwa serivisi: Ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu bifuza kubaka ahagenewe inganda bagomba kubanza kubisabira urushya ku bayobozi b'Akarere babishinzwe.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa atanu, ku va saa moya za mugitondo, kugeza sa kumi n'imwe za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itatu (3) ku rwego rw'akarere, hanyuma ugategereza icyemezo gifatwa n'uwungirije umwanditsi w'ubutaka.
Niba serivisi yishyurwa, igiciro ni ikihe ?	Ibiciro byishyurwa kumpushya zo kubaka ahagenewe inganda, bishyirwaho hakurikijwe ubwoko bw'inyubako zizahashyirwa. • Igiciro cy'ubukode bw'ahantu hateganijwe kubakwa inganda ni 20 frw kuri m2 ku mwaka, • Ku nganda nto n'iziciriritse igiciro ni 60,000 frw; ku mahoteli ni 75,000 frw naho ku nganda nini ni 100,000 frw. Ku zindi nzego z'inyubako ziyongereyeho mu bujya ejuru, hiyongeraho amafaranga 15,000 rwf ku nyubako yongeweho.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba yandikiwe umuyobozi w'akarere yerekana imiterere y'aho wifuza kubaka inganda • Komeka kuri iyo baruwa impapuro z'ubugure zerekana ko ahantu ari ahawe, ifishi yerekana imiterere y'ikibanza, igishushanyo cyerekana uko inyubako zizahashyirwa zizaba ziteye, kwerekana ahazubakwa imiyoboro y'amazi n'imyanda, uko imyanda izatunganywa,n'ibiciro by'ibizakoreshwa mu bwubatsi. Inyandiko zinyongera zisabwa zishobora kuba, icyemezo cy'uko wemerewe gukora n'amategeko, inyigo yerekana ingaruka ibikorwa byagira ku bidukikije EIA na gahunda y'iterambere ry'igikorwa kigamijwe.
Binyura mu zihe nzira kugira ngo uyihabwe?	Gusaba uruhushya rwo kubaka ahagenewe inganda bikorwa ku buryo bukurikir; • Kugaragaza ahantu uzubaka, ukahapima, ukumvikana na banyiraho ku kiguzi cyangwa kumvikanana n'akarere ku bijyanye no kwimura abahasanzwe. • Kujya ku biro by'akarere gusaba umukozi ushinzwe ubutaka gushyiraho ahantu ho kubaka inganda. • Kwandikira umuyobozi w'akarere ibaruwa ibisaba yerekana imiterere y'inyubako wifuza kubaka. • Komeka kuri iyo baruwa ibyangombwa bisabwa. • Kugeza ibaruwa n'ibyangombwabindi mu biro bishinzwe kwakira amabaruwa mu karere. • Kwemeranye n'umukozi ushinzwe ubutaka kuri gahunda yo kuzasura ahateganywa kubakwa. • Umukozi ushinzwe ubutaka akora raporo y'igenzura yakoze, raporo yaba ari nziza uruhushya rwo kubakwa rukemezwa n'umuyobozi w'akarere ariko rugategereza kwemezwa burudu n'uwungirije umwanditsi w'ubutaka
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'umuyobozi wungirije umwanditsi w'ubutaka
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Guhabwa uruhushya rwo kubaka biterwa na gahunda z'uwungirije umwanditsi w'ubutaka, kuko uruhushya rutangwa igihe asuye akarere. Cyakora mu turere izo mpushya zemezwa n'inama njyanama aho kuba umuyobozi w'akarere, si ngombwa gutegereza iyemezwa rya burundu n'uwungirije umwanditsi w'ubutaka mbere yo gutanga uruhushya.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

17. Gusaba uruhushya rwo gufungura ikigo cy'amashuri

UBWOKO BWA SERIVISI: **Uburezi**

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu ki giti cyabo bifuza gushinga Ikigo cy'ishuri bagomba kubihererwa uruhushya n'Ubuyobozi bw'Akarere.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Icyumweru kimwe.
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba; • Igishushanyombonera cy'inyubako; • Inyandiko y'umushinga (Abakozi b'Akarere bashobora gufasha mu kunoza igishushanyombonera cy'inyubako)
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo ubashe gushing Ikigo cy'amashuri ugomba: • Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba igaragaza ibyiciro by'amashuri bizahigirwa, aho Ikigo kizubakwa (Umudugudu, Akagari, Umurenge) n'umwirondoro wa nyiri Ikigo cy'amashuri (umuntu ku giti cye, Ishyirahamwe cyangwa Idini). • Kugeza ibyangombwa bisabwa aho bakirira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu (Public Relations Officer) • Kumvikana n'Ubuyobozi bw'Akarere kugira ngo baguhe gahunda y'igihe bazasurira ahazubakwa Ikigo cy'Amashuri. • Uwasabye agaruka kureba igisubizo aho yatangiye ibyangombwa bye icyumweru kimwe nyuma y'isurwa ry'ahazubakwa Ikigo cy'Amashuri.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

18. Guhabwa n'Akarere ubutaka bwo guhingaho cyangwa kororeraho

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Akarere gashobora guha abaturage ubutaka bwo guhingaho cyangwa kororeraho igihe hari ubutaka bwabiteganirijwe. Bitewe n'uko ubutaka budahagije guhitamo mu babisabye bikorwa hakoreshejwe tombola. Ababyifuza bashobora kubona ibisobanuro kubutaka buhari mu binyamakuru cyangwa ku bibaho bimanikwaho amatangazo ku karere cyangwa ku murenge.
Servisi itangwa ryari?	Kuva kuwa mbere kugera kuwa gatanu, ku va saa moya za mugitondo kugeza saa kumi n'imwe z'umugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y'ibyumwe (2) n'ibyumweru bine (4) habariwemo igihe cyo kugisha inama no kugenzura imiterere y'ubutaka
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ibaruwa isaba
Binyura mu zihe nzira kugira ngo uyihabwe ?	• Igihe akarere katangaje ko hari ubutaka bwo gutanga, ababyifuza bandikira umuyobozi w'akarere ibaruwa ibisaba bakayigeza mu biro by'umukozi ushinzwe kwacyira amabaruwa ku karere. • Amaburuwa asba yakiriwe atondekanywa mu bice bibiri, abatarigeze batunga ubutaka n'ababutunze bakabugurisha. • Tombola ikoreshwa batangiriye ku batarigeze babona ubutaka. • Iyo utsinze tombola ubimenyeshwa bicishijwe ku bibaho bimanikwaho amatangazo ku karere. • Uwatsinze agana ibiro bishinzwe ubutaka kugira ngo bimuhe ibaruwa ibimwemerea. • Ku munsi wumvukanyweho, abasabye bose bemerewe kandi bishyuye bajyanwa n'ushinzwe ubutaka mu karere kwerekwa ubutaka bwabo. Ubwo butaka burapimwa bugahabwa imbago. • Abahawe ubutaka basabwa gusaba ifishi yerekana imiterere y'ubutaka kugira ngo babashe icyemezo cy'uko ubutaka ari ubwabo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

19. Gusaba gukodesha ubutaka bw'akarere

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Akarere gashobora gukodeha ubutaka bwako n'abaturage igihe hari ubutaka bwo guturaho, gucururizwaho cyangwa kubakaho inganda. Ababyifuza bashobora kubona ibisobanuro kubutaka buhari mu binyamakuru cyangwa ku bibaho bimanikwaho amatangazo ku karere cyangwa ku murenge. Ubutaka bw'akarere butangwa iyo buhari gusa ku birebana no gutura no kubaka inganda. Bitewe n'uko ubutaka budahagije guhitamo mu babisabye bikorwa hakoreshejwe tombola.
Servisi itangwa ryari?	Kuva kuwa mbere kugera kuwa gatanu, ku va saa moya za mugitondo kugeza saa kumi n'imwe z'umugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y'ibyumweru bibiri (2) n'ibyumweru bine (4) habariwemo igihe cyo kugisha inama no kugenzura imiterere y'ubutaka
Niba serivisi yishyurwa, igiciro ni ikihe ?	Igiciro cyo gukodesha ikibanza cyo guturamo ni amafaranga 500 000, ikibanza cyo gucururizamo cyangwa kubakamo inganda ni amafaranga 600,000
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba • icyemezo cyerekana ko watoranijwe binyuze muri tombola • kwerekana inyemezabwishyu yatanzwe na Banki
Binyura mu zihe nzira kugira ngo uyihabwe?	• Igihe akarere katangaje ko hari ubutaka bwo gukodesha, ababyifuza bandikira umuyobozi w'akarere ibaruwa ibisaba bakayigeza mu biro by'umukozi ushinzwe kwacyira amabaruwa ku karere. • Amaburuwa asba yakiriwe atondekanywa mu bice bibiri, abatarigeze batunga ubutaka n'ababutunze bakabugurisha. • Tombola ikoreshwa batangiriye ku batarigeze babona ubutaka. • Iyo utsinze tombola ubimenyeshwa bicishijwe ku bibaho bimanikwaho amatangazo ku karere. • Uwatsinze agana ibiro bishinzwe ubutaka kugira ngo bimuhe ibaruwa ibimwemerea. • Uwatsinze ajya kuri banki kwishyura amafaranga yateganyijwe. Iyo werekanye inyemezabwishyu wahawe na banki hamwe n'urwandiko wahawe n'ibiro bishinzwe ubutaka mu biro bishinzwe imari, uhabwa inyemezabwishyu yemewe na Leta. • ku munsi wumvikanyweho, Abasabye bose bemerewe kandi bishyuye bajyanwa n'ushinzwe ubutaka mu karere kwerekwa ubutaka bwabo. Ubwo butaka burapimwa bugahabwa imbago. • Abahawe ubutaka basabwa gusaba ifishi yerekana imiterere y'ubutaka kugira ngo bababshe gutangira kwishyura imisoro.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

20. Gusaba ibisobanuro ku mategeko agenga umurimo

Ubwoko bwa serivisi: umurimo

Serivisi ni iyihe? Nujuje ibisabwa?	Umukoresha cyangwa umukozi ashobora gusaba ibisobanuro ku mategeko agenga umurimo kugira ngo amenye uburenganzira bwe ku kazi.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, kuva saa moya za mu gitondo kugera saa kumi n'imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	Ntabyo
Binyura mu zihe nzira kugira ngo uyihabwe ?	Kugira ngo ubone ibisobanuro ku mategeko agenga umurimo ugomba gusaba guhura n'umugenzuzi w'umurimo kugira ngo aguhe ibisobanuro wifuza cyangwa ukamuhamagara kuri telefoni kugira ngo aguhe ibisobanuro ako kanya.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	None
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

21. Gusaba kwishyurwa serivisi zahawe Akarere

UBWOKO BWA SERIVISI: **Imari**

Serivisi ni iyihe? Nujuje ibisabwa?	Kwishyurwa amafaranga kuri serivisi zahawe Akarere bikorwa hashingiwe ku masezerano yakozwe hagati y'Akarere n'uwatanze serivisi.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi cumi n'itanu y'akazi nyuma yo gutanga ibyangombwa byose.
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Inyandiko y'uwatanze serivisi isaba kwishyurwa • Amasezerano yerekeranye n'itangwa rya serivisi • Raporo igaragaza uko serivisi yatanzwe
Binyura mu zihe nzira kugirango uyihabwe?	Nyuma y'uko ibikoresho cyangwa serivisi bitanzwe, uwabitanze agomba kwishyurwa hakurikijwe amasezerano: • Raporo y'Ishami ryahawe serivisi igaragaza ko serivisi yatanzwe. Iyo isoko rirebana n'inyubako, Ishami bireba ribanza gukora igenzura mbere yo gukora raporo. • Gushyikiriza umukozi ushinzwe Imari cyangwa umukozi ushinzwe kwakira amabaruwa inyandiko isaba kwishyurwa iherekejwe na raporo y'uko igikorwa cyakozwe n'amasezerano yerekeranye n'itangwa rya serivisi • Uwishyuza ahabwa nomero za terefoni z'abakozi b'Akarere bireba kugira ngo ajye ashobora gukurikirana aho kwishyurwa bigeze. • Afatanyije n'Ishami rirebwa na serivisi, Umukozi ushinzwe Imari areba niba ibikubiye mu masezerano byarubahirijwe hamwe na raporo y'itangwa rya serivisi. Iyo ibikubiye mu masezerano byubahirijwe kandi bigaragazwa na raporo, atangira igikorwa cyo kwishyura, nyuma y'iminsi cumi n'itanu cyangwa se mbere y'aho gato uwishyuza aza gufata sheki y'amafaranga yishyuza. Iyo atishyuwe mu minsi cumi n'itanu, Akarere kamumenyesha impamvu zateye ubukererwe.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	None
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo utishimiye serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

