INYANDIKO NGENDERWAHO KU MITANGIRE YA SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKAGARI

GASHYANTARE 2013

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO KU RWEGO RW'AKAGARI

Iyi nyandiko ishingiye ku ihame ryo gutanga serivisi nziza, ku baturage ku rwego rw'Akagari . Akagari ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda[1]. Inshingano z'Akagari zigenwa n' Iteka rya Perezida Nº28/01 ryo ku wa 6 Nyakanga 2009 rihindura kandi ryuzuza iteka rya Perezida Nº 57/01 ryo kuwa 15/10/2006 rigena inshingano, imiterere n'imikorere by'Umudugudu, iby'Akagari n'iby'Umurenge.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitangire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akagari, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayiherewe cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe,…

Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

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

[1] Iteka rya Perezida Nº28/01 ryo ku wa 6 Nyakanga 2009 rihindura kandi ryuzuza iteka rya Perezida Nº 57/01 ryo kuwa 15/10/2006 rigena inshingano, imiterere n'imikorere by'Umudugudu, iby'Akagari n'iby'Umurenge.

SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKAGARI

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

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

IBINDI BIGOMBA KWITABWAHO

1. Umunyamabanga nshingwabikorwa w'Akagari asabwe gushishikariza abaturage ko guhabwa serivisi ari uburenganzira bwabo, bikaba n'inshingano z'Umuyobozi kuyitanga nta yandi mananiza.
2. Nta muyobozi wemerewe gusaba ibindi bitateganijwe bisabwa uhabwa serivisi muri iyi nyandiko;
3. Umuyobozi ku rwego rw'akagari asabwe gutubura izi nyandiko zikagera ku baturage ayobora, zikaganirwaho mu nama zitandukanye zimuhuza n'abaturage
4. Buri Munyamabanga Nshingwabikorwa w'Akagari asabwe kandi kumanika iyi nyandiko ahagenewe gushyirwa amatangazo ;
5. Umunyamabanga Nshingwabikorwa w'Akagari asabwe gusobanurira abaturage ko Umudugudu ari urwego rw'Ubukangurambaga atari urutanga serivisi.