22. Gusaba uruhushya rwo gusana/kuvugurura inyubako

Serivisi ni iyihe? Nujuje ibisabwa?	Uwo ariwe wese wifuza gusana/kuvugurura inzu agomba kubisabira uruhushya ku karere mu ibaruwa yandikiwe umuyobozi w'akarere. Uruhushya rusabwa iyo umaze kubyemerwa n'ubuyobozi bw'akagari n'umurenge inzu irimo.
Servisi itangwa ryari?	Kuva ku wa mbere kugeza ku wa gatanu,ku va saa moya za mugitondo kugeza saa kumi n'imwwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri(2)
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• ibaruwa isaba isobanura bihagije imiterere y'ikibanza inzu yawe irimo • icyemezo cy'ubutaka inzu yawe irimo n'amasezerano yo gukodesha ubutaka • inyemezabwishyu y'amafaranga y'ubukode bw'ubutaka
Binyura mu zihe nzira kugira ngo uyihabwe?	• Iyo ushaka kuvugurura/gusana inzu ugomba kubanza kubyemererwa n'ubuyobozi bw'umurenge n'ubw'akagari. • Kugeza ku mukozi ushinzwe ubtaka ibaruwa isaba iriho umukno w'ubuyobozi bw'akagari n'ubw'umurenge. • Umukozi ushinzwe ubutaka asba ko ibaruwa iba iherekejwe n'icyemezo cy'ubutaka inzu yawe irimo, amasezerano yo gukodesha ubutaka n'inyemezabwishyu y'amafaranga y'ubukode bw'ubutaka (yishyuwe ku mucungamari w'akarere cyangwa muri banki) • Iyo ibi byose bimaze gukorwa ikibazo cyawe kirasuzumwamaze uruhushya ukaruhabwa nyuma y'iminsi ibiri.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo utishimiye serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ni byiza kumenyako uru ruhushya rudashobora gukoreshwa igihe ifuza kubaka inzu. Iyo bigaragaye ko rwakoreshejwe mu kubaka urarwamburwa. Iyo udafite inyandiko z'inzu yawe, ubanza gutangirira kwandikisha umutungo wawe kugira ngo wishyure imisoro y'ubukode bw'ubutaka mbere y'uko wemererwa gusana cyangwa kuvugurura.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

23. Gusaba uruhushya rwo gushyira ibyapa byamamaza n'ibimenyetso ndangahantu

UBWOKO BWA SERIVISI: Ibikorwa Remezo

Serivisi ni iyihe? Nujuje ibisabwa?	Uwo ari we wese wifuza gushyira ibyapa byamamaza cyangwa ibimenyetso ndangahantu agomba kubanza kubisabira uruhushya ku buyobozi bubishinzwe.
Servisi itangwa ryari?	Ku va ku wa mbere kugeza kuwa gatanu, ku va saa moya za mu gitondo kugeza saa kumi n'imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ibyumweru bibiri (2)
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga y'ubukode 20,000 Rwf kuri metero kare imwe ishyizweho ibyapa byamamaza cyangwa ibimenyetso ndangahantu bisanzwe; 60 000 Rwf ku byapa byamamaza bikoreshwa n'umuriro ku buso ubwo aribwo bwose mu mwaka
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba ikubiyemo imiterere, ingano n'ahazashyirwa ibyapa byamamaza cyangwa ibimeneyetso ndangahantu.
Binyura mu zihe nzira kugira ngo uyihabwe?	Kugira ngo ubone uruhushya rwo gushyiraho icyapa cyamamaza cyangwa ikimenyetso ndangahantu ugomba: • 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 • Kwishyura amafaranga y'ubukode kuri konti y'akarere muri banki iyo ariyo yose, • Kugeza ibaruwa isaba aho bakirira amabaruwa mu karere cyangwa ku mukozi ushinzwe guhuza inzego n'abantu. • Kumvikana n'umukozi w'akarere ubishinzwe kuri gahunda yo kugenzura aho igikorwa kizashyirwa • Kugaruka gufata aho watanze dosiye yawe igisubizo nyuma y'ibyumweru bibiri uhereye igihe igenzura ryakorewe.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

24. Gusaba uruhushya rwo kubaka umunara w'itumanaho

Serivisi ni iyihe? Nujuje ibisabwa?	Kubaka umunara w'itumanaho bisabirwa uruhushya mu buyobozi bw'akarere bubishinzwe.
Servisi itangwa ryari?	Kuva ku wa mbere kugera ku wa gatanu, kuva saa moya za mugitondo kugeza saa kumi n'imwe za ni mugorabo.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itatu (3) uhereye igihe watangiyeho idosiye yuzuye.
Niba serivisi yishyurwa, igiciro ni ikihe ?	Uruhushya rwishyurwa amafaranga 50 000 rwf. Ibindi biguzi birimo: kuriha buri mwaka amafaranga 30 rwf kuri metero kare imwe y'ubutaka, ibihumbi 2,000 Frw kuri buri metero y'ubugana hejuru y'ibyubatse k'ubutaka
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba yandikiwe umuyobozi w'akarere • amasezerano y'ubugure bw'ahazubakwa • icyemezo cy'ubutaka • igishushanyo cyerekana imiterere y'ahazubakwa • inyemezabwishyu y'amafaranga asabwa
Binyura mu zihe nzira kugira ngo uyihabwe?	Kubona uruhushya rwo kubaka umunara w'itumanaho bikorwa ku buryo bukurikira: • Kujya ku karere kureba umuyobozi w'ibiro by'ubutaka cyangwa umukozi ushinzwe ubutaka mu karere wifuza kubakamo umunara w'itumanaho ugasaba uruhushya. • Nyuma ukandikira umuyobozi w'akarere ibaruwa isaba yerekana umurenge n' akagari ushaka kubakamo yometseho inyandiko zavuzwe hejuru. • Kumvikana n'umukozi ushinzwe ubutaka igihe azakorera igenzura ry'ahazubakwa. • Igenzura rikorwa mu minsi na raporo igahita yandikwa. • Hakurikiraho kwishyura kuri banki cyangwa ku mucungamari w'akarere amafaranga yabazwe kugira ngo ubone uruhushya rwo kubaka no kubona amasezerano yo gukodesha ubutaka umwaka wa mbere. • Iyo raporo y'igenzura yerekanye ko nta mbogamizi zihari, umuyobozi w'akarere aguha uruhushya rwo kubaka mu minsi itatu (3).
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Hari ibyingenzi bikenewe kumenywa ku bijyanye n'amasezerano y'ubugure: * amasezerano y'ubugure agomba gusinywaho n'abo bireba bose, abana batagejeje ku myaka makumyabiri n'umwe basinyirwa n'ababyeyi babo cyangwa ababarera, ku bugure bw'amashyirahamwe n'amakoperative herekanywa icyemezo cy'uko yemewe n'amategeko cyerekana uyahagarariye imbere y'amatageko cyaba cyidahari abanyamuryango bose bagomba gusinya ku masezerano y'ubugure. Igihe abashakanye basezeranye ihuzamutungo risesuye, umugabo n'umugore bagomba gusinya ku masezerano y'ubugure. Iyo ubutaka bukomoka ku irage ry'umuryango, urukiko nirwo rutanga uruhushya rwo kugurisha rugashyirwaho umukono na noteri. Iyo abagura bashakanye bagomba kwerekana icyemezo cy'uko bashakanye kugira ngo bagaragaze ko bafatanyije umutungo uguzwe.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

25. Gusaba uruhushya rwo gucukura amabuye cyangwa umucanga

Ubwoko bwa serivisi: Ubukungu, ubuhinzi, ubworozi n'ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Umuntu wifuza gucukura amabuye cyangwa umucanga agomba kubanza kubierwa uruhushya n'ubuyobozi bw'akarere bubishinzwe. Impapuro zisaba uburenganzira bwo gucukura zishyikirizwa kandi zikemezwa n'Akarere. Cyakora mu gihe uro ruhushya rusabwa rugomba gukoreshwa ahantu h'ubuso burenga hegitari imwe, urwo ruhushya rutangwa na Minisitiri ufite ubucuruzi n'inganda mu nshingano ze. Gutiza urwo ruhushya ntibyemewe.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, kuva saa moya sa mugitondo kugeza saa kumi n'imwe za ni mugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itandatu (6)
Niba serivisi yishyurwa, igiciro ni ikihe?	54.000 Frw; Amafaranga asabwa ateye ku buryo bukurikira: - 10.000Frw yishyurwa Akarere cyangwa Umurenge; - 4.000 Rwf byo kongera gutera ishyamba ahacukuwe - 40. 000 Rwf by'uruhushya rwo gucuruza byishyurwa muri RRA.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba • Ikarita yerekana imiterere yahazacukurwa • inyandiko isobanura imiterere y'umushinga • inyigo yakozwe ku ngaruka ibikorwa byagira ku bidukikije EIA ku bikorwa by'imishinga bizakorwa ku buso burengeje hegitari imwe • Icyemezo cy'uko ikigo kizacukura cyemewe n'amategeko • inyemezabwishyu y'uruhushya rwo gucuruza
Binyura mu zihe nzira kugira ngo uyihabwe?	
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	RRA kujya kwishyura uruhushya rwo gucuruza. REMA gukoresha inyigo ku ngaruka ibikorwa byagira ku bidukikije
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

26. Gusaba uburenganzira bwo gukoresha amarushanwa

UBWOKO BWA SERIVISI: **UBUREZI**

Serivisi ni iyihe? Nujuje ibisabwa?	Amarushanwa yose akoresherezwa mu Karere agomba kubanza kubiherwa uruhushya n'Ubuyobozi bubifitiye ububasha.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ibyumweru bibiri (2)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba • Gahunda y'amarushanwa
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo ubone uruhushya rwo gukoresha amarushanwa ugomba: 1. Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba igaragaza aho amarushanwa azabera, itariki, ubwoko bw'amarushanwa ateganyijwe n'inkunga ikenewe. 2. Komeka gahunda y'amarushanwa ku ibaruwa isaba. 3. Kubishyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere. 4. Mu gihe inkunga isabwa yerekeranye n'ibikoresho nk'ibyumba byo gukoreramo cyangwa ibindi bikoresho rusange, usaba ahita amenyeshwa niba bizaboneke ku itariki bikneweho. 5. Mu gihe inkunga isabwa ari iy'amafaranga, usaba ahabwa igisubizo hagati y'icyumweru kimwe na bibiri. (Iyo nta mafaranga ahari usaba abona igisubizo mugihe cy'imweru kimwe. Ariko iyo amafaranga ahari usaba ahabwa igisubizo umubare w'amafaranga yemerewe guhabwa mu gihe cy'imweru byibiri. 6. Ku byerekeranye ubufatanye na Polisi, Akarere gatanga igisubizo mu gihe cy' ibyumweru biriri.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Polisi
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ni ngombwa kumenya ko nyuma y'imishyikirano hagati y'Akarere na Polisi, uwasabye ashobora gusabwa kugira ibyo ahindura ku byari biteganijwe
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

27. Gusaba gusubira mu ishuri

UBWOKO BWA SERIVISI: **UBUREZI**

Serivisi ni iyihe? Nujuje ibisabwa?	Iyo umunyeshuri wo mu mashuri abanza yacikije amashuri ku mpamvu zitandukanye ashatse gusubira mu ishuri abisaba mu nzego z'ibanze. Impamvu zishobora gutuma umunyeshuri ahagarika amasomo harimo ubukene, imirimo ikoreshwa abana n'ibindi. Ku banyeshuri bo mu mashuri yisumbuye, zimwe mu mpamvu zituma bacikiza amashuri harimo kubura amafaranga y'ishuri, kubura igitsure cy'ababyeyi, gutwita n'ibindi.
Nihe serivisi itangirwa?	Ku Karere (ku banyeshuri bo mu mashuri yisumbuye), ku Murenge (ku banyeshuri bo mu mashuri abanza).
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ibaruwa isaba gusubira mu ishuri
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo umunyeshuri bo wo mu mashuri abanza yemerwe gusubira mu ishuri: • agomba kujya ku murenge akabivugana n'umukozi ushinzwe imibereho myiza y'abaturage akamugira inama; uwo mukozi asaba umwe mu Bayobozi b'ikigo cy'amashuri abanza kiri muri uwo Murenge kuba yakwakira uwo munyeshuri mu Kigo abereye umuyobozi; • Uwasabye gusubira mu ishuri ahabwa inyandiko ashyikiriza Umuyobozi w'Ikigo rumwemerera gusubira mu ishuri. Ku munyeshuri wo mashuri yisumbuye usaba gusubira mu ishuri: • Yandikira Umuyobozi w'Akarere ibaruwa ibisaba akabimenyesha umukozi ushinzwe uburezi mu Karere; • Uwo mukozi amushakira umwanya mu bigo byo muri ako Karere, umwanya waboneka akabyemererwa hanyuma agahabwa inyandiko ashyikiriza Umuyobozi w'Ikigo rumwemerera gusubira mu ishuri.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kubera ko Abayobozi n'abakozi b'Imirenge n'aba Karere baba baziranye n'Abayobozi b'Ibigo by'amashuri, iyo hari umunyeshuri usaba gusubira mu ishuri, hakoreshwa cyane uburyo bwa terefoni kugira ngo bamushakire umwanya.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

28. Gusaba kwemererwa gukora ubuvuzi bwa gakondo

UBWOKO BWA SERIVISI: **Ubuzima**

Serivisi ni iyihe? Nujuje ibisabwa?	Uruhushya rwo gukora ubuvuzi bwa gakondo rutangwa na Minisitiri ufite Ubuzima mu nshingano ze. Nyamara, ibaruwa ibisaba inyuzwa ku Muyobozi w'Akarere akaba ariwe ubyemeza.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi cumi n'itanu (15)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba yandikiwe Minisitiri ufite ubuzima mu nshingano ze • Umwirondoro w'usaba • Icyemezo gitangwa n'Ikigo cy'Igihugu gishinzwe Ubushakashatsi mu by'Ubumenyi n'Ikoranabuhanga (IRST) cyemera ubwoko bw'ibyatsi buzakoreshwa • Urutonde rw'ibimera cyangwa ibihingwa bivamo imiti ya Gakondo bizakoreshwa • Icyemezo gitangwa n'Akagari n'Umurenge by'aho yifuza gukorera.
Binyura mu zihe nzira kugirango uyihabwe?	Kugirango umuntu yemererwe gukora Ubuvuzi Gakondo agomba: • Kuba afite icyemezo gitangwa n'Ikigo cy'Igihugu gishinzwe Ubushakashatsi mu by'Ubumenyi n'Ikoranabuhanga (IRST) cyemera ubwoko bw'ibyatsi buzakoreshwa. • Kwerekana urutonde rw'ibimera n'ibihingwa bivamo imiti ya Gakondo bizakoreshwa. • Icyemezo gitangwa n'Akagari n'Umurenge by'aho yifuza gukorera. • Kwandika ibaruwa ibisaba yandikiwe Minisitiri ufite Ubuzima mu nshingano ze binyujijwe ku Muyobozi w'Akarere • Kubigeza aho bakirira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu (Public Relations Officer). • Nyuma y'iminsi cumi n'itanu (15) uwasabye agaruka kureba ko ibaruwa ye yemejwe n'Umuyobozi w'Akarere hanyuma akayijyana muri Minisiteri ifite Ubuzima mu nshingano zayo akayishyira aho bakirira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu (Public Relations Officer).
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Minisiteri ifite Ubuzima mu nshingano zayo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ntibyemewe na gato, mu Buvuzi bwa Gihanga, gushyira umurwayi mu bitaro (hospitalization)
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

29. Gukemura impaka hagati y'abanyamuryango ba Koperative

Ubwoko bwa serivisi: Ubukungu, ubuhinzi, ubworozi n'ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Akarere gashobora gufasha gucyemura ibibazo, impaka, amakimbirane cyangwa ubwumvikane bucye hagati y'Abanyamuryango ba Koperative.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ibyumweru bibiri Akarere kagejejweho ikibazo
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa imenyesha ikibazo, impaka, amakimbirane cyangwa ubwumvikane bucye kandi isaba ko Akarere gafasha kubikemura.
Binyura mu zihe nzira kugirango uyihabwe	• Kwandikira Umuyobozi w'Akarere ibaruwa imenyesha ikibazo, impaka, amakimbirane cyangwa ubwumvikane bucye kandi isaba ko Akarere gafasha kubikemura • Umukozi ushinzwe Igenamigambi cyangwa ushinzwe 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
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

30. Gucyemura amakimbirane hagati y'umunyeshuri n'ikigo cy'ishuri

UBWOKO BWA SERIVISI: **Uburezi**

Serivisi ni iyihe? Nujuje ibisabwa?	Umunyeshuri wirukanywe ku ishuri ariko akaba afite impamvu zifatika zatuma asubizwa mu ishuri, ashobora gusaba ubuyobozi bw'Akarere kumurenganura bumuhuza n'Ubuyobozi bw'Ikigo. Ni ngombwa ariko ko, mbere yo kwitabaza Ubuyobozi bw'Akarere, umunyeshuri abanza kugerageza gukemura ikibazo afitanye n'Ubuyobozi bw'ishuri.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa yandikiwe Umuyobozi w'Akarere isaba kurenganurwa • Ibyangombwa by'ingenzi bisobanura imiterere y'ikibazo.
Binyura mu zihe nzira kugirango uyihabwe?	Umunyeshuri wirukanywe ku ishuri ariko akaba afite impamvu zifatika zatuma asubizwa mu ishuri ashobora: • Kwandikira Umuyobozi w'Akarere ibaruwa isobanura ikibazo cye, akomekaho ibyangombwa by'ingenzi bisobanura imiterere y'ikibazo cye, akagenera kopi Umuyobozi w'Ikigo yigagaho; • Nyuma y'umunsi umwe umunyeshuri ashyikirije ikibazo cye Ubuyobozi bw'Akarere, ashobora kumenyeshwe icyemezo cyafashwe ku kibazo cye.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ibaruwa isaba kurenganurwa na kopi igenerwa Umuyobozi w'Ikigo bigomba kugaragaza impamvu zo kwirukanwa.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

31. Gucyemura amakimbirane hagati y'umwarimu n'ishuri

UBWOKO BWA SERIVISI: **Uburezi**

Serivisi ni iyihe? Nujuje ibisabwa?	Abarimu bagize ibibazo by'amakimbirane ashingiye ku kazi bashobora kwiyambaza Ubuyobozi bw'Akarere kugira ngo bube umuhuza hagati yabo n'Ubuyobozi bw'Ikigo.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere • Ibyangombwa by'ingenzi bisobanura imiterere y'ikibazo.
Binyura mu zihe nzira kugirango uyihabwe?	Umwarimu wagize ikibazo cy'amakimbirana ashingiye ku kazi akaba yifuza ko Ubuyobozi bw'Akarere buba umuhuza hagati ye n'Ubuyobozi bw'Ikigo ashobora: • Kwandikira Umuyobozi w'Akarere ibaruwa isobanura imiterere y'ikibazo cye akagenera kopi Umuyobozi w'Ishuri; • Ibaruwa iherekejwe n'ibyangombwa by'ingenzi bisobanura imiterere y'ikibazo igezwa aho bakirira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu (Public Relations Officer) akamufasha kubonana n'umukozi ushinzwe Uburezi mu Karere. • Iyo amaze kubonana n'uwo mukozi akamusobanurira ikibazo cye, akomeza kubikurikirana akoresheje itumanaho rya terefoni; • Nyuma y'iminsi itanu abonanye n'umukozi ushinzwe Uburezi agaruka kureba umwanzuro ku kibazo cye. Ibyo byose bikorwa hagamijwe gushakira igisubizo amakimbirane yavutse.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Umuyobozi w'Akarere cyangwa umukozi ushinzwe Uburezi bashobora kwifashisha terefoni bagahamagara Umuyobozi w'Ikigo kugira ngo hashakishwe umuti w'amakimbirane. Akenshi, amakimbirane acyemurirwa kuri terefoni cyangwa bikaba ngombwa ko hatumizwa impande zombi zigatanga ibisobanuro mbere y'uko habaho kubahuza.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

Serivisi zitangwa n'Ishami ry'Imibereho Myiza y'Abaturage

32. Inkunga y'akarere ihabwa abacitse ku icumu rya jenosode yakorewe abatutsi batishoboye

UBWOKO BWA SERIVISI: Imibereho Myiza y'Abaturage

Serivisi ni iyihe? Nujuje ibisabwa?	Inkunga y'Akarere ihabwa Abacitse ku Icumu rya Jenoside yakorewe Abatutsi batishoboye ijyanye no kubona uburyo bwo kwivuza, uburezi, kubona ibiribwa n'icumbi
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa cyenda n'igice (3:30 pm) za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ine
Niba serivisi yishyurwa, igiciro ni ikihe?	Iyi serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Raporo y'ijonjora ry'Abacitse ku Icumu rya Jenoside yakorewe Abatutsi batishoboye ku rwego rw'Akagari; • Raporo ya Komite zishinzwe Amajyambere Rusange (CDC) ku rwego rw'Umudugudu n'Akagari ijyanye n'ijonjora ry'Abacitse ku Icumu rya Jenoside yakorewe Abatutsi batishoboye; • Raporo y'Umurenge ihuza za raporo zo mu Tugari n'Imidugudu
Binyura mu zihe nzira kugirango uyihabwe?	Ijonjora ry'Abacitse ku Icumu rya Jenoside yakorewe Abatutsi batishoboye rikorerwa ku rwego rw'Akagari no/cyangwa Umudugudu. Amazina y'Abacitse ku Icumu rya Jenoside ahurizwa muri raporo ishyikirizwa Akarere. Iyo hari uwacitse ku icumu utagaragara ku rutonde ruri ku Karere ajya mu Kagari cyangwa mu Mudugudu yacikiyeho ku icumu agasaba ko yashyirwa ku rutonde. Iyo wongewe ku rutonde rw'abacitse ku icumu uhabwa n'Akarere ibaruwa ibikumenyesha, ukayishyikiriza umukozi ushinzwe Imibereho Myiza y'abaturage ku Murenge kugira ngo utangire gusaba inkunga. Inkunga y'Uburezi itangwa binyuze mu Kigega cya Leta cyagenewe gutera inkunga Abacitse ku icumu rya Jenoside batishoboye (FARG) kandi igatangwa hashingiwe ku buremere bw'ibikenewe mu buryo bukurikira: • Amafaranga y'ishuri gusa, • Amafaranga y'ishuri n'ibikoresho by'ishuri, • Amafaranga y'ishuri, ibikoresho by'ishuri n'amafaranga y'urugendo yo kujya no kuva ku ishuri. Abana b'imfubyi za Jenoside birera bahabwa kandi inkunga ibafasha kubona ibibatunga. Abacitse ku icumu rya Jenoside bakuru bafashwa mu buryo bukurikira: • Guhabwa ubwishingizi mu kwivuza ku buntu, • Guhabwa ubwishinzi mu kwivuza ku buntu n'inkunga yo gufasha kubona ibibatunga, • Icumbi. Inkunga ikwiye guhabwa buri muntu wacitse ku icumu rya Jenoside igenwa na Komite z'Abacitse ku icumu zo ku rwego rw'Akagari n'Umurenge. Ku banyeshuri bishyurirwa na FARG bahabwa ibyangombwa by'ishuri.Bari mu nzego zikurikira: • Abakeneye amafranga y'ishuri gusa • Abakeneye amafranga n'ibikoresho by'ishuri • Abakeneye amafranga ,ibikoresho by'ishuri n'amafranga y'urugendo bava banajya kw'ishuri • Abana by'umwihariko b'abakuru b'imiryango bahabwa amafranga yo kubatunga no kugura ibindi bakekeneye yiyongera ku mafranga asbwa asabwa kw'ishuri. Iyo ari abana bakuze bashobora kubona izindi mfashanyo zigenwa na Komite zigena inkunga y' Abacitse ku icumu rya Jenoside mu Akagari n'Umurenge. Ibyo ni nka: • Amafranga y'ubwishingizi bwo kwivuza(mutuelle)gusa; • Amafranga y'ubwishingizi bwo kwivuza(mutuelle) n'ayo kubatunga; • amacumbi Iyo umaze kubona ibaruwa y'Akarere ikumenyesha ubwoko bw'inkunga wagenewe

	wihutira kureba umukozi ushinzwe Imibereho Myiza y'abaturage kugira ngo uhabwe iyo nkunga.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	CDC, Komite za FARG mu Kagari n'Umurenge
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

33. Inkunga itangwa n’Akarere ku byiciro byihariye by’abaturage batishoboye

UBWOKO BWA SERIVISI: **Imibereho Myiza y’abaturage**

Serivisi ni iyihe? Nujuje ibisabwa?	Ubuyobozi bw’Akarere bushobora gutanga inkunga ku byiciro byihariye by’abaturage batishoboye barimo abadafite aho batuye hazwi, abadafite akazi n’abana bo mu muhanda.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n’imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ntabyo
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo Ubuyobozi bw’Akarere buhe umuntu uri muri kimwe mu byiciro bivugwa haruguru agomba: • Kujya kureba umukozi ushinzwe Imibereho Myiza y’Abaturage ku Murenge cyangwa mu Ishami rishinzwe Iterambere ry’Imibereho Myiza y’abaturage ku Karere, aba nabo bakareba niba hari ingengo y’Imari yabigenewe. • Ku bana bo mu muhanda, Ubuyobozi bubashakira Ibigo byakira abana bavuye mu mihanda.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Inzego za Leta
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by’ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n’amategeko	

34. Inkunga itangwa n'Akarere ku baturage bangirijwe n'ibiza

UBWOKO BWA SERIVISI: **Imibereho Myiza y'abaturage**

Serivisi ni iyihe? Nujuje ibisabwa?	Ubuyobozi bw'Akarere bashobora gutanga inkunga ku baturage bangirijwe n'ibiza nk'umwuzure, umutingito, inkangu n'ibindi.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu. Igihe cyose habaye icyiza, Ubuyobozi bw'Akarere bugomba kubimenyeshwa.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi itatu (3), Ubutabazi bw'ibanze buba bwatanzwe.
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Raporo ya Komite y'Akagari n'iy'Umurenge igaragaza abangirijwe n'ibiza n'ibyangijwe uko bingana • Iyo hari amazu yangijwe n'ibiza, umukozi ushinzwe Ubutaka atanga raporo igaragaza agaciro k'ibyangiritse n'inkunga ikenewe.
Binyura mu zihe nzira kugirango uyihabwe?	Si ngombwa ko abangirijwe n'ibiza bandika basaba inkunga. Inkunga ihabwa buri wese wagaragajwe na raporo ya Komite y'Akagari cyangwa y'Umurenge ko yangirijwe. Iyo raporo kandi igaragaza ku buryo burambuye agaciro k'ibyangijwe na ba nyirabyo. Raporo yohererezwa Umuyobozi w'Akarere nawe agasaba umukozi ushinzwe ubutaka gukora igenzura ry'ibyangijwe kandi akagaragaza amafaranga akenewe mu kubisana
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

35. Guteza icyamunara imitungo yatanzweho ingwate muri Banki

UBWOKO BWA SERIVISI: **Amategeko**

Serivisi ni iyihe? Nujuje ibisabwa?	Iyi serivisi ihabwa Banki zifuza guteza icyamunara imitungo yatanzweho. Kugira ngo Banki zibashe kubona iyi serivisi, ziyambaza Noteri w'Akarere.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi cumi n'itanu (15)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntuyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Inyandiko y'urubanza • Itangazo rimenyesha itezwa rya cyamunara risinyweho na Noteri • Amasezerano y'inguzanyo ya Banki
Binyura mu zihe nzira kugirango uyihabwe?	• Iyo uwasabye kuri Banki atabashije kuyishyura, Banki isaba Urukiko rubifitiye ububasha uburenganzira bwo guteza icyamunara umutungo watanzweho ingwate. Iyo Urukiko rumaze gutanga uburenganzira, Banki isaba ko hakorwa icyamunara. • Banki yandikira akarere imenyesha icyifuzo cyo guteza icyamunara imitungo yatanzweho ingwate, igasaba Noteri ko abyemeza abishyiraho umukono. • Iyo Noteri amaze kubishyiraho umukono, bihinduka itangazo rikamanikwa ku biro by'Akarere, ku biro by'Umurenge umutungo ugurishwa uherereyemo, ku biro bya Banki, ku mutungo utezwa cyamunara no mu bitangazamakuru bitewe n'agaciro k'imitungo itezwa icyamunara. Mu minsi cumi n'itanu uhereye umunsi itangazo ryashyiriwe ahagaragara, Banki ifatanyije na Noteri bateza icyamunara aho umutungo watanzweho ingwate uherereye. • Umunsi w'icyamunara Noteri w'Akarere agena igiciro fatizo cy'icyamunara. Icyamunara kiba iyo hari nibura abaguzi batanu biyandikishije. • Uwatanze igiciro kiri hejuru niwe wegukana umutungo wagurishijwe mu cyamunara akumvikana na Banki uburyo bwo kwishyura.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Inkiko
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Impaka zibonetse zikemurwa n'inkiko kandi noteri w'Akarere akazitangamo ubuhamya
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Iyo hatabonetse nibura abaguzi batanu biyandikisha mu cyamunara cya mbere, icyamunara kirasubikwa kigasubirwamo nyuma y'iminsi cumi n'itanu y'akazi nk'uko biteganywa n'amategeko. Icyo gihe icyamunara gikorwa hatitawe ku mubare w'abaguzi biyandikishije.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

36. Gusaba uruhushya rwo kugurisha inzu cyangwa ikibanza udafitiye ibyangombwa

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Uru ruhushya ruhabwa abifuza kugurisha ikibanza cyangwa inzu badafitiye ibyangombwa.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mu gitondo, kugeza saa kumi n'imwe za mu gitondo
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe ?	Iyi serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• icyemezo cy'ubuyobozi bw'ibanze • Inyandiko yemeza ko abagize umuryango bose bemeye ko ugurisha
Binyura mu zihe nzira kugira ngo uyihabwe?	Kubona uruhushya rwo kugurisha inzu cyangwa ikibanza udafitiye ibyangombwa bikorwa mu buryo bukurikira: • Kubona icyemezo cyo kugurisha gisinyweho n'abagize umuryango bose • Guhabwa icyemezo n'ubuyobozi bw'ibanze cyerekana ko nta mpanza ziri ku kibanza cyangwa inzu byifuzwa kugurishwa. • Kwandikira umuyobozi w'akarere ibaruwa ibisaba iherekejwe n'ibyangombwa byavuzwe haruguru, byose bikagezwa mu biro by'ushinzwe kwacyira amabaruwa mu karere. • Akarere koherezwa umukozi ubishinzwe kureba niba ikibanza cyangwa inzu byifuzwa kugurisha bitari ahantu hateganyirijwe ibikorwa rusange, hanyuma agakora raporo. • Nyuma y'iminsi irindwi (7) uhereye igihe igenzura ryakorewe usabwe kuza gufata icyemezo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ubuyobozi bw'inzego z'ibanze
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ubusanzwe iyi serivisi ntiyishyurwa. Cyakora amafaranga 20,000 rwf yishyurwa igihe hagiye gukorwa ihererekanyabubasha ku mutungo.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

38. Gusaba uruhushya rwo gukorera mu nyubako nshya

Serivisi ni iyihe? Nujuje ibisabwa?	Iki ni icyemezo cyemerera umuntu gukorera mu nyubako nshya imaze kugenzurwa n'ubuyobozi bw'akarere.
Servisi itangwa ryari?	Ku va ku wa mbere kugeza ku wa gatanu, ku va saa moya za mugitondo, kugeza saa ku mi n'imwe za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi cumi n'itanu (15)
Niba serivisi yishyurwa, igiciro ni ikihe?	Uruhushya rwo gukorera mu nyubako nshya rwishyurwa amafaranga 20 000 Frw
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba uruhushya • Raporo y'igenzura ryakozwe n'umukozi w'akarere ubushinzwe • Inyemezabwishyu y'amafaranga asabwa.
Binyura mu zihe nzira kugira ngo uyihabwe?	Kubona uruhushya rwo gukorera mu nyubako nshya bikorwa ku buryo bukurikira: • Kwishyura amafaranga y'uruhushya mubiro by'umucungamari w'akarere cyangwa kuri konti y'akarere muri banki • Kwandikira umuyobozi w'akarere ibaruwa isaba uruhushya gukorera mu nyubako nshya. • Kugeza ibaruwa isaba iherekejwe n'inyemezabwishyu y'amafaranga asabwa ku biro bishinzwe kwacyira amabaruwa cyangwa ku mukozi ushinzwe guhuza inzego n'abantu ku karere. • Kwemeranya n'umukozi w'akarere umunsi wo gukoreraho igenzura ku nyubako. • Ku munsi bemeranyijweho umukozi w'akarere ajya gukora igenzura, agakora raporo ariyo izashingirwaho baguha uruhushya cyangwa bakarukwima • Iyo inyubako ari inzu isanzwe (iciriritse) ugaruka ku biro by'aho watanze ibyangombwa gufata uruhushya nyuma y'iminsi cumi n'itanu (15) uhereye igihe watangiyeho ibyangombwa byuzuye. Iyo ari inzu idasanzwe (umuturirwa) uruhushya ruboneka nyuma y'iminsi mirongo itatu (30).
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

39. Icyemezo cy'imikoranire

Ubwoko bwa serivisi: ubukungu, ubuhinzi, ubworozi n'ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Koperative, amashyirahamwe cyangwa imiryango itegamiye kuri Leta yiyandikishije mu karere kamwe yifuza gukorera mu kandi karere agomba guhabwa n'ako karere uruhushya rw'imikoranire.
Servisi itangwa ryari?	Kuva ku wa mbere kugeza ku wa gatanu, ku va saa moya za mugitondo kugera saa cyenda n'igice (3:30) za ni mugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi (2)
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	• 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)
Binyura mu zihe nzira kugira ngo uyihabwe ?	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 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.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Umurenge, MINALOC, MINIJUST, RCA
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Gusaba kongera agaciro k'icyemezo bikorwa hakurijwe inzira zanyuzwemo mu kugisaba; icyakora icyemezo gitangwa na MINALOC, MINIJUST cyangwa RCA nticyongera gutangwa. Icyemezo cy'imikoranire kigira agaciro k'umwaka umwe gashobora kongerwa igihe cyose bisabwe.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

40. Gusaba gusubizwa amafaranga y'ikirenga ku musoro

UBWOKO BWA SERIVISI: **Imari**

Serivisi ni iyihe? Nujuje ibisabwa?	Uwatanze amafaranga y'ikirenga ku musoro runaka, ashobora gusaba gusubizwa amafaranga y'ikirenga yatanze.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa cyenda n'igice (3:30 pm) za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba • Impapuro zigaragaza ko wishyuye uwo musoro.
Binyura mu zihe nzira kugirango uyihabwe?	Usaba gusubiza amafaranga y'ikirenga yishyuye ku musoro agomba: • Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere igaragaza ubwoko bw'umusoro n'amafaranga usaba gusubizwa. • Gushyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere ibaruwa iherekejwe n'impapuro zigaragaza ko wishyuye uwo musoro. • Nyuma y'iminsi ibiri uwasabye gusubizwa amafaranga y'ikirenga ajya ku Karere gufata sheki y'amafaranga y'ikirenga agomba gusubizwa.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Banki
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

41. Gusaba gukurirwa amatungo amahembe

Ubwoko bwa Serivisi: Ubworozi

Serivisi ni iyihe? Nujuje ibisabwa?	Aborozi bifuza gukurirwa amatungo amahembe bagomba kubisabira uruhushya ku bayobozi b'akarere babishinzwe.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mugitondo kugera saa cyenda n'igice (3:30 pm) za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri (2)
Niba serivisi yishyurwa, igiciro ni ikihe ?	Hishyurwa amafranga igihumbi(1000Frw) ya transiporo
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ibaruwa ibisaba
Binyura mu zihe nzira kugira ngo uyihabwe?	Kugira ngo ubone iyo serivisi ugomba gutanga ibi bikurikira: • Kuriha amafranga ku mukozi ushinzwe kuyakira • Kwandikira umukozi ushinzwe ubworozi ibaruwa ibisaba • Kugeza ibarwa yawe n'inyemezabwishyu ku biro by'umukozi w'Akarere ushinzwe ubworozi • Uhabwa uwo munsi gahunneraho serisi wasabye.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

42. Gusaba uburenganzira bwo gufatira hamwe umuriro w'amashanyarazi

UBWOKO BWA SERIVISI: Ibikorwa Remezo

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu bishyize hamwe mu Karere runaka bashobora gusaba ikigo gishinzwe gutanga amashanyarazi kubaha umuriro babinyujije mu buyobozi bw'akarere.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mugitondo kugera saa cyenda n'igice (3:30 pm) za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri (2)
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	ntabyo
Binyura mu zihe nzira kugira ngo uyihabwe ?	• Ibaruwa ibisaba • urutonde rw'abifuza umuriro mu gace • Ikarita yerekana imiterere y'agace kazashyirwamo umuriro
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	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.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Ntazo
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Nta buryo bwo kurenganurwa buteganijwe
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

43. Kunga umukozi n'umukoresha

Ubwoko bwa serivisi: Umugenzuzi w'Umurimo

Serivisi ni iyihe? Nujuje ibisabwa?	Iyo habaye impaka ku kazi hagati y'umukoresha n'umukozi zitabashije gukemuka, rumwe mu mpande bireba rushobora gusaba umugenzuzi w'umurimo ku karere kubafasha kuzikemura.
Servisi itangwa ryari?	Ku va kuwa mbere kugera ku wa gatanu, ku va saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe ?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ikarita y'akazi • ibaruwa isezerera umukozi ku kazi iyo yirukanywe • amasezerano y'umurimo *icyemezo cy'amafaranga y'imperekeza iyo hari ayo wabonye • ikindi cyemezo icyo aricyo cyose gihamya ko wari umukozi w'icyo kigo/umukoresha runaka,
Binyura mu zihe nzira kugira ngo uyihabwe?	-Hari uburyo 2 bwo gusaba ko umuntu akemurirwa impaka: • Ushobora kwandikira ibaruwa umugenzuzi w'umurimo isobanura neza imiterere y'kibazo cyawe cyawe ugusaba mu magambo ko impaka mufitanye zakemurwa. 1. Nyuma yo gutanga ikibazo cyawe, umugenzuzi w'umurimo aracyandika, hanyuma agatumira impande zirebwa n'izo mpaka kugira ngo baze kuganira kuri icyo kibazo, mu biro bishinzwe ubugenzuzi bw'umurimo ku karere. 2. Inama ishobora gutanga imyanzuro itatu ikurikira: Abarebwa n'impaka bashobora kumvikana ku myanzuro yafatiwe impaka zabo, abarebwa n'impaka bashobora kumvikana kuri imwe mu myanzuro yafatiwe ikibazo cyangwa ntibumvikane na busa ku myanzuro yafatiwe ikibazo. • Iyo bumvikanye kuri byose impande zombi zisabwa kumvikana igihe bazagarukira kurangiza ibyo bumvikanyeho. • Iyo bumvikanye ku gice cy'imyanzu cyangwa batumvikanye na busa, umugenzuzi w'umurimo akora inyandiko yereka ibyavuye mu nama yahuje impande bireba akayibashyikiriza. Abatishimiye imyanzuro bakitabaza inkiko bitwaje inyandiko yakozwe n'umugenzuzi w'umurimo kuri icyo kibazo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buhari.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	1. Igihe uregwa yanze kwitabira ubutumire, umugenzuzi w'umurimo amwohereza ubundi butumire inshuro ebyiri (2) atakwitaba, hagakorwa inyandiko yerekana ko impaka zitabashije gukemurwa, kugira ngo urega abashe kwitabaza inkiko. 2. Iyo umukozi urega akora mu kigo gifite uhagarariye abakozi, umugenzuzi w'umurimo ntashobora kwacyira ikibazo cye kitemejwe n'uhagarariye abakozi muri icyo kigo. Kugira ngo abone icyo cyemezo, abakozi basabwa ibaruwa ishinganye uhagarariye abakozi bamusaba gutanga imyanzuro ku kibazo cyabo. Iyo uhagarariye abakozi atagahuye imyanzu mu gihe cy'ukwezi kumwe uhereye igihe wamushyikirijeho ikibazo cyawe, umugenzuzi w'umurimo yakira ikibazo cyawe.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

44. Gusaba kurenganurwa n'Ubuyobozi bw'Akarere

UBWOKO BWA SERIVISI: **Imiyoborere Myiza**

Serivisi ni iyihe? Nujuje ibisabwa?	Amakimbirane avutse hagati y'abaturage, Ibirego bijyanye no kurenganywa ku kazi n'izindi mpaka bishobora gushyikirizwa Ubuyobozi bw'Akarere kugira ngo bishakirwe ibisubizo.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ibyumweru bibiri igihe ibirego byatanzwe mu buryo bw'inyandiko.
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa yandikiwe Umuyobozi w'Akarere isobanura imiterere y'ikibazo. • Raporo iturutse ku Murenge isobanura imiterere y'ikibazo.
Binyura mu zihe nzira kugirango uyihabwe?	Umuturage ufite ikibazo cyitabashije gucyemurwa n'Inzego z'Ibanze ashobora: • Kwandikira 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 ikayi yagenewe kwandikamo ibibazo igaragaza imyanzuro inzego zitandukanye zagiye zitanga kuri icyo kibazo. • 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.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo utishimiye imyanzuro yafashwe n'Ubuyobozi bw'Akarere ushobora gushyikiriza ikirego cyawe Urukiko rubifitiye ububasha.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Imyanzuro yafashwe kuri buri kibazo ishyirwa mu ikayi y'umuturage yagenewe kwandikwamo ibibazo kugira ngo bifashe mu gukurikirana ikibazo mu mizi yacyo.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

45. Gusaba akarere inkunga yo gufasha amashyirahamwe, amakoperative n'imiryango itegamiye kuri leta

Ubwoko bwa serivisi: ubukungu, ubuhinzi, ubworozi n'ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Amashyirahamwe, amakoperative, imiryango itegamiye kuri leta ishobora gusaba inkunga y'akarere kugira ngo ikore umushinga wihariye.
Servisi itangwa ryari?	Kuva ku wa mbere kugeza ku wa gatanu, kuva saa moya za mu gitondo kugera saa kumi n'imwe za ni mugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ibyumweru bibiri (2)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba • icyemezo cyo gukora, icyemezo cy'agateganyo cyangwa icyemezo cy'ubufatanye • kopi y'inyandiko y'umushinga
Binyura mu zihe nzira kugira ngo uyihabwe?	Igihe amafaranga ahari, akarere gashobora gutera inkunga amashyirahamwe, koperative cyangwa imiryango itegamiye kuri Leta yabisabye. Abasaba inkunga bagomba: • Kwerekana imiterere y'umushinga • Kwandikira umukuru w'akarere ibaruwa ibisaba • Kugeza ibaruwa ibisaba iriho n'ibyangombwa byavuzwe haruguru ku karere • Kujya ku karere nyuma y'ibyumweru bibiri (2) uhereye umunsi yatangiyeho idosiye yuzuye gufata igisubizo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

46. Uruhushya rwo gucukura amabuye y'agaciro na kariyeri

Ubwoko bwa serivisi: ubukungu, ubuhinzi, ubworozi n'ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Imirimo yose y'ubucukuzi bw'amabuye y'agaciro na kariyeri mu Rwanda isabirwa uruhushya rutangwa na Minisiteri ifite mu nshingano zayo mine n'amashyamba. Cyakora abifuza uruhushya bagomba kunyura ku buyobozi bw'akarere bireba, kubera ko aribwo bugomba kubyemeza no kubisabira uruhushya. Uwifuza uruhushya kandi ashobora kunyura ku rwego OGMR gusaba ubufasha, inama cyangwa ibindi bisobanuro nk'urugero kumenya ahantu hashobora gukorerwa imirimo y'ubucukuzi bw'amabuye y'agaciro na kariyeri cyangwa guhabwa ikarita yerekana imiterere y'agace yifuza gukoreramo.
Ni hehe serivisi itangirwa?	Uwifuza gusaba uruhushya rwo gucukura amabuye y'agaciro na kariyeri anyura ku buyobozi bw'akarere bireba. Kubirebana n'ibisobanuro, inama cyangwa ubundi bufasha abisaba ku rwego OGMR rukorera ku Muhima P.O Box 2195 Kigali Tel: (+250) 0252 573632 (reception) cyangwa kuri Minisiteri ishinzwe Amashyamba na Mine.
Servisi itangwa ryari?	Ku va ku mbere kugera ku wa gatanu, ku va saa moya za mu gitondo kugera saa cyenda n'igice (3:30 pm) za ni mugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Nta gihe giteganyijwe gihari biterwa n'igihe watangiye ibyangombwa byuzuye.
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo kwishyura uruhushya n'amafaranga yo kwishyura ubwishingizi ku mpanuka. Ayo mafaranga niyo yishyurwa ubu ku ruhushya, cyakora Itegeko rishya ririmo kuvugururwa rishobora kuzabihindura. Ibiciro by'ubucukuzi ku buso buto bikorwa ku buryo bwa gakondo: • uruhushya rw'agateganyo rwo gushakisha aho gucukura no gutangira gucukura 5,000 RwF • Kurwongeza agaciro bwa mbere: 10,000 RwF • Kurwongeza agaciro bwa kabiri: 25,000 RwF • uruhushya rwihariye rwo gushakisha aho gucukura no gutangira gucukura: 50,000 RwF • Kurwongeza agaciro bwa mbere: 75,000 RwF • Kurwongeza agaciro bwa kabiri: 100,000 Rwf. Ibiciro by'ubucukuzi ku buso bunini ku buryo bwa kijyambere • Gushakisha aho gucukura: 75,000 • Kurwongeza agaciro bwa mbere: 150,000 • Gusaba ibisobanuro by'ahacukurwa: 25,000 • Gutangira gucukura: 150,000 • Kurwongeza agaciro bwa kabiri : 300,000 • Kwegurira undi uruhushya: 250,000 RwF • Guhuriza hamwe impushya: 250,000 RwF • Gusaba ibisobanuro ku bijyanye n'aho bacukura: 75,000 RwF Ibiciro by'impushya zo gucukura muri za kariyeri: • Gucukura kariyeri: 10,000 RwF • Kongeza agaciro k'uruhushya: 20,000 RwF Ku bijyanye n'amafaranga y'ubwishingizi ku mpanuka igihe cyo gusubiranya ahacukuwe bitewe n'impushya zakoreshwaga (zaba izo gushakisha, gucukura no gukodesha by'igihe gito cyangwa kidasanzwe ubariza muri OGMR cyangwa Minisiteri ishinzwe mine n'amashamba cyangwa ugakurikiza ibikubiye mu Iteka rya Minisitiri w'Intebe No 68/03 of 05/12/2001.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba yometseho amakarita yakozwe hakoreshejwe GPS cyangwa inzobere mu gupima ubutaka yerekana ahantu wifuza gucukura amabauye y'agaciro cyangwa gushyira kariyeri • yometseho sitati y'ikigo cyizacukura, gahunda y'ibikorwa, amafaranga azakoreshwa n'inyungu izaboneka, inyigo y'ingaruka ibikorwa byagira ku bidukikije EIA n'inyemezabwishyu y'amafaranga asabwa.
Binyura mu zihe nzira kugira ngo uyihabwe?	Kunyura ku buyobozi bw'akarere k'aho wifuza gucukura amabuye y'agaciro cyangwa gushyira kariyeri. Iyo utarabona neza aho wakorera ushobora gusaba ubufasha mu

	kigo OGMR kugira ngo umenye ahashobora gucukurwa. Igihe umaze kubona aho uzakorera: • Wandikira umuyobozi w'akarere uzakoreramo. • Ikarita y'aho hantu n'izindi nyandiko za ngombwa zomekwa ku ibaruwa wohereje. • Umuyobozi w'akarere agisha inama abayobozi babishinzwe kugira ngo babyemeze niba ari ngombwa. • Iyo ibyangombwa watanze byuzuye kandi byemejwe n'abo bireba, umuyobozi w'akarere yandikire Minisitiri ushinzwe mine n'amashyamba amusaba ko uruhushya rwatangwa. • Igihe Ministiri asanze ibyangombwa byose byuzuye atanga uruhushya akarwoherereza umuyobozi w'akarere kugira ngo arushyikirize nyirarwo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Banki Nkuru y'u Rwanda (BNR) cyangwa ikigo cy'igihugu gishinzwe imisoro n'amahoro (RRA) kugira ngo yishyure amafaranga y'uruhushya. Uruhushya rutangwa na Minisiteri ifite Mine mu nshingano zayo.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Igihe ufite ikibazo kidashobora gukemurwa ku rwego rw'akarere, ushobora kwandikira Minisitiri ufite Mine n'Amashyamba mu nshingano ze.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

47. Gushyira umukono ku masezerano y'ubugure

UBWOKO BWA SERIVISI: **Amategeko**

Serivisi ni iyihe? Nujuje ibisabwa?	Kugira ngo Amasezerano y'ubugure agire agaciro imbere y'amategeko ashyirwaho umukono na Noteri.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo kwishyura serivisi zitangwa na Noteri
	800 Frw kuri buri paji. Ibi bikorwa kuri buri kopi
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Amasezerano y'ubugure y'umwimerere • Inyandiko isobanura neza icyaguzwe *Inyandiko igaragaza ubwishyu.
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo Noteri ashyire umukono ku masezerano y'ubugure: • Kujya kuri Banki cyangwa ku mukozi w'Akarere ushinzwe kwakira amafaranga ukishyura amafaranga ahwanye n'umubare wa kopi wifuza ko Noteri ashyiraho umukono. • Gushyikiriza, mbere ya saa yine za mugitondo, umukozi ushinzwe kwakira amabaruwa ku Karere Amasezerano y'Umwimerere, inyandiko isobanura neza icyaguzwe n'inyandiko igaragaza ubwishyu. • Kugaruka ku Karere nyuma ya saa munani gufata amasezerano y'ubugure yashyizweho umukono na Noteri.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Impaka zishingiye ku kwibeshya ku cyaguzwe zigaragaye nyuma y'uko amasezerano y'ubugure asinywe zishyikirizwa Inkiko zibifitiye ububasha
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

48. Gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki

UBWOKO BWA SERIVISI: **Amategeko**

Serivisi ni iyihe? Nujuje ibisabwa?	Kugira ngo Amasezerano y'inguzanyo yatanzwe na Banki agire agaciro imbere y'amategeko ashyirwaho umukono na Noteri.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Umunsi umwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo kwishyura serivisi zitangwa na Noteri: 800 Frw kuri buri paji. Ibi bikorwa kuri buri kopi
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Amasezerano y'umwimerere, • Kopi y'Indangamuntu y'uwo mwashakanye, • Inyandiko y'ubutumwa (procuration) bw'uwo mwashakanye iriho umukono wa Noteri cyangwa Uhagarariye u Rwanda (Ambasaderi) mu gihugu uwo mwashakanye uba hanze arimo • Inyandiko igaragaza ko wishyuye amafaranga ya serivisi zitangwa na Noteri.
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo Noteri ashyire umukono ku masezerano y'inguzanyo: • Kumvikana na Banki ku bijyanye no kwishyura amafaranga ya serivisi zitangwa na Noteri. • Kwishyura kuri Banki amafaranga ya serivisi zitangwa na Noteri. • Gushyikiriza Banki amasezerano ariho umukono wa Noteri. • Kujyana amasezerano y'inguzanyo y'umwimerere aherekejwe na kopi y'indangamuntu y'uwo mwashakanye n'inyandiko igaragaza ko wishyuye amafaranga ya serivisi zitangwa na Noteri ukabishyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere. • Uwasabye inguzanyo, uwo bashakanye n'umukozi wa Banki ushinzwe inguzanyo bajya kwa Noteri gushyira Umukono ku masezerano y'inguzanyo. 6.Iyo noteri amaze gushyira umukono ku masezerano y'inguzanyo, uwasabye inguzanyo ashobora gutwara kopi ze.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Banki
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Impaka zose zivutse zishyikirizwa Inkiko zibifitiye ububasha
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

49. Gushyira umukono ku byangombwa

UBWOKO BWA SERIVISI: **Amategeko**

Serivisi ni iyihe? Nujuje ibisabwa?	Umuntu wese ufite Impapuro z'agaciro: Impapuro zitangwa na Muganga, Icyemezo cy'amavuko, Uruhushya rwo gutwara ibinyabiziga, Icyemezo cy'Ubutumwa (procuration), Indangamuntu, Urupapuro rw'abajya mu mahanga…… bashobora kuzishyirishaho umukono wa Noteri.
Serivisi itangwa ryari?	Impapuro zatanzwe hagati ya saa moya na saa yine za mugitondo ziboneka hagati ya saa yine na saa tanu za mu gitondo. Impapuro zatanzwe mbere ya saa yine ziboneka saa tanu n'aho izatanzwe nyuma ya saa yine zikaboneka guhera saa munani
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo kwishyura serivisi zitangwa na Noteri
	• Impapuro zatanzwe mu myaka yahise; Umwimerere: 1200 frw naho kopi: 600 frw. • Impapuro zatanzwe uwo mwaka; Umwimerere: 600 frw naho kopi: 300 frw.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Impapuro z'umwimerere, • kopi zikenewe gushyirwaho umukono • icyemezo kigaragaza ko wishyuye amafaranga yo kwishyura serivisi zitangwa na Noteri
Binyura mu zihe nzira kugirango uyihabwe?	Iyo ushaka gushyirisha umukono wa Noteri ku mpapuro z'agaciro ugomba: • Gushyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere impapuro z'umwimerere na kopi wifuza ko zishyirwaho umukono wa Noteri. • Kwishyura ku Karere amafaranga yo kwishyura serivisi zitangwa na Noteri. • Umukozi ushinzwe kwakira amafaranga ku Karere aha uwishyuye urupapuro rugaragaza ko yishyuye. • Kugaruka gufata impapuro zashyizweho umukono witwaje urupapuro wishyuriyeho.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Igihe cyateganyijwe cyo gutanga no gutwara impapuro zashyizweho umukono wa Noteri gishobora guhinduka; cyane cyane mu masaha ya mugitondo, uje gusinyisha ashobora guhita atwara impapuro ze ako kanya.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

50. Gushyira umukono ku Mategeko Ngengamikorere y'Amashyirahamwe n'Amakoperative

UBWOKO BWA SERIVISI: **Amategeko**

Serivisi ni iyihe? Nujuje ibisabwa?	Amashyirahamwe anyuranye (Associations, Cooperatives and Enterprises) asabwa gushyirisha umukono wa Noteri ku Mategeko Ngengamikorere ayagenga kugira ngo atangire gushaka ubuzima gatozi.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	• Gukosora imbanzirizamushinga y'amategeko ngengamikorere: iminsi ibiri • Nyuma yo gukosorwa, iyo abanyamuryango bose bahari kugira ngo bayashyireho umukono, ayo mategeko ashobora kuboneka uwo munsi.
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo kwishyura serivisi zitangwa na Noteri
	• 800 Frw kuri buri paji. Ibi bikorwa kuri buri kopi • Amashyirahamwe akomeye (enterprise) acibwa amafaranga 2500 Frw
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Imbanzirizamushinga y'Amategeko Ngengamikorere • Kopi y'indangamuntu ya buri munyamuryango wayashyizeho umukono • Icyemezo kigaragaza ko hishyuwe amafaranga yishyurwa serivisi zitangwa na Noteri • Inyandikomvugo y'inama rusange ya mbere
Binyura mu zihe nzira kugirango uyihabwe?	• Gushyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere kopi y'amategeko ngengamikorere • Uwo mukozi nawe ayashyikiriza Noteri • Noteri arayasoma, akayakosora hanyuma akabara amafaranga agomba kwishyurwa • Nyuma y'iminsi ibiri, uhagarariye ishyirahamwe ashobora kuza kwishyura amafaranga asabwa no gufata amategeko ngengamikorere akososyes • Amafaranga ashobora kwishyurwa ku Karere ku mukozi ushinzwe kwakira amafaranga • Ishyirahamwe, rihereye ku mbanzirizamushinga y'amategeko ngengamikorere ikosoye, rirayakosora rihereye ku byasabwe na Noteri. • Ishyirahamwe rikora kopi enye z'amategeko ngenga akosoye hanyuma rikayashyikiriza umukozi ushinzwe kwakira amabaruwa ku Karere hamwe na ya kopi yakosowe na Noteri ndetse n'icyemezo kigaragaza ko yishyuye amafaranga atangwa kuri serivisi zitangwa na Noteri kugira ngo ashyirweho umukono wa Noteri • Uhagarariye ishyirahamwe ashobora kugaruka ku munsi ukurikiraho gusaba umunsi azaziraho hamwe n'abandi banyamuryango gushyira umukono kuri ayo mategeko. • Ku munsi bahawe abanyamuryango bose baza gushyira umukono ku mategeko ngenga imbere ya Noteri bose bitwaje irangamuntu zabo • Iyo abanyamuryango bose bamaze gushyiraho umukono, Noteri nawe ashyira umukono kuri kopi enye zayo mategeko • Iyo Noteri amaze kuyashyiraho umukono, umuyobozi w'ishyirahamwe ashobora kuza guyafata ku mukozi ushinzwe kwakira amabaruwa ku Karere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Kopi enye zashyizweho umukono na Noteri zihabwa aba bakurikira: imwe ihabwa Akarere, iya kabiri ihabwa Minisiteri irebwa n'ibikorwa by'ishyirahamwe, iya gatatu ihabwa Minisiteri y'Ubutabera kugira ngo ishyirahamwe ryandikwe naho iya kane isigara mw'ishyirahamwe.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

51. Gushyira umukono ku nyandiko z'Irage

UBWOKO BWA SERIVISI: **Amategeko**

Serivisi ni iyihe? Nujuje ibisabwa?	Irage rigomba kwemezwa na Noteri nk'uko biteganywa n'amategeko
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Biterwa n'igihe byafashe kugira ngo abo bireba bashyireho umukono.
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo kwishyura serivisi zitangwa na Noteri: 800 Frw kuri buri paji. Ibi bikorwa kuri buri kopi
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Irage rikosoye • Kopi imwe yaryo • Inyandiko igaragaza ko nyiri umutungo uvugwa mu irage ari uwe • Kopi y'Indangamuntu • Icyemezo kigaragaza ko amafaranga ya serivisi zitangwa na Noteri yishyuwe
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo irage rishyirweho umukono wa Noteri: • Usaba umukono wa Noteri ajyana kopi y'irage ku mukozi ushinzwe kwakira amabaruwa ku Karare • Irage rigomba kuba riherekejwe n'inyandiko igaragaza ko nyiri umutungo uvugwa mu irage ari uwe hamwe na kopi y'indangamuntu • Ku munsi ukorikiyeho, usaba agaruka kureba umukozi w'akarere ushinzwe kwakira amabaruwa gufata irage rikosoye akanamenyeshwa amafaranga agomba kwishyura. • Asabwa gukora nibura kopi eshatu z'irage rikosoye (kopi imwe igenerwa Akarere, iya kabiri ihabwa Umunyamategeko wunganira uwasabye, iya gatatu ikaba iya nyirubwite). • Kwishyura amafaranga yishyurwa serivisi zitangwa na Noteri ku Karere cyangwa kuri Banki. • Kujyana n'Umwunganizi mu by'amategeko kwa Noteri mwitwaje Irage rikosoye riherekejwe n'icyemezo cyerekana ko yishyuye. • Iyo usaba n'umwunganizi we mu by'amategeko bamaze gusinya ku irage, Noteri arishyiraho umukono hanyuma buri ruhande rugahabwa kopi yarwo.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Umwunganizi mu by'amategeko
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Irage ritangira kugira agaciro no gushyirwa mu bikorwa nyuma y'urupfu rwa nyiri ukuraga.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

52. Inkunga itangwa n'akarere ku mashyirahamwe ya siporo, urubyiruko n'umuco

UBWOKO BWA SERIVISI: URUBYIRUKO NA SIPORO

Serivisi ni iyihe? Nujuje ibisabwa?	Amashyirahamwe ya Siporo, ay'Urubyiruko n'ay'Umuco ashobora gusaba Akarere inkunga mu rwego rwa tekiniki, imari cyangwa ibikoresho.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Icyumweru kimwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba • Inyandiko y'umushinga w'ibikenewe
Binyura mu zihe nzira kugirango uyihabwe?	Kugirango Amashyirahamwe anyuranye ashobore kubona inkunga y'Akarere agomba: • Kwandikira Umuyobozi w'Akarere ibaruwa isaba inkunga. Iyo baruwa igomba kugaragaza inkunga ikenewe ndetse n'uruhare rw'ishyirahamwe ubwaryo. • Komeka ku ibaruwa inyandiko y'umushinga w'ibikenewe. • Kunyuza ibaruwa isaba inkunga ku Munyamabanga Nshingwabikorwa w'Umurenge Ishyirahamwe rikoreramo kugira ngo abyemeze. • Nyuma y'umunsi umwe ujya ku Murenge gufata ya baruwa hamwe n'imigereka ukabishyikiriza ushinzwe kwakira amabaruwa ku Karere. • Nyuma y'icyumweru kimwe uhabwa igisubizo n'Akarere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'Umurenge kugira ngo bemeze ugusaba kw'Ishyirahamwe
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

53. Gusaba igitabo gikubiyemo ibisabwa mu rwego rw’amasoko y’ ibikoresho na serivisi

Ubwoko bwa serivisi: Gutanga amasoko

Serivisi ni iyihe? Nujuje ibisabwa?	Amasoko y’akarere arenegeje 1 000 000 frw agomba gucishwa mu kana k’amasoko ku karere nk’uko biteganyijwe mu Iteka rya Minisitiri no 001/08/10 of 16/01/2008 amabwiriza agenga itangwa ry’amasoko ya Leta. Abifuza gupiganirwa bene ayo masoko, babimenyeshwa binyuze mu matangazo yerekana ibisabwa kugira ngo upiganwe.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mugitondo kugera saa kumi n’imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi makumyabiri n’irindwi (27) uhereye igihe amabaruwa yafunguriwe mu ruhame
Niba serivisi yishyurwa, igiciro ni ikihe ?	Ibiciro by’igitabo gikubiyemo ibisabwa kigura hagati y’amafaranga 10,000 frw kugeza kuri 20,000 frw
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe ?	• Ibaruwa yereka ko mwifuza gupiganwa • izindi mpapuro zose za ngombwa zikenewe
Binyura mu zihe nzira kugira ngo uyihabwe ?	Kubona amasezerano yo guha akarere serivisi cyangwa ibikoresho bikorwa ku buryo bukurikira: • Gusoma itangazo ribimenyesha mu binyamakuru • Kugura igitabo gikubiyemo ibisabwa ku mukozi ushinzwe amasoko ku karere. • Kugeza mu gihe cyateganyijwe ibisabwa byose mu bro by’ushinzwe amasoko. • Kwitabira ifungurwa mu ruhame ry’amabura asaba isoko. • Mu gihe cy’iminsi itanu (5) uhereye igihe amabaruwa yafunguriwe uwatsinze arabimenyeshwa by’agateganyo n’abatsinzwe nabo bakabimenyeshwa. • Mu gihe cy’iminsi irindwi (7) abatsinzwe bashobora kujurira, iyo ntawe ujuriye, uwatsinze ahabwa ibaruwa ibibumenyesha burundu inagusaba kuza gushyira umukono ku masezerano ugahita usabwa kubahiriza ibikubiyemo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Banki igihe wasabwe gutanga umwishingizi.
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Abifuza kurenganurwa bandikira Perezida wa Komite ishinzwe kwacyira ibibazo bijyanye n’amasoko ku karere. Abagize iyi Komite basubiramo ubryo amasoko yatanzwe hanyuma bagatanga umwanzuro wa nyuma. Umwanzuro wafashwe n’iyi Komite ntusubirwaho.
Hari ibindi by’ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Ku masoko afite agaciro katarenga 5,000,000 frw, ba rwiyemezamirimo batoranyijwe bashobora gusabwa gupiganirwa amasoko bitanyujijwe mu matangazo. Icyokora amasoko arengeje 1,000,000 rwf agomba kubanza gutangazwa. Iyo ifungurwa mu ruhame ry’amabaruwa rirangiye, ababishinzwe basuzuma niba ibyangombwa byatanzwe byujuje ibisabwa n’amategeko.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n’amategeko	

54. Gusaba uruhushya rwo gufungura akabari, inzu bacururizamo ibiribwa bitetse (resitora), amangazini, ibagiro, inzu yo gucururizamo inyama n'ibindi

UBWOKO BWA SERIVISI: **Ubuzima**

Serivisi ni iyihe? Nujuje ibisabwa?	Umuntu wese wifuza gufungura akabari, inzu bacururizamo ibiribwa bitetse (resitora), amangazini, ibagiro, inzu yo gucururizamo inyama n'ibindi agomba kubiherwa uruhushya n'Ubuyobozi bw'Akarere bubifitiye ububasha Uruhushya rutangwa iyo hamaze gukorwa igenzura ry'inyubako kugira ngo barebe ko ibijyanye n'isuku byubahirijwe
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi ibiri
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere igaragaza aho igikorwa kizakorerwa, Umurenge, Akagari n'Umudugudu
Binyura mu zihe nzira kugirango uyihabwe?	Kugira ngo ubone uruhushya rwo gufungura akabari, inzu bacururizamo ibiribwa bitetse (resitora), amangazini, ibagiro, inzu yo gucururizamo inyama n'ibindi ugomba: • Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba igaragaza aho igikorwa kizakorerwa, Umurenge, Akagari n'Umudugudu. • Gushyikiriza ibaruwa umukozi ushinzwe kwakira amabaruwa ku Karere. • Kumvikana n'Akarere umunsi wo gukora igenzura ry'ahazakorerwa igikorwa. • Uwasabye agaruka gufata igisubizo ku mukozi ushinzwe kwakira amabaruwa ku Karere nyuma y'iminsi ibiri igenzura rirangiye. Iyo igenzura rigaragaje ko hari ibyangombwa bituzuye kugira ngo uruhushya rutangwe, nyiri ugusaba ahabwa ibaruwa imumenyesha impamvu zo kudahabwa uruhushya. Ashobora kongera gusaba ko igenzura rishya rikorwa nyuma yo gukemura impamvu zatumaga adahabwa uruhushya. Muri icyo gihe igenzura rikorwa n'umukozi uturutse ku Murenge
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Umurenge
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

55. Kwandikisha ubutaka butari bufite ibyangombwa

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Igihe ufite ubutaka butigeze bwandikishwa kandi budafitiwe ibyangombwa byemewe n'amategeko, usabwe kubwandkisha mu buyobozi bw'akarere bubishinzwe.
Servisi itangwa ryari?	Ku va ku wa mbere kugeza ku wa gatanu, ku va saa moya za mu gitondo kugeza saa kumi n'imwe za ni mugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi cumi n'ine (14)
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo gutera imbago yishyurwa ku buryo bukurikira: • Amafaranga 100frw yishyurwa kuri m2 ku mazu yo guturamo • Amafaranga 120frw kuri m2 ku mazu y'inganda.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba gutererwa imbago yandikiwe umuyobozi w'akarere • igishushanyo cy'inyubako gishingiye ku gishushanyo mbonera cy'agace utuyemo • ibishushanyo 2 by'inyubako • inyemezabwishyu y'amafaranga asabwa
Binyura mu zihe nzira kugira ngo uyihabwe?	Kwandikisha ubutaka butari bufite ibyangombwa bikorwa ku buryo bukurikira: • Kwandikira ibaruwa isaba umuyobozi w'akarere usaba guterewa imbago • Kugeza ibaruwa isaba yometseho imiterere y'inyubako, ibishushanyo 2 by'inyubako hamwe n'inyemezabwishyu y'amafaranga asabwa mu biro by'ushinzwe kwacyira amaburuwa cyangwa umukozi ushinzwe guhuza inzego n'abantu ku karere • Nyuma y'uko ugusaba kwemewe, uwasabye atererwa imbago, akabona icyemezo cy'ubutaka mu minsi cumi n'ine (14) ibarwa uhereye igihe watangiye ibyangombwa byuzuye, amasezerano yo gukodesha ubutaka ashyirwaho umukono n'uwungirije umwandisti w'ubutaka mu minsi irindwi (7) ikurikira igihe waherewe icyemezo cy'ubutaka.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

56. Kwandikisha ubutaka no gusaba icyemezo cy'ikibanza (fiche cadastrale)

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu batunze ubutaka bagomba kubwandikisha mu biro by'igihugu bishinzwe ubutaka (LNC). Ibi bikorwa bicishijwe ku mukozi w'akarere ushinzwe ubutaka. Iyo umaze kwandikisha ubutaka uhabwa icyemezo cy'ikibanza cyawe (fiche cadastral).
Servisi itangwa ryari?	Ku va kuwa mbere kugeza kuwa gatanu, ku va saa moya za mu gitondo kugeza saa kumi n'imwe za nimugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Nyuma y'iminsi irindwi uhereye igihe watangiyeho ibyangombwa byose bisabwa, (nyuma yaho icyo cyemezo kigomba gushyirwaho umukono n'ibiro by'igihugu bishinzwe ubutaka)
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi yishyurwa amafaranga 50 000 rwf. • Andi mafaranga yishyurwa ni: 5,000 RwF byo guteza imbago; ubusanzwe yishyurwa abantu bakora ako kazi ku giti cyabo; • Amafaranga yo gutwara abakozi b'akarere bajya cyangwa bava gupima ikibanza.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa yandikiwe umuyobozi w'akarere isaba gutererwa imbago • komekaho inyandiko y'ubugure, icyemezo cy'irage iyo wabirazwe, cyangwa ikindi cyemezo cyose kerekana ko umutungo ari uwawe gitanzwe n'umurenge, ibaruwa yerekana ko umutungo wawuhawe yashyizweho umukono n'ubuyobozi bw'umurenge bw'aho uwo mutungo uherereye, kopi y'irangamuntu n'icyemezo cy'uko washatse cyangwa uri ingaragu.
Binyura mu zihe nzira kugira ngo uyihabwe?	• Kwandikira muyobozi w'akarere ibaruwa isaba gutererwa imbago, yerekana aho ubutaka buherereye n'uko bungana • Umukozi ushinzwe ubutaka akaguha gahunda y'igihe azazira kugenzura imiterere y'ubutaka. • Hagati aho ushaka inzobere mu gupimaimiterere y'ubutaka (ukamwiyishyurira) kugira ngo ku munsi w'igenzura azapime uubutaka abukorere ifishi yerekana imiterere yabwo kandi atere imbago. • Kujya kwishyura kuri banki cyangwa ku mucungamari w'akarere amafaranga ya ngombwa yo gutera imbago. • ku munsi w'igenzura ry'ubutaka, abaturanyi/abafite ubutaka mwegeranye bagomba kuba bahari. Nyuma y'ipimwa ry'ubutaka imbago zihita ziterwa n'imiterere y'ubutaka igashushanywa. • Umukozi ushinzwe ubutaka akora raporo izakoreshwa mukwemeza imiterere y'ubutaka. • Iyo amafaranga y'ihererekanya ry'ubutaka atishyuwe kujya kuri banki cyangwa ku mucungamari w'akarere kwishyura 20,000 rwf mbere y'uko icyemezo cy'ubutaka (fiche cadastrale) cyemezwa. • Icyemezo cy'ubutaka ubundi cyemezwa mu minsi itatu uhereye igihe ibyangombwa byose birimo n'inyemezabwishyu byamaze gutangwa. • Hanyuma icyemezo cy'ubutaka gishyikirizwa ibiro by'igihugu bishinzwe ubutaka I Kigali, kugira ngo uwungirije umwanditsi w'ubutaka abishyireho umukono (rimwe na rimwe hari ubwo asura uturere agasinya ibyemezo by'ubutaka byose byemejwe). • Nyuma yo kubona icyemezo cy'ubutaka,ubuhawe asabwa guhita ashaka amasezerano y'ubukode bw'igihe kirekire kugira ngo abashe kwishyura amafaranga y'ubukode bw'ubutaka.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'igihugu bishinzwe ubutaka
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Nta buryo bwo kurenganurwa buteganyijwe
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Iyi ni serivisi nshya mu Rwanda, iboneka cyane mu turere tw'imijyi cyane kurusha mu turere tw'icyaro.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

57.Gusaba guhindura ibikorwa byakorerwaga ku butaka

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Impinduka mu gukoresha ubutaka urugero guhindura ubutaka bwari butuwe ugakoreraramo ubucuruzi zigomba kumenyeshwa ibiro bishinzwe ubutaka mu karere.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mu gitondo kugera saa kumi n'imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi cumi n'ine (14) uhereye igihe watangiyeho ibyangombwa byuzuye
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba yerekana impamvu wifuza gukora izo mpinduka • Amasezerano y'ubukode bw'ubutaka • icyemezo cy'ubutaka (fiche cadastrale)
Binyura mu zihe nzira kugira ngo uyihabwe?	• Kwandikira ibaruwa isaba umuyobozi w'akarere yerekana ubwoko bw'ubutaka (urugero niba ubutaka ari rusange, ari ubw'umuntu ku giti cye cyangwa ari ubw'akarere), aho ubutaka buherereye n'impamvu wifuza gukora izo mpinduka • Komekaho amasezerano yo gukodesha ubutaka hamwe n'icyemezo cy'ubutaka. • Kwemeranya n'umukozi ushinzwe ubutaka kuri gahunda yo kugenzura. Igenzura rikorwa uwo munsi cyangwa mu minsi ibiri ikurikira igihe wabonaniyeho n'umukozi ushinzwe ubutaka bitewe na gahunda afite. * Iyo igenzura rirangiye hakorwa raporo. Iyo raporo igaragaje ko nta mbogamizi mu gihindura imikoreshereze y'ubutaka yomekwa ku zindi mpapuro ziri mu idosiye isaba. • Mu gihe cy'iminsi itanu (5) uhereye igihe igenzura ryarangiriye, umukozi ushinzwe ubutaka ashyikiriza iyi dosiye uwungirije umwanditsi w'ubutaka.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'uwungirije umwanditsi w'ubutaka
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Abifuza kurenganurwa bandikira umuyobozi w'akarere
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Impinduka mu gukoresha ubutaka zigomba gukurikiza igishushanyo mbonera cy'aho ubutaka buri.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

58.Gukemura impaka zikomoka ku butaka cyangwa ku mutungo

Ubwoko bwa serivisi: ubutaka

Serivisi ni iyihe? Nujuje ibisabwa?	Abantu bafitanye impaka ku butaka/umutungo bashobora gusaba akarere kubafasha kuzicyemura.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mugitondo kugera saa kumi nimwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Hagati y'iminsi ibiri(2) n'itatu(3) uhereye igihe impaka zasabiwe gukemurwa
Niba serivisi yishyurwa, igiciro ni ikihe?	Serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba yandikiwe umuyobozi w'akarere yerekana abafitanye impaka • Inyandiko zigaragaza nyir'ubutaka cyangwa umutungo (icyemezo cy'ubutaka/fiche cadastrale)
Binyura mu zihe nzira kugira ngo uyihabwe?	• Igihe ufitanye impaka z'ubutaka n'abaturanyi bawe ushobora gusaba akarere ko kabafasha kuzikemura. • Kujya ku biro bishinzwe ubutaka ukabagezaho ikibazo cyawe mu magambo cya ngwa mu nyandiko werekana imiterere y'impaka, amzina y'abafitanye impaka kandi werekana neza aho ubutaka bugirwaho impaka buherereye. • Kugeza ku biro bishinzwe ubutaka impapuro zangombwa zose zereka ko ubutaka ari ubwawe urugero icyemezo cy'ubutaka, amasezerano yo gukodesha ubutaka, uruhushya rwo gutura, inyemezabwishyu z'imisoro n'ibindi. • Bitewe na gahunda ye, umukozi w'ibiro bishinzwe ubutaka agena igihe azaza kugenzurira ubutaka afatanyije na komite ishinzwe ubutaka mu murenge no mu kagari ubutaka buherereyemo. • Ubusanzwe mu minsi ibiri (bitewe na gahunda z'ushinzwe ubutaka) igenzura ryagombye gukorwa. Mu gihe cy'igenzura abaturanyi mubangikanyije imbibi n'abandi bose barebwa n'izo mpaka basabwa kuba bahari. Ubutaka bupimwa hakoreshejwe ibipimisho byabugenewe bakurikijwe ibiri mu nyandiko z'ibanze zibitswe mu biro by'ubutaka. • Nyuma yo gusura aho hantu, umukozi ushinzwe ubutaka akora raporo ishingirwaho n'umuyobozi w'akarere acyemura ikibazo.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'umurenge n'iby'akagari
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Ushaka kurenganurwa yandikira umuyobozi w'akarere.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Hari ibibazo byinshi bijyanye no gucunga ubutaka abantu bagiye baragwa bigomba gukemurwa hifashishijwe ubuyobozi bw'akarere.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

59. Uruhushya rwemerera amakoperative, amashyirahamwe n'imiryango itegamiye kuri Leta gukora by'agateganyo

UBWOKO BWA SERIVISI: Ubukungu, Ubuhinzi, Ubworozi n'Ibidukikije

Serivisi ni iyihe? Nujuje ibisabwa?	Koperative, ishyirahamwe cyangwa umuryango utegamiye kuri Leta bikorera mu Karere bidafite uruhushya rwo gukora ruhoraho bigomba gusaba uruhushya rwo gukora by'agateganyo. Uruhushya rwo gukora by'agateganyo rugira agaciro mu gihe cy'umwaka umwe. Uruhushya rwo gukora ku buryo buhoraho rutangwa na Minisiteri irebwa n'ibikorwa by'Ishyirahamwe.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, ku va saa moya za mugitondo kugeza saa kumi n'imwe za ni mugoroba.
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ibyumweru bibiri (2) ku Miryango itegamiye kuri Leta n'Amashyirahamwe. Iminsi itatu (3) kuri za koperative.
Niba serivisi yishyurwa, igiciro ni ikihe ?	Uruhushya rwo gukora by'agateganyo rwishyurwa amafaranga 1 200 Frw
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Ku Mashyirahamwe n'Imiryango itegamiye kuri Leta: • Ibaruwa isaba inyujijwe ku munyamabanga nshingwabikorwa w'umurenge bikoreramo • gahunda y'ibikorwa • inyemezabwishyu y'amafaranga y'uruhushya rw'agateganyo • Sitati yemewe n'amategeko iriho umukono wa Noteri Ku makoperative: • amategeko ngengamikorere, • ibaruwa isaba inyujijwe ku Munyamabanga Nshingwabikorwa w'Umurenge • inyemezabwishyu y'amafaranga y'uruhushya rw'agateganyo • Sitati yemewe n'amategeko iriho umukono wa Noteri.
Binyura mu zihe nzira kugira ngo uyihabwe?	Gusaba uruhushya rwo gukora by'agateganyo bikorwa kuburyo bukurikira: • Kwandikira ibaruwa isaba umuyobozi w'akarere • Kuyinyuza ku munyamabanga nshingwabikorwa w'umurenge ukoreramo kugira ngo ashyireho umukono yemeza ko ukorera mu karere. • Iyo amaze kuyishyiraho umukono, usaba yishyura amafaranga y'uruhushya mu bri by'umubitsi w'akarere, • Gushyikiriza umukozi ushinzwe kwakira amabaruwa mu karere cyangwa umukozi ushinzwe guhuza inzego n'abantu ibaruwa isaba, gahunda y'ibikorwa, sitati yemewe n'amategeko, amategeko ngengamikorere n'inyemezabwishyu y'uruhushya rwo gukora by'agateganyo • Gufata uruhushya aho watanze idosiye nyuma y'ibyumweru bibir (2) uhereye umunsi watanze idosiye yuzuye. Iyo usaba uruhushya ari Koperative, ugaruka gufata uruhushya nyuma y'iminsi itatu.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ibiro by'Umurenge
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bikorwa mu nyandiko yandikiwe Umuyobozi w'Akarere.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Mu rwego rw'amategeko, uruhushya rutangwa n'Inama Njyanama y'Akarere, ariko mu rwego rwo kwihutisha serivisi, ubwo bubasha bweguriwe umunyamabanga w'Inama Njyanama. Ku bijyanye no kongeza agaciro k'uruhushya rwo gukora by'agateganyo, hakurikizwa inzira zikoreshwa mu kurusaba cyakora usaba asabwa gutanga raporo y'ibikorwa by'umwaka ushize.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

60. Kwegurira undi muntu inyubako

Serivisi ni iyihe? Nujuje ibisabwa?	Kugurisha cyangwa kwegurira undi muntu inyubako bigomba kwemezwa n'ubuyobozi bw'akarere bubifitiye ubushobozi kandi ihererekanya ry'umutungo rikurikije amategeko rikabikwa mu karere.
Servisi itangwa ryari?	Ku va ku wa mbere kugera ku wa gatanu, kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Iminsi mirongwine(40)
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga y'iherekanyamutungo ni: • 100.000 Frw. Ku nzu isanzwe, • 200.000 Frw ku nzu y'igorofa.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa isaba yandikiwe umuyobozi w'akarere • amasezerano y'ubugure ashyizweho umukono na noteri w'akarere • raporo y'isuzuma ry'umutungo ryakozwe n'akarere • inyemezabwishyu y'amafanga asabwa
Binyura mu zihe nzira kugira ngo uyihabwe?	Iyo ushaka kwegurira undi muntu umutungo ugomba: • Kwandikira ibaruwa isaba umuyobozi w'akarere • Kugeza mu biro by'umukozi ushinzwe kwacyira amabaruwa cyangwa umukozi ushinzwe guhuza inzego n'abantu mu karere ibaruwa isaba yometseho amaserano y'ubugure cyangwa inyandiko yerekana ko wahawe umutungo biriho umukono wa noteri, raporo y'isumwa ry'umutungo yakozwe n'akarere n'inyemezabwishyu y'amafaranga asabwa. • Kugaruka gufata igisubizo aho watanze idosiye ku karere nyuma y'iminsi 40 uhereye igihe watangiyeho idosiye yuzuye.
Ese hari izindi Nzego bisaba kunyuramo? Ni izihe? (Urugero:nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bikorwa mu nyandiko yandikiwe Umuyobozi w'Akarere.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

61. Gusaba gukomeza guhabwa inkunga ya FARG

UBWOKO BWA SERIVISI: **Imibereho Myiza y'Abaturage**

Serivisi ni iyihe? Nujuje ibisabwa?	Umuntu usanzwe agenerwa inkunga y'Ikigega Kigenewe gutera Inkunga Abacitse ku Icumu rya Jenoside yakorewe Abatutsi batishoboye (FARG) ushaka kwimukira mu kandi Karere, yandikira Umuyobozi w'Akarere amusaba icyemezo (transfer) kizatuma akomeza guhabwa inkunga ya FARG aho yimukiye.
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Ukwezi kumwe
Niba serivisi yishyurwa, igiciro ni ikihe?	Iyi serivisi ntiyishyurwa
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	• Ibaruwa yandikiwe Umuyobozi w'Akarere isaba gukomeza guhabwa inkunga ya FARG mu Karere wimukiyemo. Iyo baruwa igomba kugaragaza impamvu asaba icyo cyemezo. • Icyemezo cyashyizweho umukono na komiti za CDC ku rwego rw'Akagari ndetse na komite za FARG ku rwego rw'Akagari n'Umurenge.
Binyura mu zihe nzira kugirango uyihabwe?	Umuntu usanzwe agenerwa inkunga y'Ikigega Kigenewe gutera Inkunga Abacitse ku Icumu rya Jenoside yakorewe Abatutsi batishoboye (FARG) ushaka gukomeza guhabwa inkunga ya FARG mu Karere ashaka kwimukiramo agomba: • Kuzuza urupapuro rwabigenewe rutangwa na komiti ya FARG mu rwego rw'Akagari. • Abagize komiti za FARG ku rwego rw'Umurenge n'Akagari bashyira umukono kuri urwo rupapuro, • Kwandikira Umuyobozi w'Akarere ibaruwa isaba gukomeza guhabwa inkunga ya FARG mu Karere yimukiyemo. Iyo baruwa igomba kugaragaza impamvu asaba icyo cyemezo. • Kugeza ibaruwa isaba iherekejwe n'icyemezo cyashyizweho umukono na komiti zishinzwe Amajyambere Rusange (CDC) ku rwego rw'Akagari ndetse na komite za FARG ku rwego rw'Akagari n'Umurenge ku mukozi ushinzwe kwakira amabaruwa ku Karere. Akarere kandikira Ubunyamabanga Nshingwabikorwa bwa FARG mu izina ry'uwasabye gasaba icyemezo cyo gukomeza guhabwa inkunga ya FARG mu Karere yimukiyemo. • Nyuma y'icyumweru kimwe uwasabye ajya kureba igisubizo ku mukozi ushinzwe kwakira amabaruwa ku Karere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	CDC, Komite za FARG mu Kagari n'Umurenge
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Gusaba kurenganurwa bikorwa mu nyandiko yandikiwe Umuyobozi w'Akarere.
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Icyemezo gituma umuntu akomeza guhabwa inkunga ya FARG aho yimukiye gihabwa abantu bose bagenerwa inkunga ya FARG bashaka kuva mu Karere bajya mu kandi. Abashaka icyi cyemezo bandikira Umuyobozi w'Akarere ibaruwa igisaba iherekejwe na raporo yatanzwe na Komite za FARG ku rwego rw'Akagari n'Umurenge.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

62. Kwishyura amahoro y'isoko ya buri kwezi

UBWOKO BWA SERIVISI: **Imari**

Serivisi ni iyihe? Nujuje ibisabwa?	Abikorera bafite ibibanza mu isoko ariko batabikoreraho bishyura umusoro w'isoko wa buri kwezi
Serivisi itangwa ryari?	Kuva saa moya za mugitondo kugeza saa kumi n'imwe za nimugoroba; kuva ku wa mbere kugeza ku wa gatanu
Uhereye igihe wasabiye serivisi, bifata igihe kingana iki kugira ngo uyihabwe?	Serivisi itangwa ako kanya
Niba serivisi yishyurwa, igiciro ni ikihe?	Amafaranga yo gutunganya isoko
	Umubare w'amafaranga y'umusoro w'isoko wa buri kwezi uhinduka bitewe n'aho isoko riherereye. Ayo mafaranga akusanywa na Rwiyemezamirimo wagiranye amasezerano n'Akarere.
Ni ibihe byangombwa bisabwa kugira ngo uyihabwe?	Urutonde rw'abafite ibibanza mu isoko
Binyura mu zihe nzira kugirango uyihabwe?	• Umusoro w'isoko wa buri kwezi utangwa n'abacuruzi bose bafite ibibanza muri iryo soko. • Ba Rwiyemezamirimo bagiranye amasezerano n'Akarere nibo bakusanya ayo mafaranga, bakayashyikiriza Akarere mu ntangiriro ya buri. Nta mande iteganyijwe mu gihe habayeho ubukererwe mu gushyikiriza Akarere ayo mafaranga. • Ba Rwiyemezamirimo bagiranye amasezerano n'Akarere bakusanya ayo mafaranga bagendeye ku biciro bumvikanyeho n'Akarere.
Ese hari izindi nzego bisaba kunyuramo? Ni izihe? (Urugero nko kwishyura igiciro cya serivisi cyangwa gushaka ibindi byangombwa)	Ntazo
Ese hari uburyo bwo kurenganurwa mu gihe udahawe iyo serivisi?	Iyo udahawe serivisi wandikira Umuyobozi w'Akarere ibaruwa usaba kurenganurwa
Hari ibindi by'ingenzi bikenewe kumenywa kugira ngo ubone iyo serivisi?	Abacuruzi banze gutanga umusoro w'isoko bashyikirizwa Akarere kakaba ariko kabiyishyuriza.
Impapuro zuzuzwa	
Ibyangombwa bisabwa n'amategeko	

Byemejwe na ……………………………………………………..

Umunyamabanga Nshingwabikorwa

Itariki:…………………………………………………………